Setting up a new email accout on Outlook (PC/Windows)

1) Open the control panel



2) In the control panel find "Mail" and double click to launch it



3) Click "Email Accounts"



4) Click "New"



5) Choose Manually Configure (next)

• Manually configure server settings or additional server types

6) Choose Internet Email (next)

## 💿 Internet E-mail

Connect to POP or IMAP server to send and receive e-mail messages.

7) Complete the form as shown using your name, email address and domain name

| Internet E-mail Settings<br>Each of these settings a  | re required to get your e-mail accour  | nt working.  |
|---|--|--|
| User Information<br>Your Name:<br>E-mail Address:<br>Server Information<br>Account Type:<br>Incoming mail server:<br>Outgoing mail server (SMTP):<br>Logon Information<br>User Name:<br>Password: | John Doe<br>hailaddress@yourdomain.com<br>IMAP<br>wwmail.pil.net<br>newmail.pil.net<br>newmail.pil.net<br>nealiaddress@yourdomain.com<br>*****<br>Remember password<br>e Password Authentication (SPA) | <b>Test Account Settings</b> After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)   Test Account Settings   Image: Test Account Settings by clicking the Next button   More Settings |
|   |  | <back next=""> Cancel</back>   |

8) Click "more settings" (outgoing server tab) check the boxes/buttons as shown Internet E-mail Settings

| General   | s | Sent Items |  | Deleted Items |  |  |  |
|---|---|------------|--|---------------|--|--|--|
| Outgoing Server                                   |   | Connection |  | Advanced      |  |  |  |
| My outgoing server (SMTP) requires authentication |   |            |  |               |  |  |  |
| Use same settings as my incoming mail server      |   |            |  |               |  |  |  |
| C Log on using                                    |   |            |  |               |  |  |  |
| User Name:  |   |            |  |               |  |  |  |
| Password:   |   |            |  |               |  |  |  |
| Remember password                                 |   |            |  |               |  |  |  |
| Require Secure Password Authentication (SPA)      |   |            |  |               |  |  |  |
|   |   |            |  |               |  |  |  |
|   |   |            |  |               |  |  |  |

9) Click Advanced set the settings exactly as shown click ok.



## 10) Click "next" you will see this...

| est Account Settings                                    |           |  |  |  |  |  |
|---|-----------|--|--|--|--|--|
| Congratulations! All tests completed successfully, Clic | Stop      |  |  |  |  |  |
|   | Close     |  |  |  |  |  |
| Tasks Errors  |           |  |  |  |  |  |
| Tasks   | Status    |  |  |  |  |  |
| ✓ Log onto incoming mail server (IMAP)                  | Completed |  |  |  |  |  |
| ✓ Send test e-mail message                              | Completed |  |  |  |  |  |
|   |           |  |  |  |  |  |
|   |           |  |  |  |  |  |
|   |           |  |  |  |  |  |
|   |           |  |  |  |  |  |

11) Click close then finish