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TECHNOLOGY FOR PEOPLE

Portal > Knowledgebase > General > Emails > Email setup on Outlook

Email setup on Outlook

Olive Mukwevho - 2019-04-16 - 0 Comments - in Emails

There are two methods of setting up your email address. You could either set it up by allowing Outlook to search for the relevant settings automatically or you could go the manual route.

In Outlook you will need to click on "File" and then "Add Account".



Set up your email automatically:

Enter your details as requested and click "Next".

Add Account X

Auto Account Setup
Outlook can automatically configure many email accounts.

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

You might get the following pop-up message. All you have to do is “Allow” and “Proceed”:

Microsoft Outlook X

 **Allow this website to configure [redacted] server settings?**

[https://autodiscover.\[redacted\]/autodiscover/autodiscover.xml](https://autodiscover.[redacted]/autodiscover/autodiscover.xml)

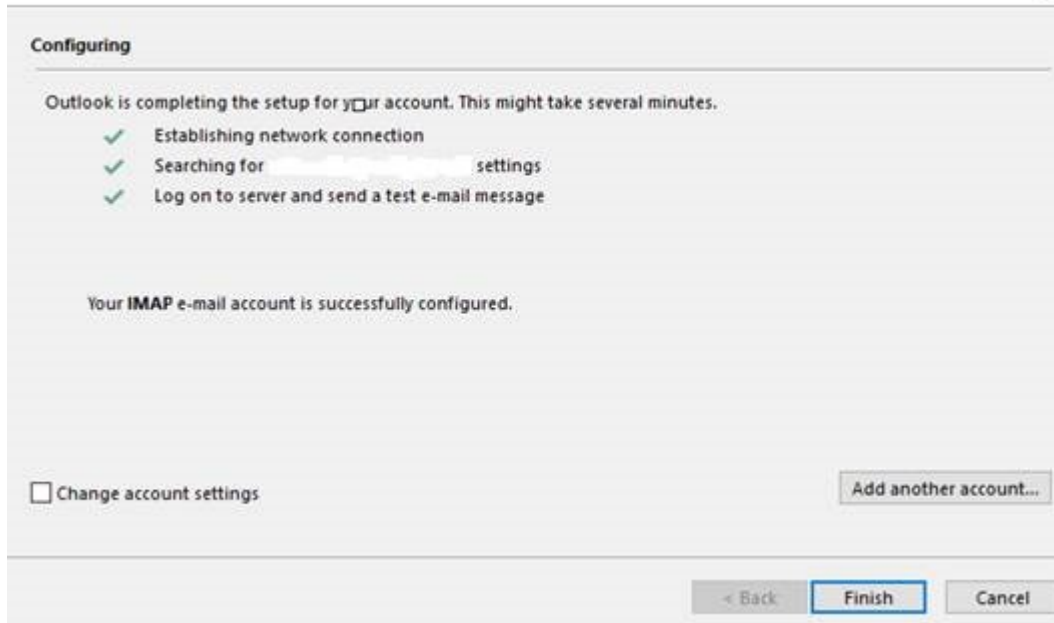
Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

Allow Cancel

If all the details are correct, Outlook will confirm that the account has been set up successfully and you can click “Finish”.

Congratulations!



Congratulations! You have just set up your email address!

Congratulations! You have now successfully set up your email address!

Set up your email manually:

If the automatic option fails for any reason, there is a way you can set up your email address manually.

The first step would be the same as before. Simply click on "File" and then "Add Account".

Instead of entering your details in the fields, select the "Manual set up or additional server types" instead.

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

Select "POP or IMAP" on the next page.

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

You will then be asked to enter the necessary information for your email address to work.

Both Incoming and Outgoing mail server settings will be:

mail.example.co.za

Replace "example.co.za" with your domain name.

Once you are done, please click on "More Settings".

Add Account ✕

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

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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.

Automatically test account settings when Next is clicked

Mail to keep offline: All

Please select the following within the “More Settings” section and click “OK”:

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

You will return to the account information page. Please click “Next” to finish the setup. Outlook will test the account settings and confirm if you were successful:

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Congratulations! You have now successfully set up your email address!