HOW TO Guide:
Setting Up Outlook 2013

Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release
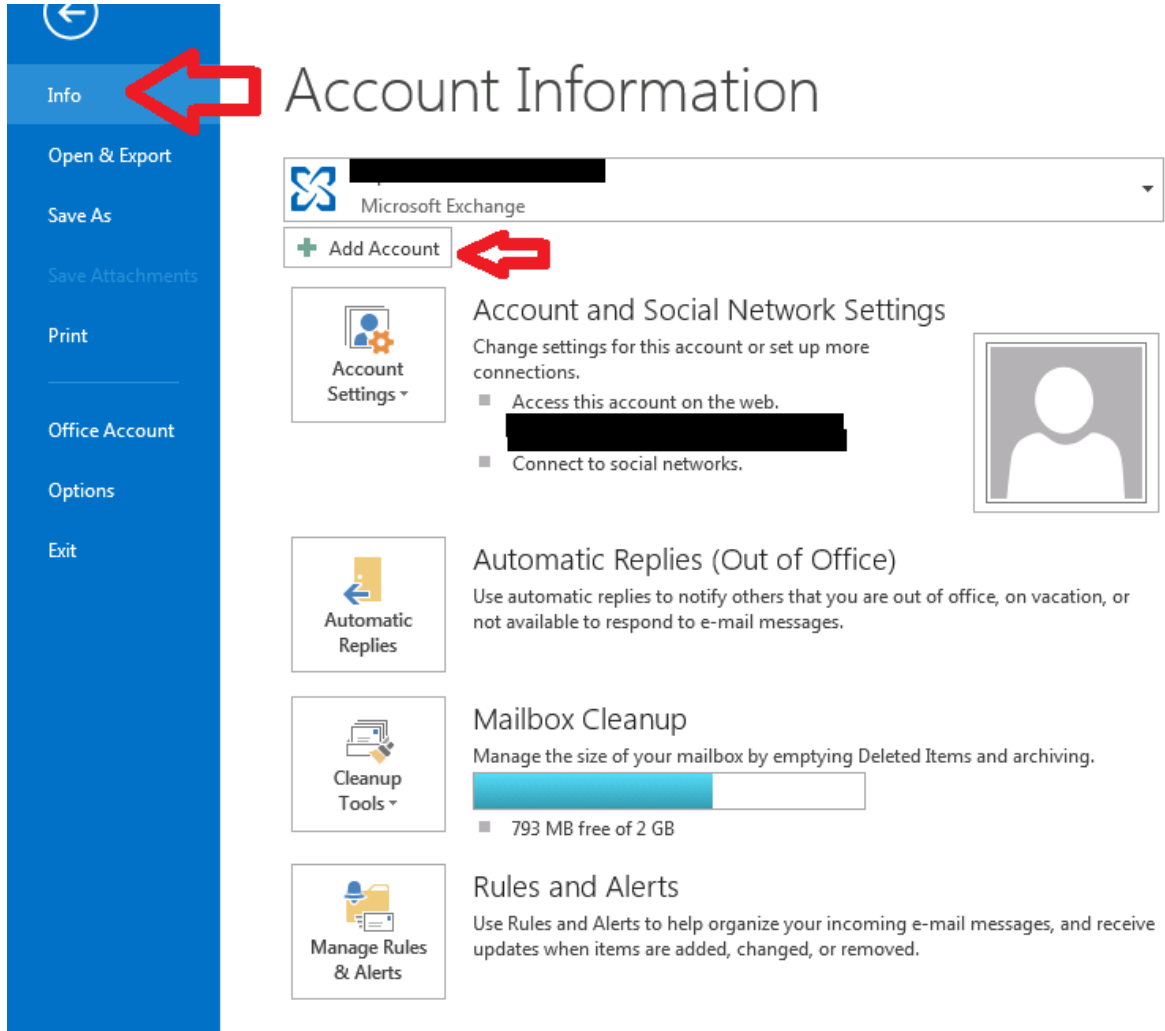
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Important information:

- It is recommended that you have you office and windows updates up to date to ensure proper functionality

If you've previously set up email accounts in Microsoft Outlook 2013:
In the main Outlook window click the File tab. Then click the Add Account button, then continue starting at Step 1 below.

