

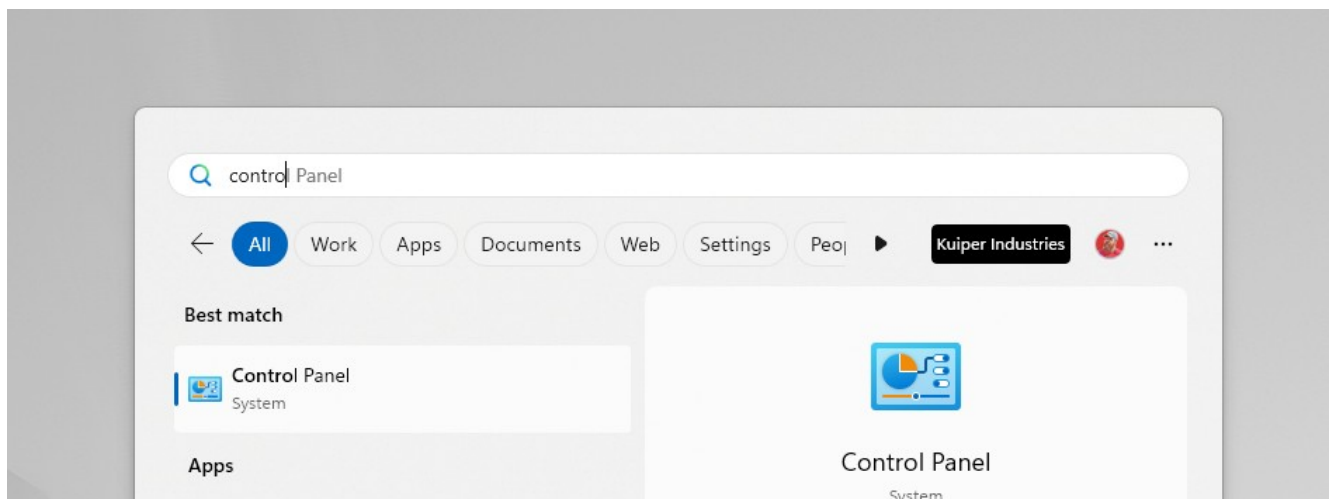
This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



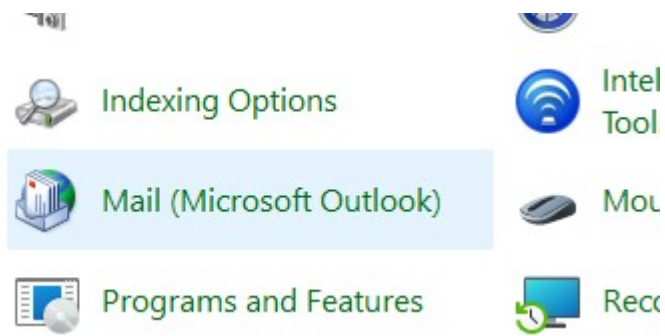
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# Adding a POP3 or IMAP email account to Microsoft Outlook

Click Start, Type “Control” and click on “Control Panel



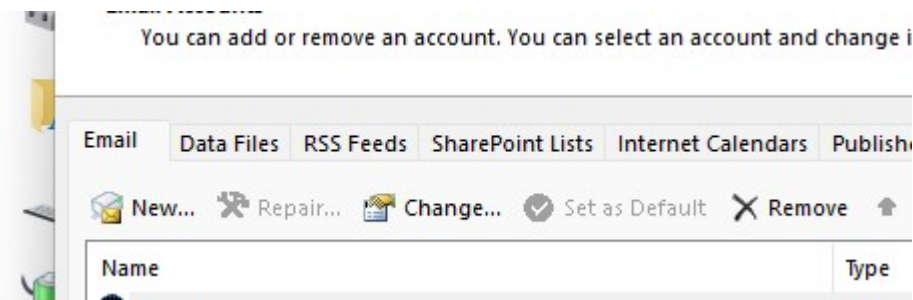
Click on “Mail (Microsoft Outlook)



