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Setting up Microsoft Outlook 2016



WebExpressions Web Design

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[Step 1 - Open Outlook 2016](#)

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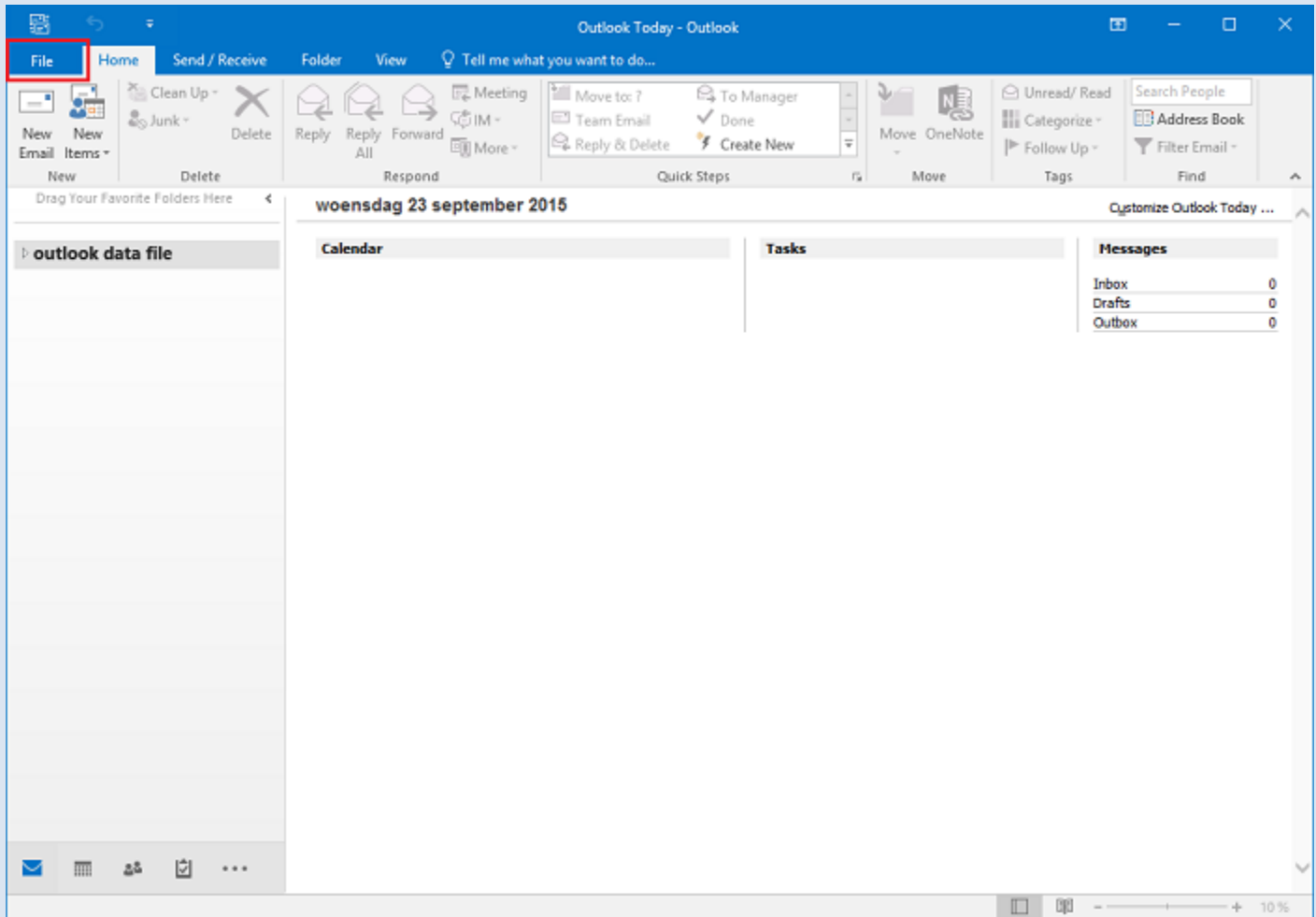
[Step 5 - Click More Settings](#)

[Step 6 - Enter Root folder path](#)

