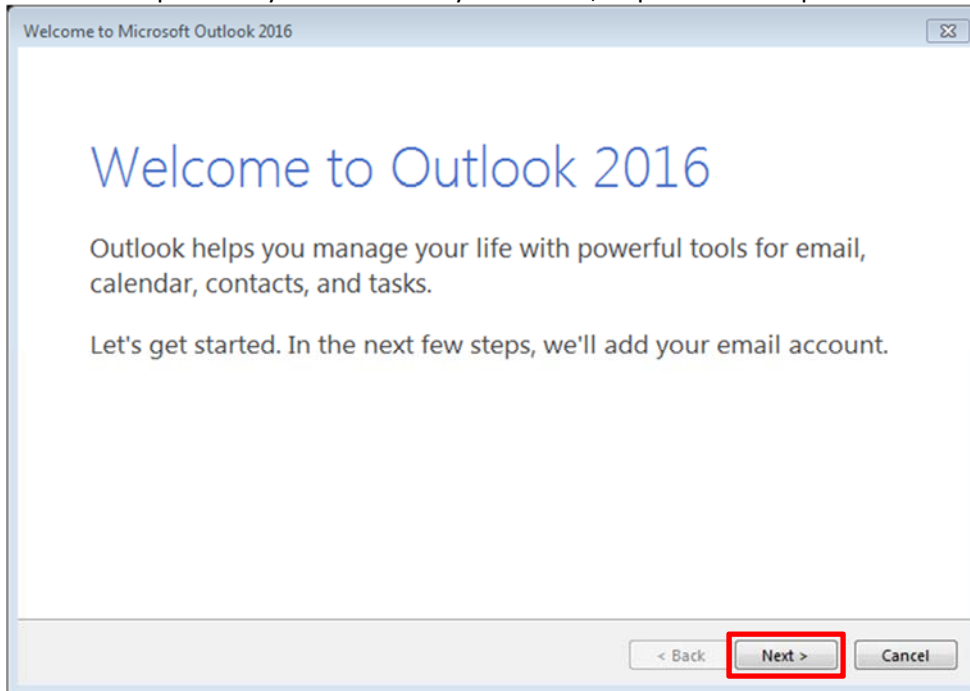
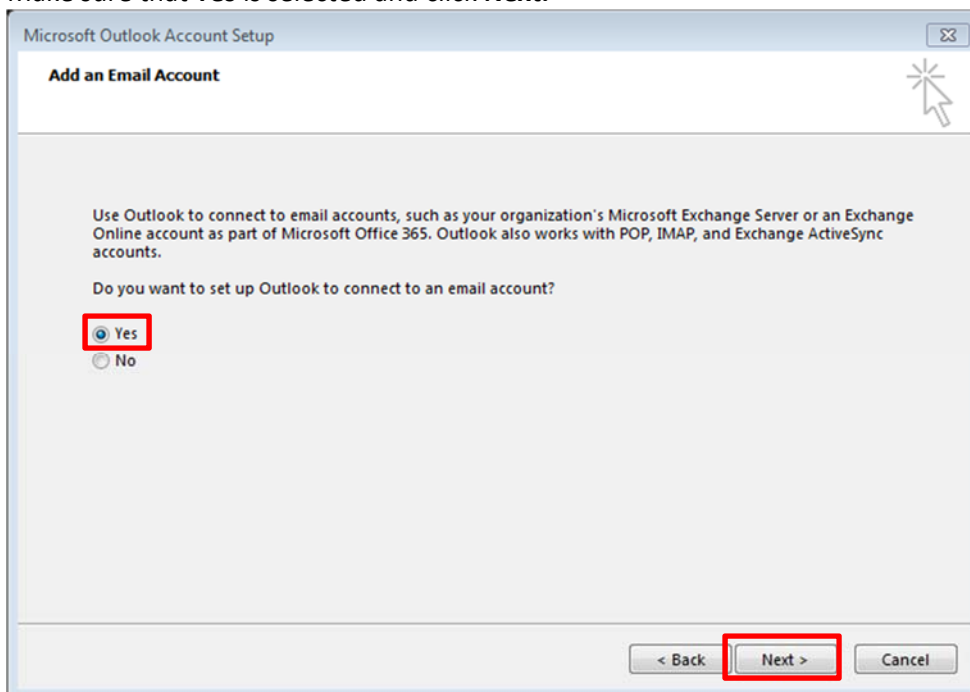


