

Click on **Add Account**



Click on **Manual setup or additional server types** and click **Next**

Add Account

Auto Account Setup
Manual setup of an account or connect to an existing account

☒ **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

Select **POP3** or **IMAP** and click **Next**

Enter Your Name and E-mail Address.

If you Select **IMAP** as your account type.

For Incoming mail server (IMAP), enter
i.mail25.info

For Outgoing mail server (SMTP), enter
s.mail25.info

If you Select **POP3** as your account type.

For Incoming mail server (IMAP), enter
p.mail25.info

For Outgoing mail server (SMTP), enter
s.mail25.info

In Logon Information enter the e-mail address and password that you created in the control panel.

Click More Settings.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Your Name
Email Address: mail@example.com

Server Information
Account Type: IMAP
Incoming mail server: imap.one.com
Outgoing mail server (SMTP): send.one.com

Logon Information
User Name: mail@example.com
Password: *****
☒ Remember password

☐ Require login using Secure Password Authentication (SPA)

More Settings...

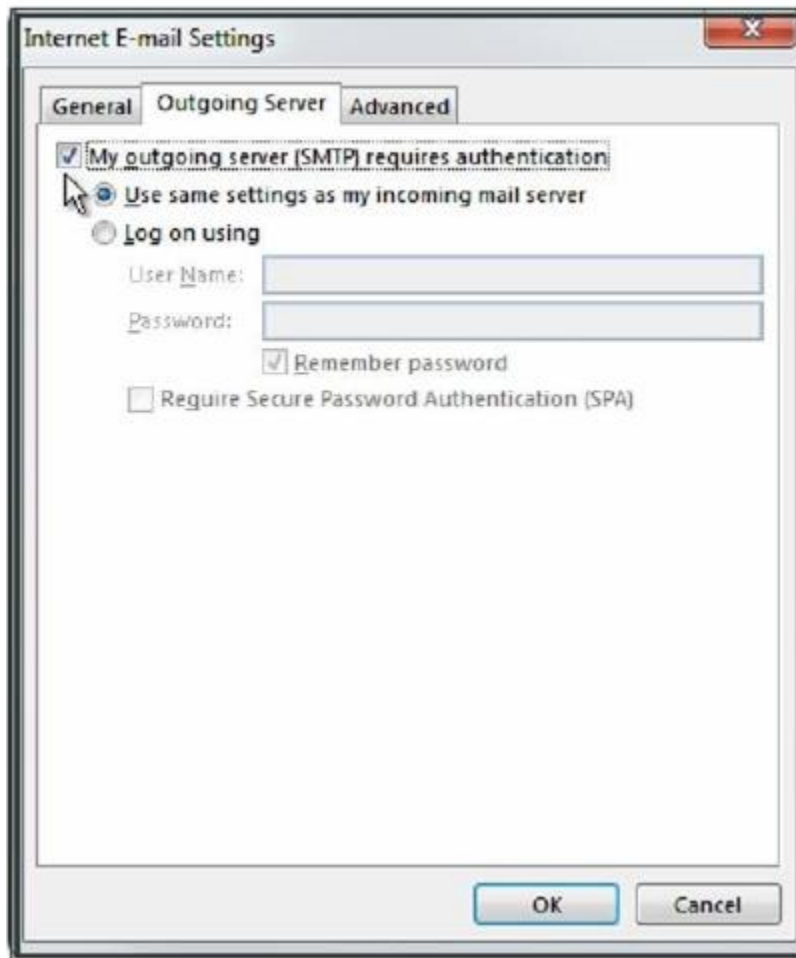
< Back Next > Cancel

User Information
Your Name: Your Name
Email Address: mail@example.com

Server Information
Account Type: IMAP
Incoming mail server: imap.one.com
Outgoing mail server (SMTP): send.one.com

Logon Information
User Name: mail@example.com
Password: *****
☒ Remember password

Select **My outgoing server (SMTP) requires authentication**



Select **Advanced**

For Incoming server (IMAP) enter 993 and select SSL

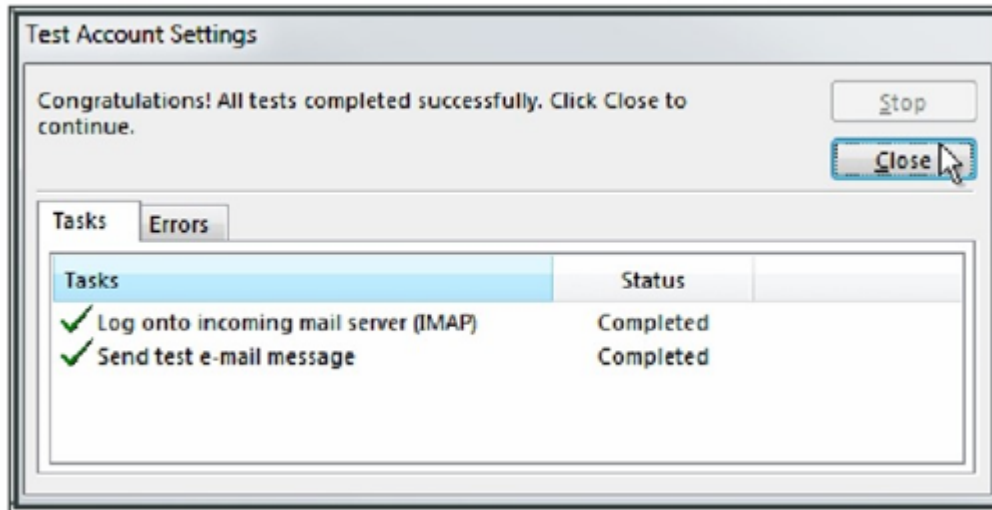
For Incoming server (POP3) enter 995 and select SSL

For Outgoing server (SMTP) enter 465 and select SSL

OR

For Outgoing server (SMTP) enter 587 and select SSL/TLS

Click on OK and Next



You have now set up your account in Microsoft Outlook 2013. Click **Finish**

