How to set up a new email account in Microsoft Outlook

1

File -> Add Account
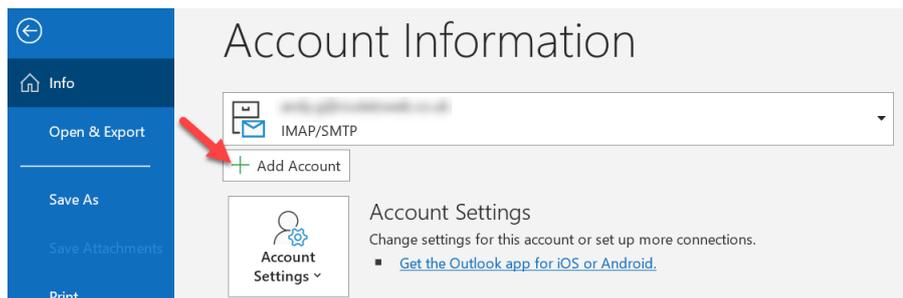
2

Enter email address
Tick *Let me set up my account manually*
Click Connect
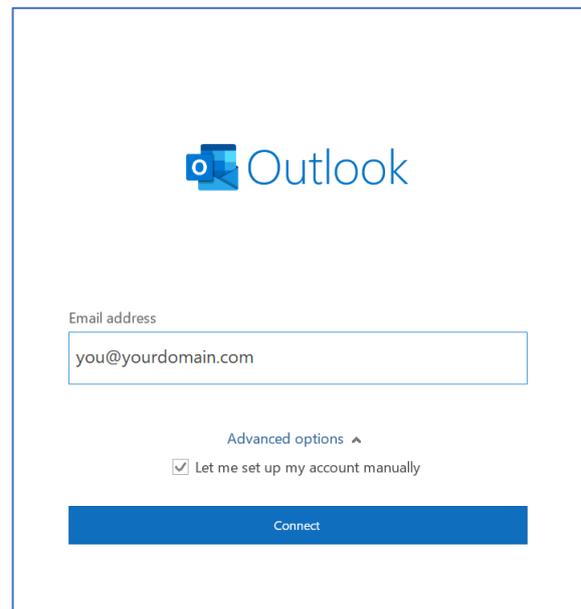
3
Select IMAP
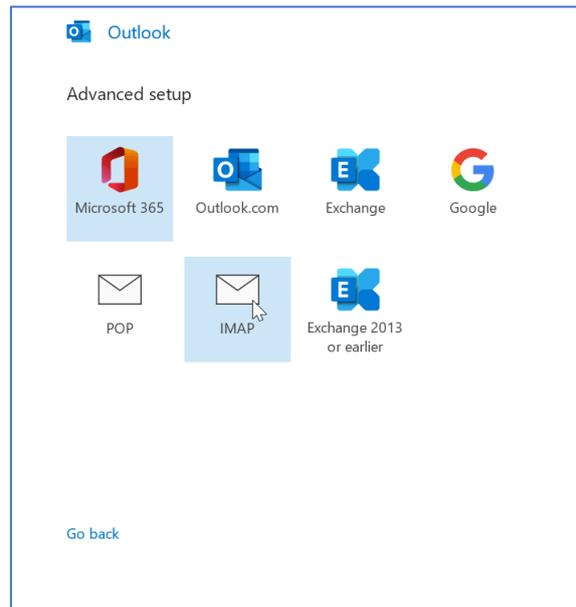
4
Under Incoming mail
Add the server name, set the port to 993 and encryption method to SSL/TLS

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

5
Add the password
Click the Connect button
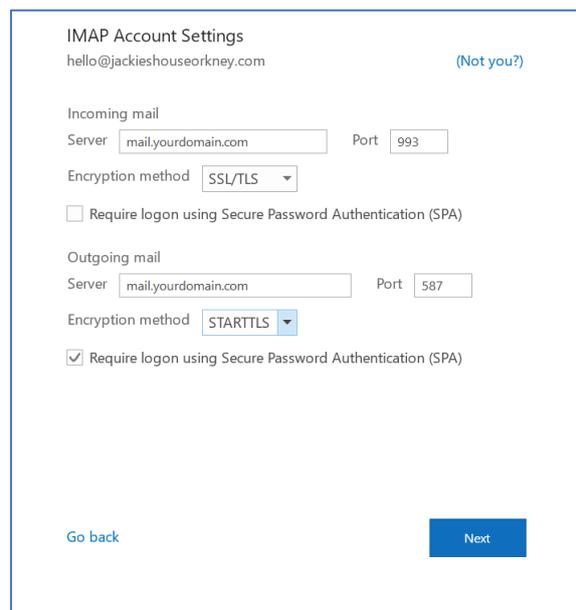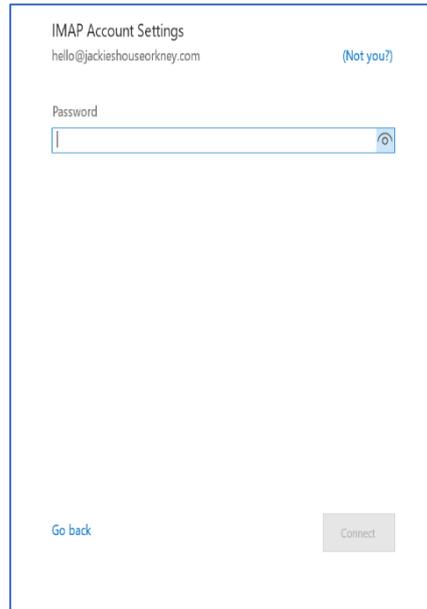
IMAP Account Settings
hello@jackieshouseorkney.com   (Not you?)

Password

Go back   Connect

6
Click the Done button
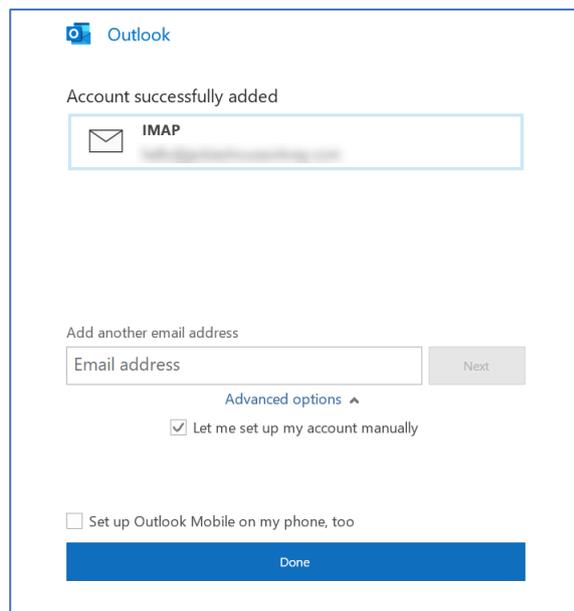
Outlook

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