How to setup an email account in Outlook 2013 - 2016

1. Open Outlook on your computer.
2. If this is the first time that Outlook has been used on this device, you will see the screen below. Click **Next**. If Outlook has previously been used on your device, skip down to step #4.

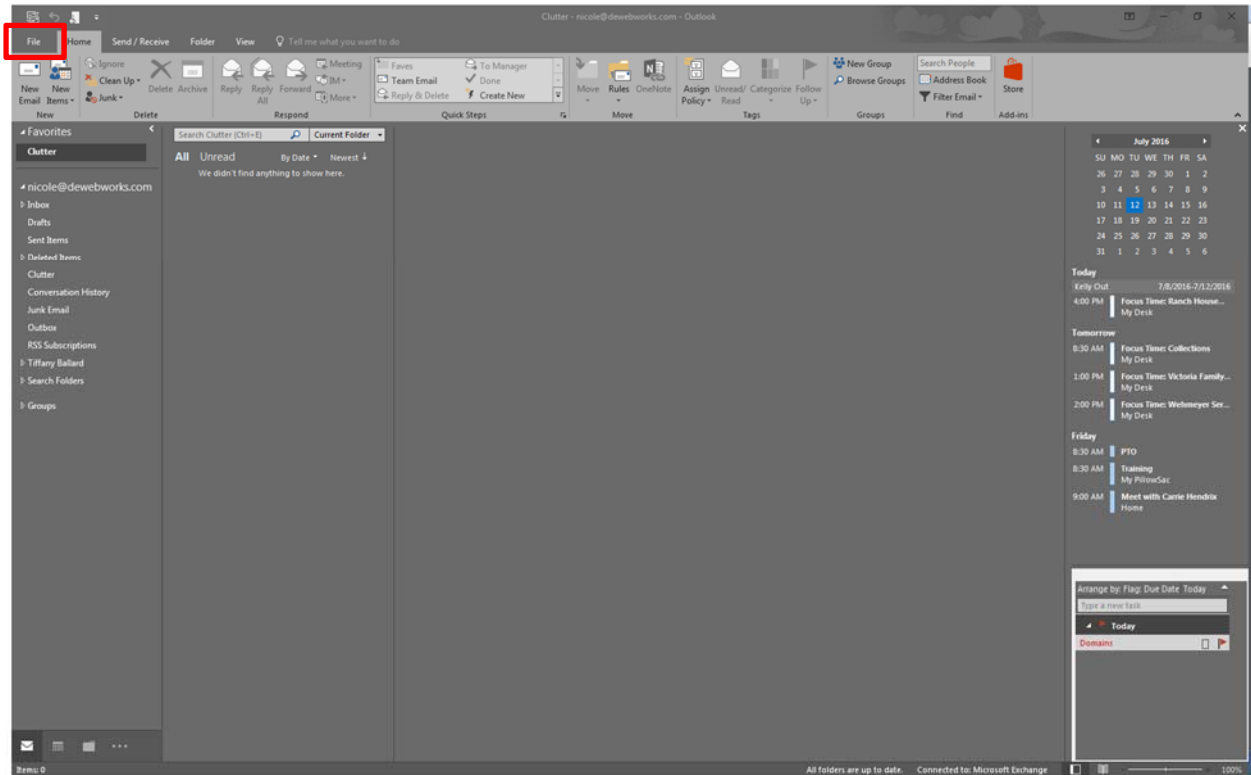


3. Make sure that **Yes** is selected and click **Next**.

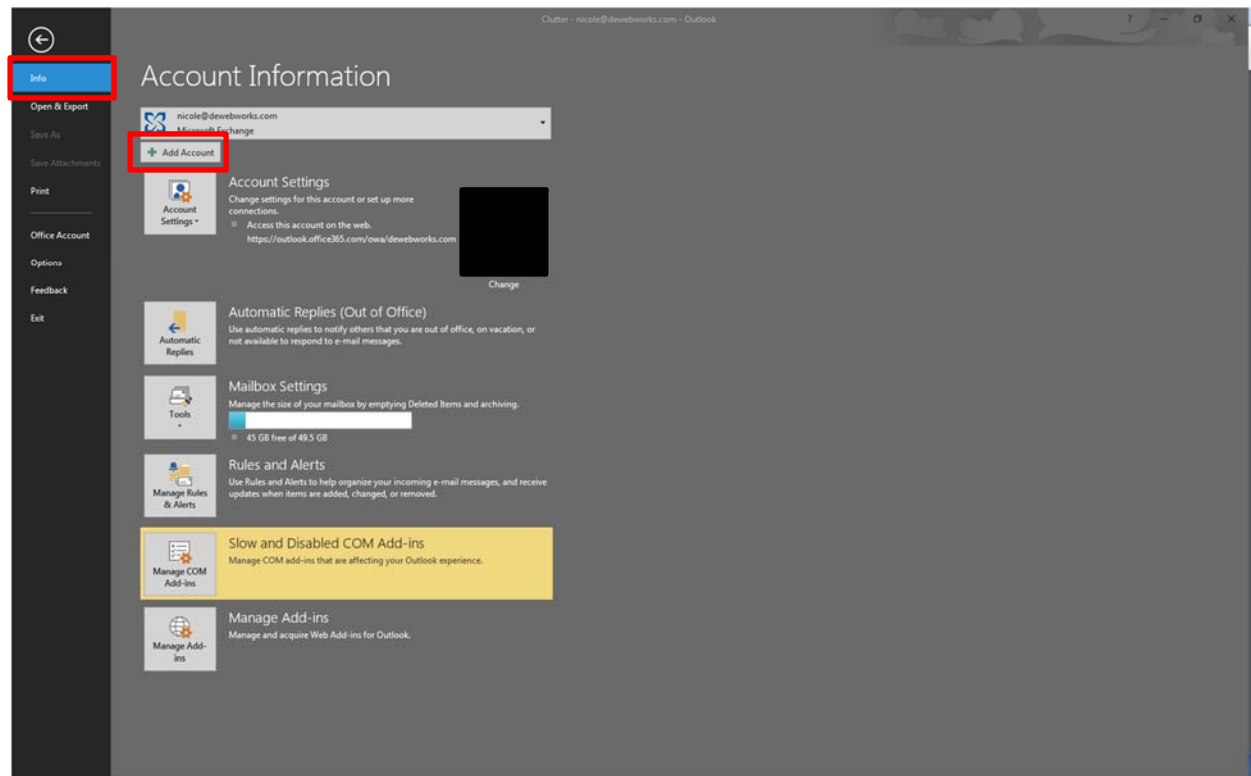


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4. From the main window of Outlook, click on the **File** menu.

