

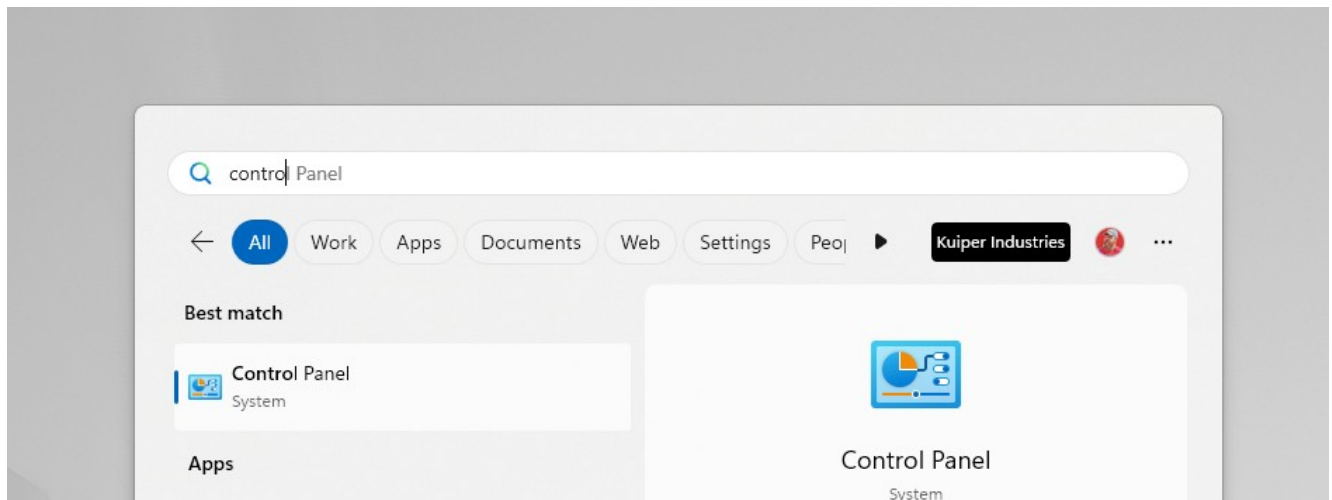
This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



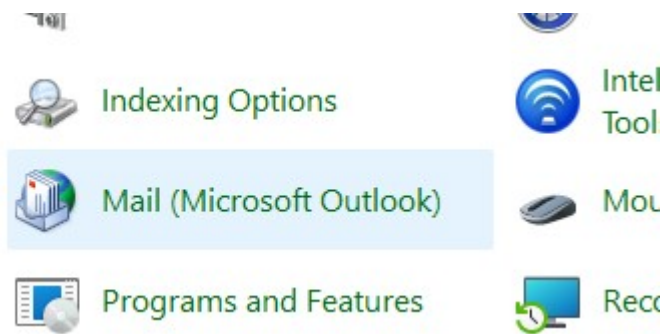
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Adding a POP3 or IMAP email account to Microsoft Outlook