Setting up Email on PC:

If you're opening Microsoft Outlook 2013 for the first time:

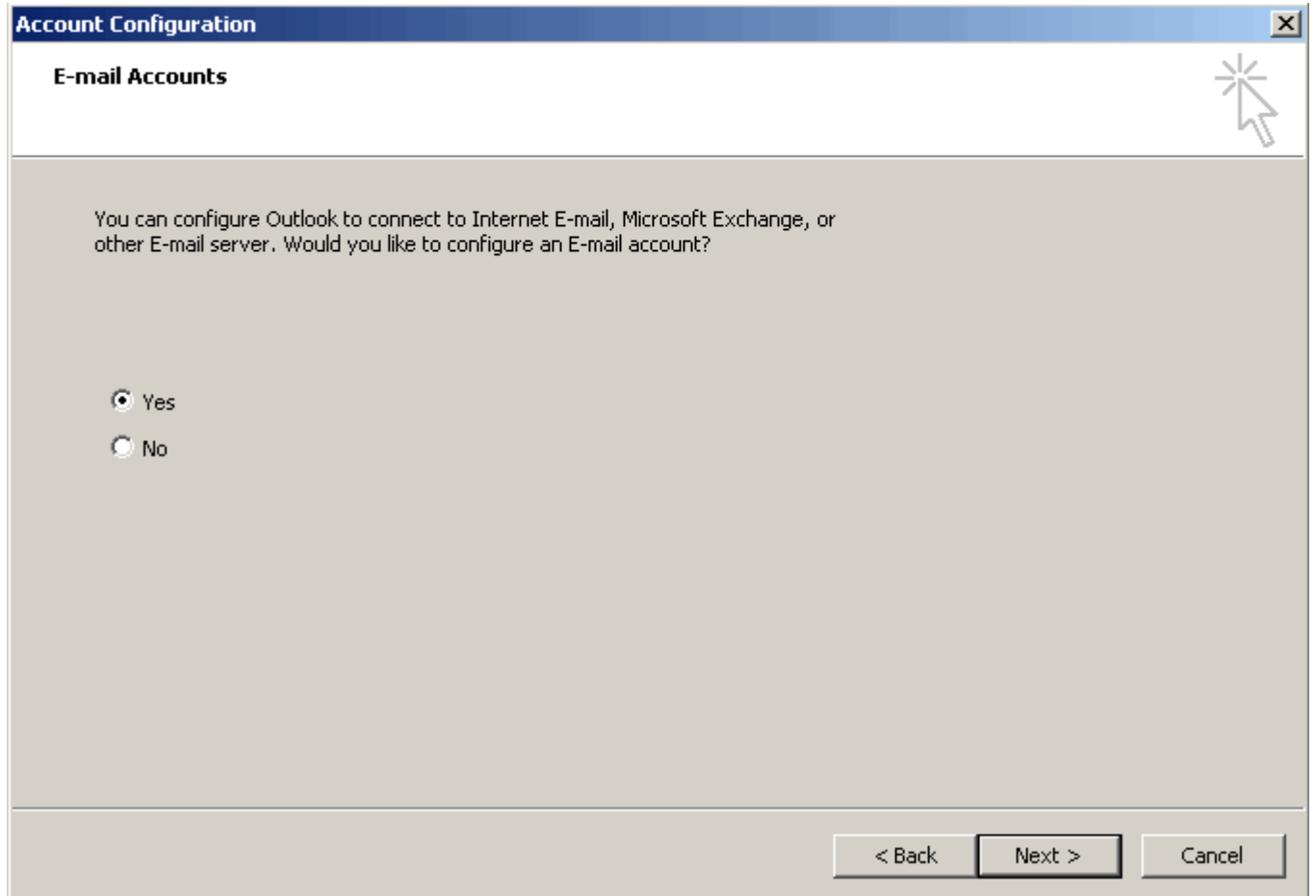Open Microsoft Outlook 2010. You'll see the