1. Open Control Panel, from the Start Menu, or by clicking Start, then “Run” then typing “control” and pressing enter. Choose “Small Icons” under “View by”.

2. Open “Mail” or “Mail (32-bit)” from within Control Panel.
3. Click on “E-mail Accounts…”

4. Click “New…”
5. Select “E-mail Account” and click “Next”.

6. Select “Manual setup or additional server types” and click “Next”.
7. Select “POP or IMAP” and click “Next”.

8. Enter your account settings as shown, and click “More Settings…”.
9. Check the box next to “My outgoing server (SMTP) requires authentication”, and select “Use same settings as my incoming mail server”, then click “OK”.

10. Click “Next”.
11. The tests will run automatically. If any of the tests fail, click “Close” and go back to double-check the settings entered. Otherwise, click “Close” and proceed.

12. That’s it! Your account is configured in Outlook and ready to use!