

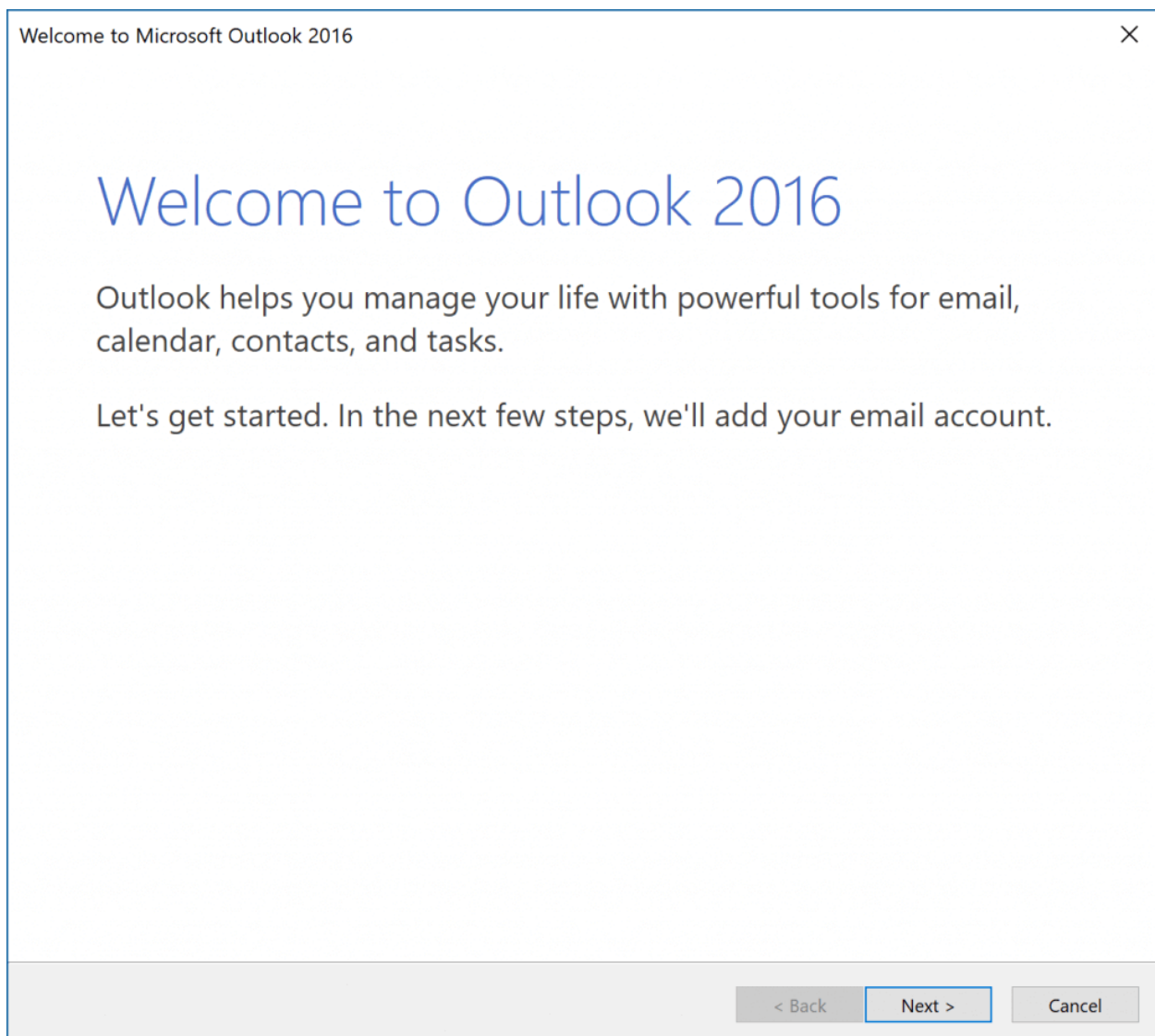
How to set up a POP or IMAP email account in Outlook

Once you've configured and activated your email service, you can set up your POP or IMAP email account in Outlook 2016, Outlook 2019, and Outlook 365.

