Email Account Setup – Outlook 2013
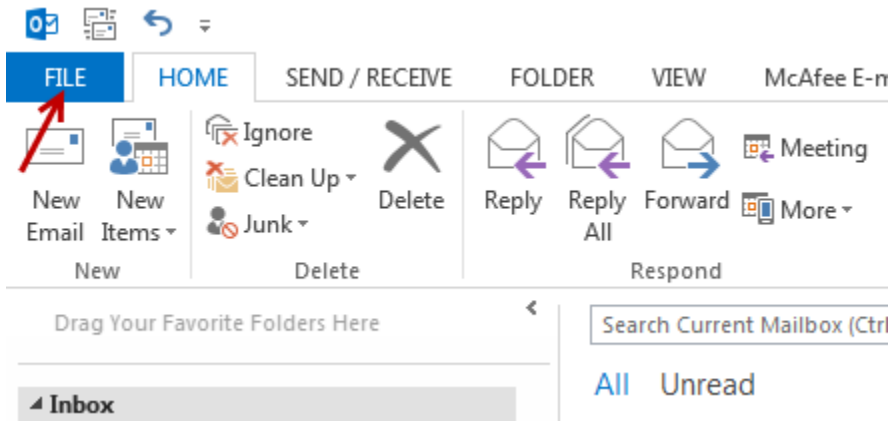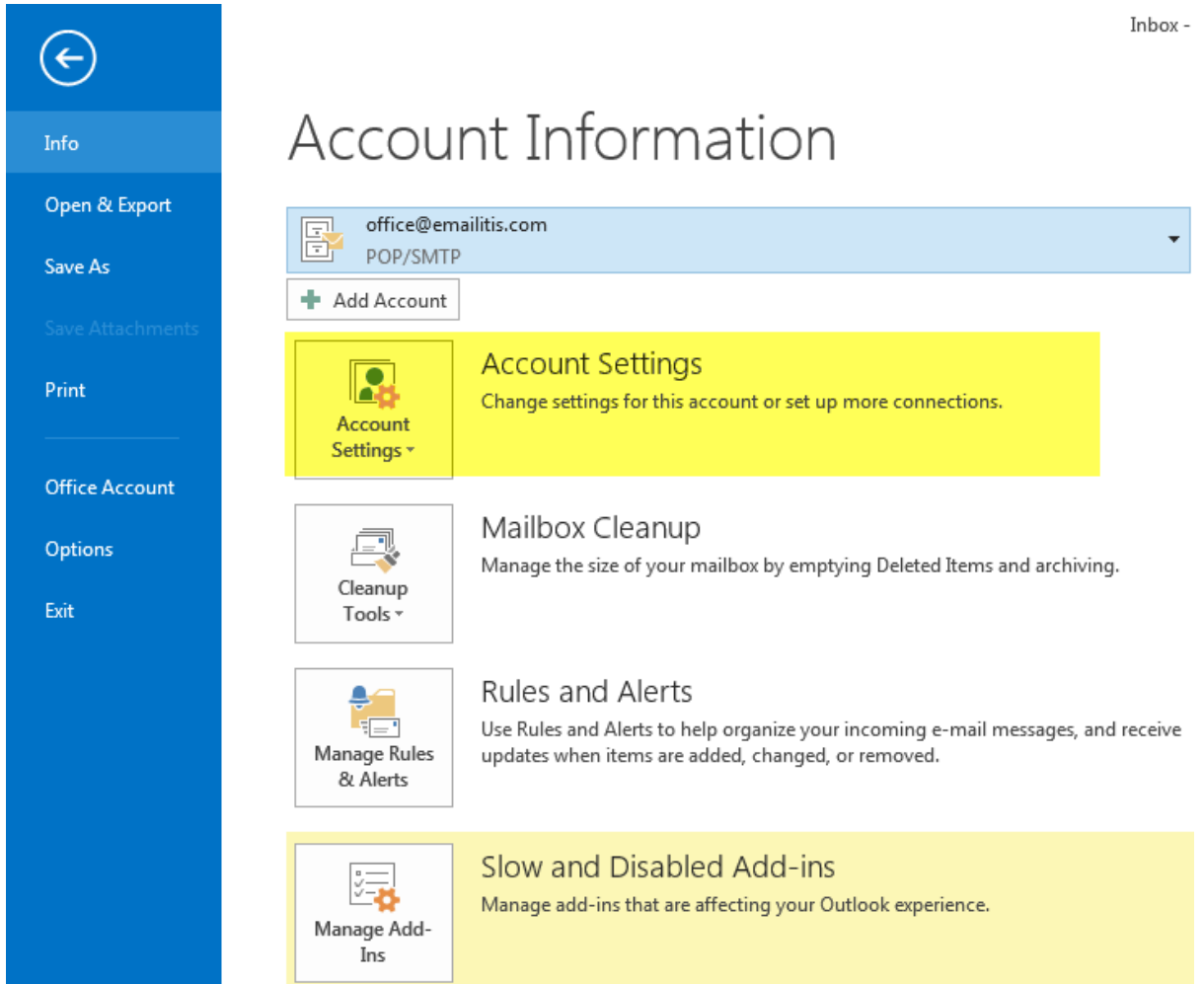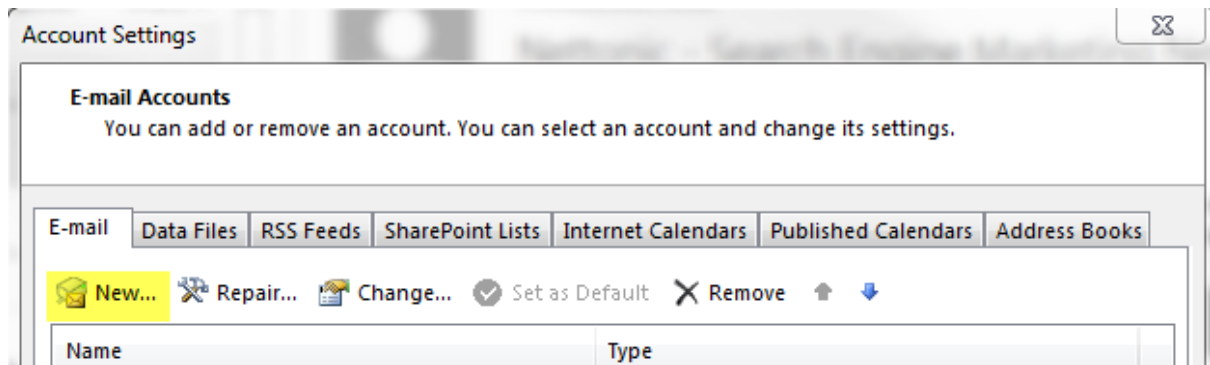
