

Configure Email in Outlook 2016

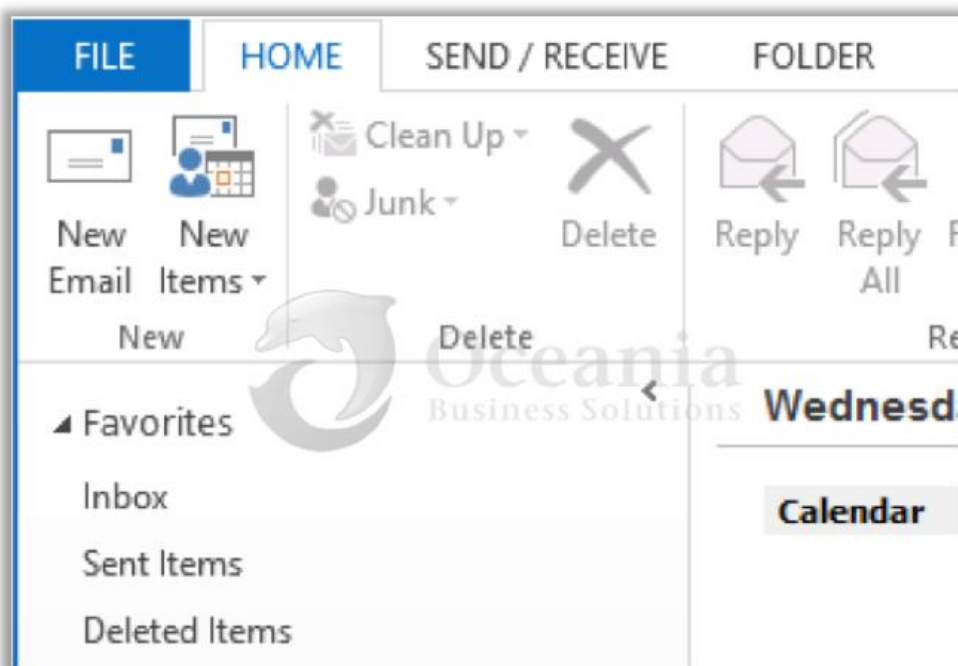
Follow these simple steps to configure your email account in Outlook 2016.

You must first [log into your cPanel](#) to [create the email account](#).

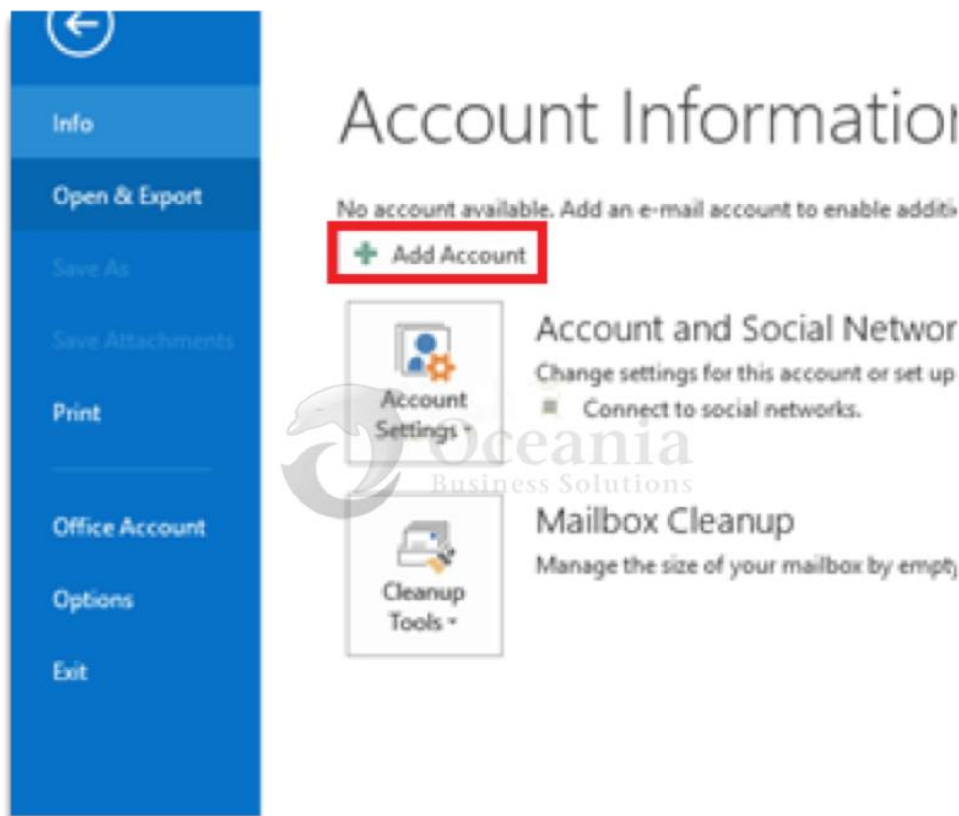
Once you have created the email account, you can follow the steps below.

