

Outlook 2013 Secure Email Setup

If you currently have an email account set up in your Outlook 2013 email program, we recommend following the steps outlined in [Editing an Existing Email Account Profile](#).

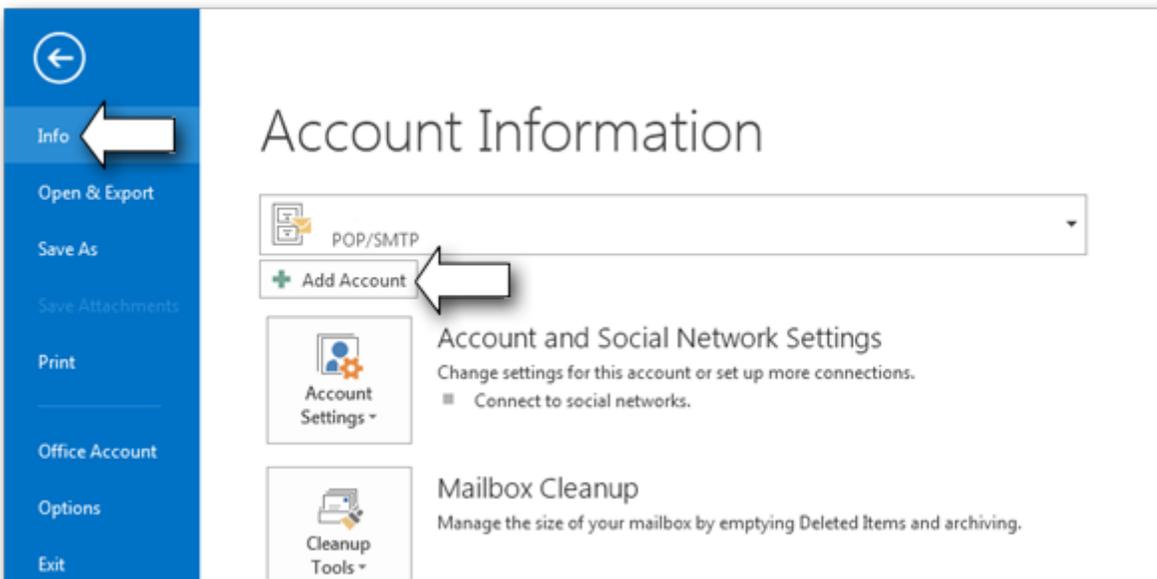
However, if you are adding a brand new email account for yourself or a new employee, please follow the steps involved to [Adding a New Email Account](#).

Adding a New Email Account

Use these steps if you are **adding** a brand new e-mail account profile to Outlook 2013.

1 Open Outlook and go to its "File" menu

2 Then proceed to "Info" and click the "Add Account" button.



You will see a window similar to the following image. Normally, this window is where you will add your email credentials. However, for this tutorial we will bypass this window briefly.

To continue:

3 Click on the radio button towards the lower left hand corner of the window which reads "Manual setup or additional server types."

4 Click "Next"

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

5 On the following window, select the "Pop or IMAP" radio button
6 Click Next

Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

7 Fill out your email account information as specified in your welcome email and select your preference of POP3 or IMAP account types.

Note Check with your IT personnel if you are not sure whether you are using POP3 or IMAP. Most people use POP3.

8 Click on "More Settings"

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The dialog is divided into several sections:

- User Information:** 'Your Name' (John Doe), 'Email Address' (john@domain.com).
- Server Information:** 'Account Type' (POP3), 'Incoming mail server' (mail.domain.com), 'Outgoing mail server (SMTP)' (mail.domain.com).
- Logon Information:** 'User Name' (john@domain.com), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox.
- Test Account Settings:** A note stating 'We recommend that you test your account to ensure that the entries are correct.' and a 'Test Account Settings ...' button.
- Deliver new messages to:** Radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File' (with a 'Browse' button).
- Bottom:** 'Require logon using Secure Password Authentication (SPA)' (unchecked), and navigation buttons '< Back', 'Next >', and 'Cancel'.

A white arrow points to the 'More Settings ...' button located at the bottom right of the dialog box.

