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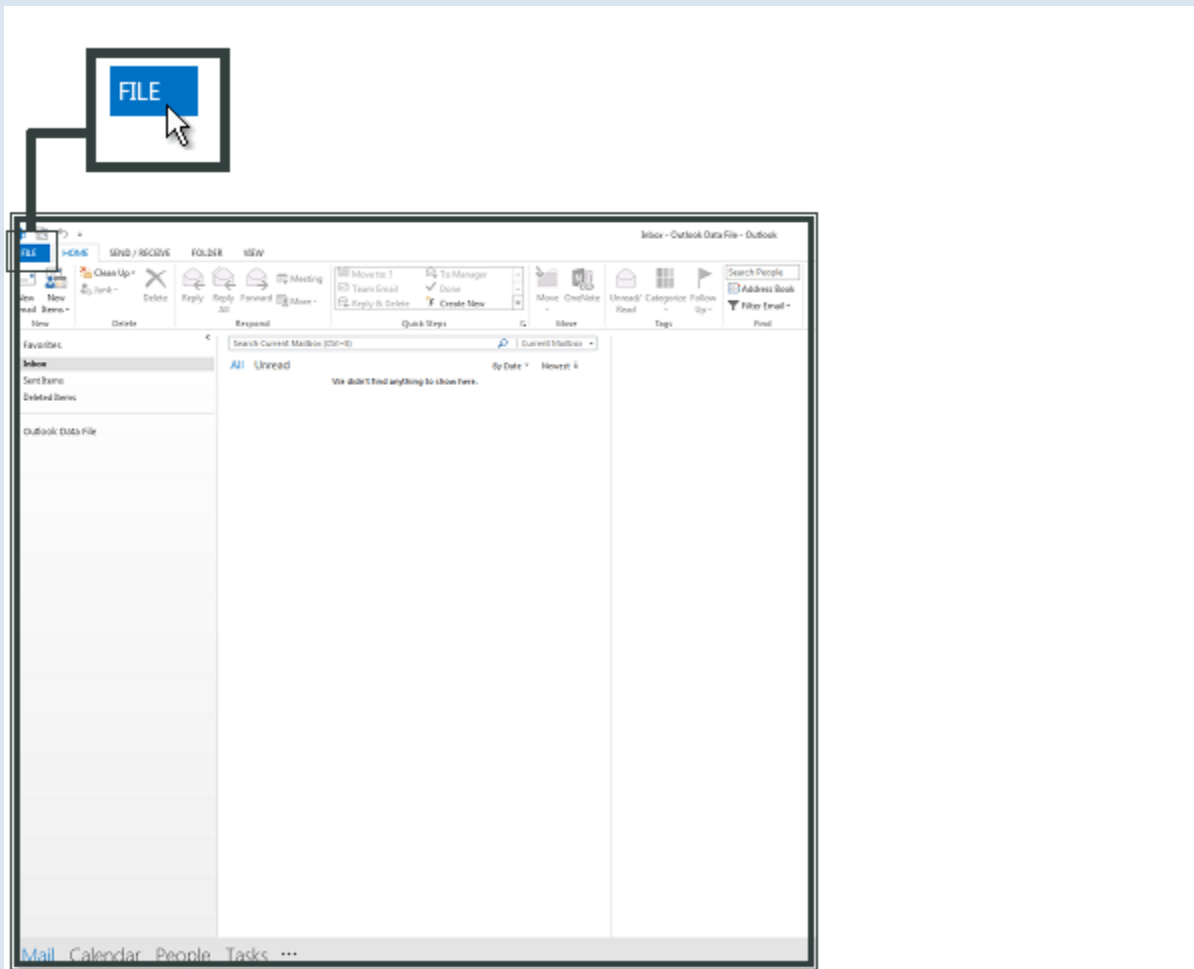
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## Setting up Microsoft Outlook 2013