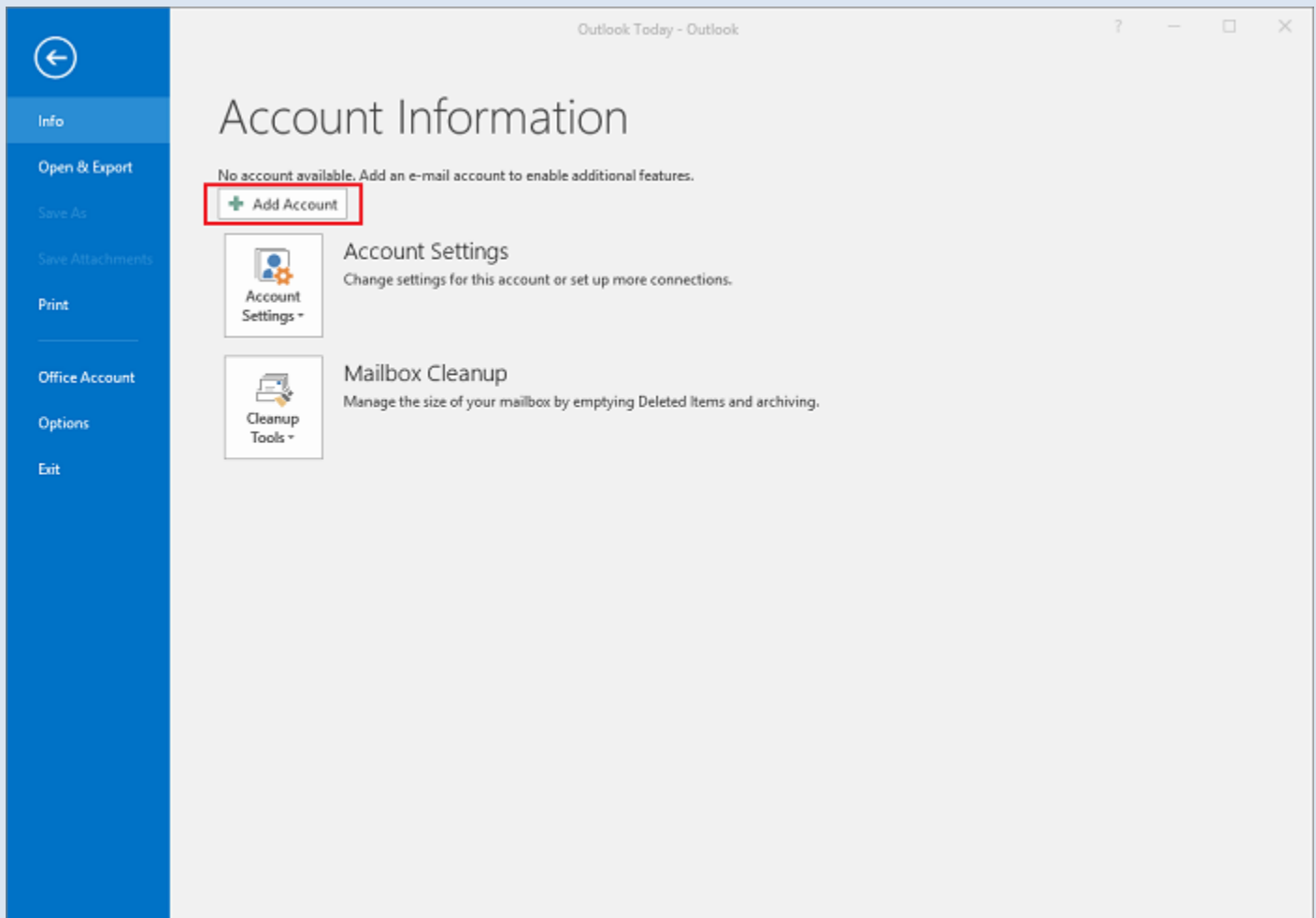
[Step 7 - Complete setup](#)

Step 1 - Open Outlook 2016

Click **File** in the top-left corner.



