

# Email Setup in Outlook

<https://support.microsoft.com/en-us/kb/829918>

## Summary

Below are the reference for different version of Outlook

|                     |                                                                                                                             |                                    |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Outlook 2013</b> | <a href="https://support.microsoft.com/en-us/kb/2758902">https://support.microsoft.com/en-us/kb/2758902</a>                 | *See Manually setup Internet Email |
| <b>Outlook 2010</b> | <a href="https://support.microsoft.com/en-us/kb/2028939#method2">https://support.microsoft.com/en-us/kb/2028939#method2</a> | *See Manually setup Internet Email |
| <b>Outlook 2007</b> | <a href="https://support.microsoft.com/en-us/kb/287532">https://support.microsoft.com/en-us/kb/287532</a>                   |                                    |

Sample answers during setup

|                                                                     |                                                      |
|---------------------------------------------------------------------|------------------------------------------------------|
| <b>Type of email account</b>                                        | Exchange                                             |
| <b>Username</b>                                                     | your full email address, e.g.<br>client@itcaring.com |
| <b>Password</b>                                                     | your online email password                           |
| <b>Outgoing Server (SMTP) Name</b>                                  | outlook.office365.com                                |
| <b>Incoming Server (IMAP) Name</b>                                  | outlook.office365.com                                |
| <b>Is Secure Password Authentication (SPA) required</b>             | NO                                                   |
| <b>The port number that is used for SMTP</b>                        | 587                                                  |
| <b>Is encryption required</b>                                       | TLS                                                  |
| <b>The port number that is used for IMAP</b>                        | 993                                                  |
| <b>Is encryption required</b>                                       | SSL                                                  |
| <b>Does the outgoing email server (SMTP) require authentication</b> | YES                                                  |

For the SMTP and IMAP server, login your Office 365 account, go to Mail, then click "Options > Account > POP and IMAP".

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