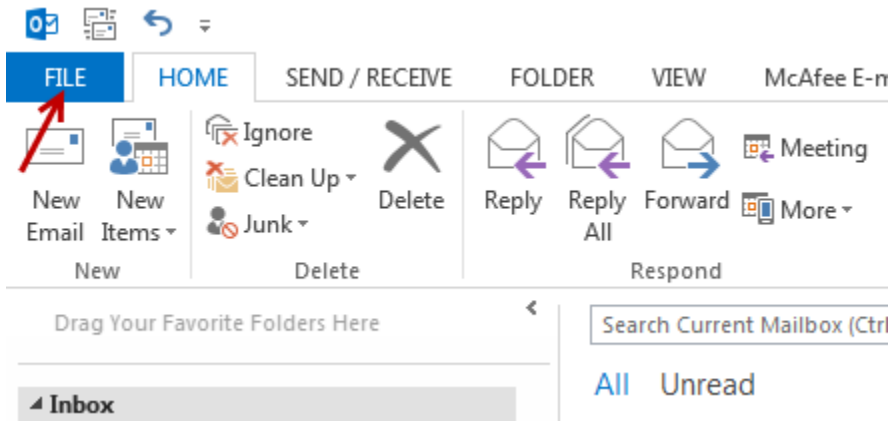
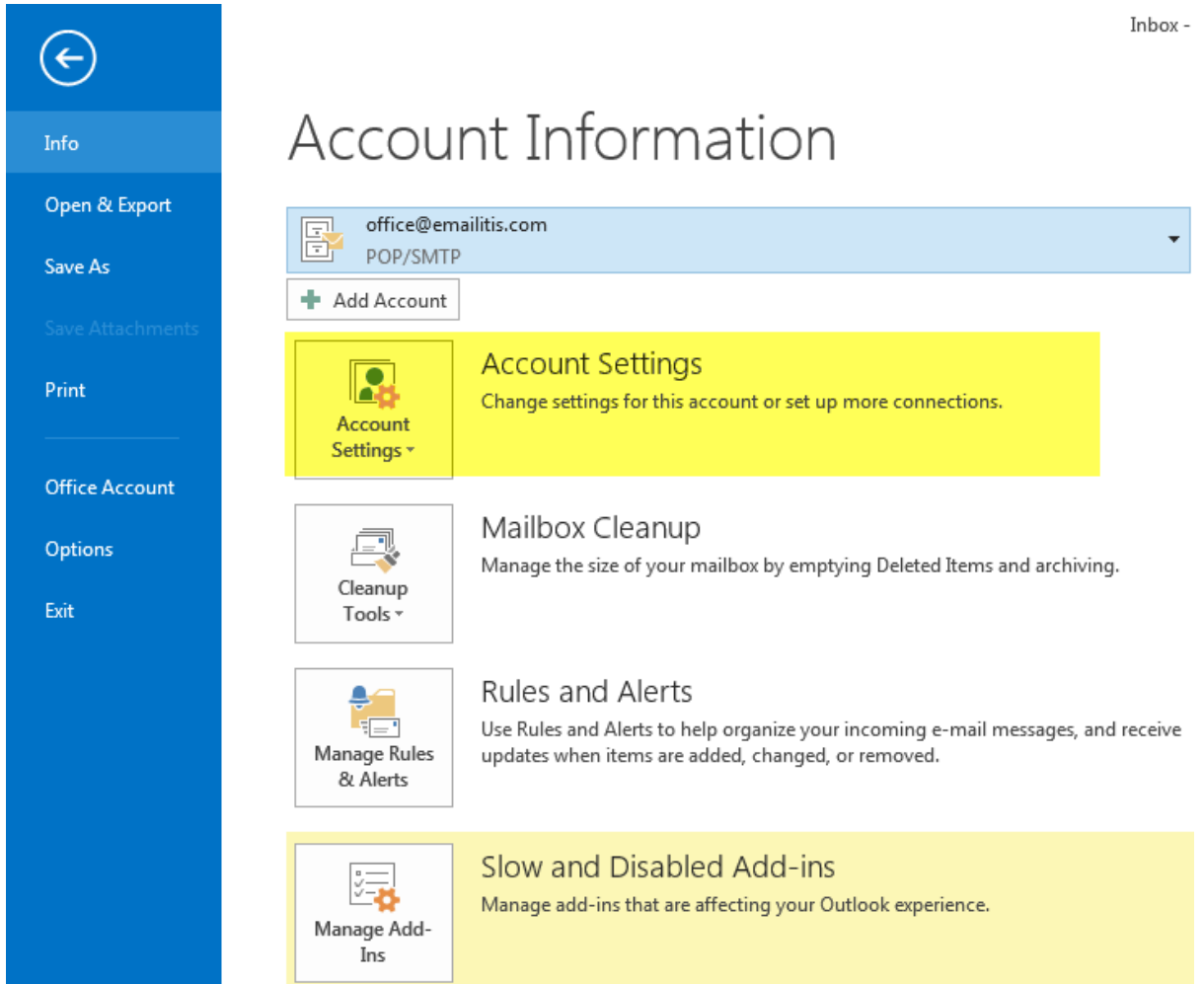