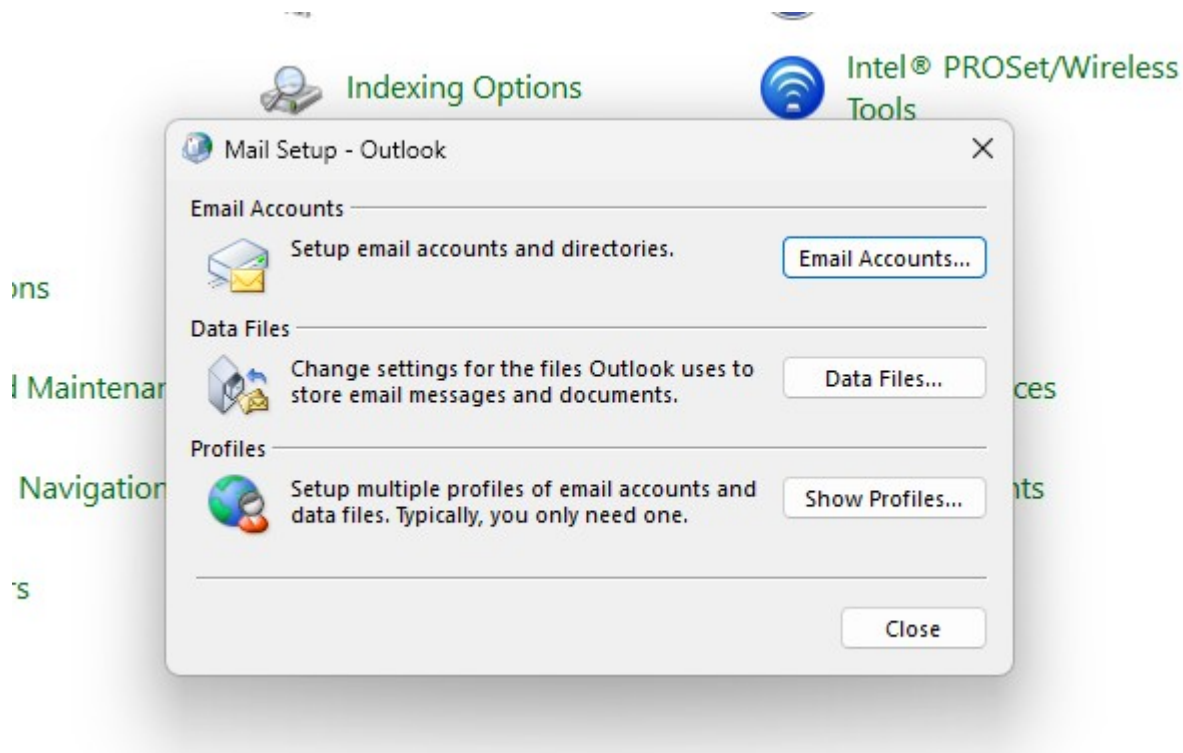
Click Start, Type “Control” and click on “Control Panel



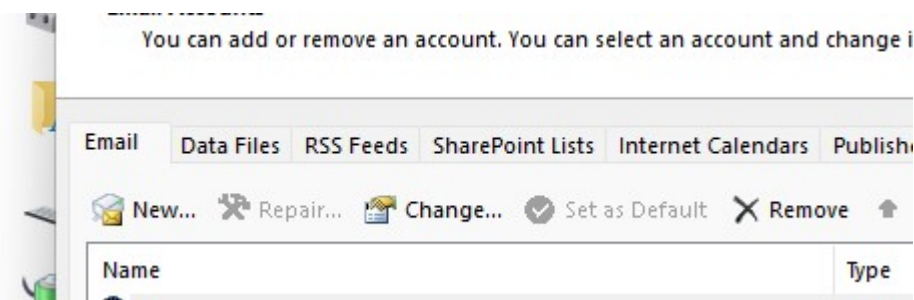
Click on “Mail (Microsoft Outlook)”



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”