These settings are similar in older versions of Outlook as well if you are familiar with the interface to add new account.

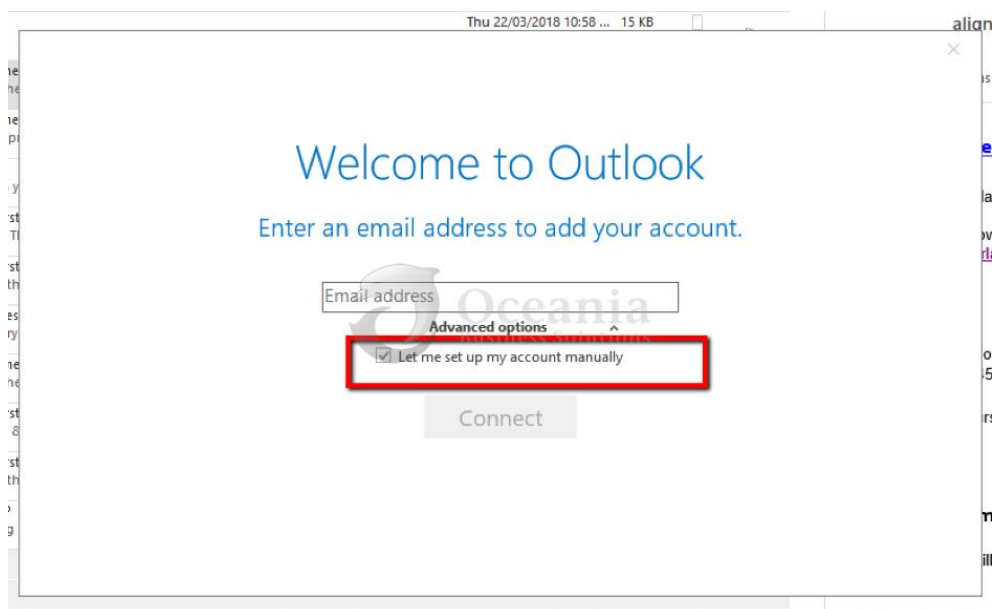
1. Click **FILE** on the menu



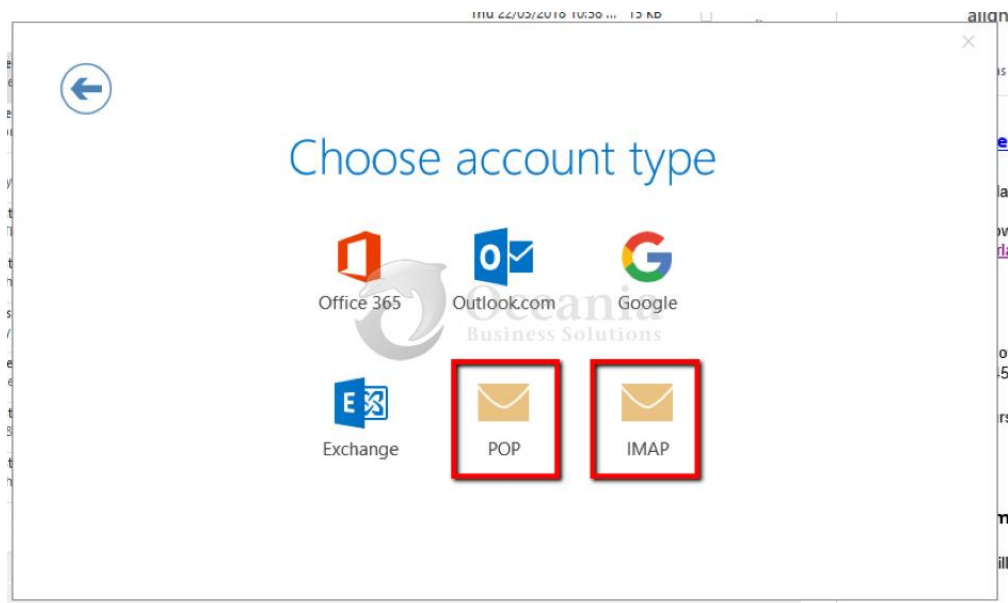
2. Click on the button [+ Add Account]



