From the main window of outlook, click the **Tools** menu.

Select **E-mail Accounts** from the menu.
Ensure **Add a new e-mail account** is selected and click **Next**.

Select **IMAP** and click **Next**.
Complete all fields replacing the sample data with your domain specific settings. Click More Settings.

Click Outgoing Server and select My outgoing server (SMTP) requires authentication.
Click Advanced and change Outgoing server (SMTP) to 587. Click OK.

Click Next.
Click Finish to complete your email account setup.