

Adding new email account to Outlook 2013

Start Outlook 2013.

1. Select "File"

FILE HOME SEND / RECEIVE FOLDER VIEW	
Image: Clean Op + Im	
New Delete Respond Quick Steps	G.

2. Choose "Add Account"

¢	Outlook Today - Outlook	?	-	×
Info	Account Information			
Open & Export Save As	No account available. Add an e-mail account to enable additional features.			
Save Attachments Print	Account and Social Network Settings Account Settings - Change settings for this account or set up more connections. Connect to social networks.			
Office Account Options	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.			
Exit	l ools *			



3. Choose "Manual setup or additional server types"

Auto Account Setup Manual setup of an	account or connect to other server types.	×
) E-mail <u>A</u> ccount		
Your Name:	Evenue las Ellas A desse	
<u>E</u> -mail Address:	Example: ellen@contoso.com	
Password:		
Re <u>t</u> ype Password:	Type the password your Internet service provider has given you.	
Manual setup or ad	ditional server types	
	< Bark Next >	Cancel

4. Choose "POP or IMAP"

Add Account	—X —
Choose Service	×.
 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tas Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, cont POP or IMAP Connect to a POP or IMAP email account Other Connect to a server type that is listed below Fax Mail Transport 	ks, and voice mail itacts, and tasks
<	Back Next > Cancel



Fill in the information to red-written fields.

The Incoming mail server has been sent with your order. If you don't have this information please don't hesitate to ask by email from <u>helpdesk@kotisivut.com</u>.

If you plan to use SSL-protected connection to Incoming mail server then the server name will need to end kotisivut.com, then the SSL-protection will work properly without any error messages.

The Outgoing mail server (SMTP) is normally your Internet connection provider's SMTP server.

User Information		Test Account Settings		
Your Name:	Your name	We recommend that you test your account to ensure t		
Email Address:	Email address	the entries are conect.		
Server Information		Test Assessed Calific as		
<u>A</u> ccount Type:	IMAP 💌	☐est Account Settings		
Incoming mail server:	Incoming mail server			
Outgoing mail server (SMTP):	SMTP server			
Logon Information				
User Name:	Full email address			
Password:	Your password			
✓ <u>R</u>	emember password	· · · · ·		
Require logon usina Secu	re Password Authentication			
Reguire logon using Secu	emember password re Password Authentication			



 From the previous dialog window choose "More settings ..." and from the new dialog choose "Advanced". Choose "SSL" as encryption type for "Use the following type of encryption connection". For "Root folder path" type in INBOX as shown in the picture. This setting is Outlook version 2013 specific.

Internet E-mail Settings					
General Outgoing Server Advanced					
Server Port Numbers					
Incoming server (IMAP): 993 Use Defaults					
Use the following type of <u>e</u> ncrypted connection: SSL 💌					
Outgoing server (SMTP): 25					
Use the following type of en <u>c</u> rypted connection: None					
Server Timeouts					
Short					
Folders					
Root <u>f</u> older path: INBOX					
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 the items in the mailbox are purged.					
Purge items when switching folders while online					
OK Cancel					

When you have done the Advanced settings then press "OK", and the installation wizard will go back to "POP and IMAP Account Settings".



Add Account		—		
POP and IMAP Account Set Enter the mail server setting	ttings ngs for your account.	× · · · · · · · · · · · · · · · · · · ·		
User Information		Test Account Settings		
Your Name:	Your name	We recommend that you test your account to ensure that		
<u>E</u> mail Address:	Email address			
Server Information		Tast Assount Cattings		
Account Type:	IMAP	Test Account Settings		
Incoming mail server:	Incoming mail server	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP):	SMTP server			
Logon Information				
<u>U</u> ser Name:	Full email address			
<u>P</u> assword:	Your password			
▼ <u>R</u> €	emember password	1 I I I I I I I I I I I I I I I I I I I		
Reguire logon using Secure Password Authentication (SPA) <u>More Settings</u>				
		< <u>B</u> ack <u>N</u> ext > Cancel		

- 6. If the default setting "Automatically test account settings when Next is clicked" then the Installation wizard will start checking the provided settings. The test message which will be sent during the test will be shown at the end in this acount's Inbox.
- 7. When the testing has been successfully completed you can close the diaglog by using Close-button.

<u>S</u> top Close



8. The new email account has been now successfully created and ready for use.

Add Account	
Vou're all sell	
We have all the information we need to set up your account	
	Add another account
	< Eack Finish

9. The test mail sent during the test will be shown in the Inbox

03 📰 🕤 🔻	Inbox - testi@mailtest3.kotisivut.com	- Outlook	?	困 – ∎ ×
FILE HOME SEND / RECEIVE	FOLDER VIEW			
New New Email Items V New Delete	Cepty Forward Forward	fove ▼	Search People Address Book Filter Email - Find	Send/Receive All Folders Send/Receive
Drag Your Favorite Folders Here	Search Current Mailbox (Ctrl+E)	🔎 Current Ma	ilbox 🔻 🔒	Reply 🕞 Reply /
▷ testitunnus	All Unread Today	By Date ▼ Newes	st↓	
▲ testi@mailtest3.kotisivut.com	Microsoft Outlook Microsoft Outlook Test Message	10:40		k r
Inbox	This is an e-mail message sent automatically by Micro	osoft Outlook		
Drafts	▲ Older		10	Test Account
Sent Items				
Trash	Kotisivut.com Helpdesk	7.5.2012	, Th	nis is an e-
Junk E-mail	testi@mailtest3.kotisivut.com <end></end>	7.5.2012	ma	ail
Outbox		0	me	essage
Poistetut kohteet	testi@mailtest3.kotisivut.com	0	sei	nt
sent-mail	testi@mailtest3.kotisivut.com <end></end>	26.4.2012	au	tomatically

If the folders or mails are not showing up please check the settings on step 5. and step 6., specially the Root folder path setting is essential.