Setting up my email account in Outlook

To send and receive emails using Outlook you will need to create a profile in the software that holds all the information needed to connect to the mail server. Please follow the steps below.

1. Click on the 'Tools' menu, then on the 'E-mail Accounts' option in Outlook.
2. Check the 'POP3' option (IMAP can be used if required) and click 'Next'.
3. Enter your name (eg. Joe Blogs) in the 'Your Name' field.
4. In the 'E-mail Address' field enter the email address (eg. joeblogs@example.com) that you want your mail to be sent from.
5. Enter mail.example.com (replace example.com with your domain name) as both the 'Incoming mail server' and 'Outgoing mail server'.
6. In the 'User Name' field enter your accounts username and domain name in the format of username@example.com.
7. Enter your accounts password in the 'Password' field.
8. Click on the 'More Settings' button and select the 'Outgoing Server' tab.
9. Check the 'My outgoing server (SMTP) requires authentication' option and click 'OK'.
10. Click 'Next' then the 'Finish' button

You should now be able to send and receive emails from Outlook.