Microsoft Outlook 2013 Startup window. Click the Next button.
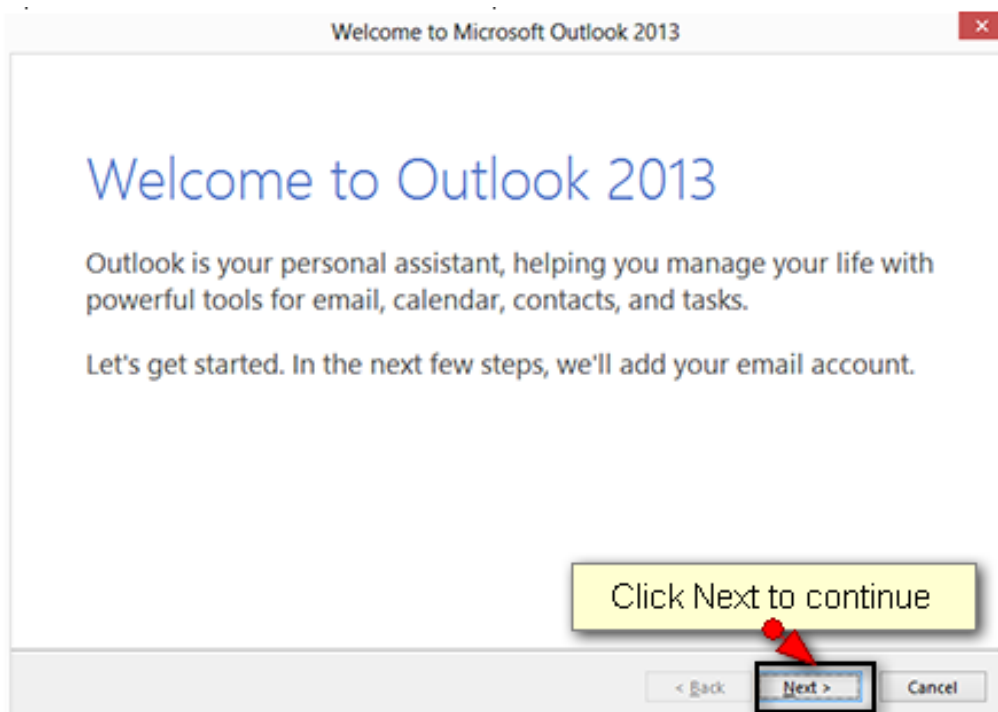
You'll see the Account Configuration window. This window asks if you'd