Below are instructions for configuring your Outlook email settings, whether you prefer to do it automatically or manually for IMAP or POP mail:

-Automatic account setup-

The first time you open Outlook, you'll encounter a welcome screen like this one:



1. Click **Next**.

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

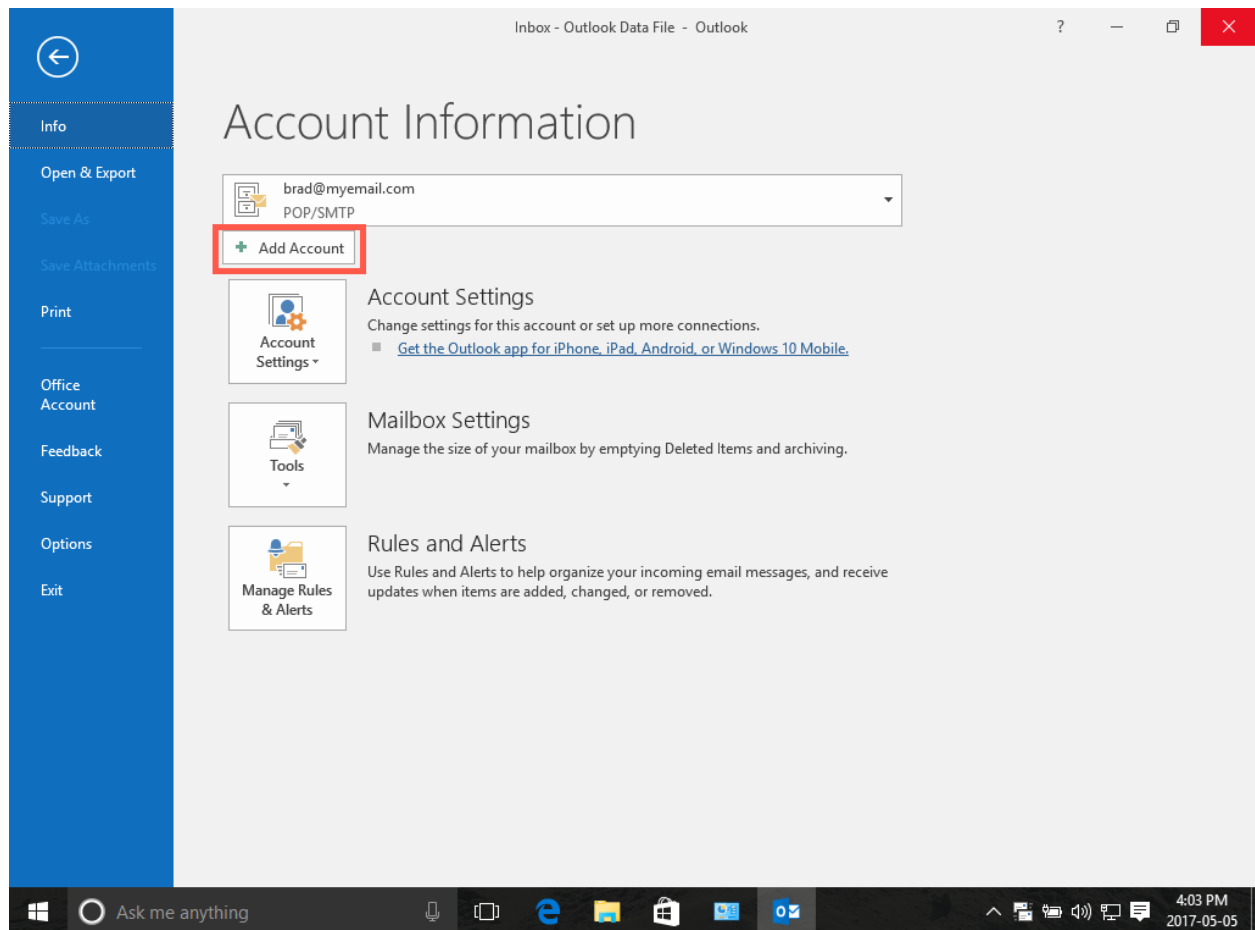
Do you want to set up Outlook to connect to an email account?