3. Click Advanced Options and tick box to Let me set up my account manually



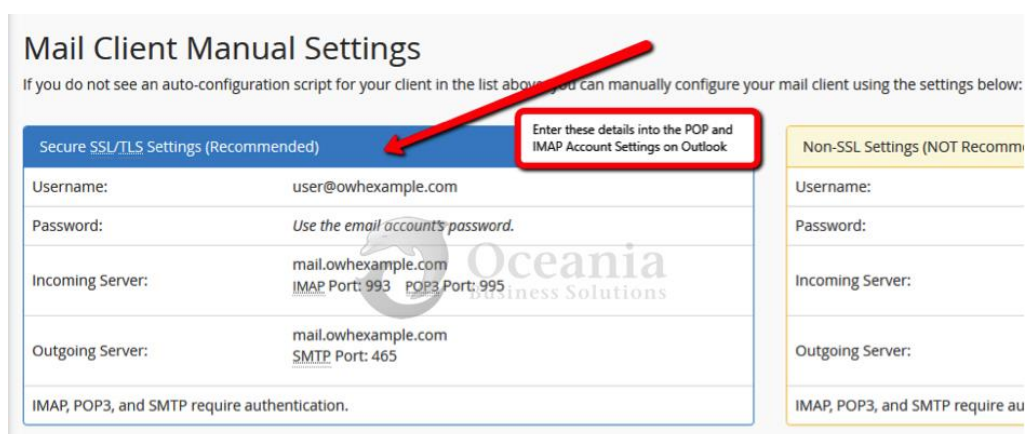
4. Select (o) POP or IMAP and click [Next >] button.



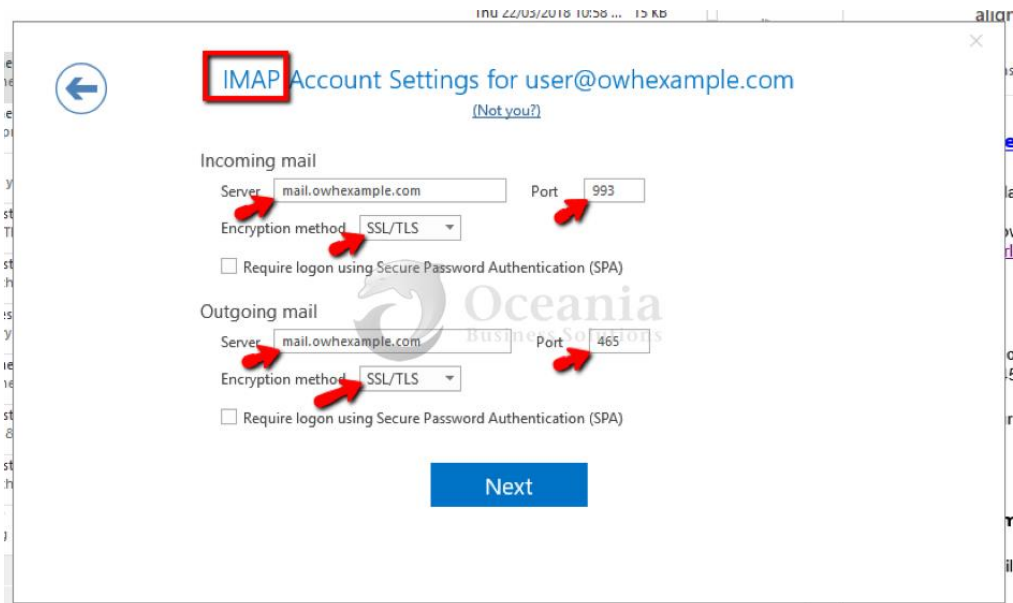
You will find the information for your email account that you created in cPanel under Set Up Mail Client for your email address:



This will display the settings to enter into the POP and IMAP Account Settings Window:



IMAP



The screenshot shows the 'IMAP Account Settings for user@owhexample.com' window. The title bar includes a back arrow, the title, and a close button. The window is divided into two main sections: 'Incoming mail' and 'Outgoing mail'. In the 'Incoming mail' section, the 'Server' field is 'mail.owhexample.com', the 'Port' is '993', and the 'Encryption method' is 'SSL/TLS'. There is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section has the same 'Server' and 'Encryption method', but the 'Port' is '465'. It also has an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. A blue 'Next' button is at the bottom. Red arrows point to the 'Server', 'Port', and 'Encryption method' fields in both sections. A red box highlights the title 'IMAP Account Settings for user@owhexample.com'.

IMAP Account Settings for user@owhexample.com
(Not you?)

Incoming mail

Server: mail.owhexample.com Port: 993

Encryption method: SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

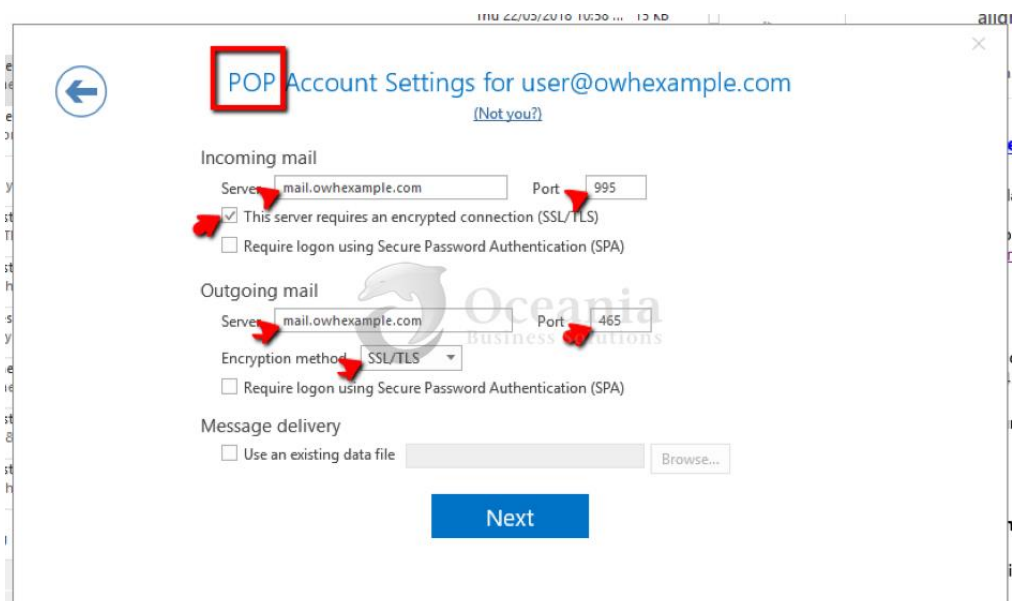
Server: mail.owhexample.com Port: 465

Encryption method: SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Next

POP



The screenshot shows the 'POP Account Settings for user@owhexample.com' window. The layout is similar to the IMAP window. In the 'Incoming mail' section, the 'Server' is 'mail.owhexample.com', the 'Port' is '995', and the 'Encryption method' is 'SSL/TLS'. The checkbox 'This server requires an encrypted connection (SSL/TLS)' is checked. There is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section has the same 'Server' and 'Encryption method', but the 'Port' is '465'. It also has an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. A 'Message delivery' section at the bottom has an unchecked checkbox for 'Use an existing data file' and a 'Browse...' button. A blue 'Next' button is at the bottom. Red arrows point to the 'Server', 'Port', and 'Encryption method' fields in both sections, and the checked checkbox in the 'Incoming mail' section. A red box highlights the title 'POP Account Settings for user@owhexample.com'.

POP Account Settings for user@owhexample.com
(Not you?)