like to configure an E-mail account. Click the Yes button, then click the Next button, then continue starting at Step 1 below.
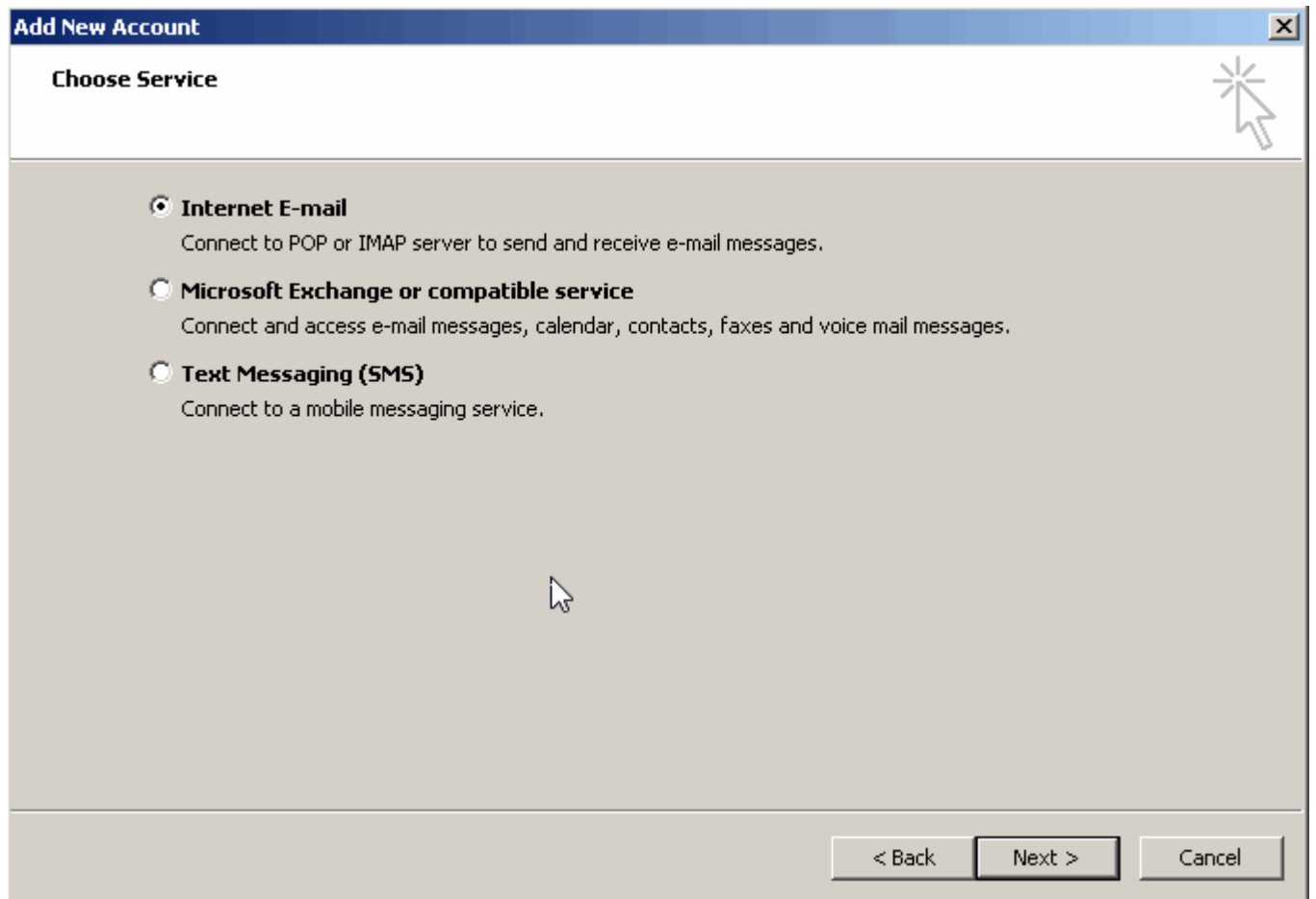
Steps:

1. You'll see the Auto Account Setup window. Click the button for Manually configure server settings or additional server types, then click the Next button.

2. You'll see the Choose Service window. Click the button for Internet E-mail, then click the Next button.

3. You'll see the Internet E-mail Settings window.

Enter your full name in the Your Name field.

Enter your email address in the E-mail Address field.

Set the Account Type to POP3.

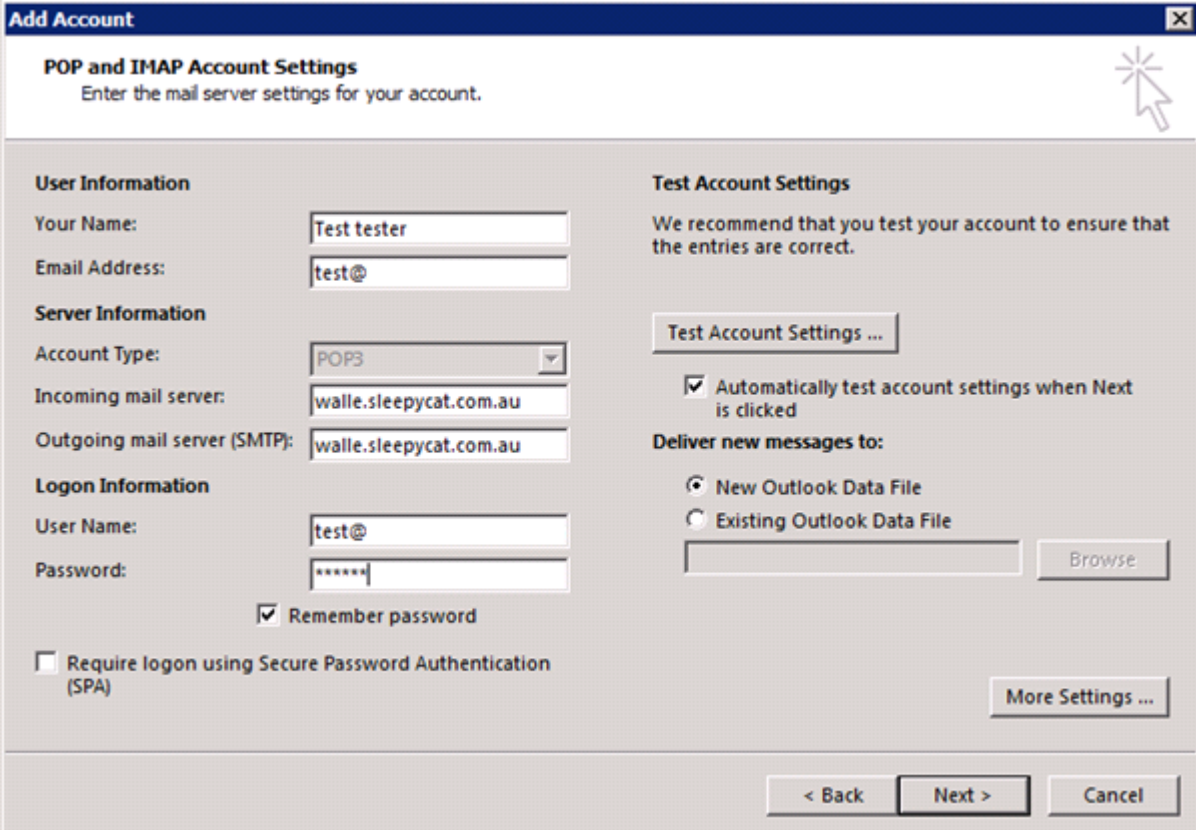Your incoming mail server is mail. walle.sleepycat.com.au

Your outgoing mail server is the same as your incoming mail server: Walle.sleepycat.com.au

Enter your full email address in the User Name field: Test@test.com.au

Enter your email password in the Password field.

Click the box for Remember password.

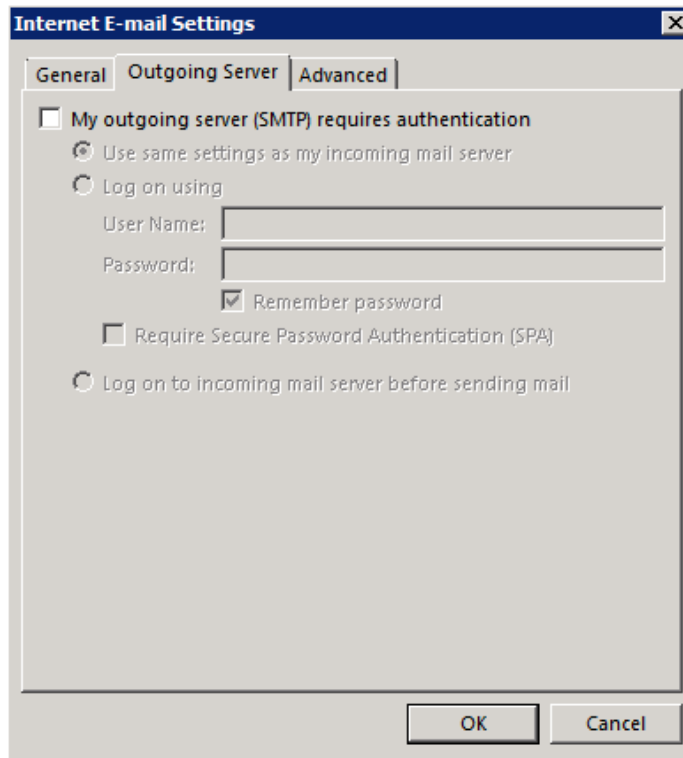Then click the More Settings… button at the lower right corner of the window.

