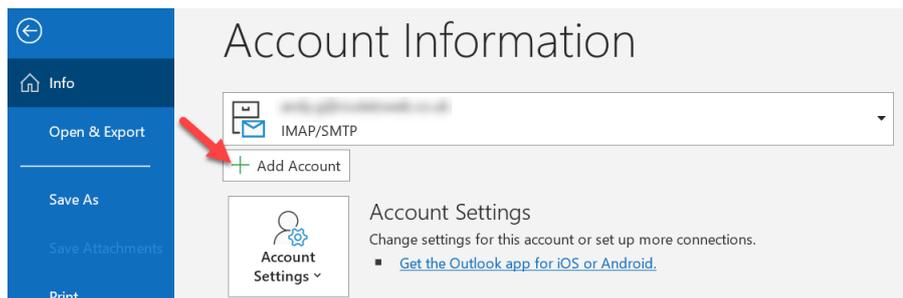


How to set up a new email account in Microsoft Outlook

1

File -> Add Account

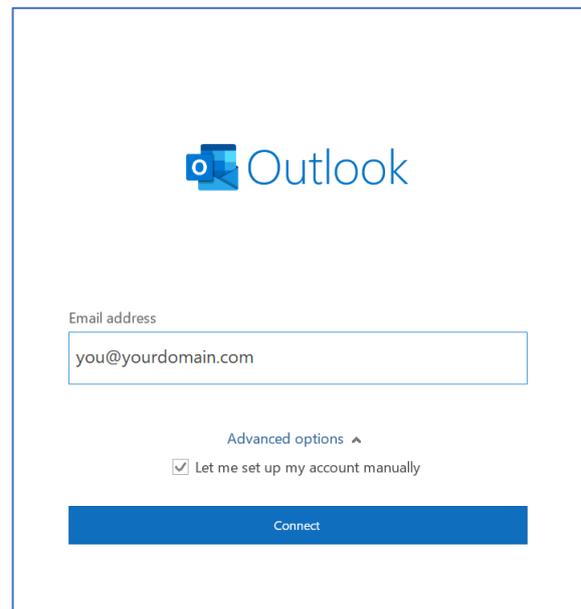


2

Enter email address

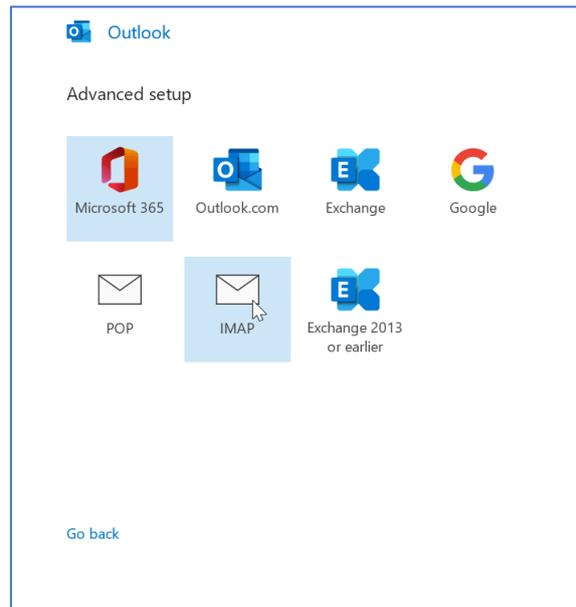
Tick *Let me set up my account manually*

Click Connect

A screenshot of the Outlook account setup form. At the top is the Outlook logo. Below it is a text input field for 'Email address' containing 'you@yourdomain.com'. Underneath is an 'Advanced options' section with a checked checkbox for 'Let me set up my account manually'. At the bottom is a blue 'Connect' button.