1. Open Microsoft Outlook 2013 and go to File in the top left corner of the window.
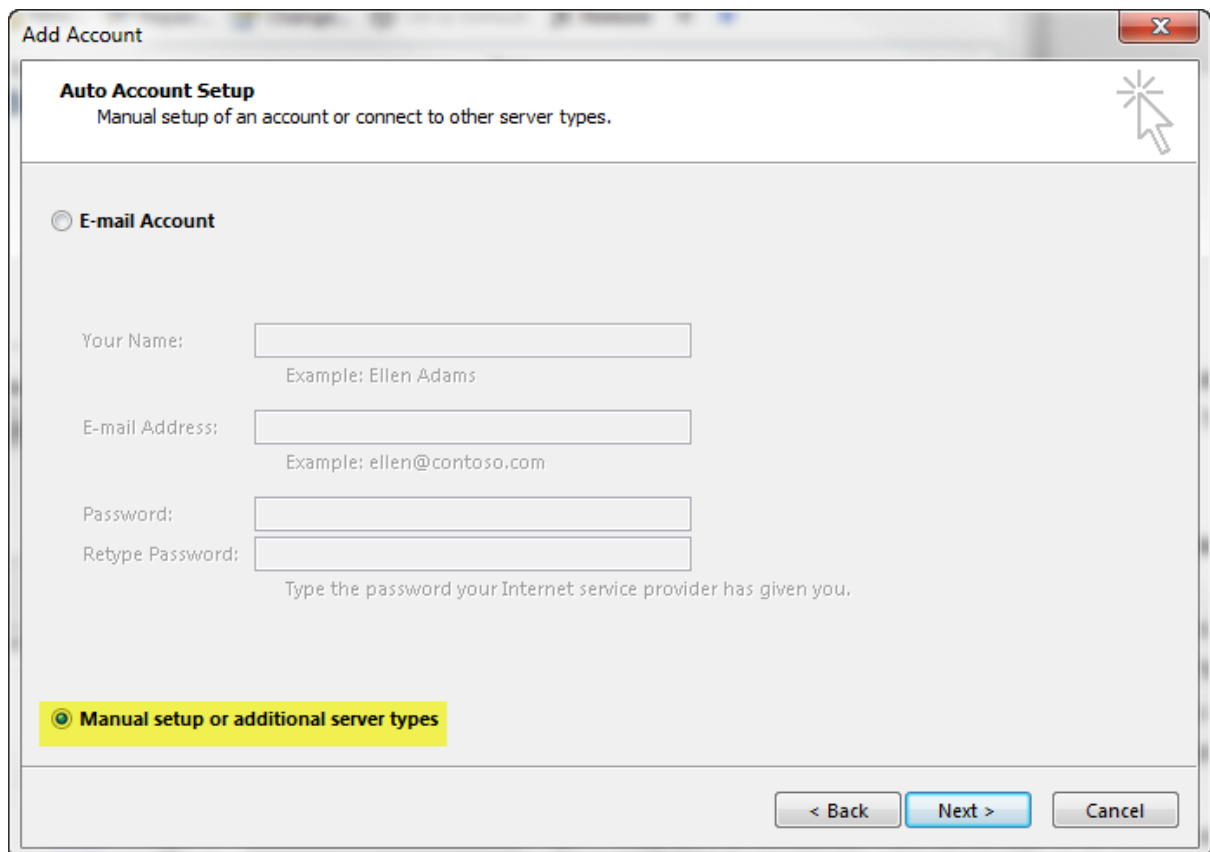
2. Now go to Account Settings:

3. **Now you are in Account Settings you have to add the email address into Outlook. Now select New**

4. **In the new window select Email Account from the two options.**
5. **The next step brings you to a window like below:**

6. **Select Manual Setup and click Next**
7. **Once you have clicked Next a new window will appear showing different types of email accounts. Choose the appropriate email type from the list.**
8. **Now you need to apply your specific email account settings. You will then see the following screen, fill out the details with your account settings.**
    For example, if your domain is emailitis.com for example, the email will look like this:

    yourname@emailitis.com
    mail@emailitis.com

Your email and password will be in your welcome letter. After you have filled out all the required information, click "More settings".

Click the "Outgoing Server" tab along the top. Check the first tick box saying "My Outgoing Server equires Authentication" then click the "Advanced" tab.
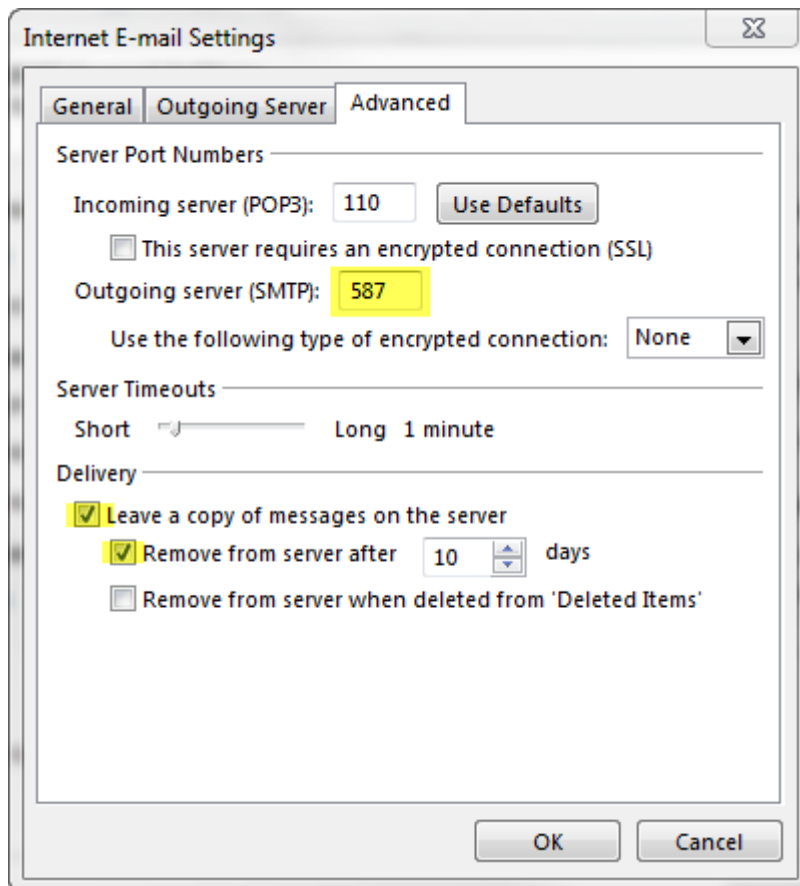
9. **Now you are on the "Advanced" tab you have to change out the Outgoing server port settings. The port needs to 587 for the Outgoing Server (SMTP). This is many ISP's now block port 25. It is essential that the step above is followed in full – i.e. with server authentication.**

10. **Now click "Next" and then finish. Now your email should be completely setup.**