

Outlook 2013



Open Outlook 2013 > Click File > Click Add Account

The screenshot shows the 'Account Information' window in Outlook 2013. On the left is a navigation pane with 'Info' selected. The main area displays the email address 'webadmin@nefcom.net' and the protocol 'IMAP/SMTP'. Below this is a '+ Add Account' button.

Choose the 'Manual setup or additional server types' option and click Next

The screenshot shows the 'Manual setup or additional server types' option selected with a radio button. At the bottom right, there are '< Back' and 'Next >' buttons.

Choose the 'POP or IMAP' option and click Next

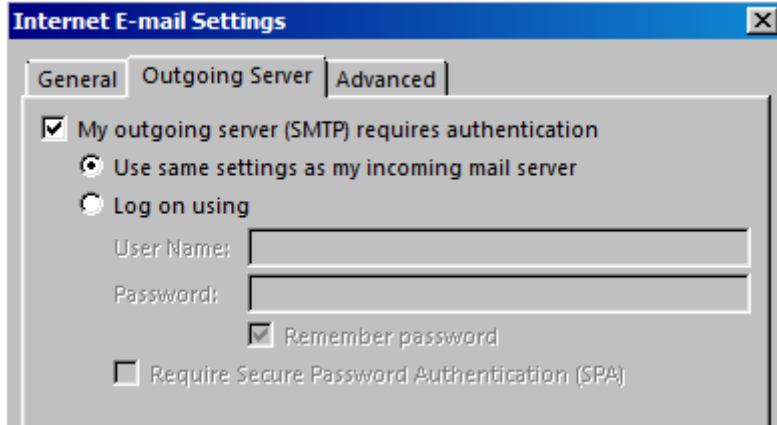
The screenshot shows the 'POP or IMAP' option selected with a radio button. Below it is the text 'Connect to a POP or IMAP email account'.

Enter your Email Credentials and Server Information, then click More Settings

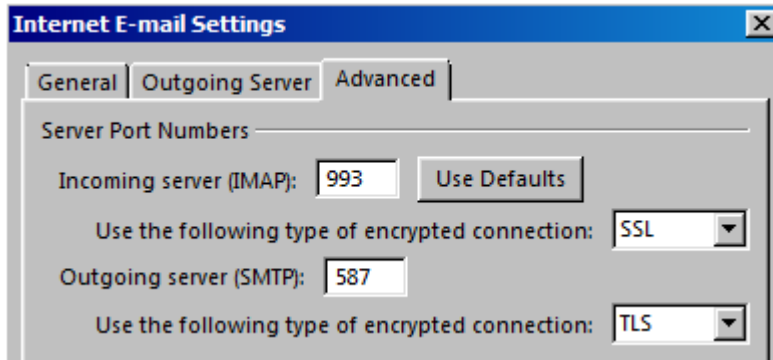
The screenshot shows the 'POP and IMAP Account Settings' dialog box. It contains the following fields and options:

- User Information:** Your Name: Web Admin; Email Address: webadmin@nefcom.net
- Server Information:** Account Type: IMAP; Incoming mail server: mail.nefcom.net; Outgoing mail server (SMTP): smtp.nefcom.net
- Logon Information:** User Name: webadmin@nefcom.net; Password: *****; Remember password
- 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
- Buttons:** Test Account Settings ..., More Settings ...

Under the **Outgoing Server** tab, place a check inside the box next to My outgoing server (SMTP) requires authentication



Under the **Advanced** tab, enter the following Port Numbers and Encryption Connection



Click OK, then click Next and Outlook will automatically test your settings.