3

Select IMAP



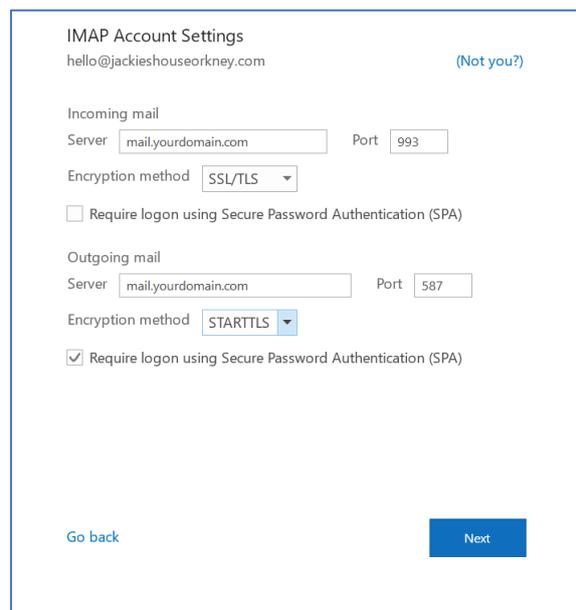
4

Under Incoming mail
Add the server name, set the port to 993 and
encryption method to SSL/TLS

Under Outgoing mail
Add the server name, set the port to 587 and
encryption method to STARTTLS

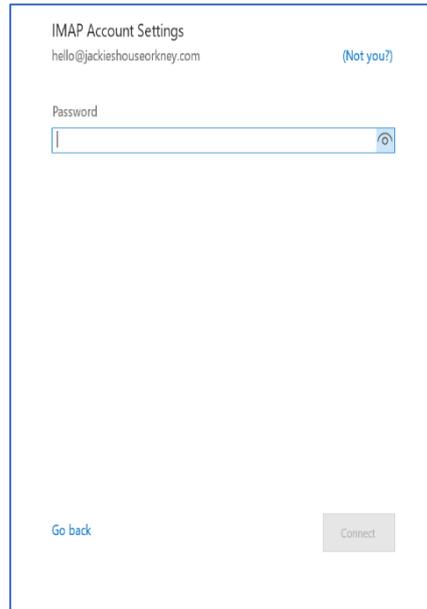
Tick the Require logon using Secure Password
Authentication (SPA)

Click the Next button

The screenshot shows the 'IMAP Account Settings' form. At the top, it says 'IMAP Account Settings' and 'hello@jackieshouseorkney.com' with a '(Not you?)' link. The form is divided into 'Incoming mail' and 'Outgoing mail' sections. Under 'Incoming mail', there are fields for 'Server' (mail.yourdomain.com) and 'Port' (993), and a dropdown for 'Encryption method' (SSL/TLS). There is a checkbox for 'Require logon using Secure Password Authentication (SPA)' which is currently unchecked. Under 'Outgoing mail', there are fields for 'Server' (mail.yourdomain.com) and 'Port' (587), and a dropdown for 'Encryption method' (STARTTLS). There is a checkbox for 'Require logon using Secure Password Authentication (SPA)' which is currently checked. At the bottom left, there is a 'Go back' link, and at the bottom right, there is a blue 'Next' button.

5

Add the password
Click the Connect button



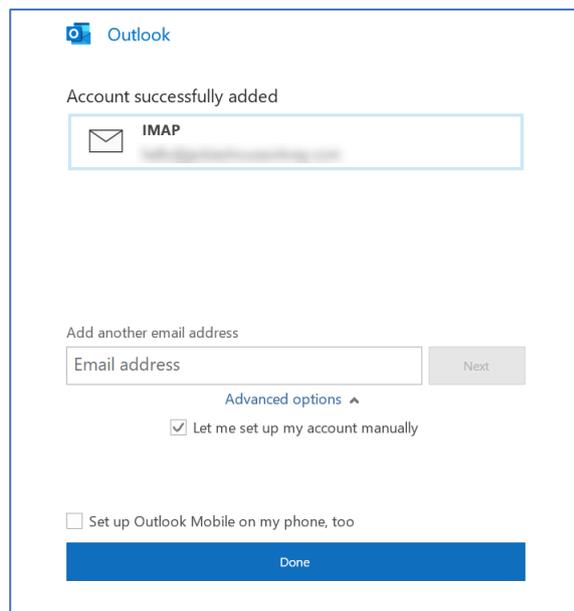
IMAP Account Settings
hello@jackieshouseorkney.com (Not you?)

Password

Go back Connect

6

Click the Done button



Outlook

Account successfully added

IMAP

Add another email address

Email address Next

Advanced options ^

Let me set up my account manually

Set up Outlook Mobile on my phone, too

Done