

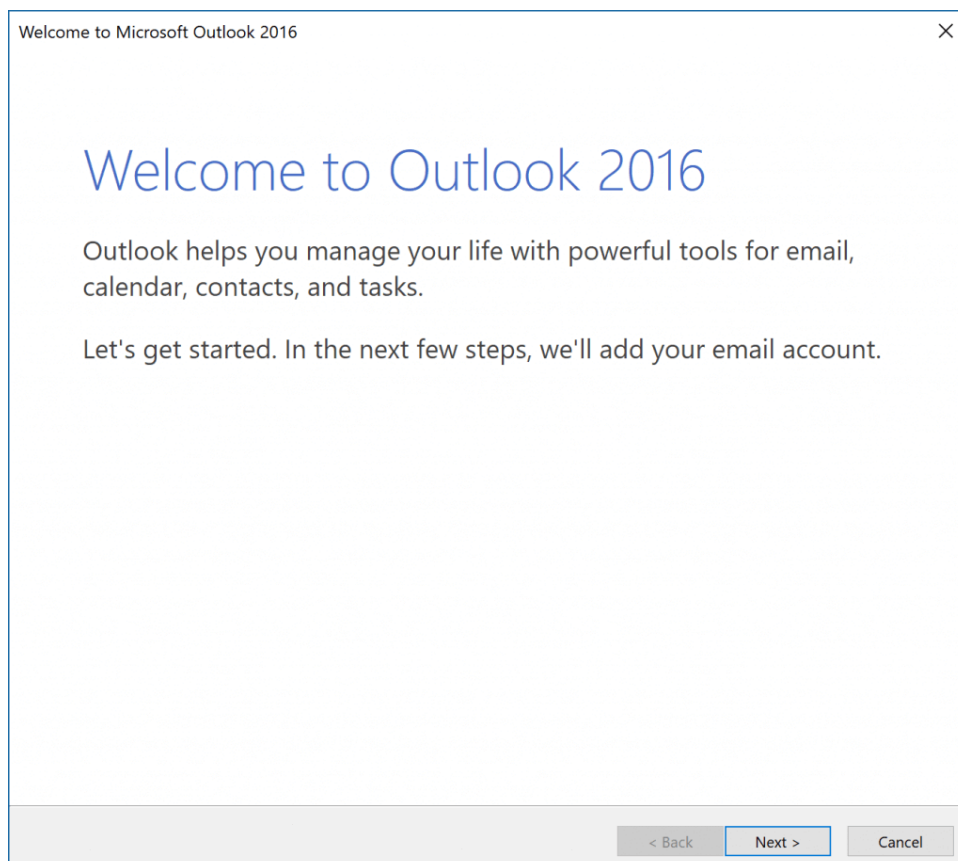
How to set up a POP or IMAP email account in Outlook

You can set up your POP or IMAP email account in Outlook 2016, Outlook 2019, and Outlook 365. After configuring and activating your email service,

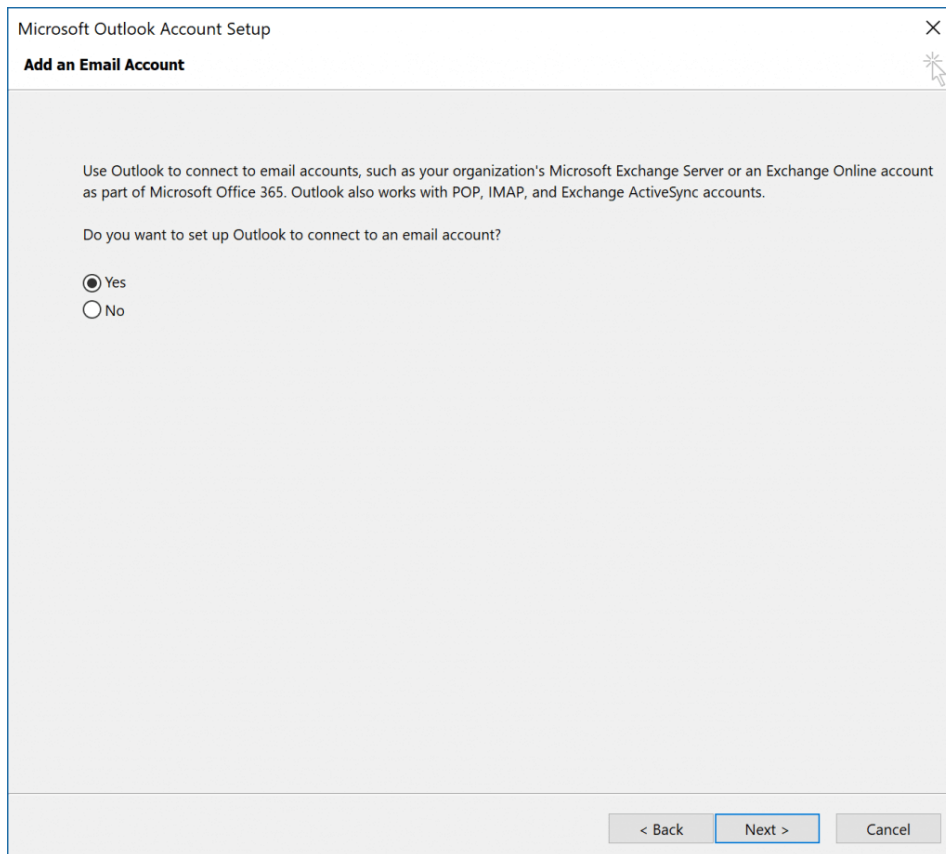
To configure your Outlook IMAP or POP mail settings automatically or manually, follow these steps:

Automatic creation of accounts

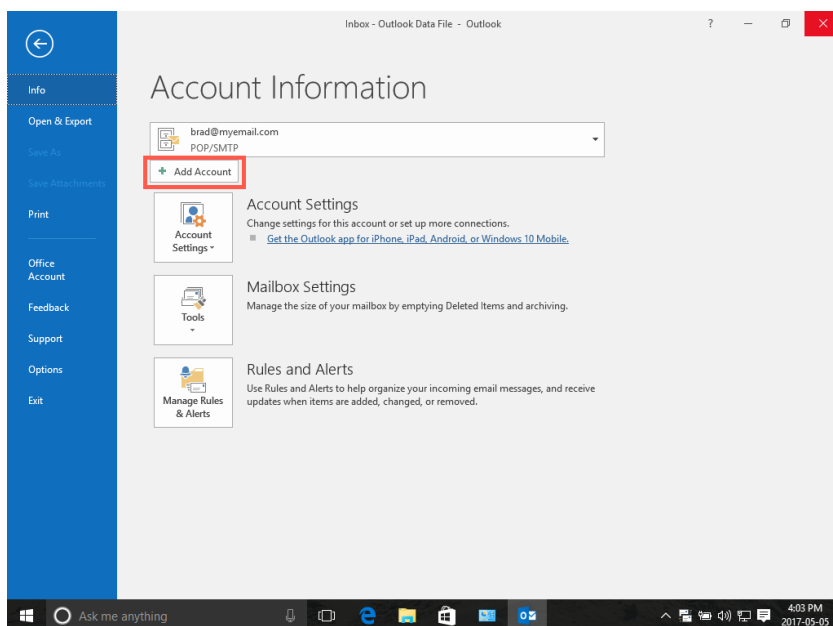
When you launch Outlook for the first time, you'll get a welcome screen similar to this one:



1. The next step is to click.



2. If Outlook has already been set up, select the File tab at the top of the window.
3. Click the "Add Account" option under the "Info" section.



4. Do you wish to set up Outlook to connect to an email account? is a question that appears in the Add an Email Account process. Click Next after making sure the radio button next to "Yes" is chosen.

Add Account ×

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:

Email Address:

Password:

Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

5. Enter the following information in the Auto Account Setup panel:

- Your Name: Type your name as you would like it to appear in emails.
- Your whole email address, please.
- Your email account's password is the password.
- Retype your password by entering it once more.

Add Account



Auto Account Setup

Outlook can automatically configure many email accounts.



Email Account

Your Name:

Email Address:

Password:

Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > **Cancel**

6. **Choose Next.** Outlook will now try to locate the information for your email server and set up account access.

Create POP3 or IMAP email accounts manually.

1. Check that the email address you gave is accurate, and try again if your server cannot be located. You can manually enter your server's information by selecting Manual setup or extra server types. Next, choose Next.
2. Microsoft Exchange or Microsoft 365 accounts, common POP3/IMAP email accounts, and webmail services like Outlook.com, Hotmail, iCloud, Gmail, Yahoo, and others are all supported by Outlook.com. Choose POP or IMAP for email services provided by email service.