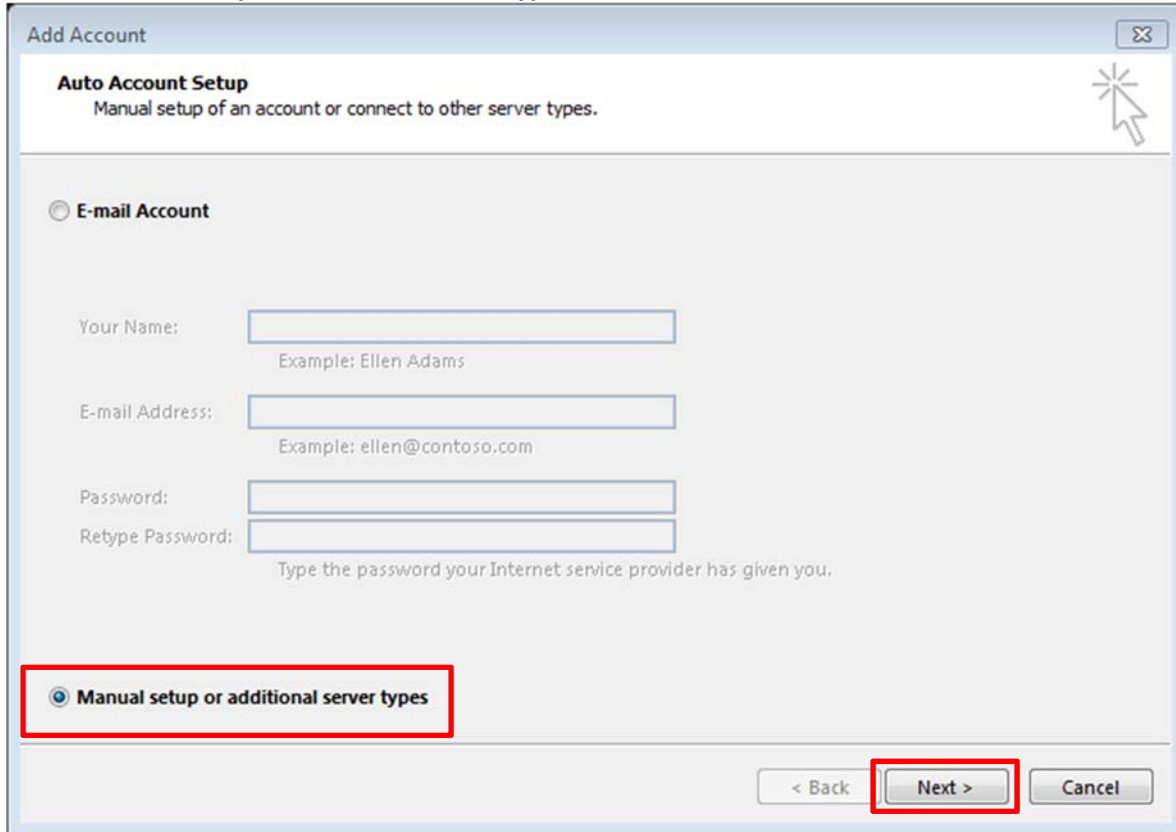


5. Select **Info** in the menu to the left (if not already selected) and click on the **Add Account** button.



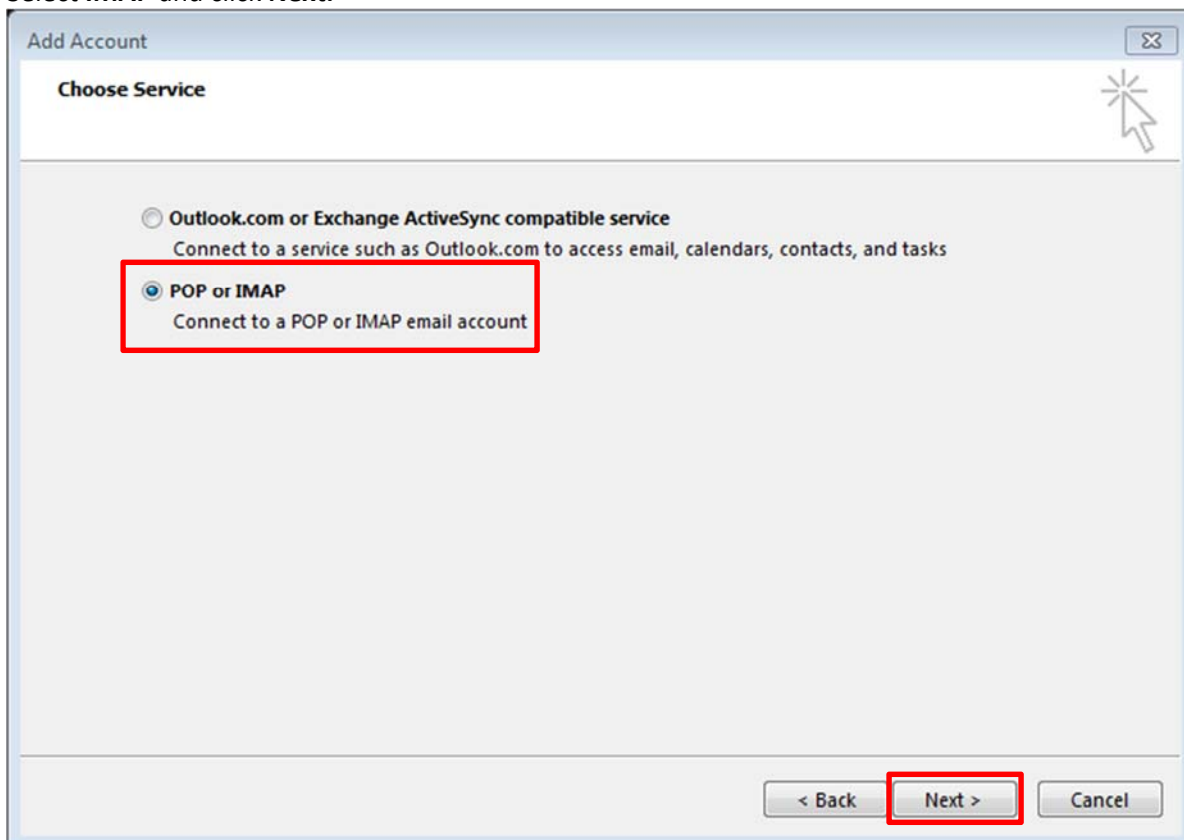
How to setup an email account in Outlook 2013 - 2016

