Outlook 2016 on Windows

Add a new email account

1. Open the Outlook app by clicking the Windows Start menu and choosing Outlook 2016.

a. If Outlook doesn't take you to the "Welcome to Outlook 2016" screen, click on File, + Add Account, then go to step 4



2. Click Next >

| Weld | come to Microsoft Outlook 2016 | × |
|------|--|--------|
| | | |
| | Welcome to Outlook 2016 | |
| | Outlook helps you manage your life with powerful tools for email calendar, contacts, and tasks. | , |
| | Let's get started. In the next few steps, we'll add your email accou | nt. |
| | | |
| | | |
| | | |
| | < Eack Next > | Cancel |
| o Ou | itlook to connect to an email account? | " and |
| Micr | rosoft Outlook Account Setup | > |
| | | |

3. Select Yes for "Do you want to k Next >

| icrosoft Outlook Account Setup | × |
|---|--------------------------------------|
| Add an Email Account | × |
| Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Ser Online account as part of Microsoft Office 365. Outlook also works with POP, MAP, and Exchar accounts. | ver or an Exchange nge ActiveSync |
| O you want to set up Outlook to connect to an email account: | |
| | |
| | |
| < Eack Ne | xt > Cancel |

4. Select Manual setup or additional server types and click Next >

| Add Account | | × |
|--|---|--------|
| Auto Account Setup Manual setup of an | account or connect to other server types. | × |
| ○ E-mail <u>A</u> ccount | | |
| Your Name: | Example: Ellen Adams | |
| E-mail Address: | Example: ellen@contoso.com | |
| Password: Retype Password: | | |
| | | |
| Manual setup or add | ittional server types | |
| | < <u>Back</u> | Cancel |

5. Select POP or IMAP and click Next >

| Add Account | × |
|---|--------------------------------------|
| Choose Service | × |
| O Outlook.com or Exchange <u>A</u> ctiveSync compatible service | |
| Connect to a service such as Outlook.com to access email, calen | idars, contacts, and tasks |
| POP or IMAP | |
| Connect to a POP or IMAP email account | |
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| | |
| | < <u>B</u> ack <u>N</u> ext > Cancel |

6. Enter Your Name and full E-mail Address

| -33 | | |
|--|--------------------------------|---|
| Add Account | | × |
| POP and IMAP Account Set Enter the mail server settle | tings Igs for your account. | 苍 |
| User Information | | Test Account Settings |
| Your Name: | Terry McKee | We recommend that you test your account to ensure that |
| Email Address: | terry.mckee@xplore.net | the entries are correct. |
| Server Information | | Text & convert Participan |
| Account Type: | IMAP 🗸 | Test Account Settings |
| Incoming mail server: | imapoplore.net | Automatically test account settings when Next is clicked. |
| Outgoing mail server (SMTP): | smtp.xplore.net | |
| Logon Information | | |
| User Name: | terry.mckee@xplore.net | |
| Password: | ***** | Mail to keep offline: All |
| | Remember password | a de la companya de l |
| Require logon using Secure | Password Authentication (SPA) | |
| | | More Settings |
| | | < <u>B</u> ack <u>N</u> ext > Cancel |

- 7. Set the Account Type to IMAP (POP3 is an option but is not recommended)
- 8. Enter the Incoming mail server as imap.xplore.net
- 9. Enter the Outgoing mail server (SMTP) as smtp.xplore.net
- 10. Change the User Name to your full email address, including the portion after the @ symbol
- 11. Enter your email Password
- 12. Click on More Settings..., then go to the Outgoing Server tab



13. Place a check mark in My outgoing server (SMTP) requires authentication

| Internet E-mail Settings |
|--|
| |
| General Outgoing Server Advanced |
| Server Port Numbers |
| Incoming server (IMAP): 993 Use Defaults |
| Use the following type of encrypted connection: SSL 🗸 |
| Outgoing server (SMTP): 465 |
| Use the following type of engrypted connection: SSL |
| Server Timeouts |
| Short Long 1 minute |
| Folders |
| Root folder path: |
| Sent Items |
| Do not save copies of sent items |
| Deleted Items |
| Mark items for deletion but do not move them automatically |
| Items marked for deletion will be permanently deleted when |
| Purge items when switching folders while online |
| |
| OK Cancel |

- a. For <u>both</u> the **Incoming server (IMAP)** and **Outgoing server (SMTP)**, set "**Use the following type of encryption connection**" to **SSL**
- b. Change the Outgoing server (SMTP) Port Number to 465
- c. Click OK
- 15. Click on Next >

| fest Account Settings | | |
|---|----------------------------------|-------------------------------|
| ongratulations! All tests completed successfully ontinue. | /. Click Close to | <u>S</u> top <u>C</u> lose |
| Tasks Errors | | |
| Tasks V Log onto incoming mail server (IMAP) V Send test e-mail message | Status Completed Completed | |

- a. If either or both test Tasks fail (red X), then one or more of your settings are incorrect. Click Close, correct your setting(s) and try again.
- 16. Once the test Tasks complete successfully (green checkmarks), click Close and then Finish

Changing your Email Password

If you changed your email password in webmail or MyXplore, you will need to change it in Outlook to match the new password.