Add Account ×

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

<p>User Information</p> <p>Your Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Server Information</p> <p>Account Type: <input type="text" value="POP3"/> ▼</p> <p>Incoming mail server: <input type="text"/></p> <p>Outgoing mail server (SMTP): <input type="text"/></p> <p>Logon Information</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Deliver new messages to:</p> <p><input checked="" type="radio"/> New Outlook Data File</p> <p><input type="radio"/> Existing Outlook Data File</p> <p><input type="text"/> <input type="button" value="Browse"/></p> <p><input type="button" value="More Settings ..."/></p>
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3. To choose POP or IMAP, use the radio option. Next, click Next to finish configuring your email account. You'll need to have access to your email server information, login, and password.
4. Type the following information in:

- Your Name Put the sender's name you want to show up on your emails here.
- Your whole email address, please.
- Account Type: Choose POP3 or IMAP from the drop-down box.
- If you're on a shared plan, use mail your domain.tld as your incoming mail server for POP or IMAP accounts (replace your domain.tld with your actual domain).
- Use mail. Your domain.tld if you're on a shared plan (change your domain with your actual domain) or mail.papamail.net if you use Basic or Advanced Email Services as your outgoing mail server (SMTP) for POP or IMAP accounts.

- Your email account's username is your username.
- Your email account's password is the password.

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title bar, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' The settings are organized into several sections:

- User Information:** 'Your Name' is 'Light speed', 'Email Address' is 'guide@lightspeedhost.net'.
- Server Information:** 'Account Type' is 'POP3', 'Incoming mail server' is 'lightspeedhost.net', 'Outgoing mail server (SMTP)' is 'lightspeedhost.net'.
- Logon Information:** 'User Name' is 'guide@lightspeedhost.net', 'Password' is masked with asterisks, and 'Remember password' is checked. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** 'New Outlook Data File' is selected with a radio button, and 'Existing Outlook Data File' is unselected. There is a 'Browse' button next to the 'Existing Outlook Data File' option.

At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select "More Settings" from the menu. Pick the Advanced tab in the Internet Email Settings box.

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The dialog has a title bar with 'Internet Email Settings' and a close button (X). The 'Advanced' tab is highlighted with a red box. The settings are organized into sections:

- Mail Account:** A text box containing 'guide@lightspeedhost.net'. Below it, there is a note: 'Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"'. There is a text box below this note, which is currently empty.
- Other User Information:** 'Organization:' and 'Reply Email:' are both followed by empty text boxes.

At the bottom, there are two buttons: 'OK' and 'Cancel'.

6. Type the following information in:

- Check that the default port on the incoming server is set to 995 for POP accounts or 993 for IMAP accounts. Place a check in the box next to "For this server, a secure connection is necessary" (SSL).
- SMTP outgoing server: Change the POP or IMAP accounts' default port (25) to 465. Utilize the drop-down menu adjacent to "Choose SSL" by using the next form of secured connection.

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 995, and the checkbox 'This server requires an encrypted connection (SSL)' is checked. The 'Outgoing server (SMTP)' is set to 465, and the 'Use the following type of encrypted connection' dropdown is set to 'SSL'. Under 'Server Timeouts', the slider is positioned towards 'Short'. Under 'Delivery', the checkbox 'Leave a copy of messages on the server' is checked, and 'Remove from server after' is set to 3 days.

7. Go to the tab for the outgoing server. Place a checkmark next to the radio option next to "My outgoing server (SMTP) requires authentication," which should read: use the same parameters as my mail server for inbound mail."

The screenshot shows the 'Internet Email Settings' dialog box with the 'Outgoing Server' tab selected. The checkbox 'My outgoing server (SMTP) requires authentication' is checked. The radio button 'Use same settings as my incoming mail server' is selected. Under 'Log on using', the 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is unselected.

8. The Internet E-mail Settings box can be closed by clicking OK. To make sure Outlook can interact with your email server, click the Test Account Settings... button in the POP and IMAP Account Settings box.

Add Account

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

User Information
Your Name: Light speed
Email Address: guide@lightspeedhost.net

Server Information
Account Type: POP3
Incoming mail server: lightspeedhost.net
Outgoing mail server (SMTP): lightspeedhost.net

Logon Information
User Name: guide@lightspeedhost.net
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.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse ...

More Settings ...

< Back Next > Cancel

If the test fails, go back and double-check your server and account information.

9. Click Next and Finish to finish the process once the test has been successfully completed.

Add Account

You're all set!

We have all the information we need to set up your account.

Add another account...

< Back Finish