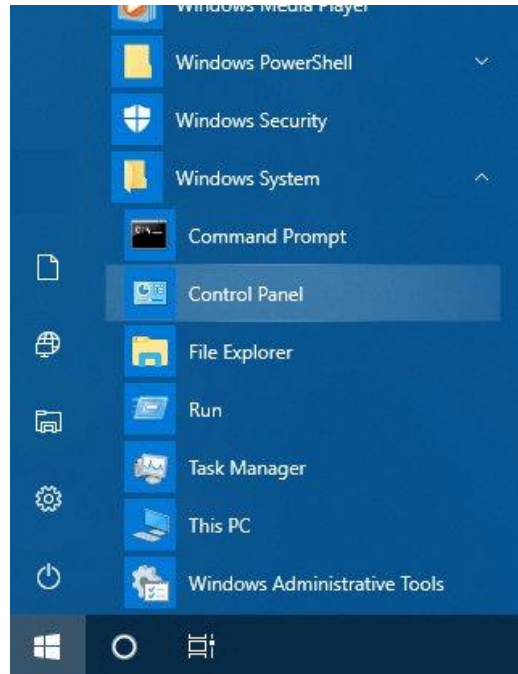
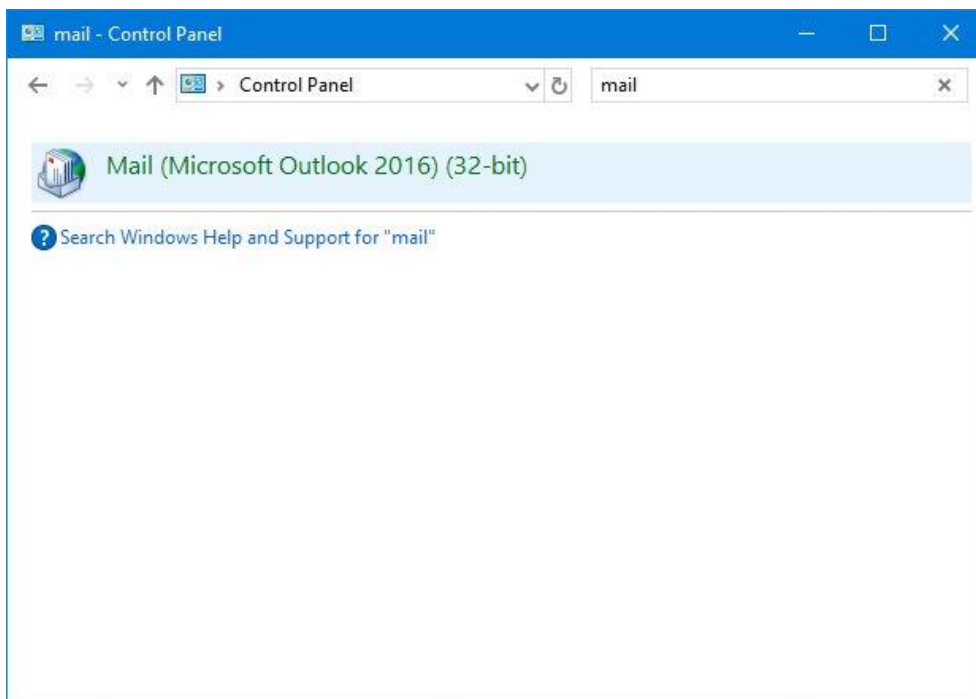


