

# 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>	IMAP
<b>Username</b>	your full email address, e.g. client@itcaring.com
<b>Password</b>	your online email password
<b>Outgoing Server (SMTP) Name</b>	outlook.office365.com (example)
<b>Incoming Server (IMAP) Name</b>	outlook.office365.com (example)
<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

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