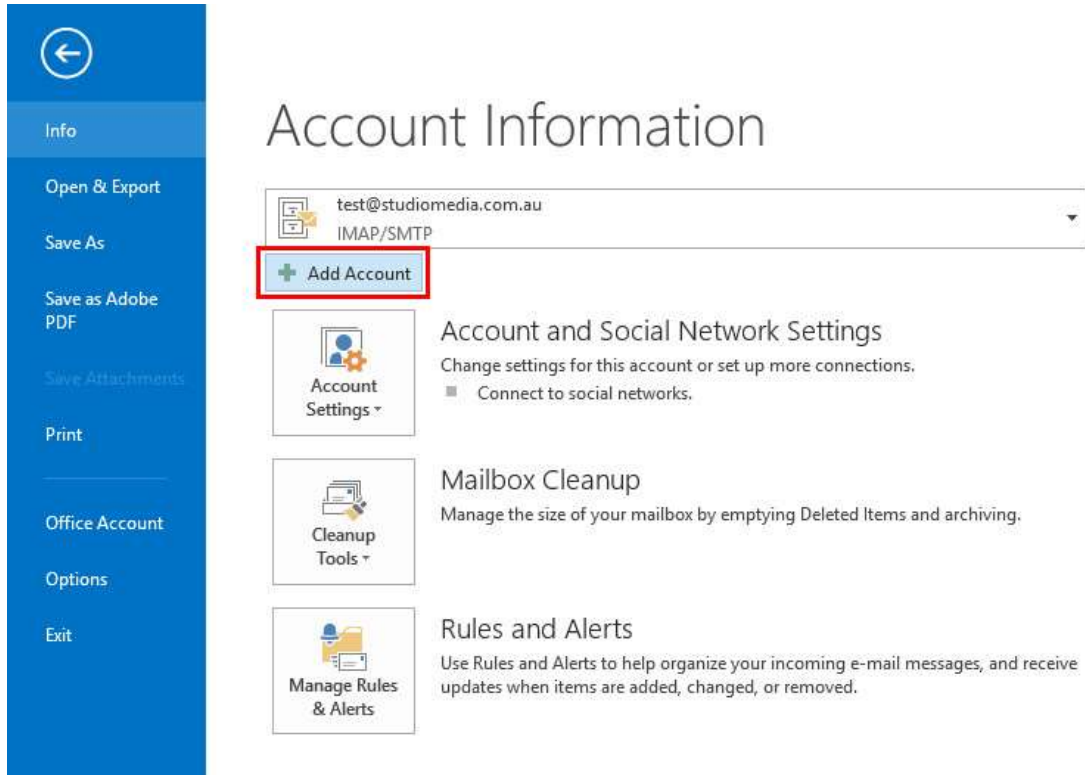


## Step 1

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Open Outlook 2013/Outlook 365 and Click the **File Menu**. Next, select the **Add Account** button.



The screenshot shows the Outlook interface with the 'Account Information' pane open. On the left is a blue navigation pane with the following options: Info, Open & Export, Save As, Save as Adobe PDF, Save Attachments, Print, Office Account, Options, and Exit. The main area displays the account information for 'test@studiomedia.com.au' using IMAP/SMTP. Below this, the '+ Add Account' button is highlighted with a red rectangular box. Further down, there are three sections: 'Account and Social Network Settings' with a sub-option 'Connect to social networks', 'Mailbox Cleanup' with a description about emptying Deleted Items and archiving, and 'Rules and Alerts' with a description about organizing incoming messages.

Account Information

test@studiomedia.com.au  
IMAP/SMTP

**+ Add Account**

**Account Settings** ▾  
Account and Social Network Settings  
Change settings for this account or set up more connections.  
■ Connect to social networks.