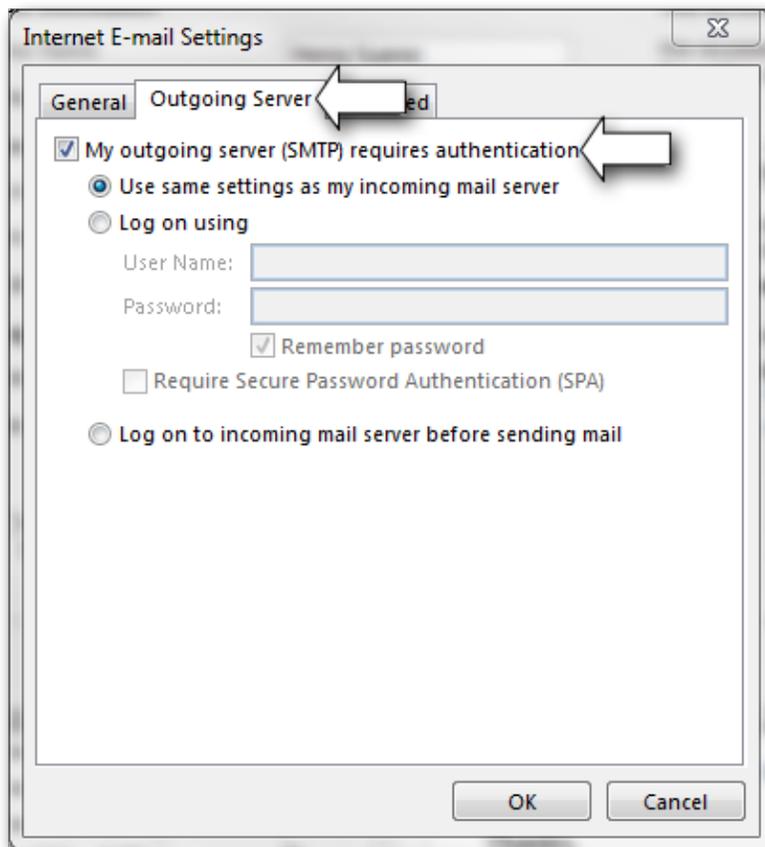
Additional Information When specifying your email logon User Name, be sure to use the entire email address. (i.e. user@domain.com) Also, for incoming and outgoing mail servers, you will specify **mail.[your-domain].com** for both servers.

Note

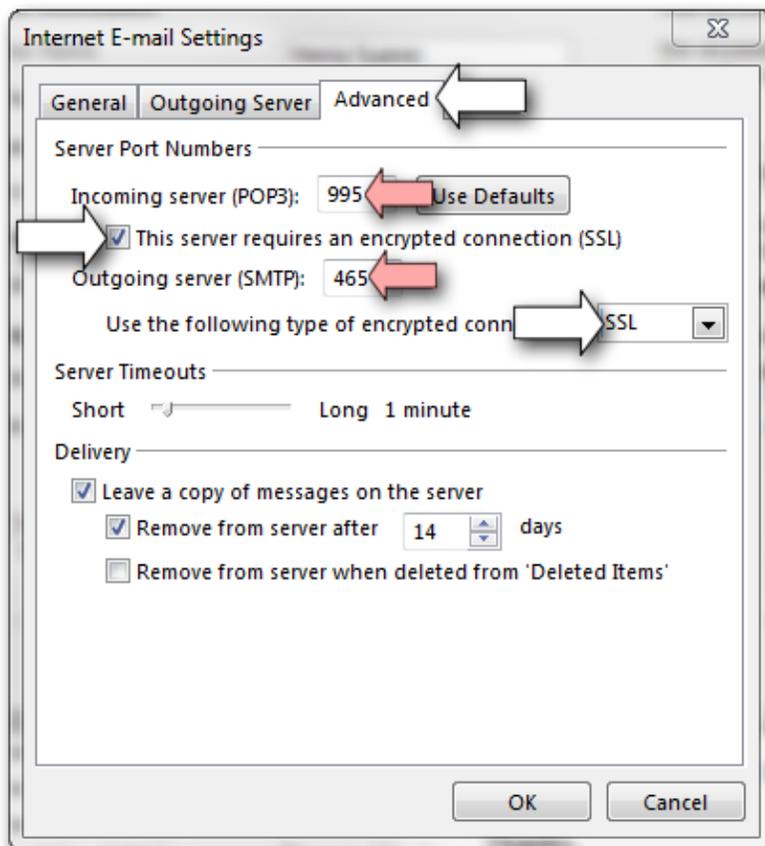
You may receive a warning about the server's security. This is due to the entered domain not having its own SSL certificate and the warning is just advising that the security certificate for **mail.[your-domain].com** could not be found.