Outlook should prompt you for your new password (note the server is IMAP – for incoming):

| Interi | nternet E-mail - terry.mckee@xplore.net X | | | | |
|------------|---|--------------------------------|--|--|--|
| ? > | Enter your user name and password for the following server. | | | | |
| | Server | imap.xplore.net | | | |
| | <u>U</u> ser Name: | terry.mckee@xplore.net | | | |
| | Password: | ***** | | | |
| | ✓ <u>S</u> ave this | password in your password list | | | |
| | | OK Cancel | | | |

• Enter your new **Password**, check the box of "**Save this password in your password list**" (unless you wish to enter it every time) and click **OK**

It should also prompt you when you send a message from Outlook (note the server is SMTP – for outgoing):

| Interr | nternet E-mail - terry.mckee@xplore.net X | | | | |
|--------|---|--------------------------------|--|--|--|
| * | Enter your user name and password for the following server. | | | | |
| | Server | smtp.xplore.net | | | |
| | <u>U</u> ser Name: | terry.mckee@xplore.net | | | |
| | Password: | ****** | | | |
| | Save this p | password in your password list | | | |
| | | OK Cancel | | | |

• Enter your new **Password**, check the box of "**Save this password in your password list**" (unless you wish to enter it every time) and click **OK**

If Outlook doesn't prompt you for your new password, follow these steps:

1. Click File, then Account Settings, then Account Settings again



2. Select the email you just created and click Change...

| Account Settings | | × |
|--|--|---|
| E-mail Accounts You can add or remove an account. You can selec | t an account and change its settings. | |
| E-mail Data Files RSS Feeds SharePoint Lists Interr | et Calendars Published Calendars Address Books | |
| 🔏 New 🎘 Bepair 🚰 Change 📀 Set as Defau | t 🗙 Re <u>m</u> ove 🔹 🖷 | |
| Name | Type | |
| Sterry.mckee@xplore.net | IMAP/SMTP (send from this account by default) | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Selected account delivers new messages to the followin | g location: | |
| terry.mckee@xplore.net\lnbox | | |
| in data file C:\Users\limiting\\Out | look\terry.mckee@xplore.net - Xplore.ost | |
| | | |
| | | |
| | Close | 2 |
| | | |

3. Enter your new **Password** and click **Next** >

| Change Account | | × |
|--|---------------------------------------|--|
| POP and IMAP Account Set Enter the mail server settin | tings Igs for your account. | ×. |
| User Information | | Test Account Settings |
| Your Name: | Terry McKee | We recommend that you test your account to ensure that |
| <u>E</u> mail Address: | terry.mckee@xplore.net | the entries are correct. |
| Server Information | | Test Account Settings |
| <u>A</u> ccount Type: | IMAP 🗸 | |
| Incoming mail server: | imap.xplore.net | Automatically test account settings when Next is clicked |
| <u>O</u> utgoing mail server (SMTP): | smtp.xplore.net | |
| Logon Information | | |
| <u>U</u> ser Name: | terry.mckee@xplore.net | |
| Password: | **** | Mail to keep offline: All |
| | emember password | and the second |
| Require logon using Secure | Password Authentication (SPA) | |
| | | More Settings |
| | | |
| | | < Back Next > Cancel |

a. If both test Tasks fail (red X), then you entered your new password wrong. Click **Close**, correct your Password and try again.

| Test Account Settings Congratulations! All tests completed successfully. Click Close to continue. Stop Close | | |
|--|----------------------------------|--|
| Tasks Errors Tasks ✓ Log onto incoming mail server (IMAP) ✓ Send test email message | Status Completed Completed | |

4. Once the test Tasks complete successfully (green checkmarks), click Close and then Finish

| Change Account | × |
|---|---|
| | |
| You're all set! | |
| We have all the information we need to set up your account. | |
| | |
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| | |
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| | |
| < <u>B</u> ack Finish Help | |

5. Click Close