webforward

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 "New" button



3: A new Outlook window will appear, please enter your full email address and tick "Let me set up my account manually" and press "Connect"



4: Select IMAP.

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Advanced se	etup			
Microsoft 365	Outlook.com	Exchange	Google	
	\frown	-	2	
POP		Exchange 2013		
POP	IIVIAF	or earlier		
Go back				

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5: You will now need to input incoming and outgoing mail settings. Your details are as follows:

Incoming: imap.stackmail.com Outgoing: smtp.stackmail.com

		2-	(Not you?)
Incomi	ng mail		
Server	imap.stackmail.co	om	Port 143
Encrypt	ion method SSL	/TLS 🔻	
🗹 Requ	iire logon using Se	cure Password Auth	nentication (SPA)
Outgoi	ng mail		
Server	smtp.stackmail.co	om	Port 25
Encrypt	ion method SSL	/TLS 🔻	
🗹 Requ	ire logon using Se	cure Password Aut	nentication (SPA)
C - 1			Next

6: Please enter your password for the account.

Please note, our team do not store a copy of your email password. If you are unsure of your password and would like to reset it, please contact a member of our team who will be happy to help.

Once you have entered your password, press **Connect**

as		
IMAP Account Settings		×
	(Not you?)	
Password		
*****	0	
Go back	Connect	

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7: Once all your details have been verified, you will see a screen confirming your new account has been successful.

Hit done, and the contents of your inbox will now show.

GUIDOK	
Account successfully added	
IMAP	
Add another email address	
Add diformer enfan ddaress	
Email address	wt
Email address Ne	ext
Email address Ne	xt
Email address Ne Advanced options A	ext
Email address Ne Advanced options CLet me set up my account manually	xt
Email address Ne Advanced options A	ext
Email address Advanced options	xt
Email address Ne Advanced options Let me set up my account manually Eet up Outlook Mobile on my phone, too	xt
Email address Ne Advanced options A Let me set up my account manually	xt
Email address Ne Advanced options A Let me set up my account manually	ext