6. Select **Manual setup or additional server types** and click **Next**.



The screenshot shows the 'Add Account' dialog box. At the top, it says 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' Below this, there are two radio button options: 'E-mail Account' and 'Manual setup or additional server types'. The 'Manual setup or additional server types' option is selected and highlighted with a red box. Below the radio buttons, there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with the instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

7. Select **IMAP** and click **Next**.



The screenshot shows the 'Add Account' dialog box. At the top, it says 'Choose Service'. Below this, there are two radio button options: 'Outlook.com or Exchange ActiveSync compatible service' (with the subtitle 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks') and 'POP or IMAP' (with the subtitle 'Connect to a POP or IMAP email account'). The 'POP or IMAP' option is selected and highlighted with a red box. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

How to setup an email account in Outlook 2013 - 2016

8. Under User Information:
 - a. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
 - b. Enter your full email address in the **Email Address** field – pay close attention to spelling as a mistake can cause it not to validate.
9. Under Server Information:
 - a. Select **IMAP** in the **Account Type** drop down menu.
 - b. Enter **securemail.dewebworks.com** in the **Incoming mail server** field – pay close attention to spelling as a mistake can cause it not to validate.
 - c. Enter **securemail.dewebworks.com** in the **Outgoing mail server (SMTP)** field – pay close attention to spelling as a mistake can cause it not to validate.
10. Under Logon Information:
 - a. Enter your full email address in the **User Name** field – pay close attention to spelling as a mistake can cause it not to validate.
 - b. Enter your email password in the **Password** field – pay close attention to spelling as a mistake can cause it not to validate.
11. Ensure the **Remember Password** box is selected.
12. Click on the **More Settings** button.