Step 2 - Click Add Account



The screenshot shows the Outlook interface. On the left is a blue navigation pane with a back arrow at the top and menu items: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main content area is titled "Account Information" and has a subtitle "No account available. Add an e-mail account to enable additional features." Below this, the "Add Account" button is highlighted with a red rectangle. Underneath are two other options: "Account Settings" (Change settings for this account or set up more connections.) and "Mailbox Cleanup" (Manage the size of your mailbox by emptying Deleted Items and archiving.).

Outlook Today - Outlook

Account Information

No account available. Add an e-mail account to enable additional features.

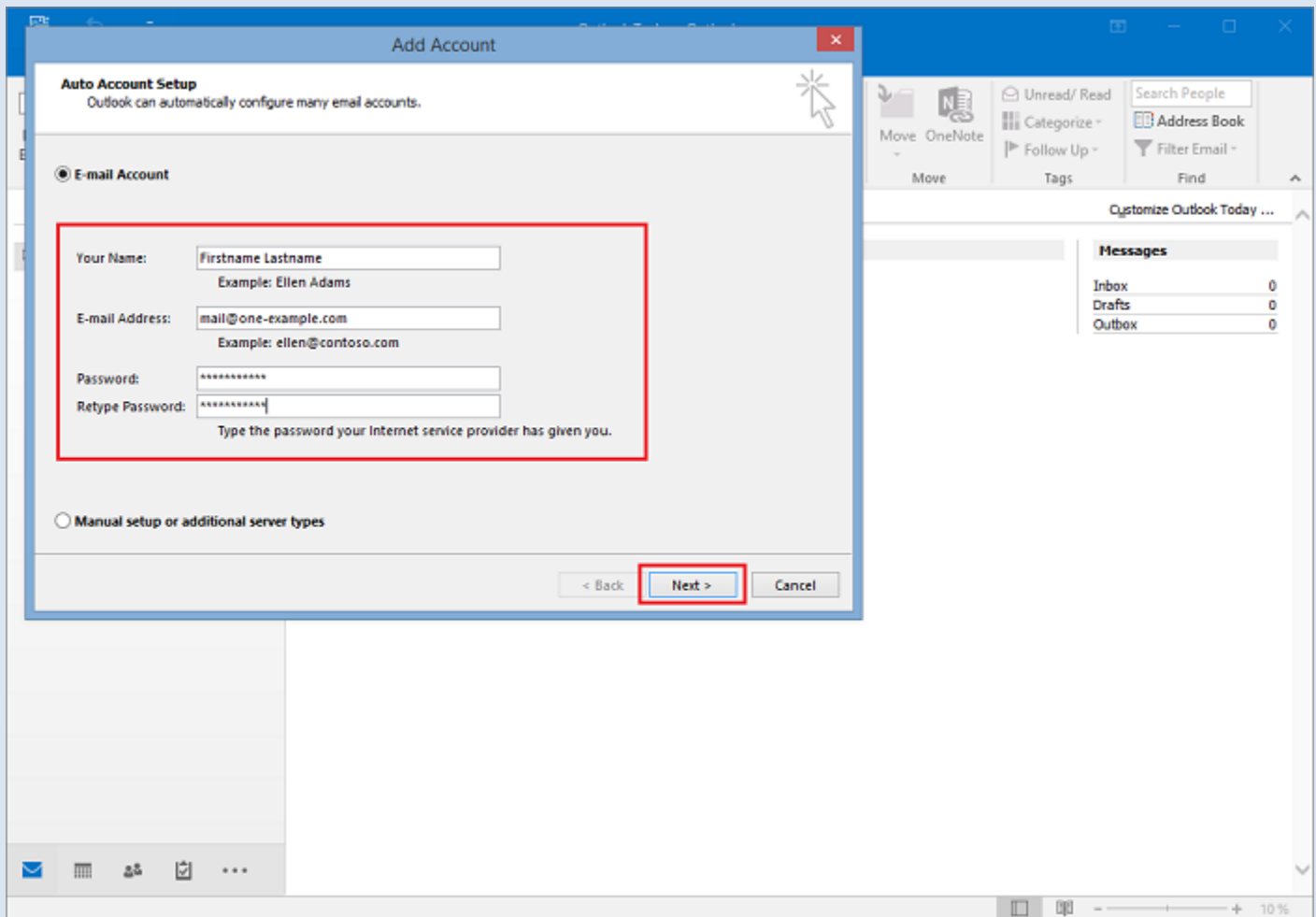
+ Add Account

Account Settings
Change settings for this account or set up more connections.