The warning itself may be ignored because the server still requires authentication and is therefore secure in that respect.

- 9 After clicking the "More Settings" button, click on the "Outgoing Server" tab.
- 10 Place a check in the box labeled "My outgoing server (SMTP) requires authentication"
- 11 Select the radio button labeled "Use same settings as my incoming mail server"

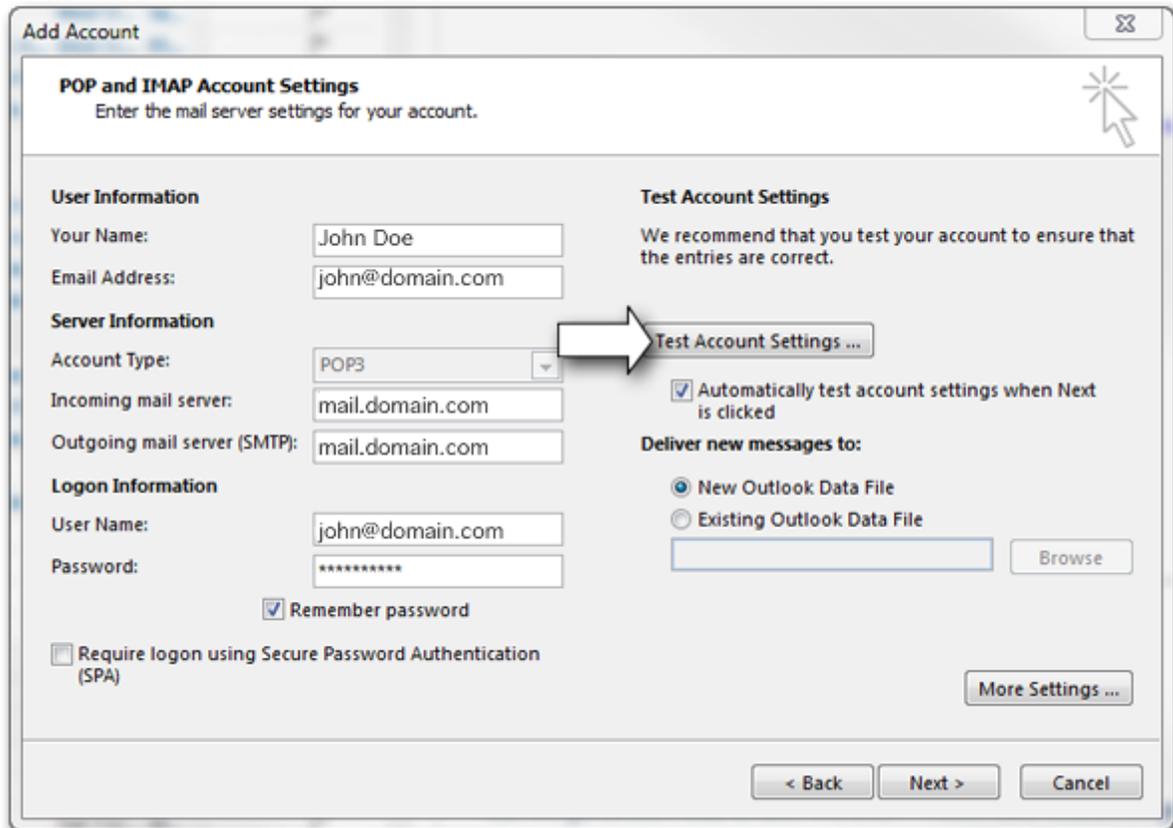


- 12 Now, click on the "Advanced" tab
- 13 Place a check in the box labeled "This server requires an encrypted connection (SSL) for the incoming server."
- 14 Select "SSL" from the drop down located near to the outgoing server.
- 15 Specify the following ports for both servers as shown:
 - **Incoming POP3 Port: 995** (If using IMAP; **Port 993**)
 - **Outgoing SMTP Port: 465**



- 16 Click "OK"
You will now be taken back to the Internet E-mail Settings window (where you previously entered your account information).

- 17 Click on the "Test Account Settings ..." button to send a test email via the new account.



The E-mail program will now make a test connection to the server and send you a test message.

