

ADDING YOUR NEW EMAIL ACCOUNT

Add a POP3, IMAP, or HTTP e-mail account

NOTE POP3, IMAP, and HTTP e-mail accounts can be added to the current Outlook profile at any time. In addition, you can add these accounts to any other profile, or to a new profile that you create by opening the **Mail** module in Control Panel in Windows.

Do one of the following:

To add an account to the profile that you are using now

On the **Tools** menu, click **Account Settings**.

 The **Account Settings** command is missing

The **Account Settings** command is on the **Tools** menu in Office Outlook 2007. If you are using an earlier version of Outlook, the following instructions do not apply. Use the Help that is included with that product. If the title bar of the program that you are using displays Outlook Express, then you are using a program that is not the same as Outlook. See the Help in Outlook Express for assistance.

To add an account to another existing profile

Close Outlook.

In Control Panel, open the **Mail** module.

NOTE The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

ADD NEW EMAIL ACCOUNT

The title bar of the **Mail Setup** dialog box contains the name of the current profile.

To select a different profile, click **Show Profiles**, select the profile name, and then click **Properties**.

Click **E-mail Accounts**.

To add an account to a new profile

Close Outlook.

In Control Panel, open the **Mail** module.

NOTE The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

Under **Profiles**, click **Show Profiles**.

Click **Add**.

In the **New Profile** dialog box, type a name for the profile, and then click **OK**.

This is the name that you will see when starting Outlook if you configure Outlook to prompt you for a profile to use.

Click **E-mail Accounts**.

Click **New**.

Click **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.

In the **Your Name** box, type your name as you want it to appear to other people.

ADD NEW EMAIL ACCOUNT

In the **E-mail Address** box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include your user name, the @ symbol, and the domain name, for example, barbara@contoso.com.

In the **Password** and **Retype Password** boxes, type the password that was either assigned to you or that you selected for your e-mail account.


TIP Your password might be case sensitive. Make sure that your CAPS LOCK key is not on.

Click **Next**.

Your e-mail server is contacted and Outlook is configured for your account. If an encrypted connection cannot be established to the e-mail server, you are prompted to click **Next** to attempt an unencrypted connection.

After your account is configured successfully, click **Finish**.

If your e-mail account cannot be configured automatically in Outlook or if the information on your screen is not correct, select the **Manually configure server settings** check box, and then click **Next**. Instructions for configuring your account manually are in the **Add and manually configure a POP3, IMAP, or HTTP e-mail account** section.

 [Top of Page](#)

Add and manually configure a POP3, IMAP, or HTTP e-mail account

ADD NEW EMAIL ACCOUNT

NOTE POP3, IMAP, and HTTP e-mail accounts can be added to the current Outlook profile at any time. In addition, you can add these accounts to any other profile by clicking the **Mail** icon in Control Panel in Windows.

Do one of the following:

To add an account to the profile that you are using now

On the **Tools** menu, click **Account Settings**.

 The **Account Settings** command is missing

The **Account Settings** command is on the **Tools** menu in Office Outlook 2007. If you are using an earlier version of Outlook, the following instructions do not apply. Use the Help that is included with that product. If the title bar of the program that you are using displays Outlook Express, then you are using a program that is not the same as Outlook. See the Help in Outlook Express for assistance.

To add an account to another existing profile

Close Outlook.

In Control Panel, open the **Mail** module.

NOTE The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

The title bar of the **Mail Setup** dialog box contains the name of the current profile. To select a different existing profile, click **Show Profiles**, select the profile name, and then click **Properties**.

Click **E-mail Accounts**.

ADD NEW EMAIL ACCOUNT

To add an account to a new profile

Close Outlook.

In Control Panel, open the **Mail** module.

NOTE The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

Under **Profiles**, click **Show Profiles**.

Click **Add**.

In the **New Profile** dialog box, type a name for the profile, and then click **OK**.

This is the name that you will see when starting Outlook if you configure Outlook to prompt you for which profile to use.

Click **E-mail Accounts**.

Click **New**.

Click **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.

In the **Your Name** box, type your name as you want it to appear to other people.

In the **E-mail Address** box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include your user name, the @ symbol, and the domain name, for example, barbara@contoso.com.

In the **Password** and **Retype Password** boxes, type the password that was either assigned to you or that you selected for your e-mail account.

TIP Your password might be case sensitive. Make sure that your CAPS LOCK key is not on.

ADD NEW EMAIL ACCOUNT

Select the **Manually configure server settings or additional server types** check box.

Click **Next**.

Click **Internet E-mail**.

Click **E-mail**, and then click **Next**.

Based on your earlier input, some of the text fields in the dialog box may already have text in them. Verify that the entries are correct.

Under **User Information**, do the following:

In the **Your Name** box, type your full name the way that you want it to appear to other people.

In the **E-mail Address** box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include the user name, the @ symbol, and the domain name, for example, barbara@contoso.com.

Under **Server Information**, do the following:

In the **Account Type** list box, choose **POP3**, **IMAP**, or **HTTP**.

TIP Your ISP can tell you which protocol you must use to access your e-mail account, but POP3 is by far the most common. Microsoft Windows Live Mail accounts use HTTP. If you choose HTTP, you must also click a provider in the **HTTP Server Provider** list, and enter the location of the server in the **Server URL** box.

In the **Incoming mail server** box, type the full name of the server provided by your ISP or mail administrator. Often this is **mail.** followed by your domain name, for example, mail.contoso.com.

ADD NEW EMAIL ACCOUNT

In the **Outgoing mail server** box, type the full name of the server provided by your ISP or mail administrator. Often this is **mail.** followed by your domain name, for example, mail.contoso.com.

Under **Logon Information**, do the following:

In the **User Name** box, type the user name provided by your ISP or mail administrator. This might be just the part of your e-mail address before the @ symbol, or it might be your complete e-mail address.

In the **Password** box, type the password provided by your ISP or mail administrator, or one that you created.

Select the **Remember password** check box.

NOTE You have the option to have Outlook remember your password by typing it in the **Password** box and selecting the **Remember password** check box. If you choose Outlook to remember your password, you won't have to type your password each time you access the account. However, this also makes the account vulnerable to anyone who has access to your computer.

Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Passwords should be 8 or more characters in length. A pass phrase that uses 14 or more characters is better. For more information, see **Help protect your personal information with strong passwords**.

It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it. Store the passwords that you write down in a secure place away from the information that they help protect.

ADD NEW EMAIL ACCOUNT

Optionally, do any of the following:

Click **More Settings**. On the **General** tab, under **Mail Account**, type a name that will help you identify the account, for example, **My Home ISP E-mail**.

Click **More Settings**. On the **Outgoing** tab, select the **My outgoing server (SMTP) requires authentication** check box, if required by your account.

For POP3 accounts, click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Incoming server (POP3)**, select the **The server requires an encrypted connection (SSL)** check box, if your ISP instructs you to use this setting.

For IMAP accounts, click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Incoming server (IMAP)**, for the **Use the following type of encrypted connection** option, click **None**, **SSL**, **TLS** or **Auto**, if your ISP instructs you to use one of these settings.

Click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Outgoing server (SMTP)**, for the **Use the following type of encrypted connection** option, click **None**, **SSL**, **TLS** or **Auto**, if your ISP instructs you to use one of these settings.

If you are adding a POP3 or IMAP server account, click **Test Account Settings** to verify that your account is working. If there is missing or incorrect information, such as your password, you are prompted to supply it or correct it. Make sure that your computer is connected to the Internet.

Click **Next**.

Click **Finish**