**Cleanup Tools** ▾  
Mailbox Cleanup  
Manage the size of your mailbox by emptying Deleted Items and archiving.

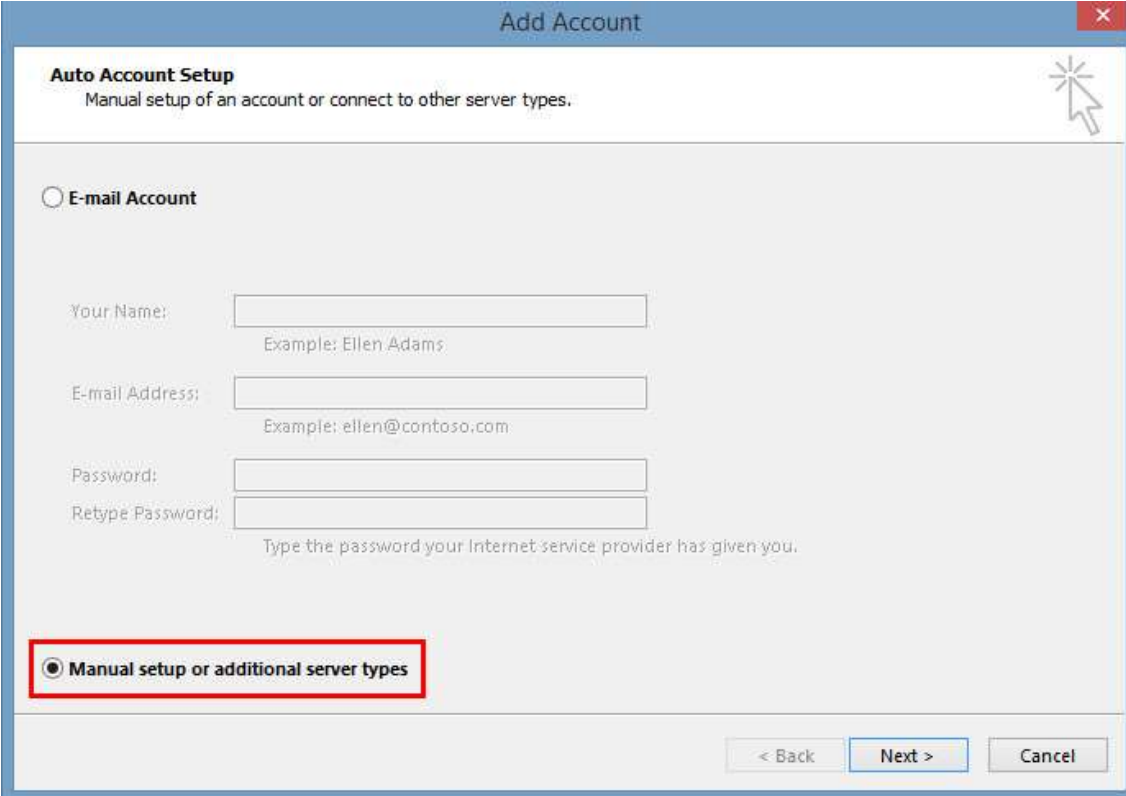
**Manage Rules & Alerts**  
Rules and Alerts  
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

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## Step 2

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In the Add Account window that appears, select the **"Manual setup or additional server types"** option and choose Next.



