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

Select **Account Settings** from the menu.
Click New.

Select **Manually configure server settings or additional server types** and click Next.
Select Internet E-mail and click Next.

Complete all fields replacing the sample data with your domain specific settings. Ensure IMAP is selected and 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.
Click **Close** to complete your email account setup.