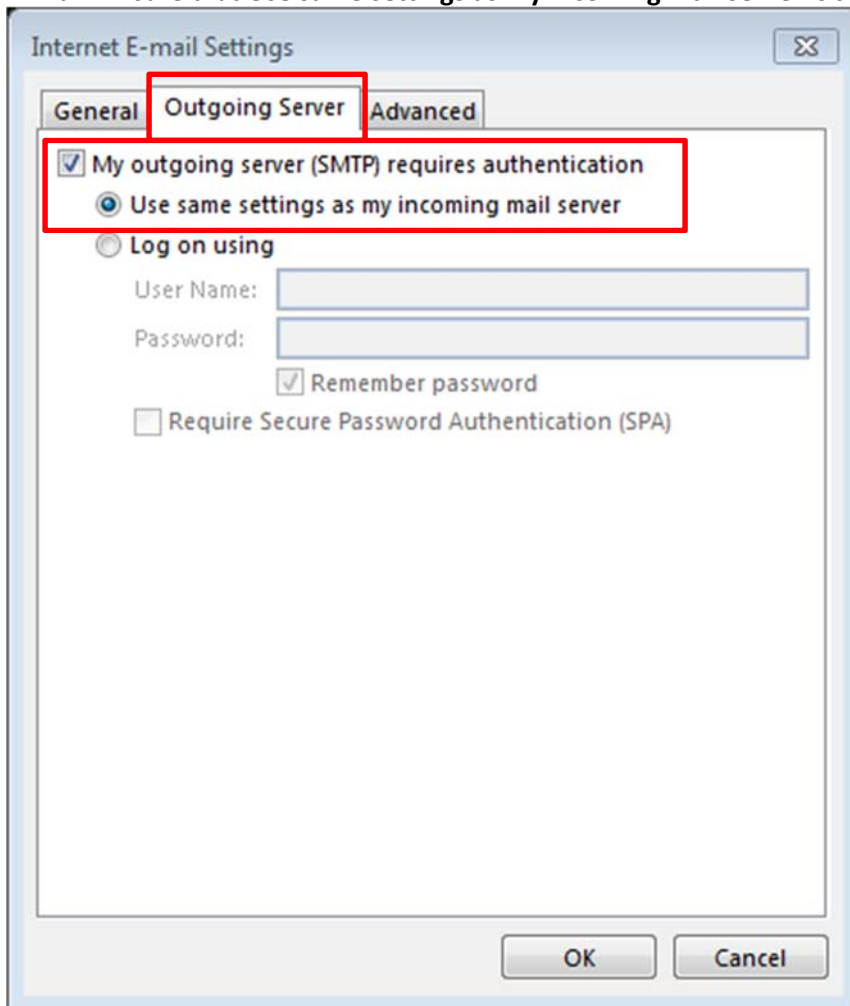
The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. Below the title bar, there is a section titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The main area is divided into several sections:

- User Information:** 'Your Name' is 'Demo User', 'Email Address' is 'mailto:mailtest@dewebworks.net'.
- Server Information:** 'Account Type' is 'IMAP', 'Incoming mail server' is 'securemail.dewebworks.com', and 'Outgoing mail server (SMTP)' is 'securemail.dewebworks.com'.
- Logon Information:** 'User Name' is 'mailto:mailtest@dewebworks.net', 'Password' is masked with asterisks, and the 'Remember password' checkbox is checked.
- Test Account Settings:** A message says 'We recommend that you test your account to ensure that the entries are correct.' There is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Mail to keep offline:** A slider is set to 'All'.
- More Settings ...** button is highlighted with a red box.
- Require logon using Secure Password Authentication (SPA)** checkbox is unchecked.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

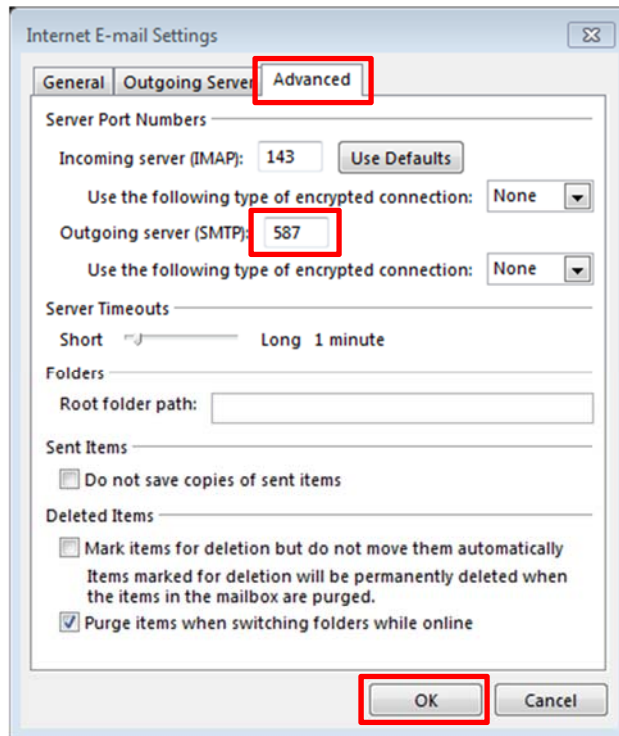
How to setup an email account in Outlook 2013 - 2016

