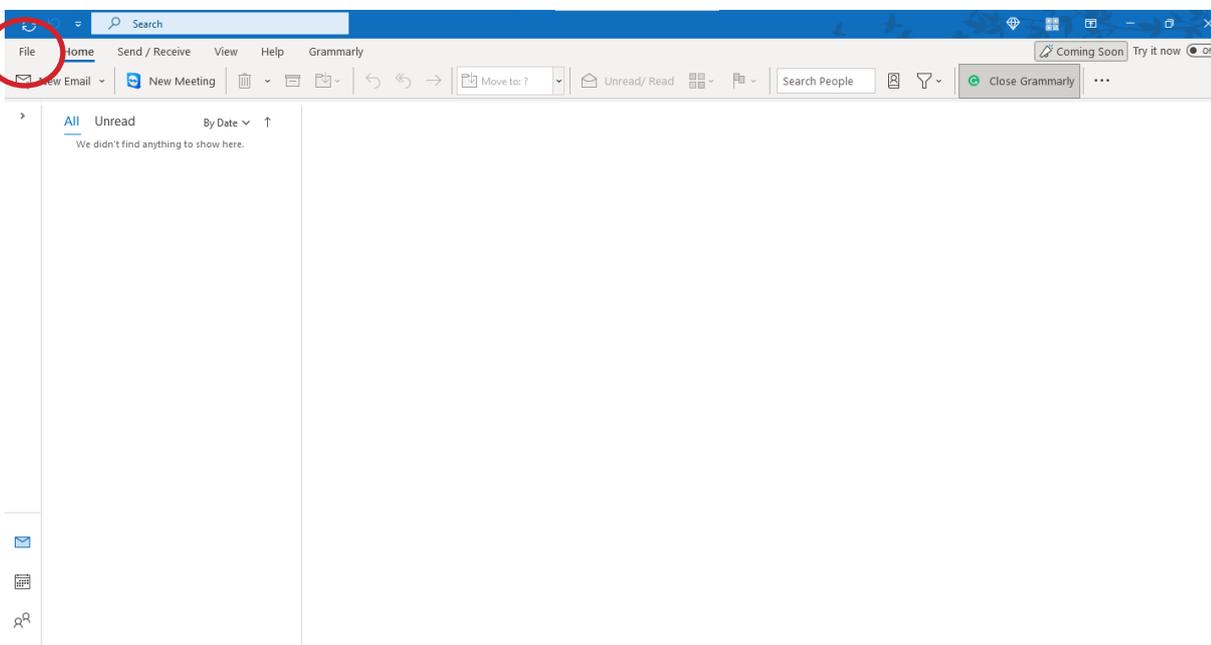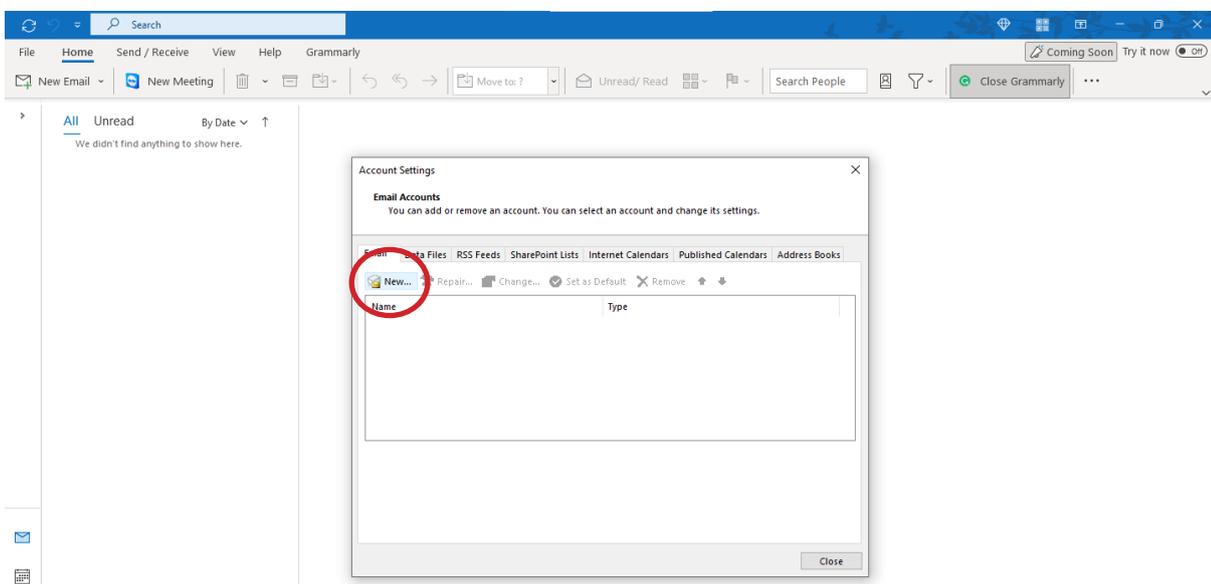# How to add your new email account to Outlook on your PC