Then click "Email Accounts"

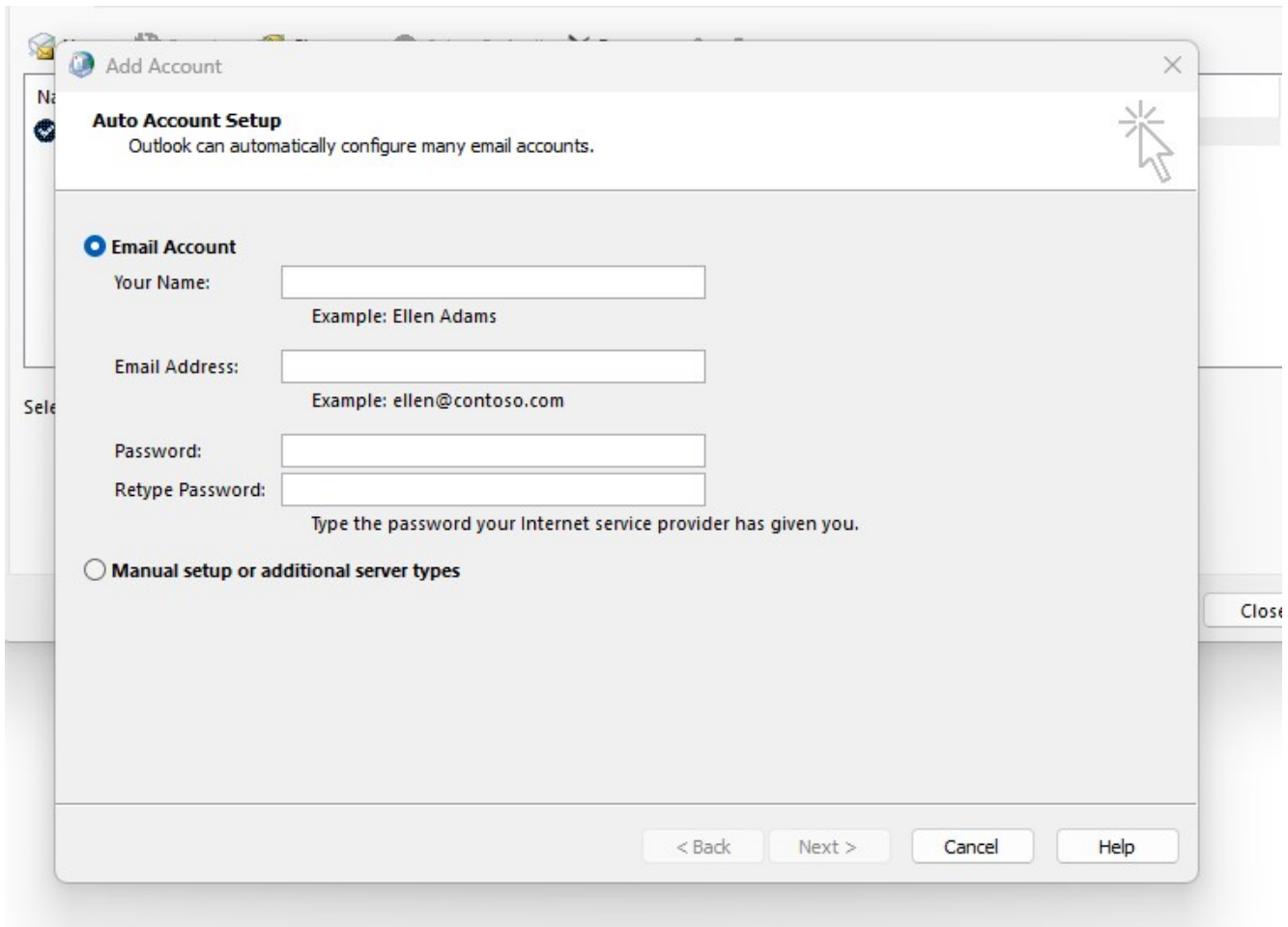


Then Click "New"