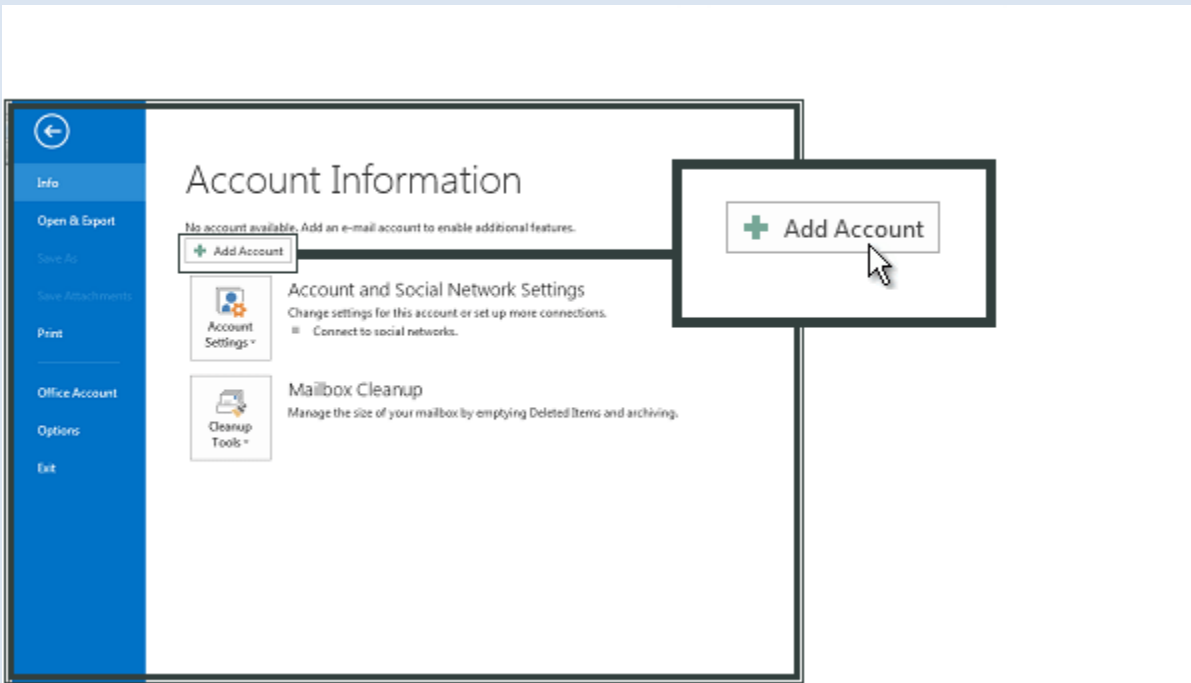


# Setting up Microsoft Outlook 2013

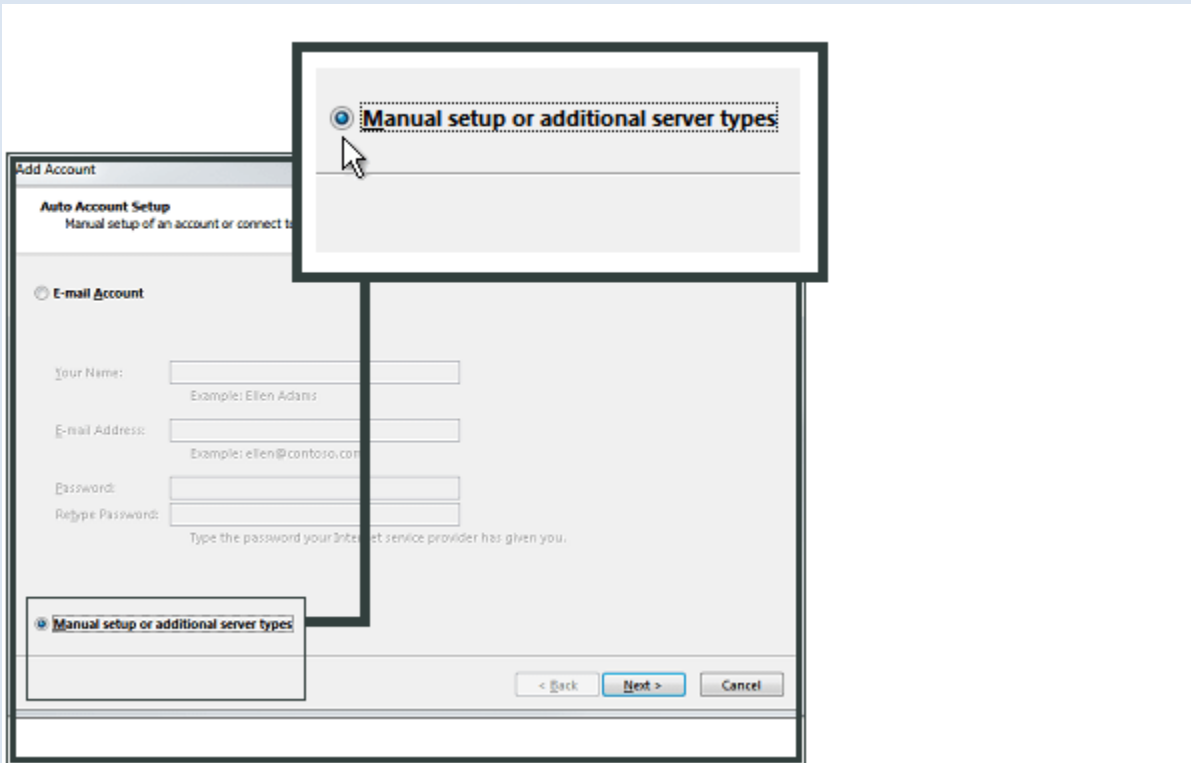
