Email Account Setup – Office 365/2013

Information required

Your email address Your email password

'Account Settings'

Step 1: Open Outlook 365/2013 and click on the 'File' menu.

Step 2: Click on 'Account Settings' and then select



Outlook Today - Outlook

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	Account Information				
Open & Export Save As	No account available. Add an e-mail account to enable additional features.				
Save Attachments Print	Account and Social Network Settings Change settings for this account or set up more connections. Change settings for this account or set up more connections.				
Office Account	Add and remove accounts or change existing connection settings. x by emptying Deleted Items and archivi	ng.			
Options Exit	Social Network Accounts Configure Office to connect to social networks.	-			
	5-,				
_	Account Settings				
E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
E-mail Data	Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address	Book			
Sig New 🖇	🗞 Repair 👕 Change 🔗 Set as Default 🗙 Remove 🔹 🔹				
Name	Туре				
		Clos			

Step 3: Click on 'New' to begin adding your account.

Step 4:

- I. Leave the 'Your Name' field Blank
- II. Type your email address into the 'E-mail Address'
- III. Type your password into both Password fields.
- IV. Click 'Next'

	Add Account			×
Auto Account Setu Outlook can autor	atically configure many email accounts.			×
E-mail Account				
Your Name:	Example: Ellen Adams			
E-mail Address:	first.surname@mydomain.com			
	Example: ellen@contoso.com			
Password:	*****			
Retype Password:	******			
	Type the password your Internet service provider has	given you.		
O Manual setup or a	dditional server types			
		< Back	Next >	Cancel

Step 5: Click 'Allow' on the warning pop-up message.

Step 6: Check the 'Change account settings' tick box then

Allow this website to configure test2@griffinschoolstrust.org server settings? https://saturn.filebunker.co.uk/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 Add Account Congratulations! Configuring Your IMAP e-mail account is successfully configured. Change account settings < Back Next > Cancel Add Account POP and IMAP Account Settings Enter the mail server settings for your account. User Information Your Name: Email Address: Test Account Setting We recommend that you test your account to ensure that the entries are correct. First Surname first.surname@mydomain.cc Logon Information User Name: Passwork Test Account Settings . Automatically test acco is clicked hen Next first.surname@mydomain.cc Mail to keep offline: All Password: Remember password

Microsoft Outlook

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More Settings ...

< Back Finish Cancel

Step 7:

click 'Next'

Check the 'Your Name' field and make any adjustments necessary. Click 'More Settings...'

Step 8:

On the 'Advanced' tab, type 'Inbox' into the 'Root folder path' field. Click 'OK'

Step 9:

Click on 'Finish' (see image for Step 7) Once the test email has completed with two ticks, click 'Close' to complete the setup.

Internet E-mail Settings	
General Outgoing Server Advanced	
Server Port Numbers	
Incoming server (IMAP): 993 Use Defaults	
Use the following type of encrypted connection:	SSL 🗸
Outgoing server (SMTP): 26	
Use the following type of encrypted connection:	TLS 🗸
Server Timeouts	
Short Long 1 minute	
Folders	
Root folder path: Inbox	
Sent Items	
Do not save copies of sent items	
Deleted Items	
Mark items for deletion but do not move them au	tomatically
Items marked for deletion will be permanently de	leted when
Purge items when switching folders while online	
OK	Canad
UK UK	Cancer
Test Account Settings	

Require logon using Secure Password Authentication (SPA)

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