Note During the test, you may receive a warning about the server's security. This is due to the entered domain not having its own SSL certificate and the warning is just advising that the security certificate for **mail.[your-domain].com** could not be found.

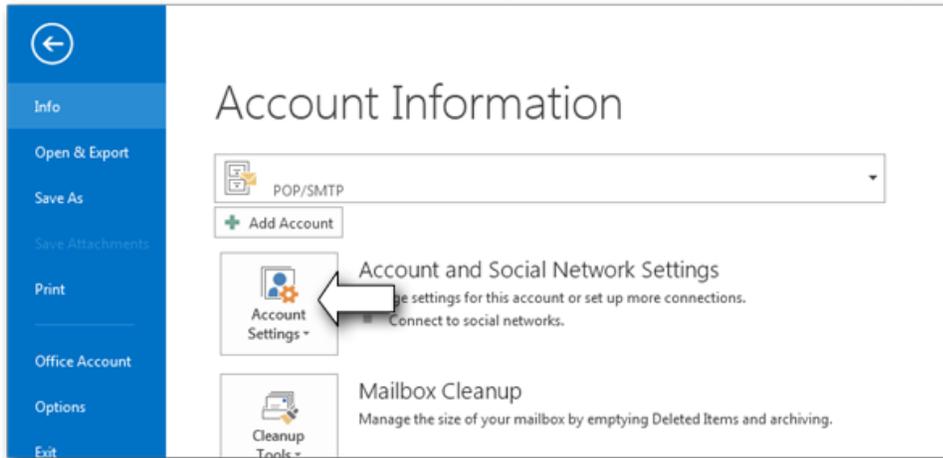
- 18 Click "Next" to complete the setup.

Your email is now set up and ready to use in Outlook 2013.

Editing an Existing Email Account Profile

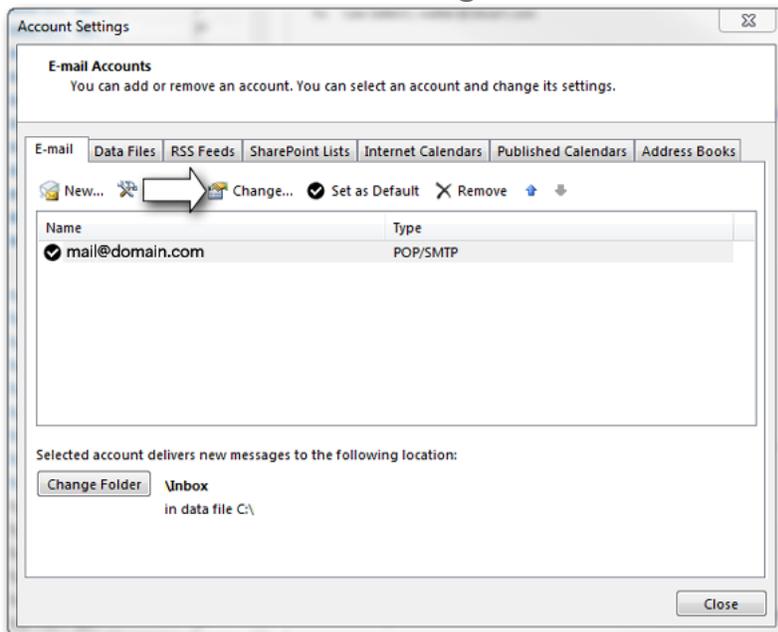
Use these steps if you are *editing* a previously created e-mail account profile in Outlook 2013.

- 1 Open Outlook and go to its "File" menu
- 2 Then proceed to "Info" option and click on the "Account Settings" button.
- 3 Select the "Account Settings" sub-button that appears



