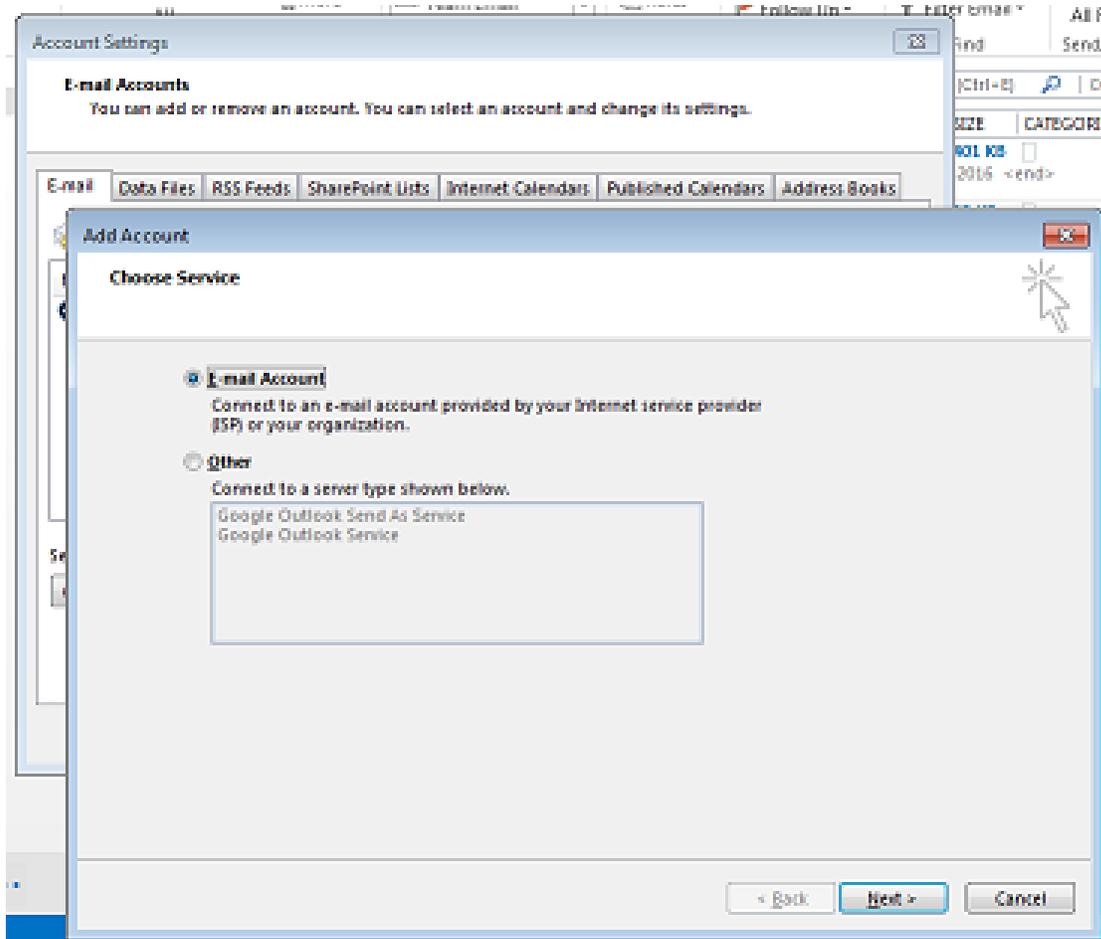


## How to setup an email account for Outlook 2013

1. Open Outlook
2. Go to File
3. Click on Account Settings
4. Click on Account Settings again
5. Under E-mail, click New



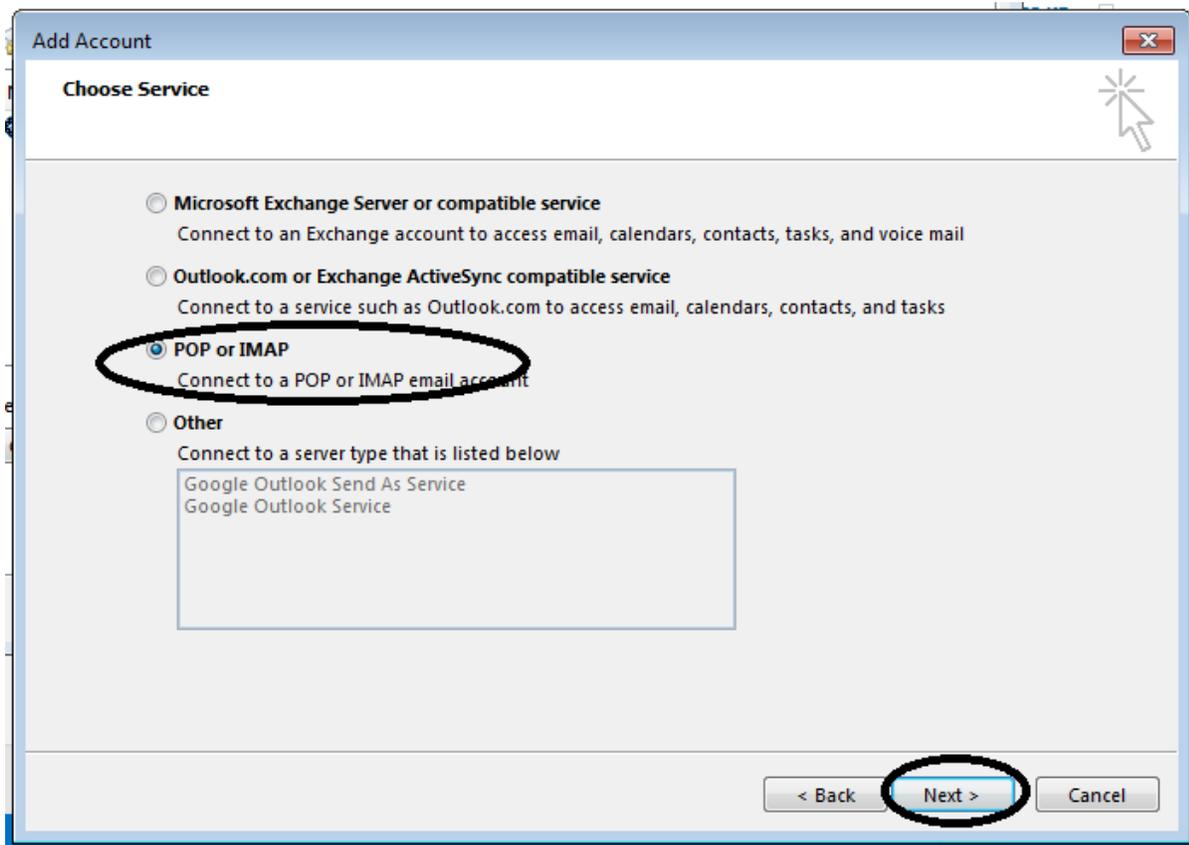
Click **Next**,

6. Click on **Manual setup or additional server types**, then click **Next**

The screenshot shows the 'Add Account' dialog box in Outlook. The 'Auto Account Setup' section is active, with the following fields and options:

- Auto Account Setup**: Manual setup of an account or connect to other server types.
- E-mail Account**: Selected radio button.
- Your Name:** Text box with example: Ellen Adams.
- E-mail Address:** Text box with example: ellen@contoso.com.
- Password:** Text box.
- Re-type Password:** Text box with instruction: Type the password your Internet service provider has given you.
- Manual setup or additional server types**: Selected radio button, circled in black.