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

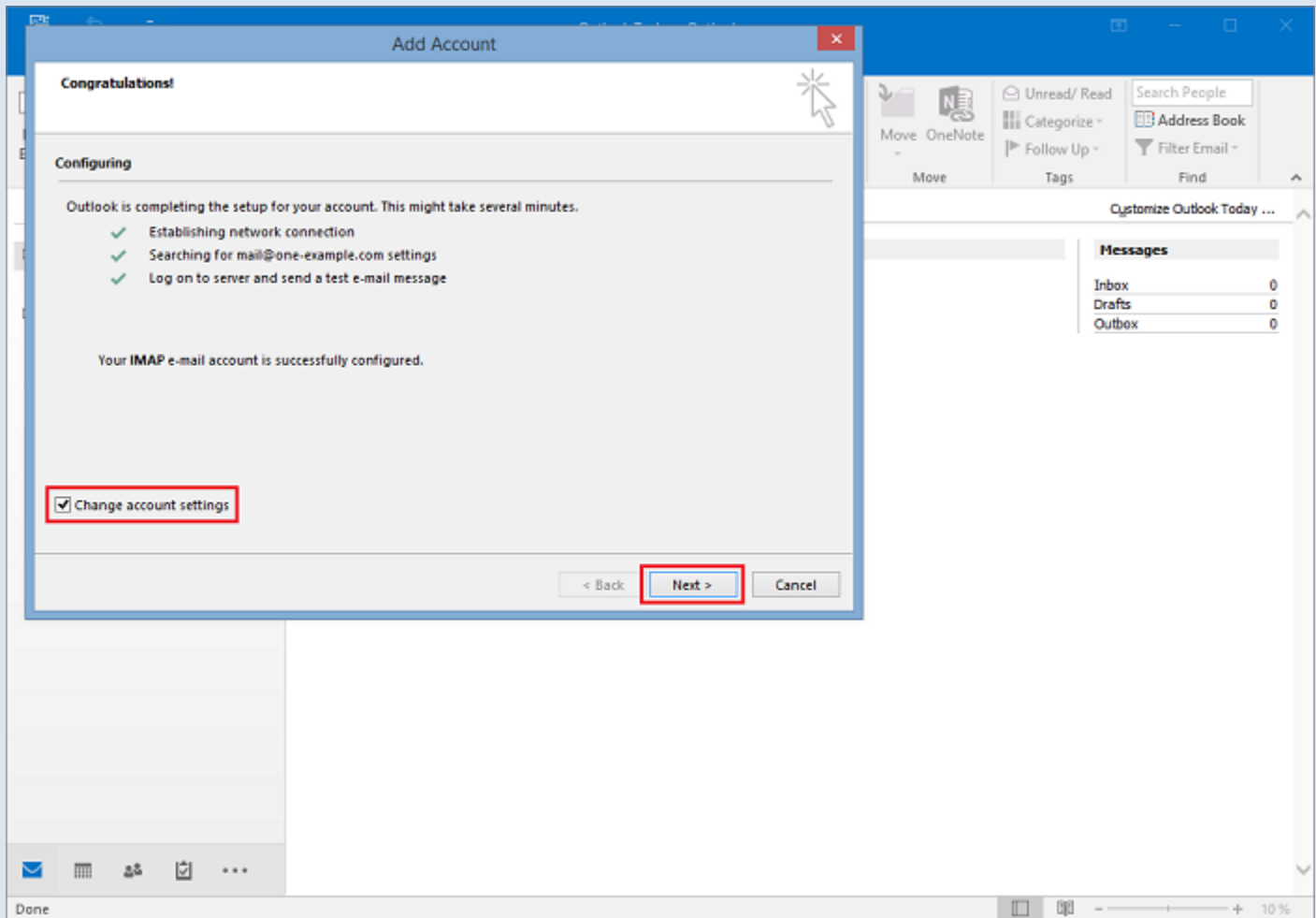
Step 3 - Enter your details

- Enter your **Name**, your **Email address** and the **Password** for your email account with One.com.
- Click **Next**.



