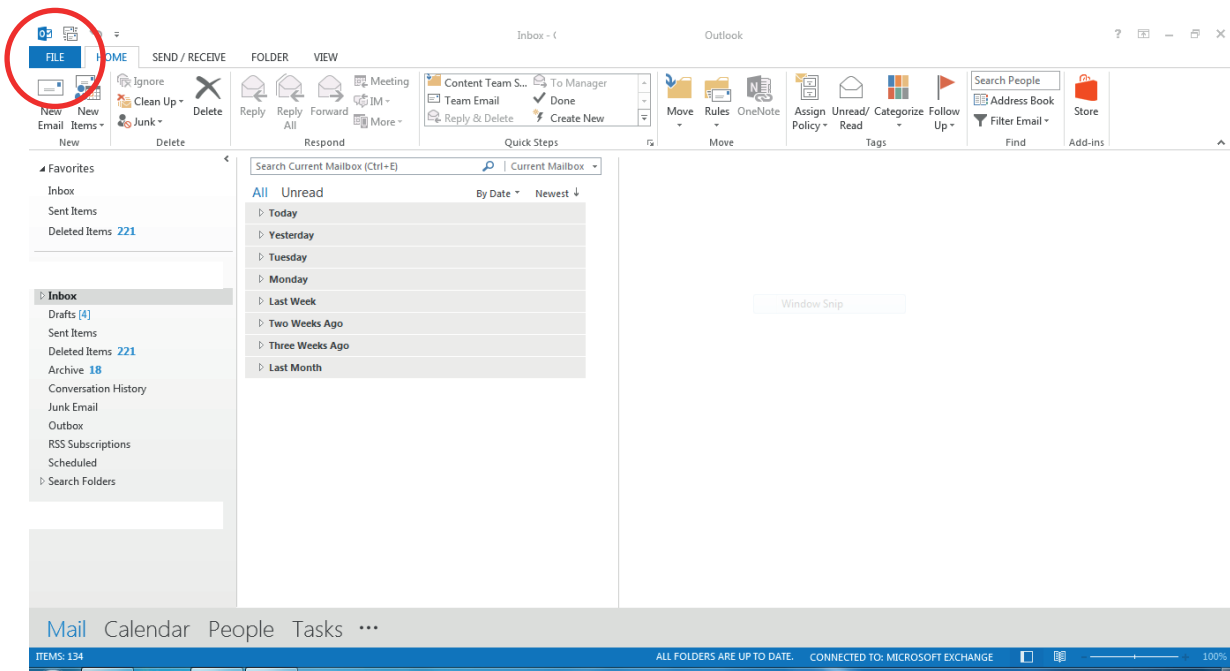


# How to add your new email account to Outlook on your PC

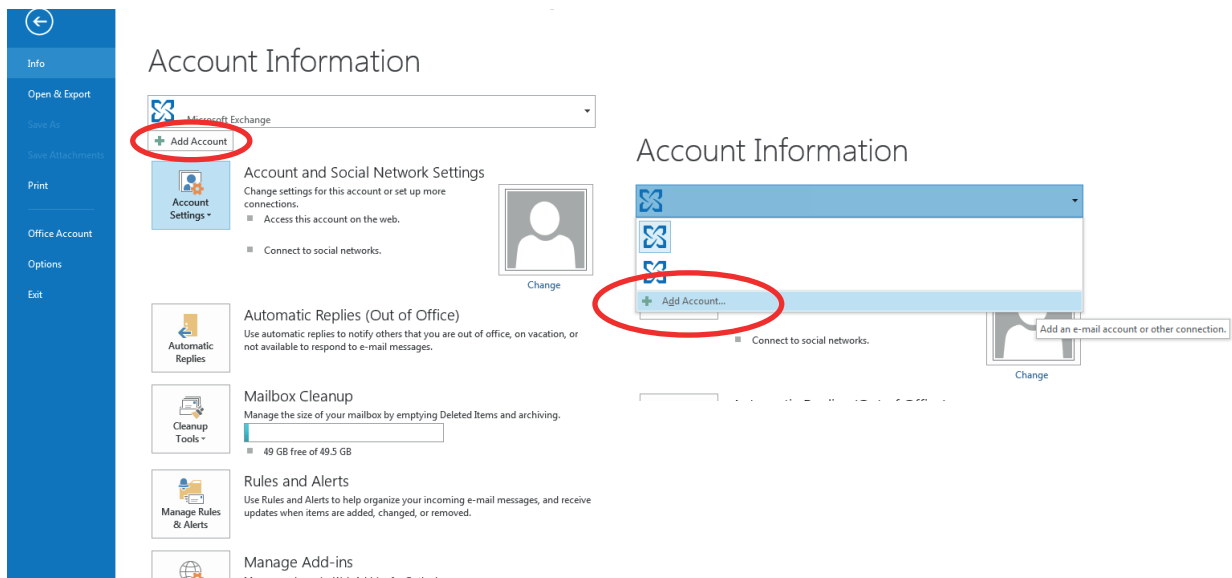
This document explains how to set up a connection between Outlook on your computer and your new email address, so that you can use Outlook to send and receive emails.