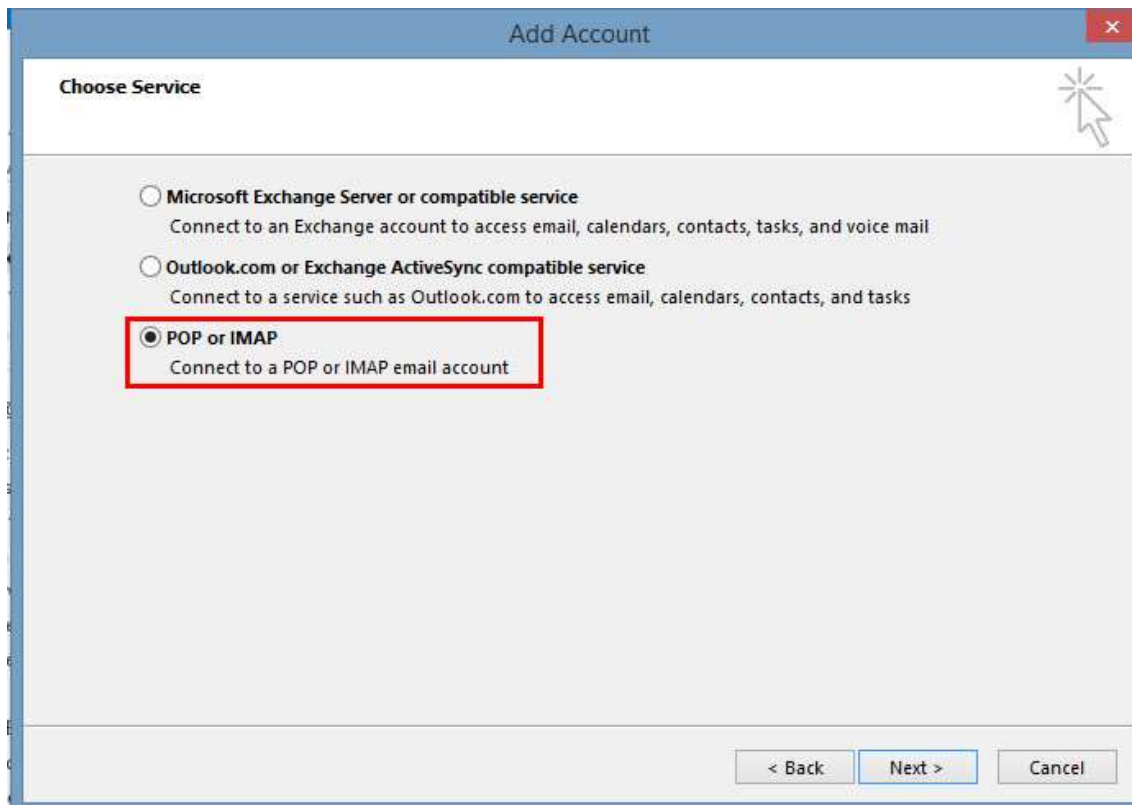
The screenshot shows a window titled "Add Account" with a close button in the top right corner. Below the title bar, there is a section titled "Auto Account Setup" with the subtitle "Manual setup of an account or connect to other server types." and a help icon. The window contains two radio button options: "E-mail Account" (unselected) and "Manual setup or additional server types" (selected and highlighted with a red box). The "E-mail Account" section includes input fields for "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

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## Step 3

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Select the "POP or IMAP" option and then choose Next.



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## Step 4

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Next fill in all your email account settings as per below:

<b>Your Name:</b>	The name you wish to appear when sending your recipients emails
<b>Email Address:</b>	
<b>Account Type:</b>	IMAP
<b>Incoming Mail Server:</b>	
<b>Outgoing Mail Server:</b>	
<b>Username:</b>	
<b>Password:</b>	

**Add Account** ✕

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

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

Before proceeding, select the "More Settings" button in the bottom right hand corner of the window.