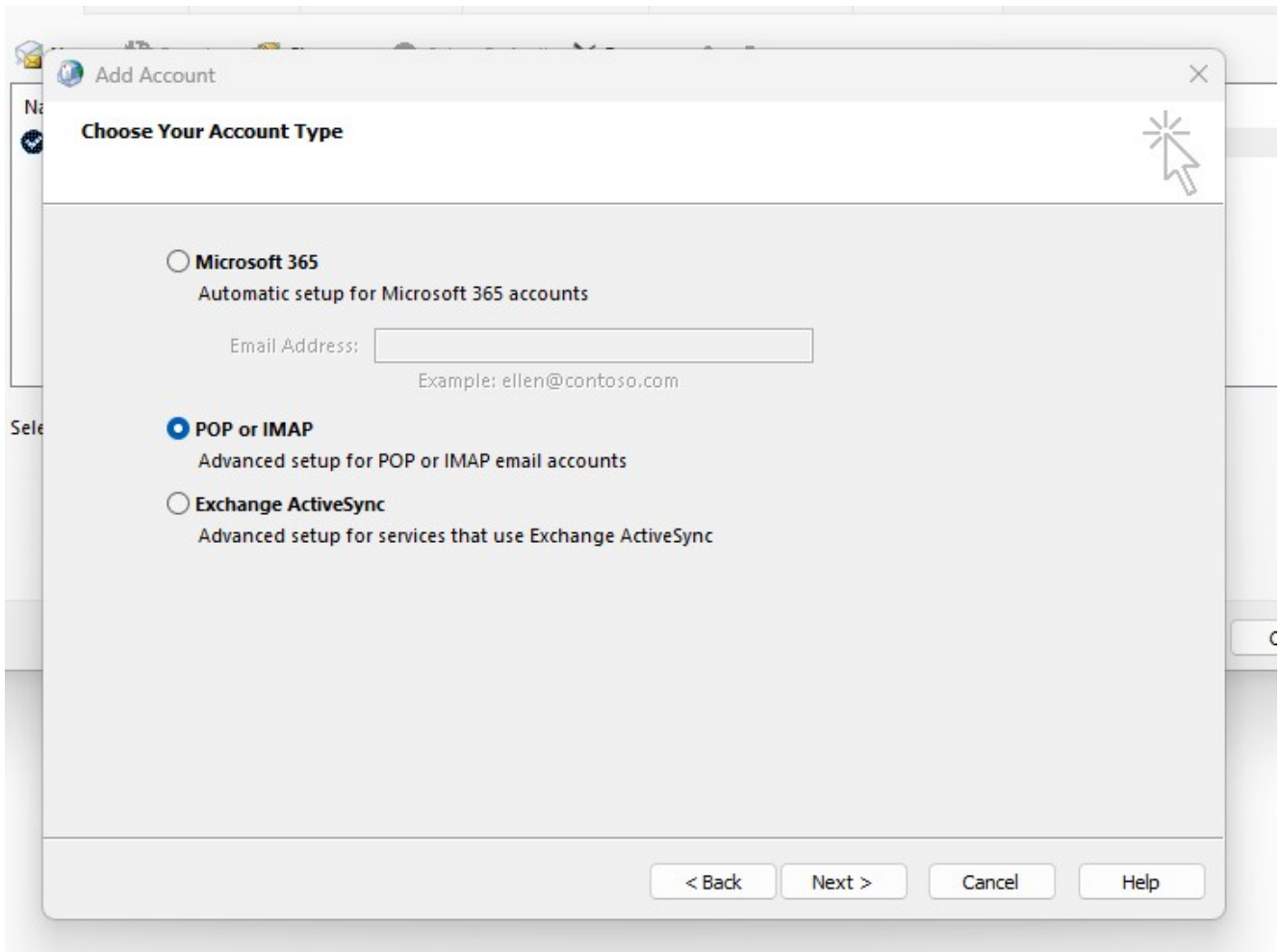


You will now have access to the traditional Outlook add email screen.