Incoming mail

Server: mail.owhexample.com Port: 995

☒ This server requires an encrypted connection (SSL/TLS)

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server: mail.owhexample.com Port: 465

Encryption method: SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Message delivery

☐ Use an existing data file Browse...

Next

- **User Information**
 - Your Name: This is the name you want to use for yourself
 - Email Address: This is the email address that you created in cPanel. It is in a format like user@owhexample.com
- **Server Information**
 - Account Type:

POP3 (select POP3 if you want to download email to your computer, select IMAP if you want to keep emails on the server and want to access it from other computers as well.

Using IMAP will use more disk space and it will keep growing as more emails are stored on the server.

Note Re ACCOUNT TYPE

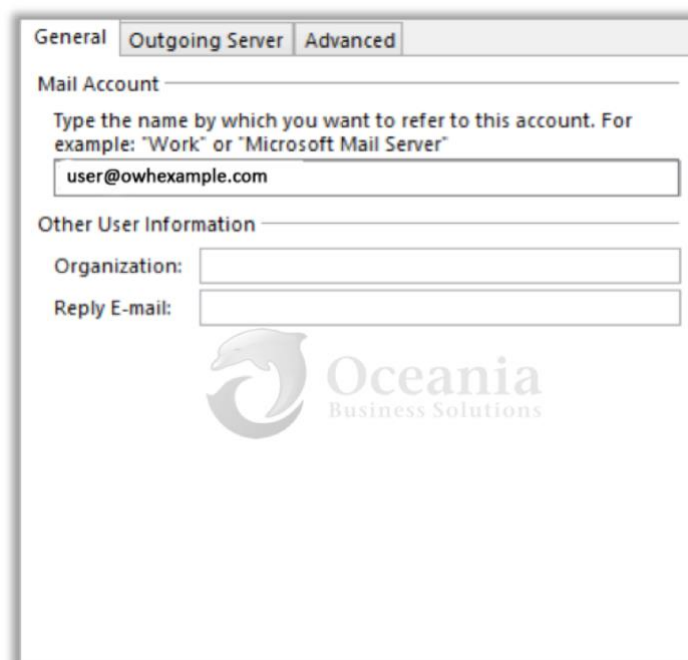
- If you are a user with a single device, POP3 is suitable protocol. If you need to keep a copy of mail on the server so you can access via Webmail you can check the appropriate box *Leave a Copy of Messages on Server* in your Mail Client.

It is not recommended to *Leave a Copy of Messages on Server* with POP3 for use with multiple devices. Instead please configure your account as an IMAP

- Users who download mail to several devices we recommend IMAP for all devices.

You can search “how to change my POP accounts to IMAP: to learn how best to make a change for your particular situation.

- Incoming mail server: *mail.domainname.com*
you can find this in your cPanel under Configure Email Account screen.
 - Outgoing mail server (SMTP): *mail.domainname.com*
same as incoming mail server above from Configure Email Account screen in cPanel
 - **Logon Information**
 - User Name: Your email address again in the format of **user@owhexample.com**
 - Password: Your email password
6. Click [**More Settings ...**] button and continue
- You can change the email to an easy to remember identity e.g. Work Email etc.



The screenshot shows the 'Configure Email Account' interface in cPanel, specifically the 'Outgoing Server' tab. The 'General' tab is selected, and the 'Advanced' tab is also visible. The 'Mail Account' section has a text input field containing 'user@owhexample.com'. Below this, the 'Other User Information' section has two text input fields: 'Organization:' and 'Reply E-mail:'. At the bottom of the form, there is a logo for 'Oceania Business Solutions'.

7. Click on Outgoing Server tab

- Select the check box **[v] My outgoing server (SMTP) requires authentication**
- And select **(o) Use same settings as my incoming mail server**.

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)

☐ Log on to incoming mail server before sending mail

OK Cancel

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8. Click **Advanced** tab and enter the following values:

- Incoming server(POP3): **995** or **993** if you are setting up an IMAP account
- Select [**v**] **This server requires an encrypted connection (SSL)**
- Outgoing server (SMTP): **465**
- Use the following type of encrypted connection: **SSL**

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): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short [slider] Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

- Click [**OK**] and Click [**Next**] and this will test incoming/outgoing server for email and finish setting up the account in Outlook 2016.