How to setup an email account for Outlook 2013

- 1. Open Outlook
- 2. Go to File
- 3. Click on Account Settings
- 4. Click on Account Setttings again
- 5. Under E-mail, click New

Acco	ount Settings E-mail Accounts You can add or re	move an account. 1	iou can select an accou	nt and change its set	ings.	E Filt	r Email * Find (Ctrl=E) SIZE (All Send Send
	Add Account Choose Servis	SS Feeds SharePo se	int Lists Internet Cale	ndars Published Ca	endars Address Bo	oks	901 KOS [2016 <er< th=""><th>]. ₽ ₩</th></er<>]. ₽ ₩
Se	9 0 0 0 0	mail Account onnect to an e-mail iP) or your organiza ther onnect to a server it icogle Outlook Ser icogle Outlook Ser	account provided by y tion. ype shown below. nd As Service vice	our Internet service p	rovider			
					s gack	ijert >	Cane	(e)

Click Next,

6. Click on Manual setup or additional server types, then click Next

E-mail	Data Files RSS Fe	eds SharePoint Lists Internet Calendars Published Calendars Address Books	2010 Nelluz
A	dd Account		_
¢	Auto Account Setu Manual setup of a	p an account or connect to other server types.	×
	E-mail Account		-
	Your Name:	Example: Ellen Adams	-
Se	E-mail Address:	Example: ellen@contoso.com	
	Password:		
	Retype Password:		
		Type the password your Internet service provider has given you.	
			-
	Manual setup or a	dditional server types	
		< Back Next >	Cancel
)(

7. Click on POP or IMAP, then click Next

	I	
Add Account		×
Choose Service		×
Microsoft Exchange Server or compatible service		
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice ma	il	
Outlook.com or Exchange ActiveSync compatible service		
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks		
POP or IMAP		
Connect to a POP or IMAP email account		
O Other		
Google Outlook Send As Service		
Google Outlook Service		
-		
< Back Nex	t	Cancel

8. Type in your details for all the textboxes beside the black arrows as shown below (you must have existing email address), and then click Next

Change Account						
POP and IMAP Account Settings Enter the mail server settings for your account.						
User Information		Test Account Settings				
Your Name:	Jon	We recommend that you test your account to ensure that				
Email Address:	Jon@infospace.com.sg					
Server Information		Test Account Sattings				
Account Type:	POP3 👻	Test Account Settings				
Incoming mail server:	mail.infospace.com.sg	Automatically test account settings when Next clicked				
Outgoing mail server (SMTP):	mail.infospace.com.sg	\triangleleft				
Logon Information		-				
User Name:	Jon@infospace.com.sg					
Password:	******					
📝 R(emember password					
Require logon using Secur (SPA)	re Password Authentication	More Settings				
		< Back Next > Cancel				

9. You should see this screen:



Click Close and you're all done!