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

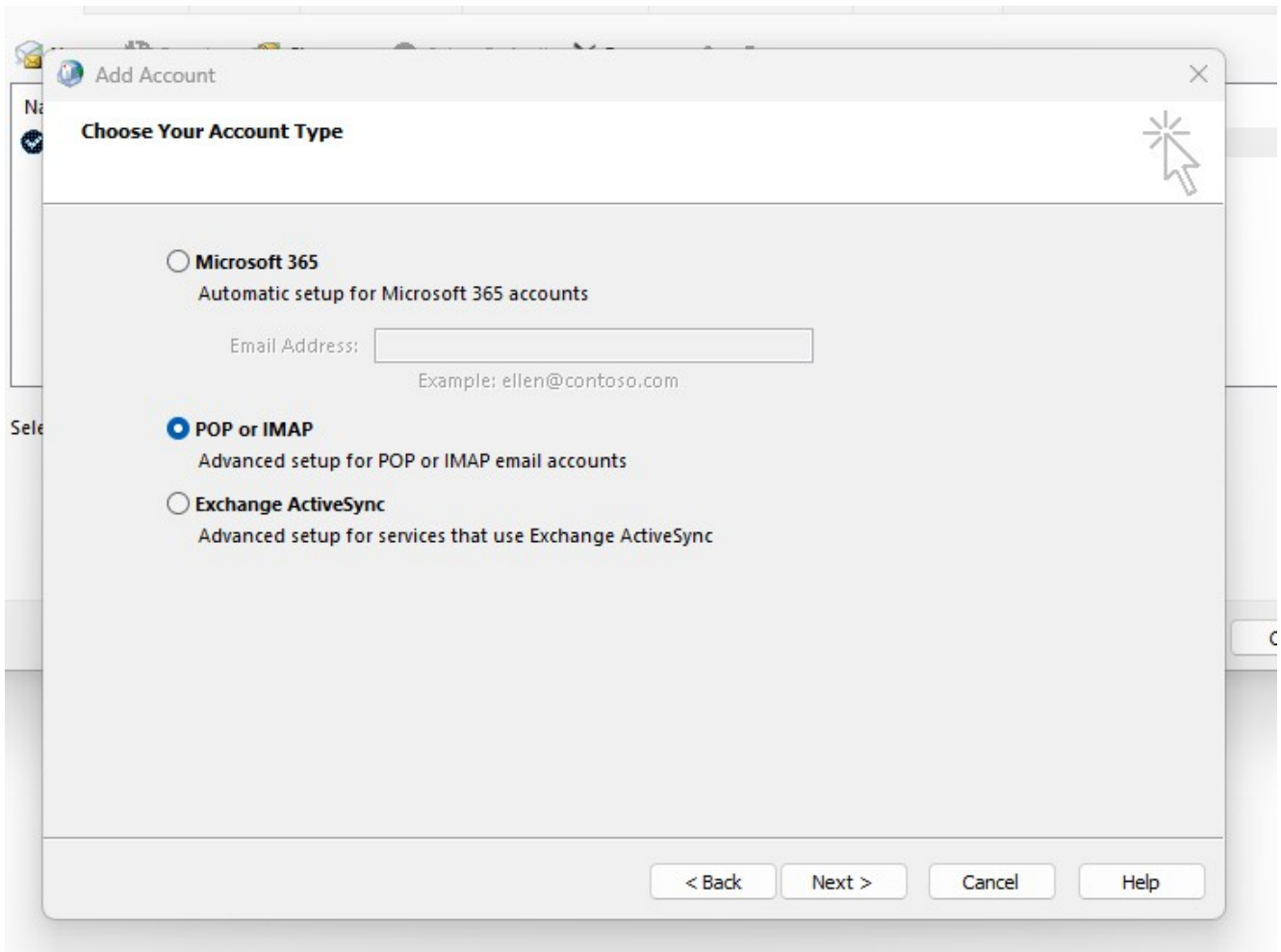
Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back Next > Cancel Help

Choose POP or IMAP then click "Next"



Add your configuration details and then click "Next".

The screenshot shows the 'Add Account' dialog box in Microsoft Outlook. The title bar says 'Add Account' with a close button (X) in the top right corner. Below the title bar, the section is titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' and a help icon (a star with an arrow) in the top right corner of the section.

The dialog is divided into two main columns. The left column contains the following sections:

- User Information:** Fields for 'Your Name:' and 'Email Address:'.
- Server Information:** A dropdown for 'Account Type:' (set to 'POP3'), and fields for 'Incoming mail server:' and 'Outgoing mail server (SMTP):'.
- Logon Information:** Fields for 'User Name:' and 'Password:', a checked checkbox for 'Remember password', and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.

The right column contains the following sections:

- Test Account Settings:** A text prompt 'We recommend that you test your account to ensure that the entries are correct.' and a 'Test Account Settings ...' button.
- Deliver new messages to:** Two radio buttons: 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. Below the 'Existing Outlook Data File' option is a text field and a 'Browse' button.
- A 'More Settings ...' button at the bottom right of the right column.

At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Made with the help and support of [Inclusive Bytes CIC](#)

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