Open **Outlook** and select **File**.



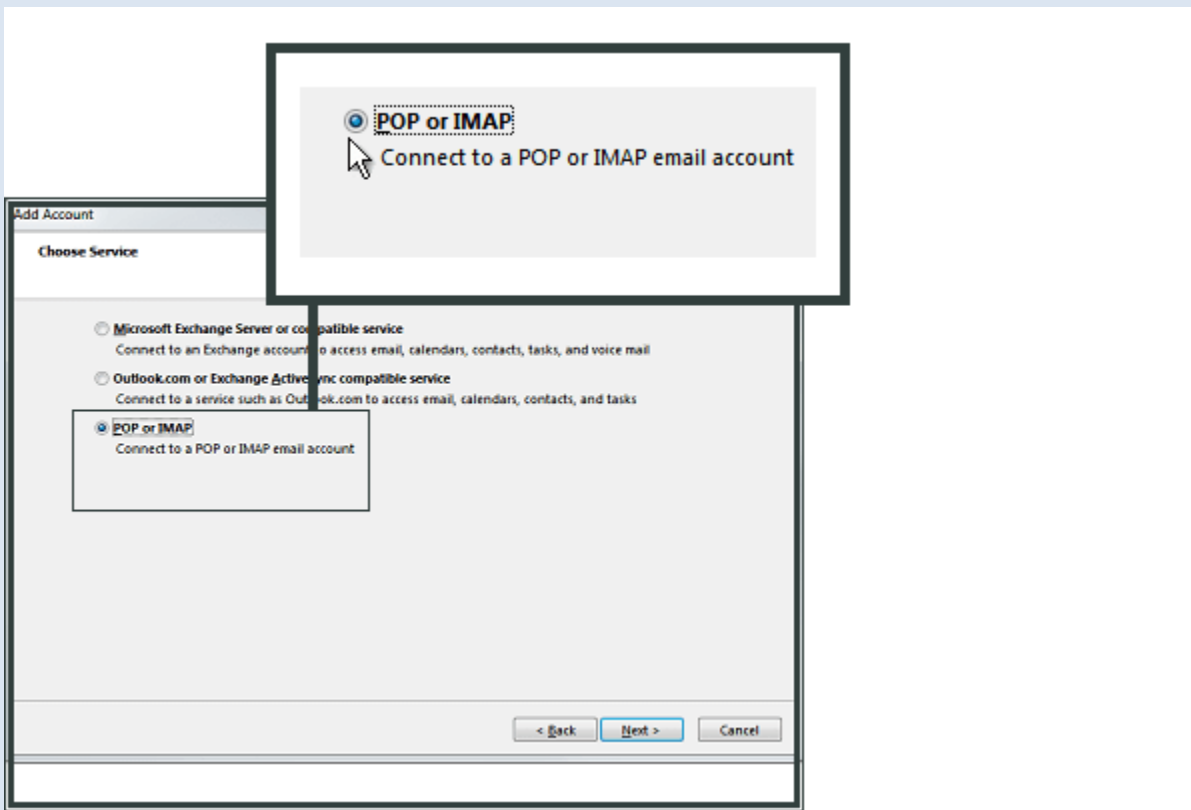
Click **Add Account**.