- Navigation buttons:** '< Back', 'Next >' (circled in black), and 'Cancel'.

7. Click on **POP or IMAP**, then click **Next**

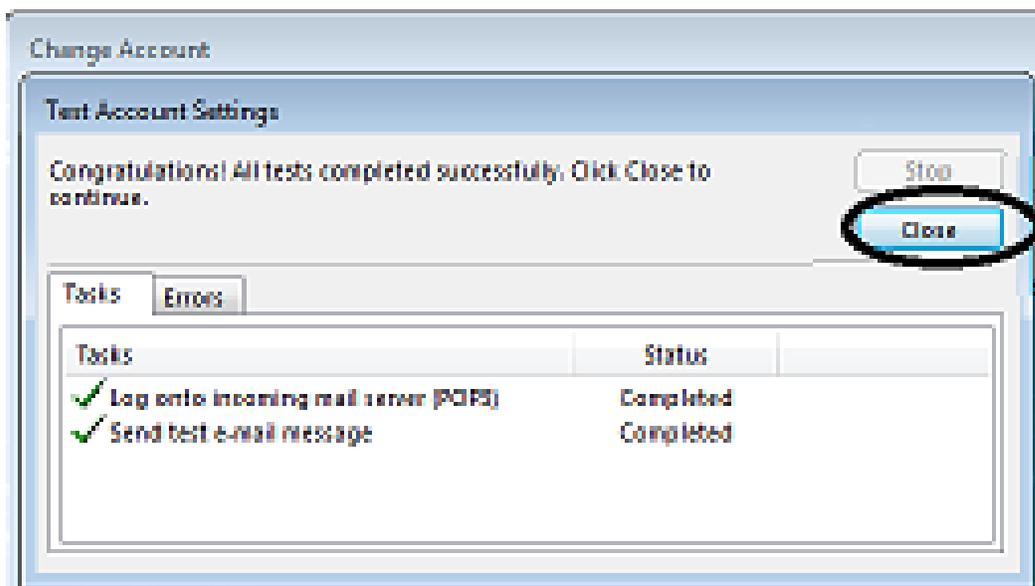


8. **Type in your details** for all the textboxes beside the black arrows as shown below (you must have existing email address), and then click **Next**

The screenshot shows a 'Change Account' dialog box with the following sections and fields:

- POP and IMAP Account Settings**  
Enter the mail server settings for your account.
- User Information**
  - Your Name: Jon
  - Email Address: Jon@infospace.com.sg
- Server Information**
  - Account Type: POP3
  - Incoming mail server: mail.infospace.com.sg
  - Outgoing mail server (SMTP): mail.infospace.com.sg
- Logon Information**
  - User Name: Jon@infospace.com.sg
  - 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
- Buttons:** < Back, **Next >** (circled), Cancel, More Settings ...

9. You should see this screen:



Click **Close** and you're all done!