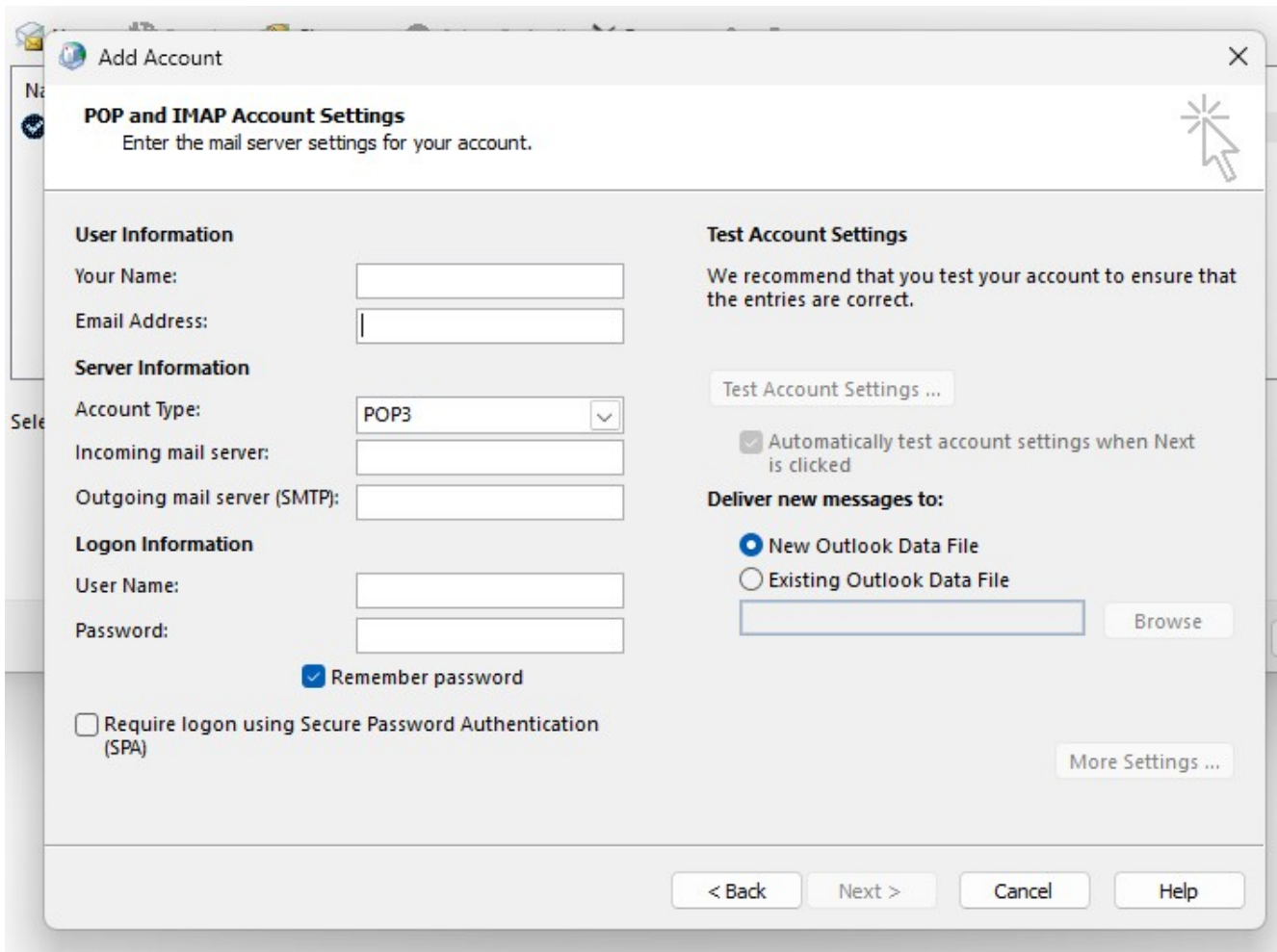
Fill in the boxes and choose "Manual setup or additional server types"



Choose POP or IMAP then click "Next"



Add your configuration details and then click "Next".



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