**Please Note:** You will need to be connected to the internet on your computer

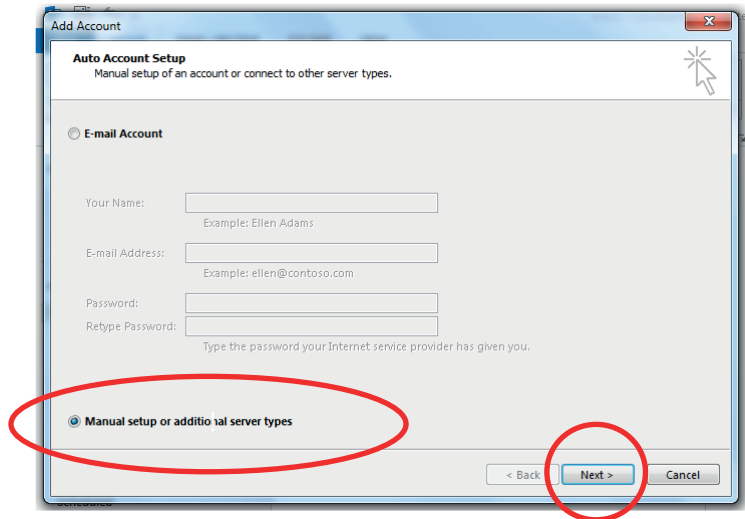
1: Go to the Microsoft Outlook program on your computer and select "File" in the top left-hand corner.



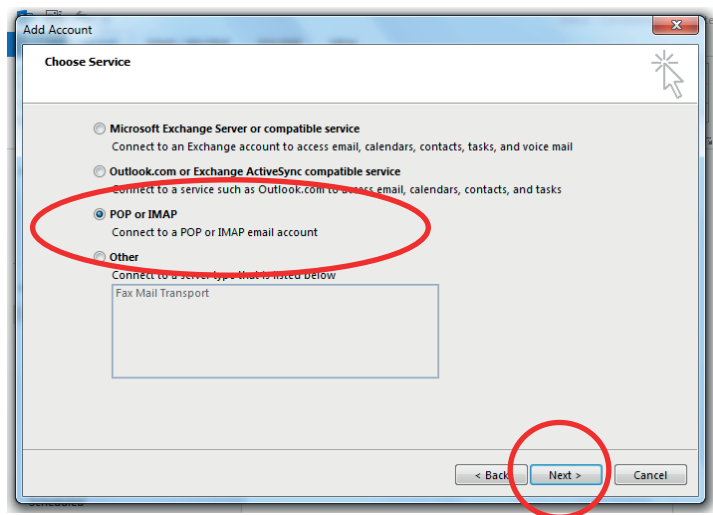
2: Select the "Add Account" button OR select the drop-down where other email accounts will be displayed and select the "Add Account" option from here.



- 3: A pop-up window should now appear. Select the "Manual setup or additional server types" option and then select "Next".



- 4: Select the "POP or IMAP" option and then select "Next".



5: Select "IMAP" from the "Account type:" drop-down and fill in your details. Then click "Next". Please note, your IMAP Server/SMTP information may differ from the example given below, please check with the Webforward team before entering these details.

- **Your Name:** This is the display name that your email recipients will see.
- **Email address:** Enter the email address of the account you would like to add.
- **Account type:** Select "IMAP"
- **Incoming Mail Server:** Enter "viper.webfwd.co.uk".
- **Outgoing Mail Server (SMTP):** Enter "viper.webfwd.co.uk"
- **User Name:** Enter the email address of the account you would like to add.
- **Password:** Enter the password of the email address you would like to add.

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- User Information:** Your Name (text field), Email Address (text field with example 'yourname@yourdomain.co.').
- Server Information:** Account Type (dropdown menu set to 'IMAP'), Incoming mail server (text field with example 'viper.webfwd.co.uk'), Outgoing mail server (SMTP) (text field with example 'viper.webfwd.co.uk').
- Logon Information:** User Name (text field with example 'yourname@yourdomain.co.'), Password (password field), Remember password (checked checkbox), Require logon using Secure Password Authentication (SPA) (unchecked checkbox).
- Test Account Settings:** Test Account Settings ... button, Automatically test account settings when Next is clicked (checked checkbox), Mail to keep offline: All (slider).

At the bottom, there are buttons for '< Back', 'Next >' (circled in red), and 'Cancel'.

6: Another pop-up window will appear whilst the system configures the email account. Once all tasks are Completed, select "Close".

The screenshot shows the 'Add Account' dialog box with a 'Test Account Settings' pop-up window overlaid. The pop-up window contains the following information:

- Message: "Congratulations! All tests completed successfully. Click Close to continue."
- Buttons: Stop, Close (circled in red).
- Tasks Table:
 

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

The background dialog box shows the 'Logon Information' section with the 'Remember password' checkbox checked.

- 7: Your email account is now setup. Select "Finish" and you can now find your email account within the Outlook program and select your "Inbox" folder on the left-hand side.