## Windows 10 – Outlook 2016

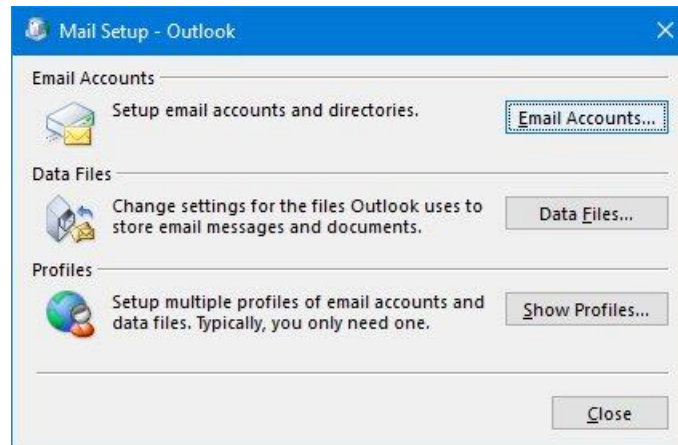
1. Click on the Start Menu button and scroll down to the “Windows System” folder in the applications list. Click on the folder and then click on “Control Panel”:



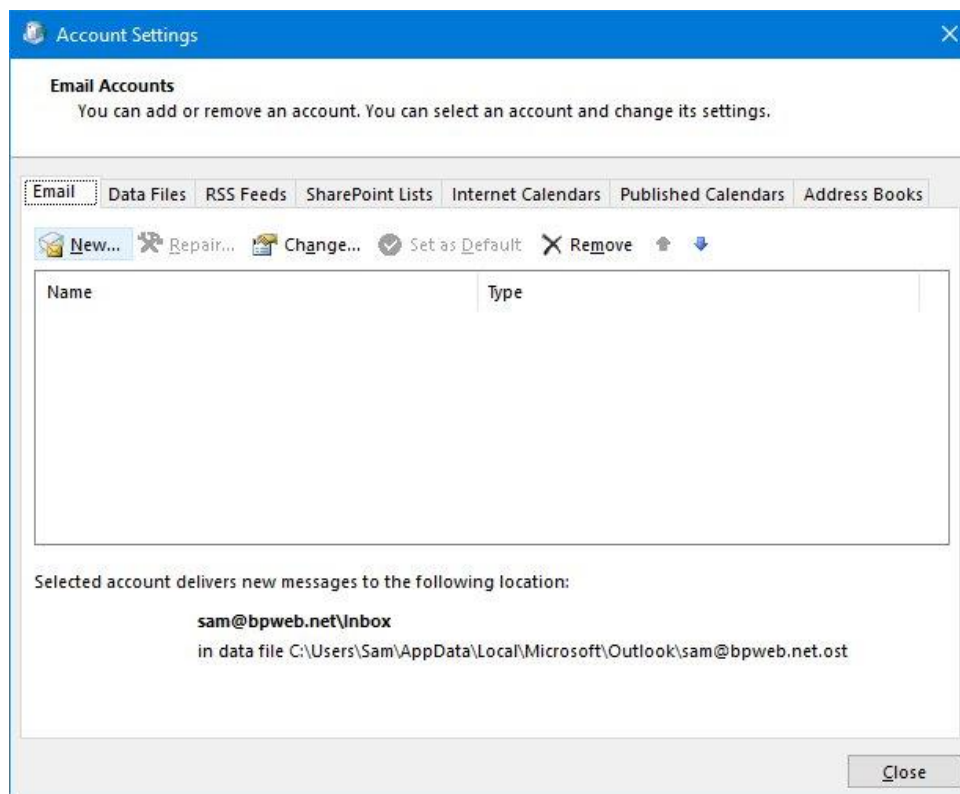
2. Search for “mail” in the Control Panel search box and then click on the “Mail (Microsoft Outlook 2016)” option that appears:



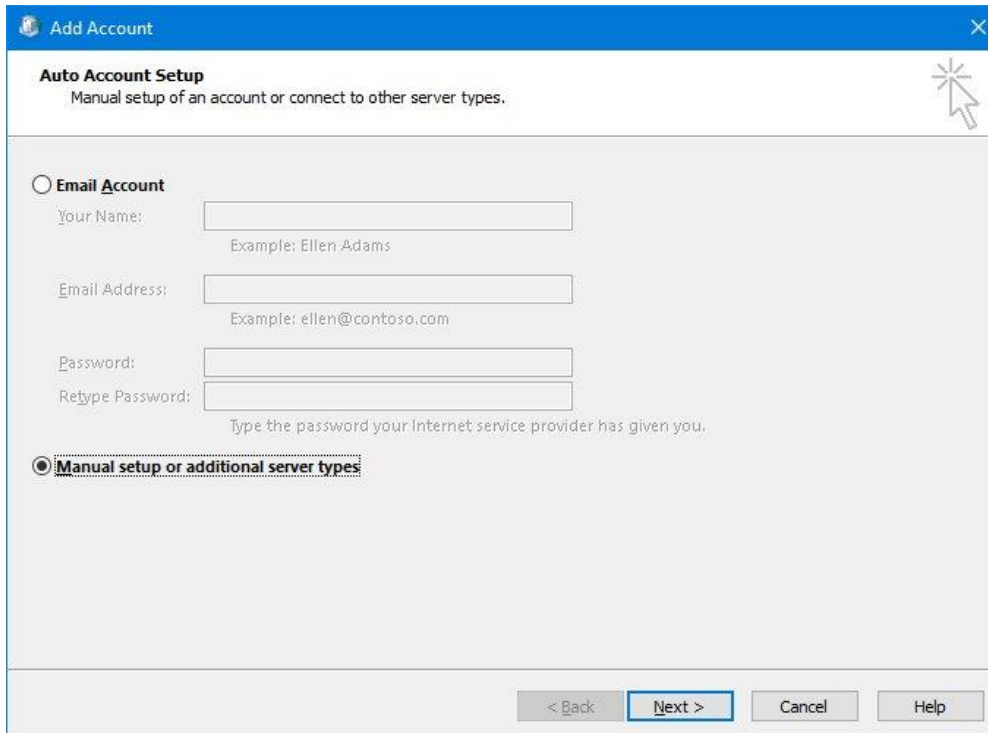
3. Click “Email Accounts”:



4. Click “New” below the “Email” tab:

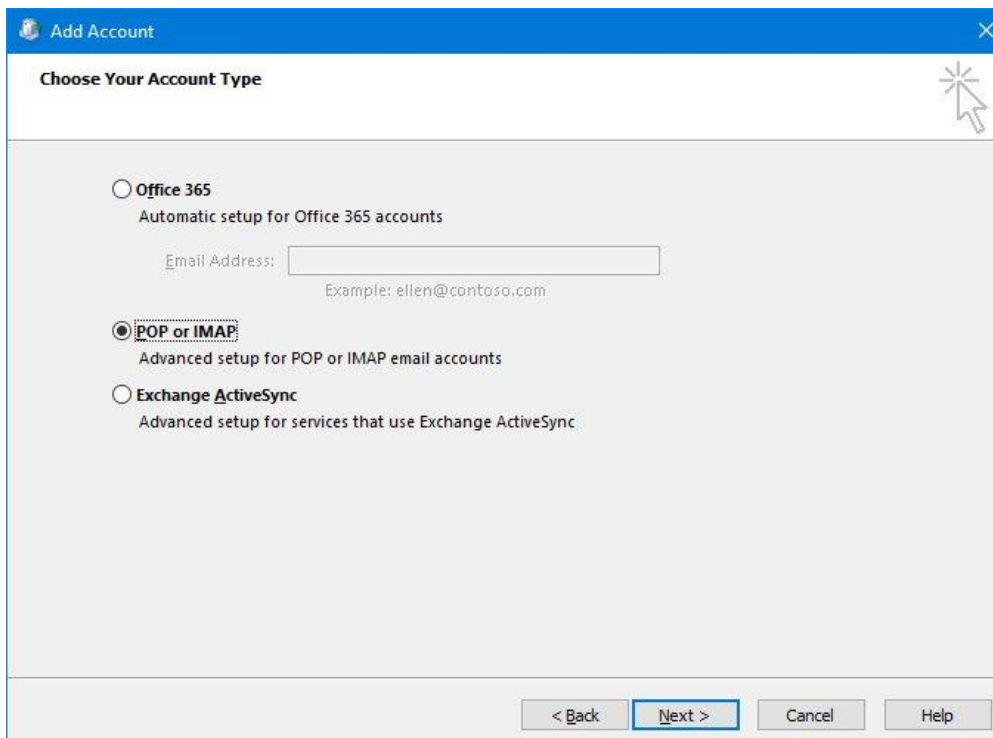


5. Click “Manual setup or additional server types” and then click “Next”:



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, the section is titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'Email Account' (unselected) and 'Manual setup or additional server types' (selected). The 'Email Account' section includes fields for 'Your Name' (with example 'Ellen Adams'), 'Email Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with a note: 'Type the password your Internet service provider has given you.'). The 'Manual setup or additional server types' section is currently empty. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

6. Select ‘POP or IMAP’ and click ‘Next’:



The screenshot shows the 'Add Account' dialog box with the 'Choose Your Account Type' section. The title bar reads 'Add Account'. Below the title bar, the section is titled 'Choose Your Account Type'. There are three radio button options: 'Office 365' (unselected), 'POP or IMAP' (selected), and 'Exchange ActiveSync' (unselected). The 'Office 365' option has the subtitle 'Automatic setup for Office 365 accounts' and an 'Email Address' field (with example 'ellen@contoso.com'). The 'POP or IMAP' option has the subtitle 'Advanced setup for POP or IMAP email accounts'. The 'Exchange ActiveSync' option has the subtitle 'Advanced setup for services that use Exchange ActiveSync'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

7. Enter in your name and E-mail address

Set 'Account Type' to POP3 or IMAP

The 'Incoming mail server' and 'Outgoing mail server' hostnames should be in the format 'username.dns-systems.net' where 'username' is the username of the account.

The mailbox username and password are shown in the mailbox details page on the control panel. The username is usually the E-mail address with the 'at' and 'dot' characters changed to hyphens.

Once you have entered in the details, click "More Settings":

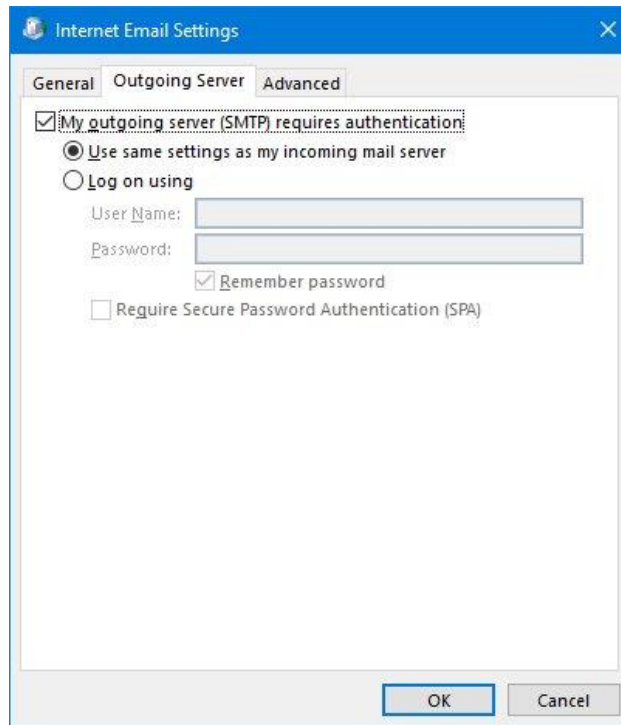
The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main content area is titled "POP and IMAP Account Settings" and includes the instruction "Enter the mail server settings for your account." A mouse cursor is pointing at a star icon in the top right of the settings area.