Step 4 - Configure your account

- Wait while Outlook completes the setup.
- Check the box for **Change account settings** and click **Next**.



Step 5

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

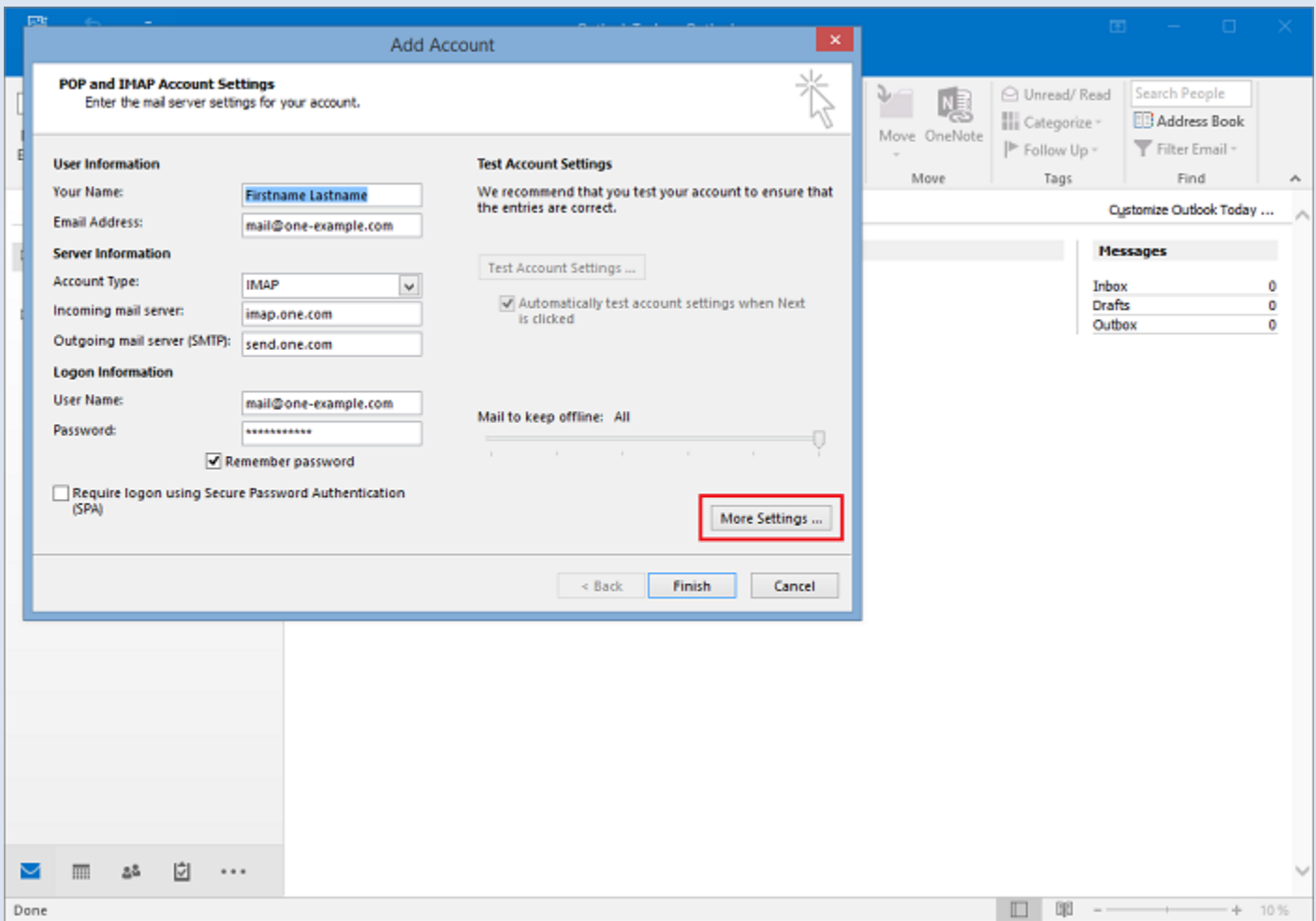
Select **IMAP** as your account type.