## Email Account Setup – Outlook 2013

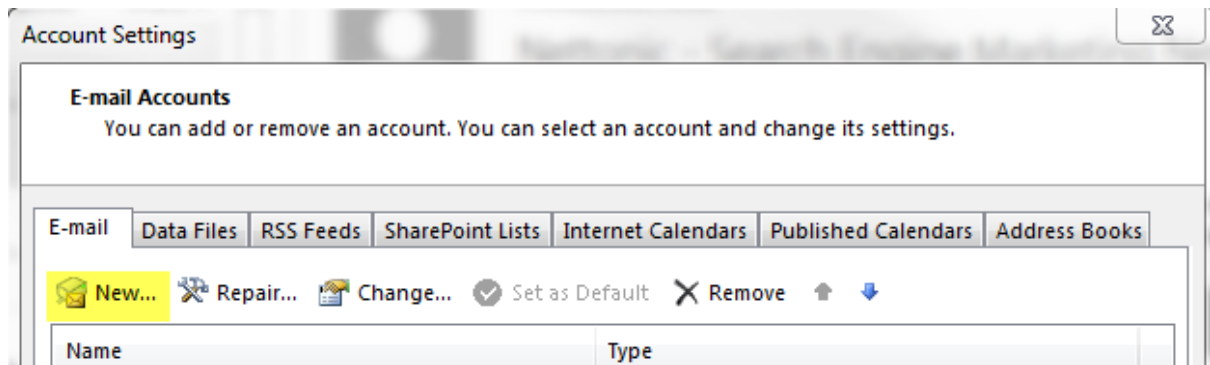
1. Open Microsoft Outlook 2013 and go to File in the top left corner of the window.



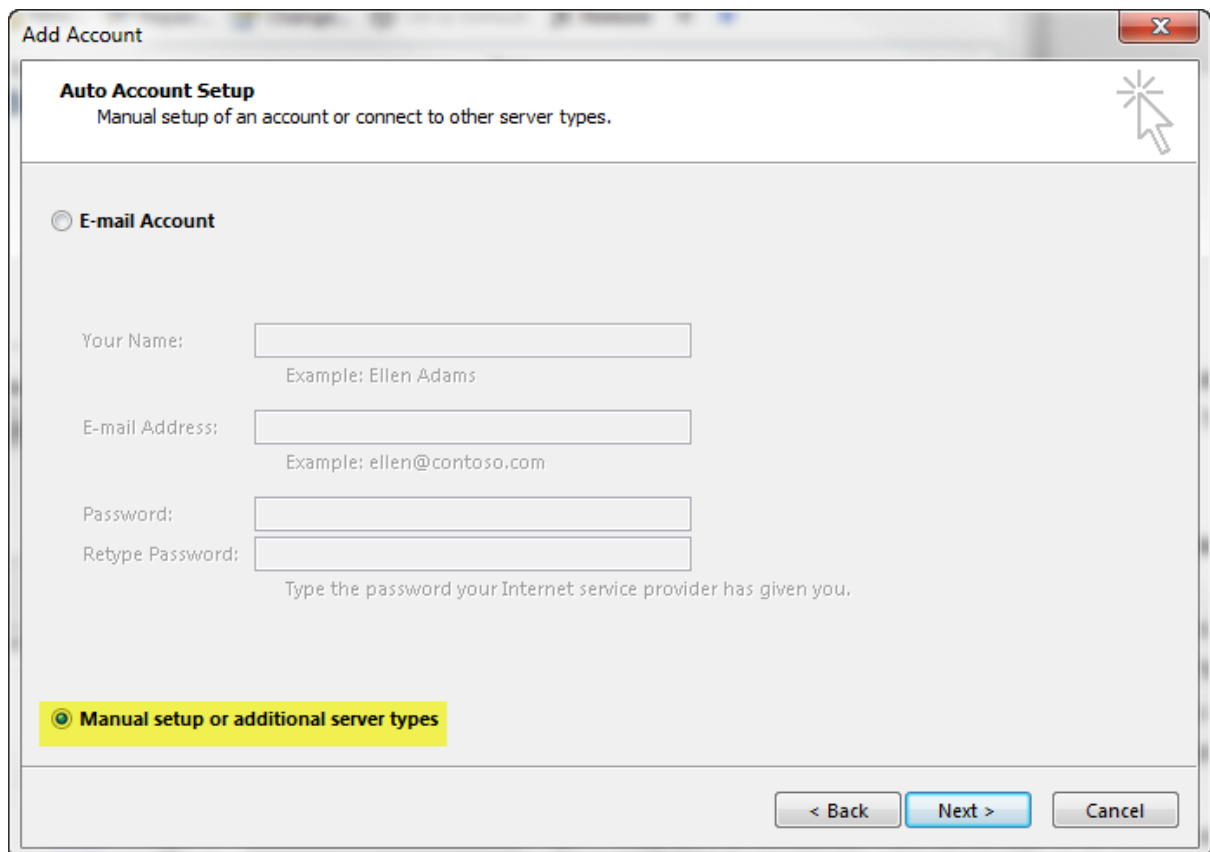
2. Now go to Account Settings:



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”.

**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

Click the “Outgoing Server” tab along the top. Check the first tick box saying “My Outgoing Server equires Authentication” then click the “Advanced” tab.

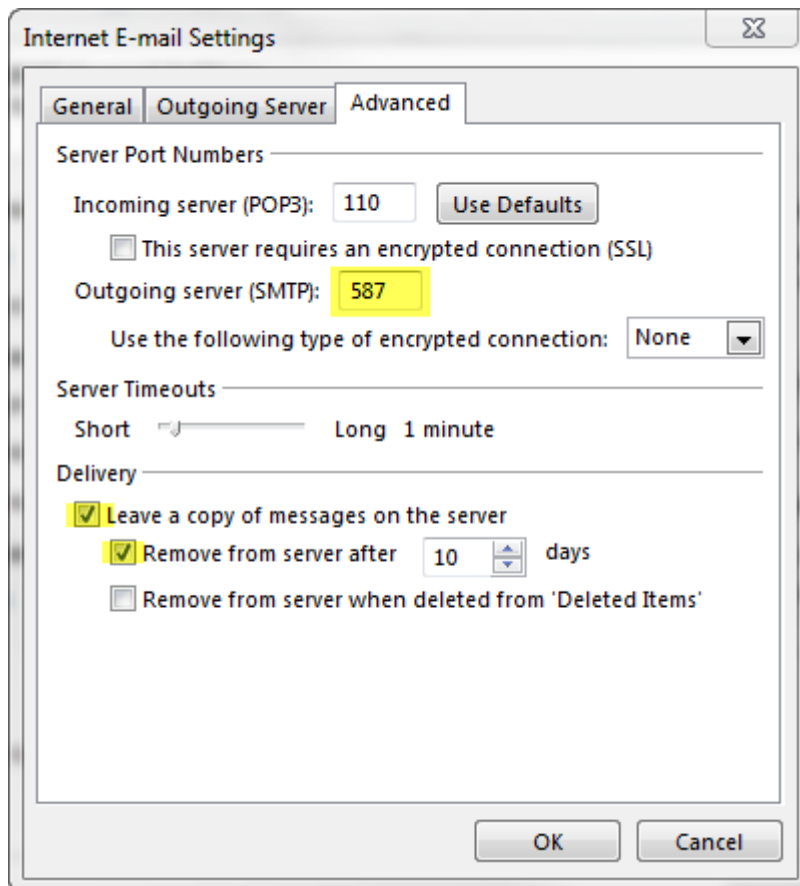
**Internet E-mail Settings**

**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  
 Secure Password Authentication (SPA)  
Send mail server before sending mail

Check the tick box here

9. Now you are on the “Advanced” tab you have to change out the Outgoing server port settings. The port needs to be 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.

