How to setup an email account in Outlook 2013 - 2016

1. Open Outlook on your computer.
2. If this is the first time that Outlook has been used on this device, you will see the screen below. Click Next. If Outlook has previously been used on your device, skip down to step #4.

3. Make sure that Yes is selected and click Next.
4. From the main window of Outlook, click on the File menu.

5. Select Info in the menu to the left (if not already selected) and click on the Add Account button.
6. Select Manual setup or additional server types and click Next.

7. Select IMAP and click Next.
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8. Under User Information:
   a. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
   b. Enter your full email address in the **Email Address** field – pay close attention to spelling as a mistake can cause it not to validate.

9. Under Server Information:
   a. Select **IMAP** in the **Account Type** drop down menu.
   b. Enter **securemail.dewebworks.com** in the **Incoming mail server** field – pay close attention to spelling as a mistake can cause it not to validate.
   c. Enter **securemail.dewebworks.com** in the **Outgoing mail server (SMTP)** field – pay close attention to spelling as a mistake can cause it not to validate.

10. Under Logon Information:
    a. Enter your full email address in the **User Name** field – pay close attention to spelling as a mistake can cause it not to validate.
    b. Enter your email password in the **Password** field – pay close attention to spelling as a mistake can cause it not to validate.

11. Ensure the **Remember Password** box is selected.
12. Click on the **More Settings** button.
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13. Select the **Outgoing Server** tab
   a. Check the box for **My outgoing server (SMTP) requires authentication.**
   b. Ensure that **Use same settings as my incoming mail server** is selected.
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14. Select the Advanced tab.
   a. Under Server Port Numbers, change the Outgoing server (SMTP) to 587.
   b. Click OK.

15. Click Next.
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16. Two tasks will run and then show **Completed** under Status. Click the **Close** button.

17. You’re all set! Click **Finish**.