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

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

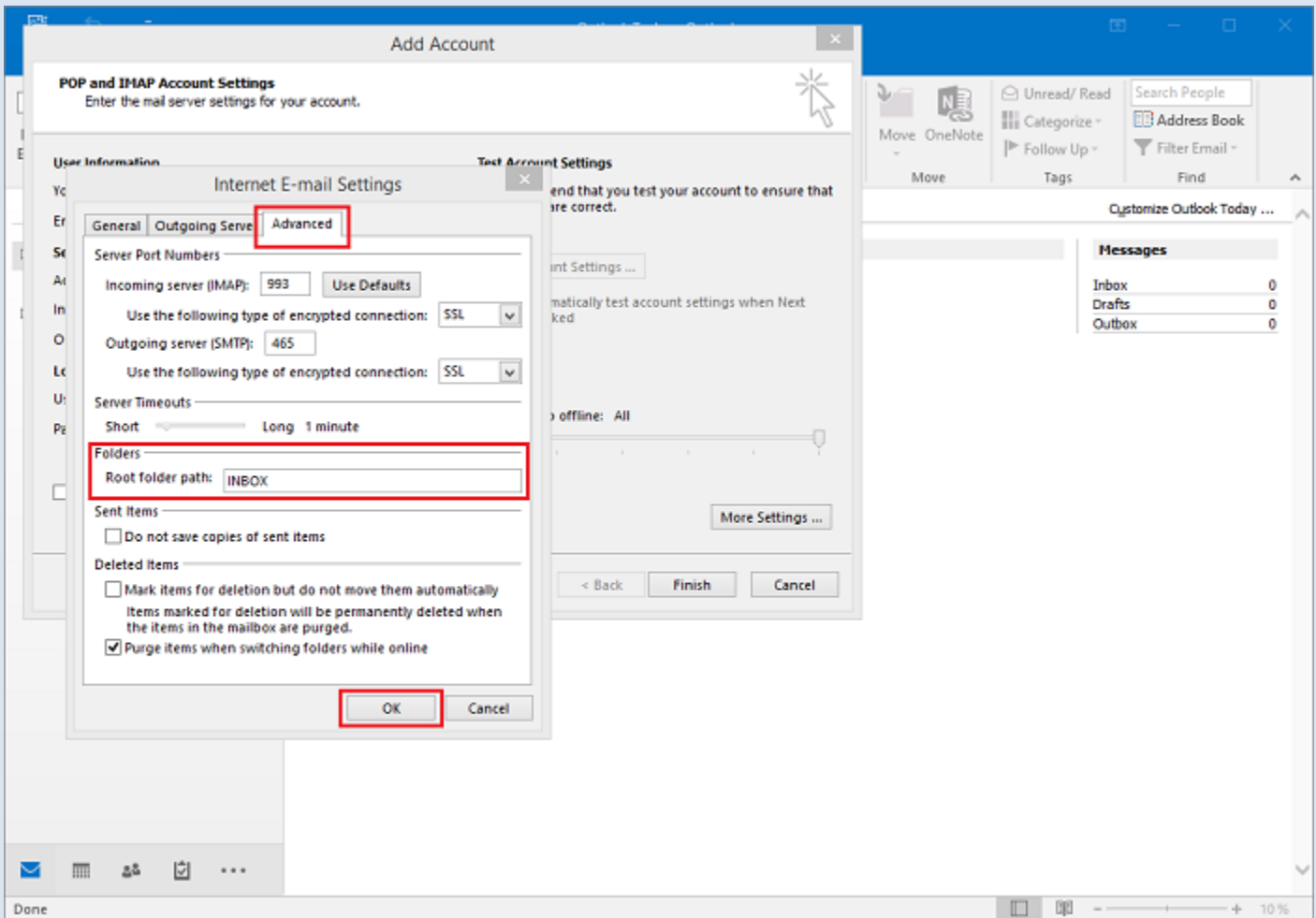
In **Logon Information** enter the **e-mail address** and **password** that you created in the control panel.

Click **More Settings**.