Check **Manual setup or additional server types** and click **Next**.



Select **POP or IMAP** and click **Next**



Enter **Your Name** and **E-mail Address**.

Select **IMAP** as your account type.

For **Incoming mail server (IMAP)**, enter **mail.(your email name).co.za**

For **Outgoing mail server (SMTP)**, enter **mail.(your email name).co.za**

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

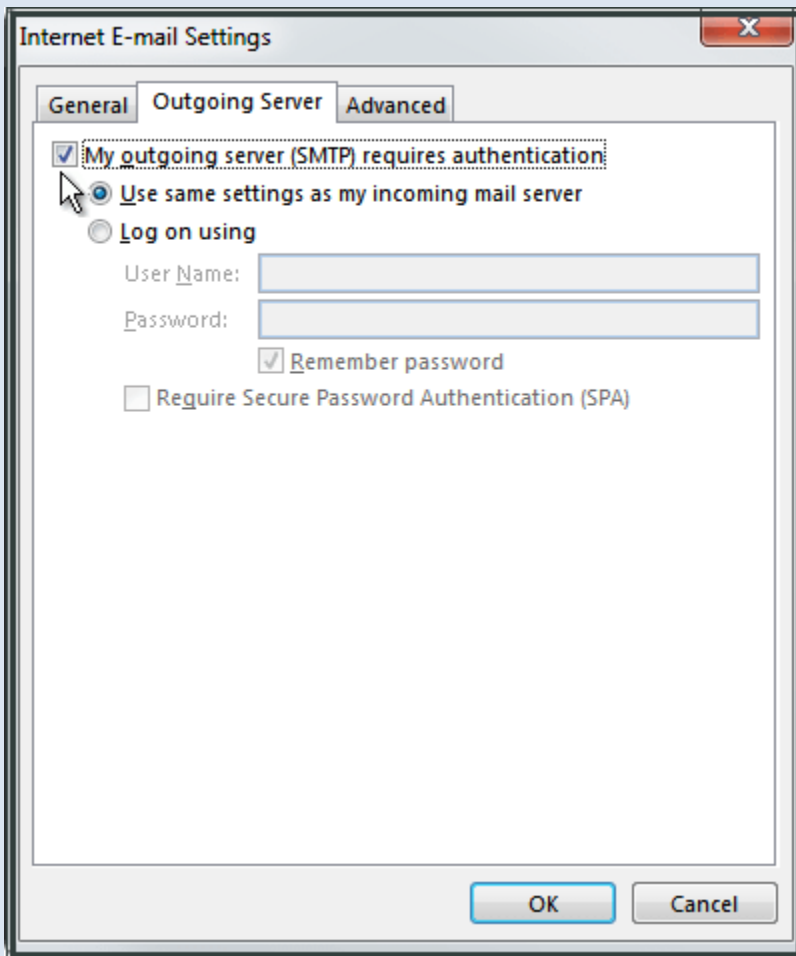
**Logon Information**  
User Name: mail@example.com  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

[More Settings ...](#)

< Back   Next >   Cancel

Select **Outgoing Server** and check **My outgoing server (SMTP) requires authentication**.



Select **Advanced**.

