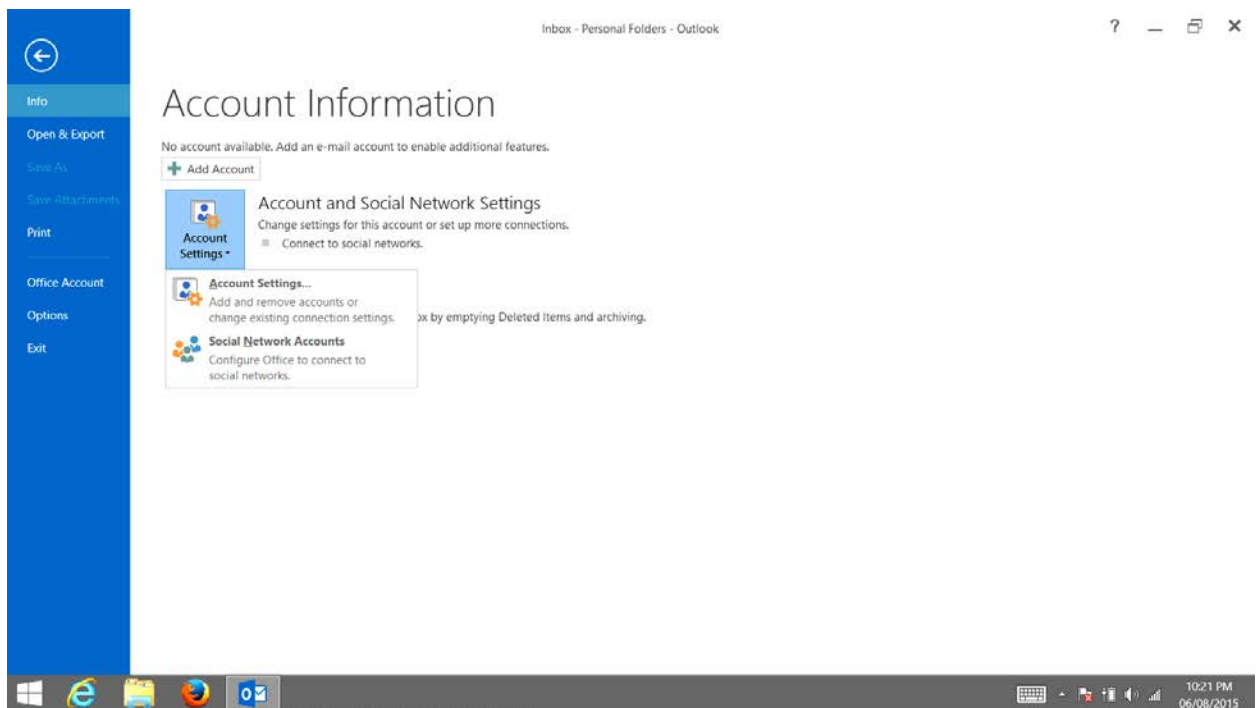# SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2013
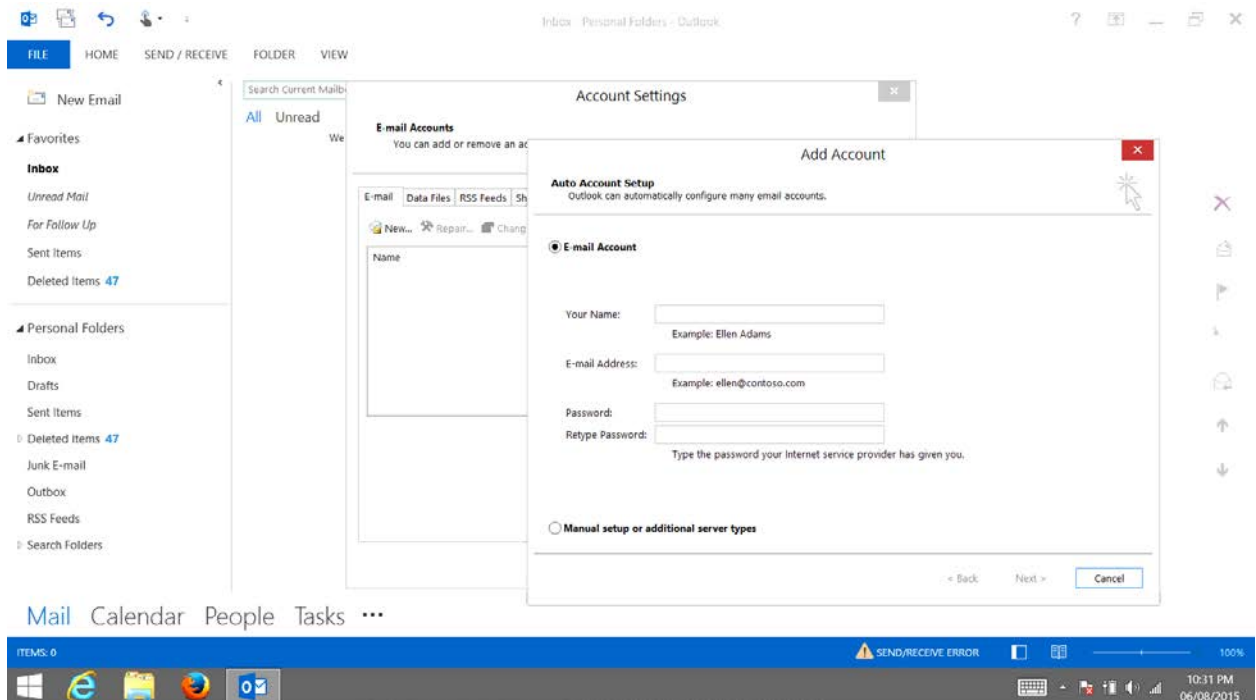
This tutorial shows you how to set up Microsoft Outlook 2013® to work with your e-mail account.