☒ Yes

☐ No

< Back Next > Cancel

2. If you have already set up Outlook before, navigate to the **File tab** located at the top of the window.
3. In the **Info** section, click the **Add Account** button.



4. In the **Add an Email Account wizard**, you will be prompted with the question: **"Do you want to set up Outlook to connect to an email account?"** Make sure to select the radio button **"Yes"** then proceed by clicking **Next**.

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

5. In the **Auto Account Setup** panel, enter the following details:

- **Your Name:** Enter the name you'd like to appear on your emails.
- **Email Address:** Your full email address.
- **Password:** Your email account password.
- **Retype Password:** Enter your email account password again.

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

6. Clicking **Next** will prompt Outlook to retrieve your email server details and proceed with setting up account access.

-Manual account set up-

1. If your server cannot be located, verify that the email address entered is correct and attempt again. Alternatively, you can input your server details manually by choosing "**Manual setup or additional server types.**" Then, proceed by clicking **Next**.
2. Outlook is compatible with various email account types, such as standard POP3/IMAP accounts, Microsoft Exchange or Microsoft 365 accounts, and webmail services like Outlook.com, Hotmail, iCloud, Gmail, Yahoo, among others. For email services offered by your provider, choose **POP or IMAP**.

Add Account

×

POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name:

Email Address:

Server Information

Account Type:

POP3

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Browse

More Settings ...

< Back

Next >

Cancel

3. Select the radio button next to **POP or IMAP**, then click **Next** to continue configuring your email account. Make sure you have your email server details, username, and password ready for this step.

4. Enter the following details:

- **Your Name:** Enter the sender's name you'd like to appear on your emails.
- **Email Address:** Your full email address.
- **Account Type:** Use the dropdown menu to select **POP3 or IMAP**.
- **Incoming mail server:** For POP or IMAP accounts, use *mail.yourdomain.tld* if you're on a shared plan (replace yourdomain.tld with your actual domain) or *mail.papamail.net* if you use Basic/Advanced Email services.
- **Outgoing mail server (SMTP):** For POP or IMAP accounts, use *mail.yourdomain.tld* if you're on a shared plan (replace yourdomain.tld with your actual domain) or *mail.papamail.net* if you use Basic/Advanced Email services.
- **User Name:** Your email account username.
- **Password:** Your email account password.

Add Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:
Brad Johnson

Email Address:
brad@myemail.com

Server Information

Account Type:
POP3

Incoming mail server:
mail.papamail.net

Outgoing mail server (SMTP):
mail.papamail.net

Logon Information

User Name:
brad@myemail.com

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Browse

More Settings ...

< Back

Next >

Cancel

5. Click on the **"More Settings..."** button. Within the **Internet Email Settings** window, navigate to the **Advanced** tab.

Internet Email Settings ✕

General **Outgoing Server** **Advanced**

Mail Account _____

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

brad@myemail.com

Other User Information _____

Organization: _____

Reply Email: _____

OK Cancel

6. Please provide the following information:

- **Incoming server:** Ensure the default port is set to **995** for POP accounts or **993** for IMAP accounts. Click the checkbox next to **This server requires an encrypted connection (SSL)**.
- **Outgoing server (SMTP):** Change the default port (25) to **465** for POP or IMAP accounts. Use the dropdown menu next to **Use the following type of encrypted connection** to select SSL.

Internet Email Settings ✕

General **Outgoing Server** Advanced

Server Port Numbers

Incoming server (POP3):

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection: ▼

Server Timeouts

Short Long 1 minute

Delivery

☒ Leave a copy of messages on the server

☒ Remove from server after days

☐ Remove from server when deleted from 'Deleted Items'

Switch to the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication**, then click the button next to **Use same settings as my incoming mail server**.

Internet Email Settings ✕

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

Click **OK** to close the **Internet E-mail Settings** window. In the **POP and IMAP Account Settings** window, click the **Test Account Settings...** button to ensure Outlook can communicate with your email server.

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

If the test fails, review your steps and ensure that your server and account details are accurate.

Once the test completes successfully, proceed by clicking **Next**, and then **Finish** to complete the setup.

Add Account



You're all set!

We have all the information we need to set up your account.

Add another account...

< Back

Finish