**Add Account** ✕

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

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

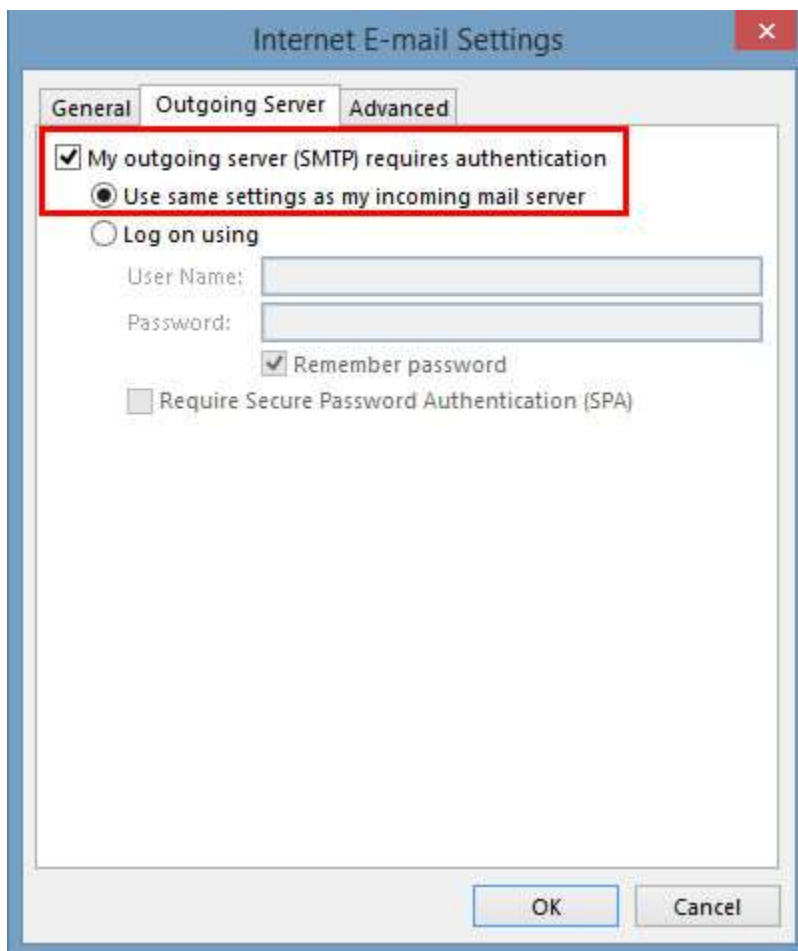
Mail to keep offline: All

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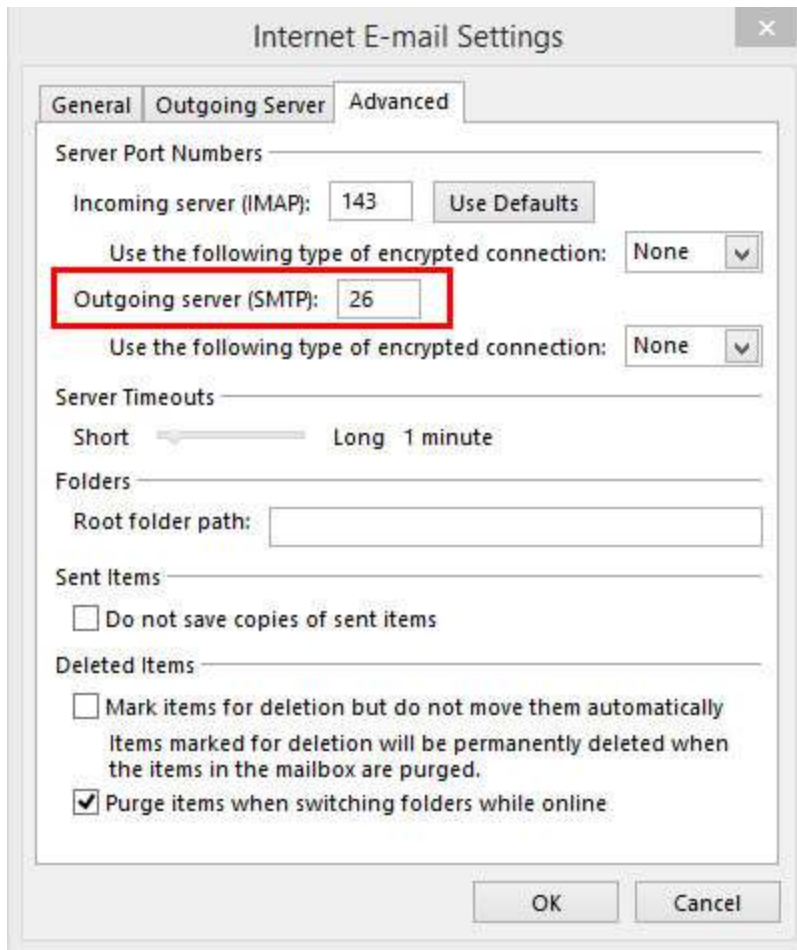
## Step 5

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Next select the "**Outgoing Server**" tab. Check the box '**My Outgoing Server Requires Authentication**', which should also select 'Use same settings as my incoming mail server'.



In the same window, go across to the "**Advanced**" tab. Under the Server Port Numbers section change the "**Outgoing server (SMTP)**" port number to 26. Do not change the incoming port number.



Click OK to save these settings and go back to the original settings window.

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## Step 6

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Select the 'Next' button in the email settings window to test and complete setup. If you see two green ticks it means that it has successfully tested receiving and sending. Click close on the Test Account Settings window and then Finish. You are now ready to use your email account in Outlook.