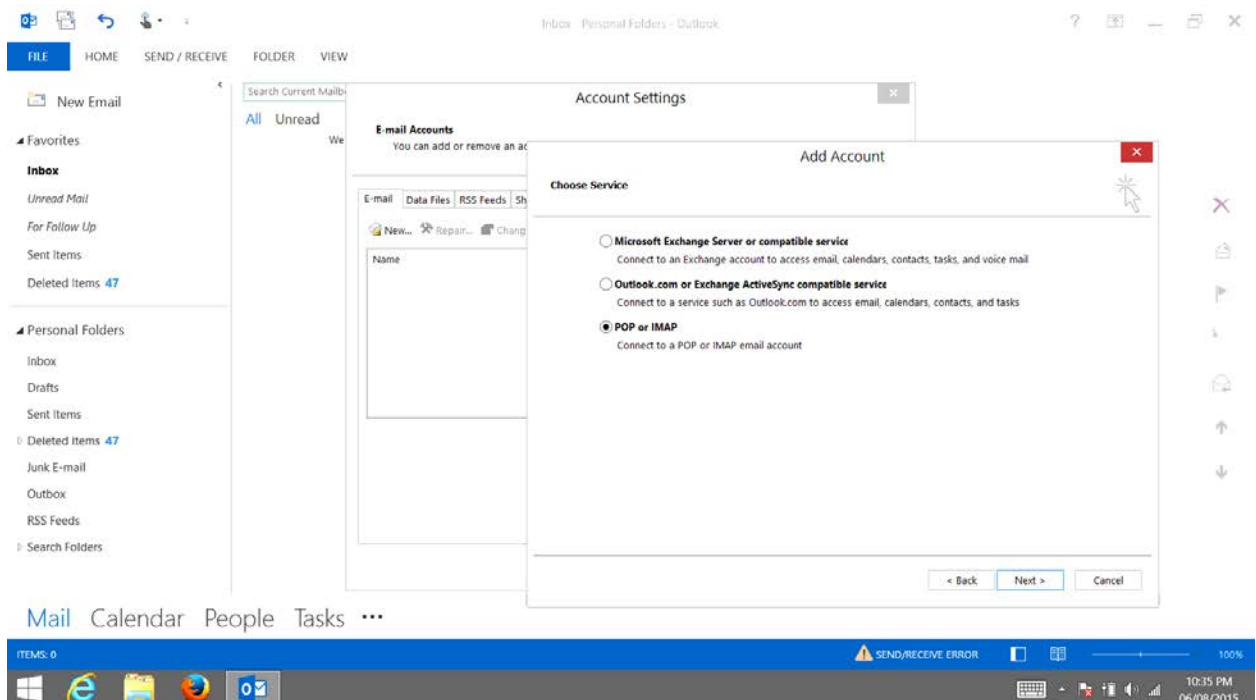**To Set Up Your E-mail Account in Microsoft Outlook**

1. In Microsoft Outlook, click **File**, then select **Account Settings** and **Account Settings** again

2. On the E-mail Accounts window, select **New** to add a new e-mail account

3. Check Manually Configure server settings or additional server types and click next.
   Select **POP or IMAP** and click next.

4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

   Your Name: Your first and last name.
   E-mail Address: Your email address.
   Account Type: POP3
   User Name: Your email address, again.

Password: Your email account password.
Incoming mail server (POP3): **mail.yourdomain.com**
(Be sure to change yourdomain.com to your actual website's domain name.)

Outgoing mail server (SMTP): **mail.yourdomain.com**
(Be sure to change yourdomain.com to your actual website's domain name.)

5. Then, Click **More Settings**.
6. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
7. Select **My outgoing server (SMTP) requires authentication**.

8. Select **Use same settings as my incoming mail server**.

9. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26** and leave the Incoming port (POP3) to **110**

NOTE: You can leave a copy on the server if you would like, but make sure you check remove from server after 10 days.

10. Click **OK**, then, **Next**.

11. Click **Finish**.