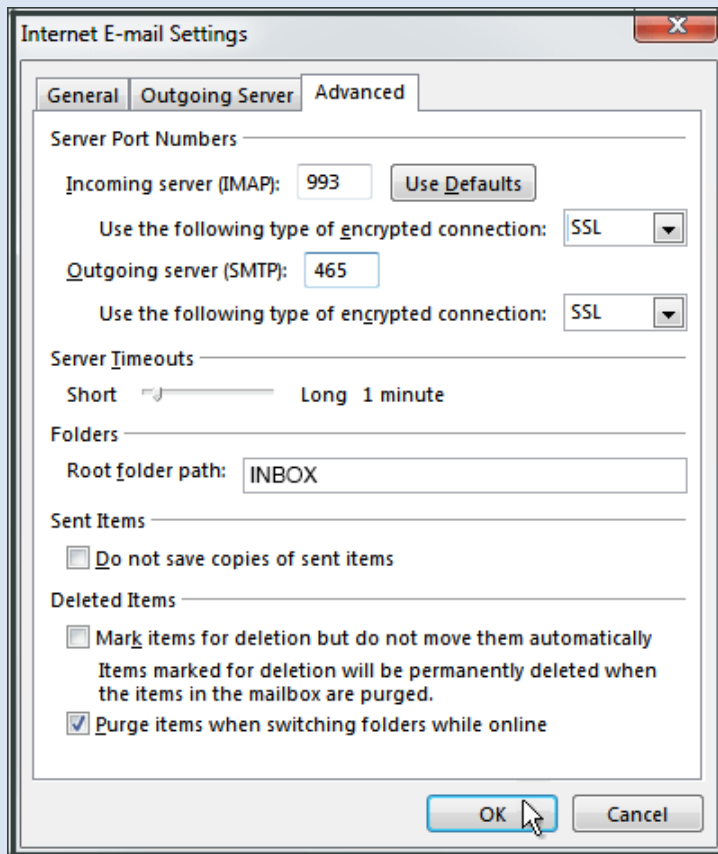
For **Incoming server (IMAP)** enter **993** and select **SSL**.

For **Incoming server (pop3)** enter **995** and select **SSL**.

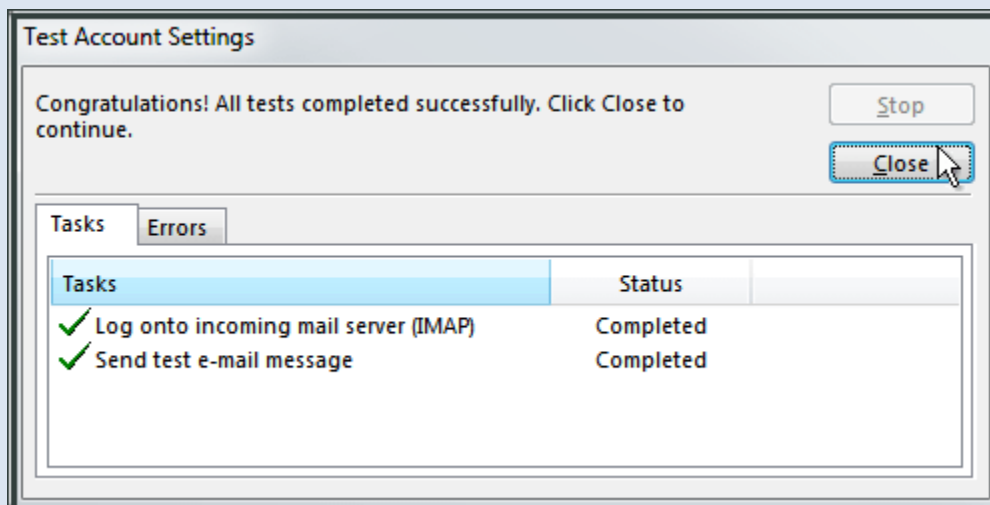
For **Outgoing server (SMTP)** enter **465** and select **SSL**.

For **Root folder path** enter **INBOX** with uppercase letters.

Click **OK** and then **Next**.



Click **Close**.



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

