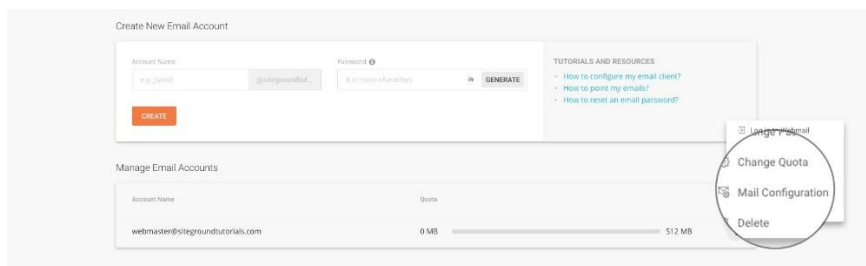
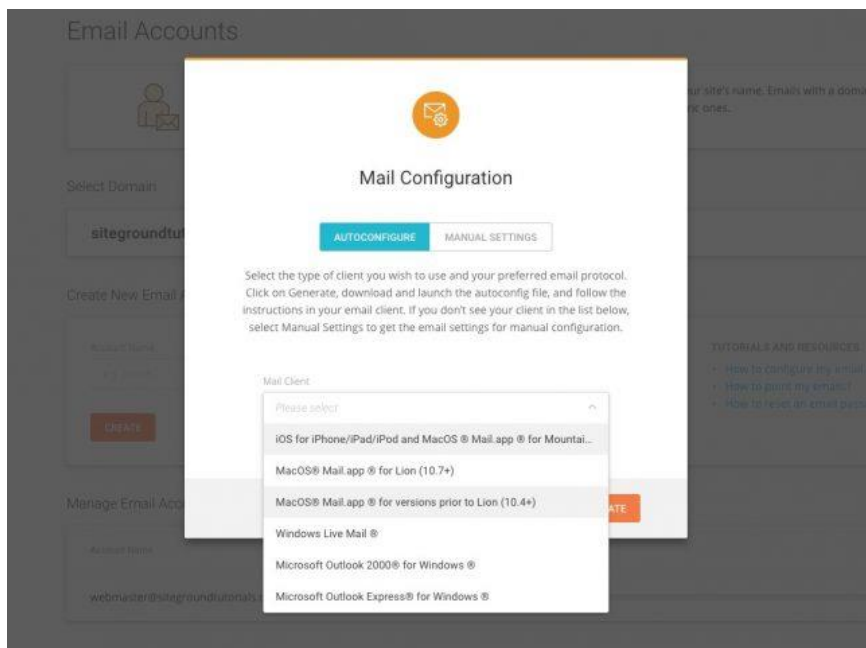


# Automatically configure Outlook

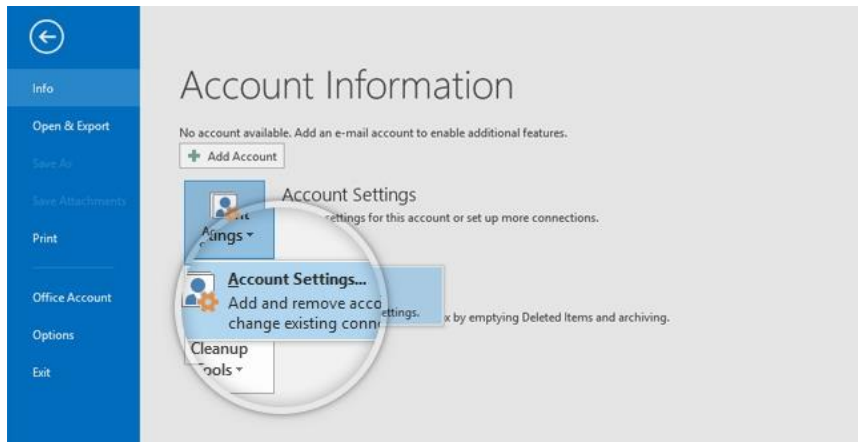
You can easily configure your email accounts in Microsoft Outlook. To get the mail settings, go to your [Site Tools > Email > Account](#). Go to the **kebab menu** for the corresponding email account and click on **Mail Configuration**.