13. Select the **Outgoing Server** tab
 - a. Check the box for **My outgoing server (SMTP) requires authentication**.
 - b. Ensure that **Use same settings as my incoming mail server** is selected.

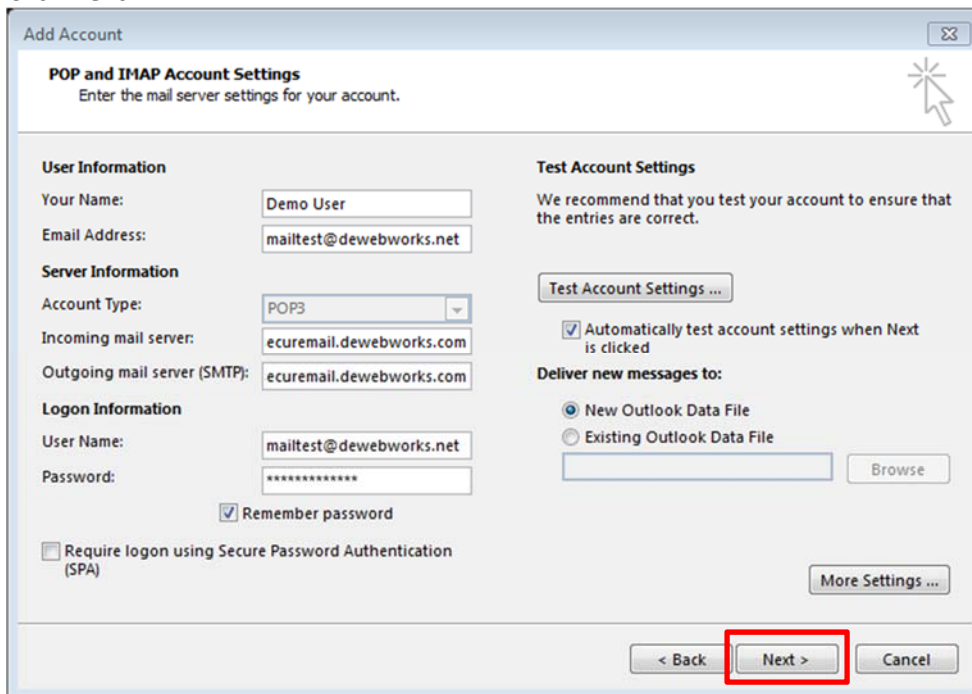


How to setup an email account in Outlook 2013 - 2016

14. Select the **Advanced** tab.
 - a. Under Server Port Numbers, change the **Outgoing server (SMTP)** to **587**.
 - b. Click **OK**.

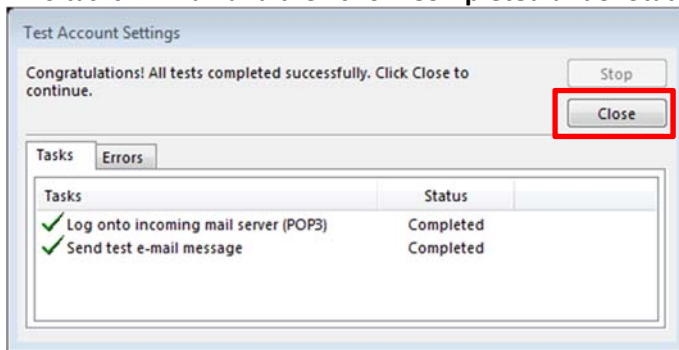


15. Click **Next**.



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16. Two tasks will run and then show **Completed** under Status. Click the **Close** button.



17. You're all set! Click **Finish**.