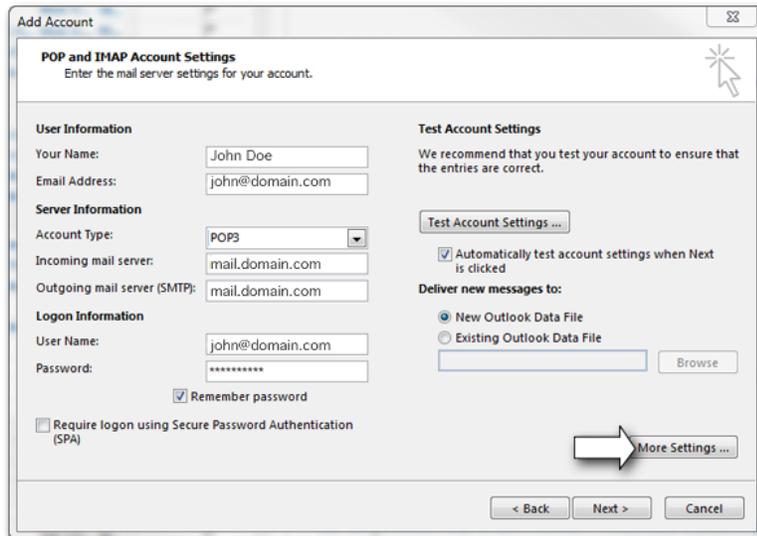
You will see a window that contains several tabs like the following image:

- 4 While viewing the "E-mail" tab, click on the account you would like to edit
- 5 Then click on the "Change" button as shown.



Proceed with the following steps:

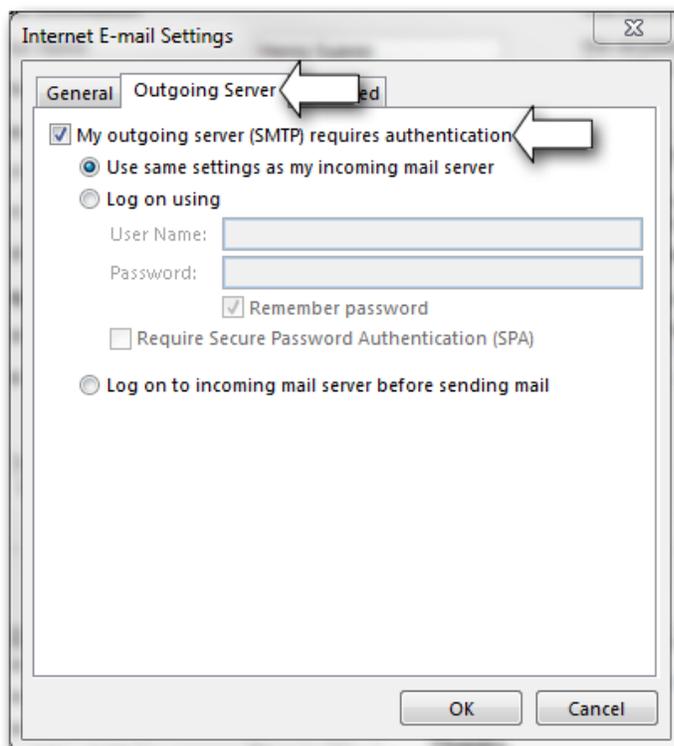
6 Click on "More Settings"