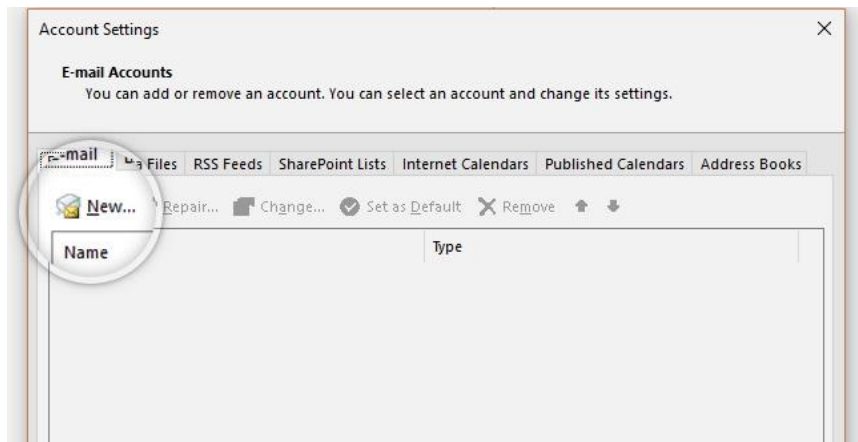
Select the Autoconfigure tab and from the drop-down menu, choose the correct version for your Outlook:



Now, to add an email account in your Microsoft Outlook, open the application and navigate to **File > Account Settings > Account Settings**. If you're using the Mac version, the menu will be in **Outlook > Preferences > Accounts**.



On the new window that opens click **New**.



Then type in your name, email address, and password in the respective fields and click **Next**.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

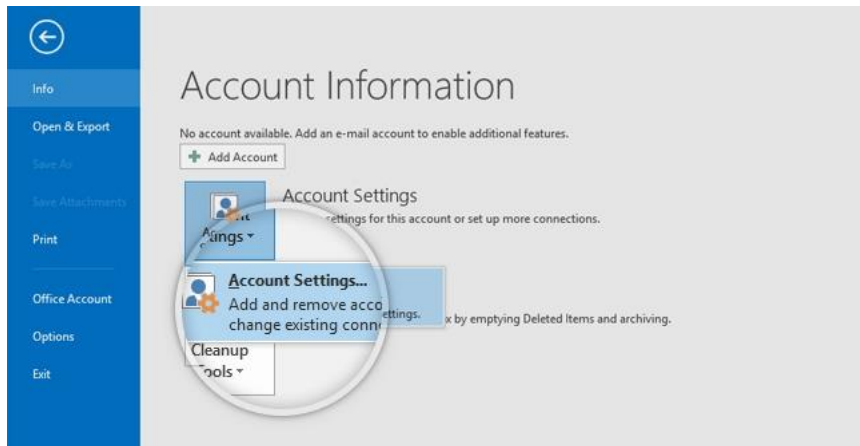
Manual setup or additional server types

< Back **Next >** Cancel

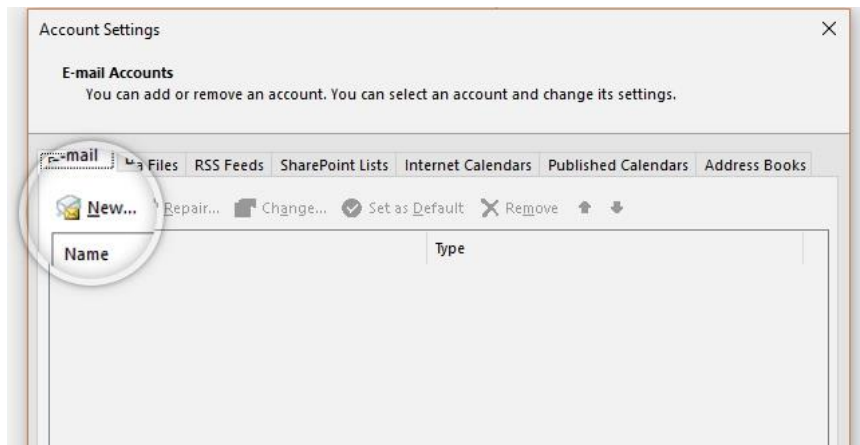
Outlook will automatically connect to the hosting server, find the automatically created settings and set them for you. You need to only click **Next** to add the account.