The settings are organized into several sections:

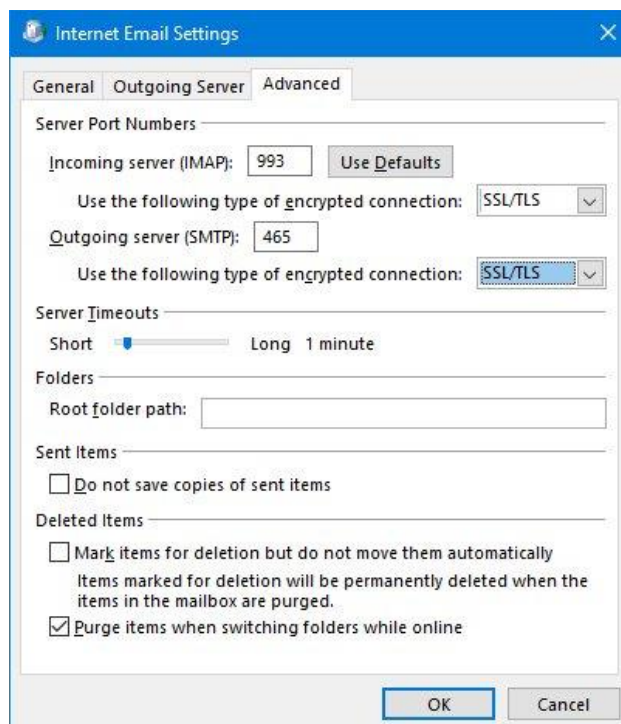
- User Information:** "Your Name:" (text box: "My Name"), "Email Address:" (text box: "my.name@mydomain.com").
- Server Information:** "Account Type:" (dropdown menu: "IMAP"), "Incoming mail server:" (text box: "username.dns-systems.net"), "Outgoing mail server (SMTP):" (text box: "username.dns-systems.net").
- Logon Information:** "User Name:" (text box: "my-name-mydomain-com"), "Password:" (text box: "\*\*\*\*\*"), "Remember password" (checked checkbox), "Require logon using Secure Password Authentication (SPA)" (unchecked checkbox).
- Test Account Settings:** "We recommend that you test your account to ensure that the entries are correct." (text), "Test Account Settings ..." (button), "Automatically test account settings when Next is clicked" (checked checkbox).
- Mail to keep offline:** "Mail to keep offline: All" (text), a slider control set to "All", and a "More Settings ..." button.

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

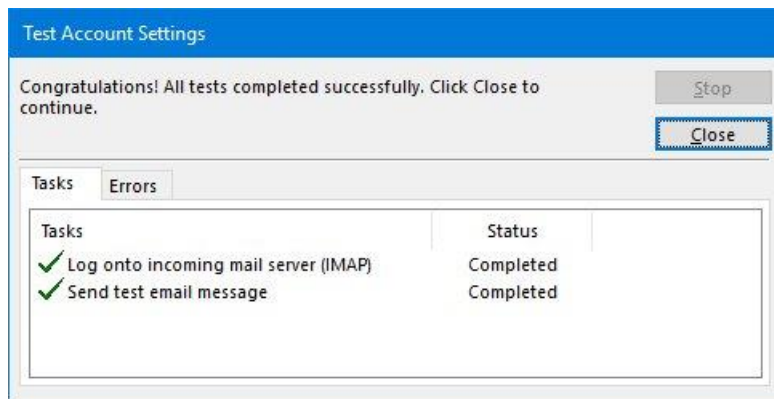
- Click on the “Outgoing Server” tab and tick “My outgoing server (SMTP) requires authentication”:



- Click on the “Advanced” tab, select “SSL/TLS” for both incoming and outgoing server encryption types and make sure the IMAP port is 993 (if using POP3 set it to 995) and the SMTP port is 465. Lastly, click “OK”:



10. Click 'Next' at the bottom of the window and Outlook will test the account settings. Once completed click 'Close'.



11. Click 'Finish' to complete the account setup.