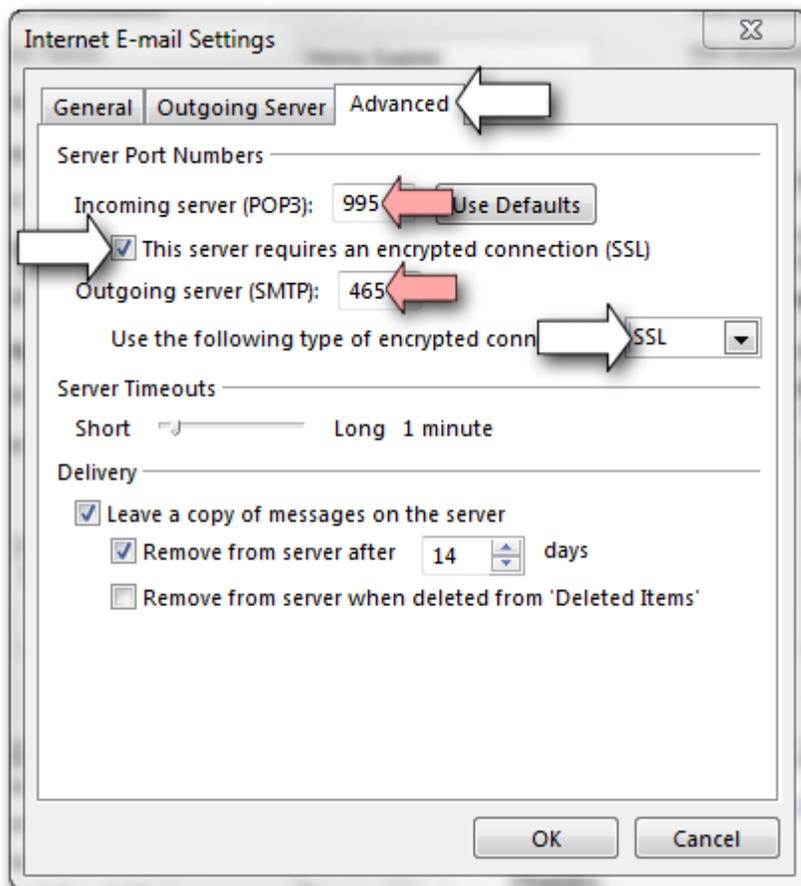
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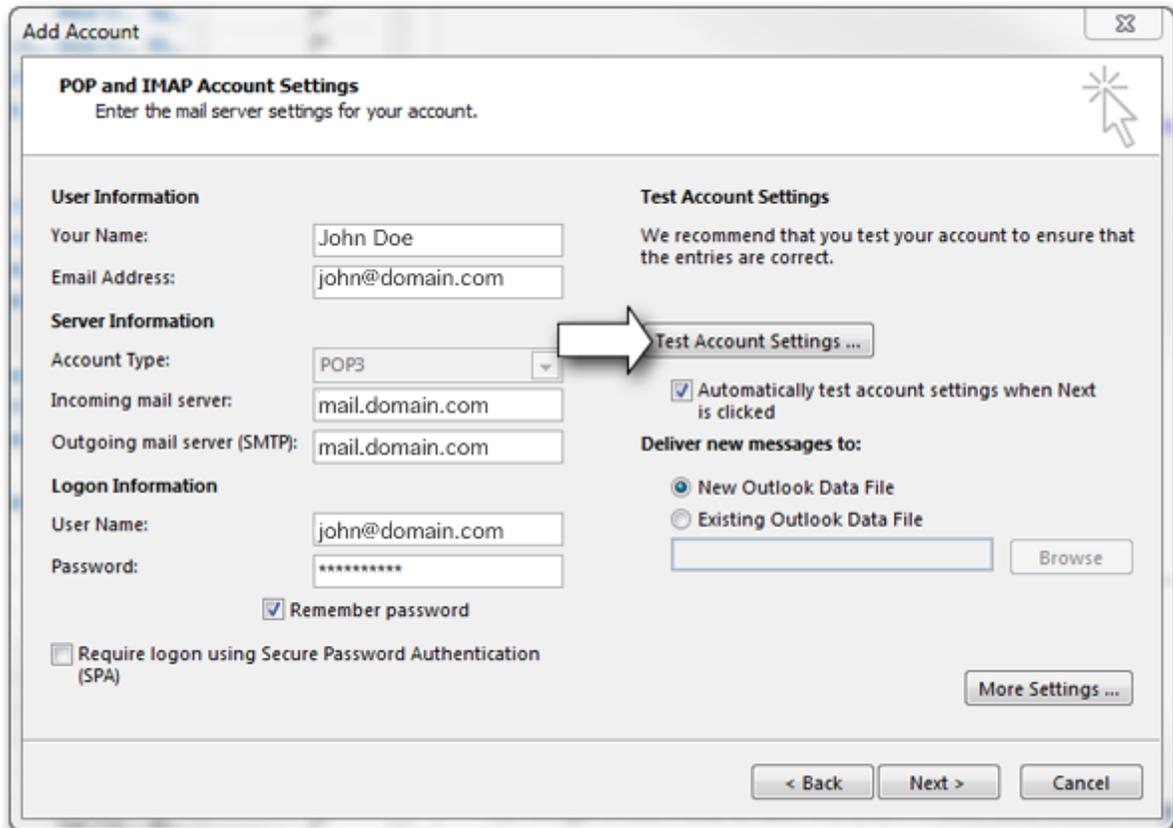


- 10 Now, click on the "Advanced" tab
- 11 Place a check in the box labeled "This server requires an encrypted connection (SSL) for the incoming server."
- 12 Select "SSL" from the drop down located near to the outgoing server.
- 13 Specify the following ports for both servers as shown:
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- 14 Click "OK"
You will now be taken back to the Internet E-mail Settings window (where you previously entered your account information).

- 15 Click on the "Test Account Settings ..." button to send a test email via the new account.



The E-mail program will now make a test connection to the server and send you a test message.

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- 16 Click "Next" to complete the setup.

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