## Manually configure Outlook

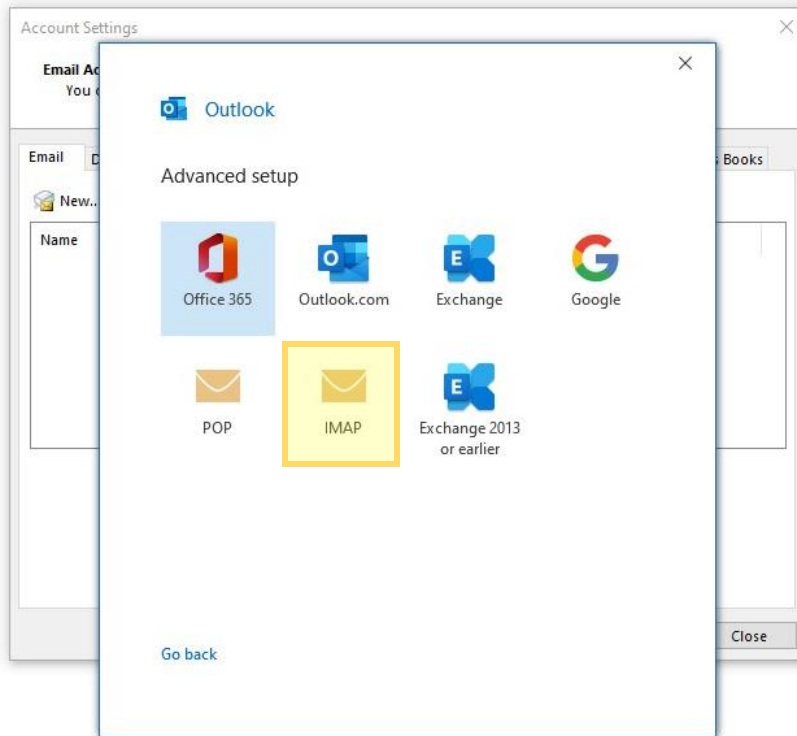
To add your email account to the latest version of Microsoft Outlook first click on the **File** menu and then on **Account Settings > Account Settings**. If you're using the Mac version, the menu will be in **Outlook > Preferences > Accounts**.



To begin, click on **New** on the new window that opens.



A new window will appear where you should input your full email address. Click on **Advanced options** and click on the checkbox for **Let me set up my account manually**. Then click Connect. On the next step select **IMAP**.



Now you need to fill in the appropriate information about your email account. Here's a brief explanation of the different fields and what you should add in them:

- **Incoming mail** section
  - **Server:** check the exact hostname to use with each of your mail accounts in your **Site Tools > Email > Accounts**, choose the preferred email account and go to **kebab menu > Mail Configuration** and select **Manual Settings** tab;
  - **Port:** if you chose IMAP – use 993
  - **Encryption method:** SSL/TLS;
  - **Require logon using Secure Password Authentication (SPA)** – leave unchecked;
- **Outgoing mail** section

- **Server:** check the exact hostname to use with each of your mail accounts in your **Site Tools > Email > Accounts**, choose the preferred email account and go to **kebab menu > Mail Configuration** and select **Manual Settings** tab;
- **Port:** use 465;
- **Encryption method:** SSL/TLS;
- **Require logon using Secure Password Authentication (SPA)** – leave unchecked;

You can also find the exact settings to use with each of your mail accounts with your Outlook in your **Site Tools > Email > Accounts**, choose the preferred email account and go to **kebab menu > Mail Configuration** and select **Manual Settings** tab.

Account Settings

Email Account

You can add an email account to Outlook.

Email

New...

Name

Books

Close

IMAP Account Settings

test1@kojuharovtest.mil (Not you?)

Incoming mail

Server: domain.com Port: 993

Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server: domain.com Port: 465

Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

Go back Next

Click **Next** and input the password for your email address. After that Click **Connect**. If the information you provided is correct the email account should be added to your Outlook.