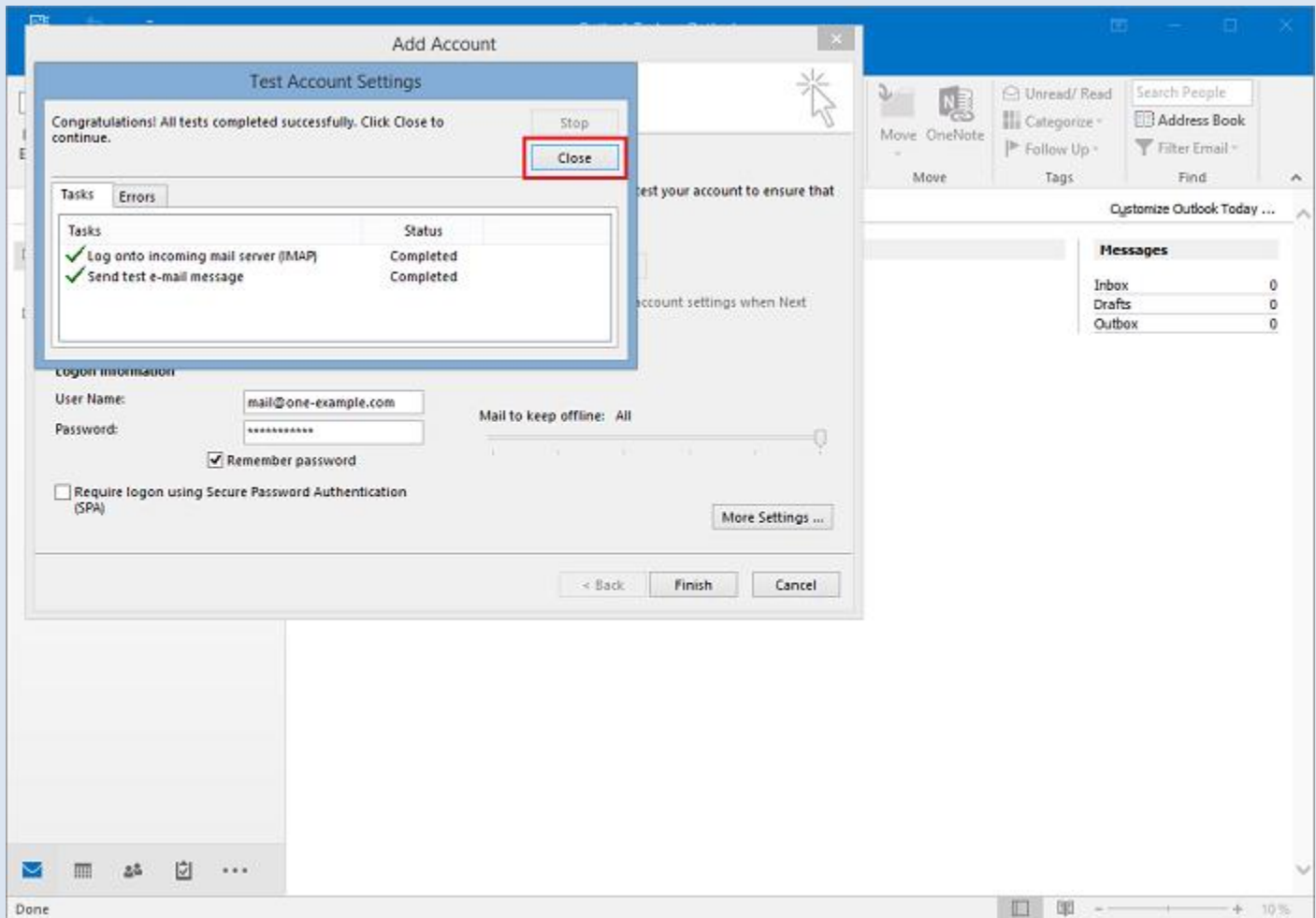
Step 6 - Enter Root folder path

- Click on the **Advanced** tab.
- Enter **INBOX** as the **Root folder path** and click **OK**.



Step 7 - Complete setup

- Click **Finish**, Outlook will now test your account settings by trying to send a test message.
- Press **Close** when the tests are completed.



Congratulations! You are now done.