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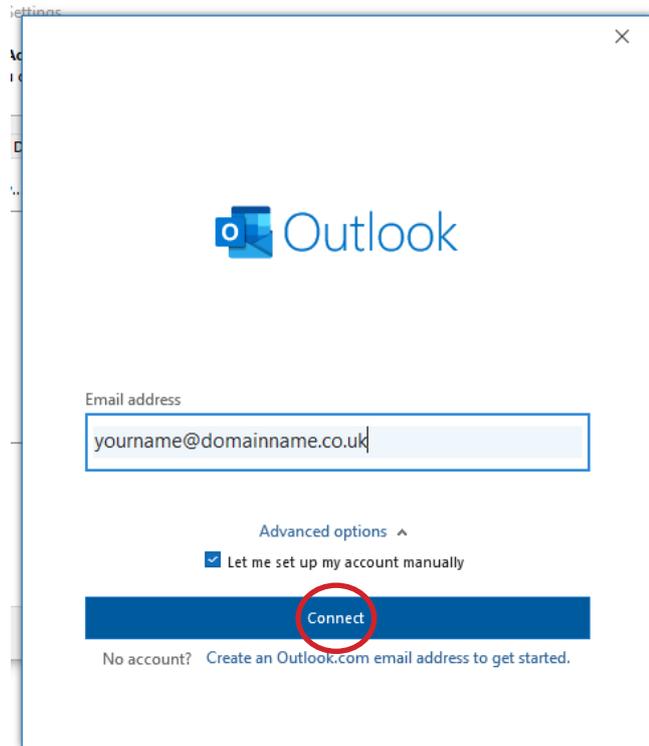
1: Go to the Microsoft Outlook program on your computer and select "**File**" in the top left-hand corner.
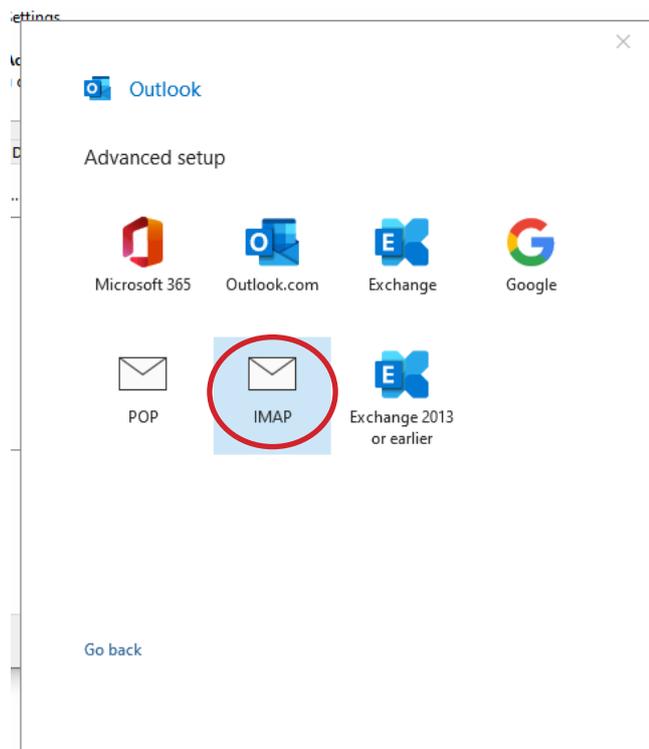

2: Select the "New" button

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.

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**

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**

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.