4. In the new, smaller window that appears, click on the Outgoing Server tab. In the Outgoing Server pane of the window click the box for My outgoing server (SMTP) requires authentication, and click the button for Use same settings as my incoming mail server. Then click the Advanced tab.
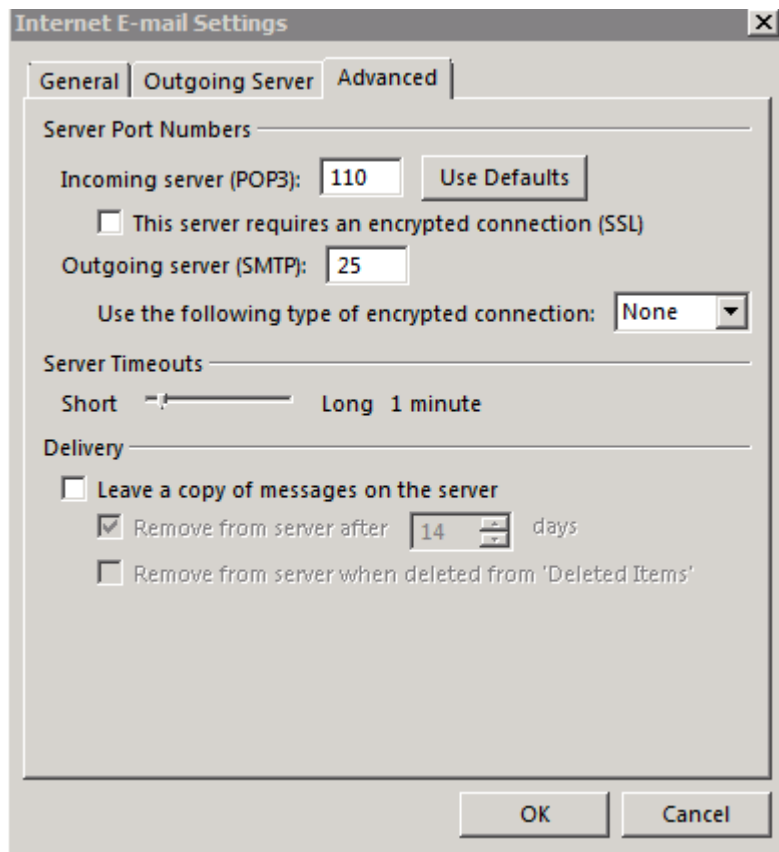
5. In the Advanced pane of the window make sure the button for
Incoming server (POP3): Leave it set at 110, which is the default.

This server requires an encrypted connection (SSL): Make sure this box is not clicked.

Outgoing server (SMTP): The default number is 25.

Use the following type of encrypted connection: Leave it set at None.

Server Timeouts: Leave it set at the default setting.

Leave a copy of messages on the server. Make sure this is un ticked

Click the OK button.

6. You'll return to the original Internet E-mail Settings window. Click the Next button.

7. The Test Account Settings window will appear and automatically test the connection to your incoming and outgoing mail servers.

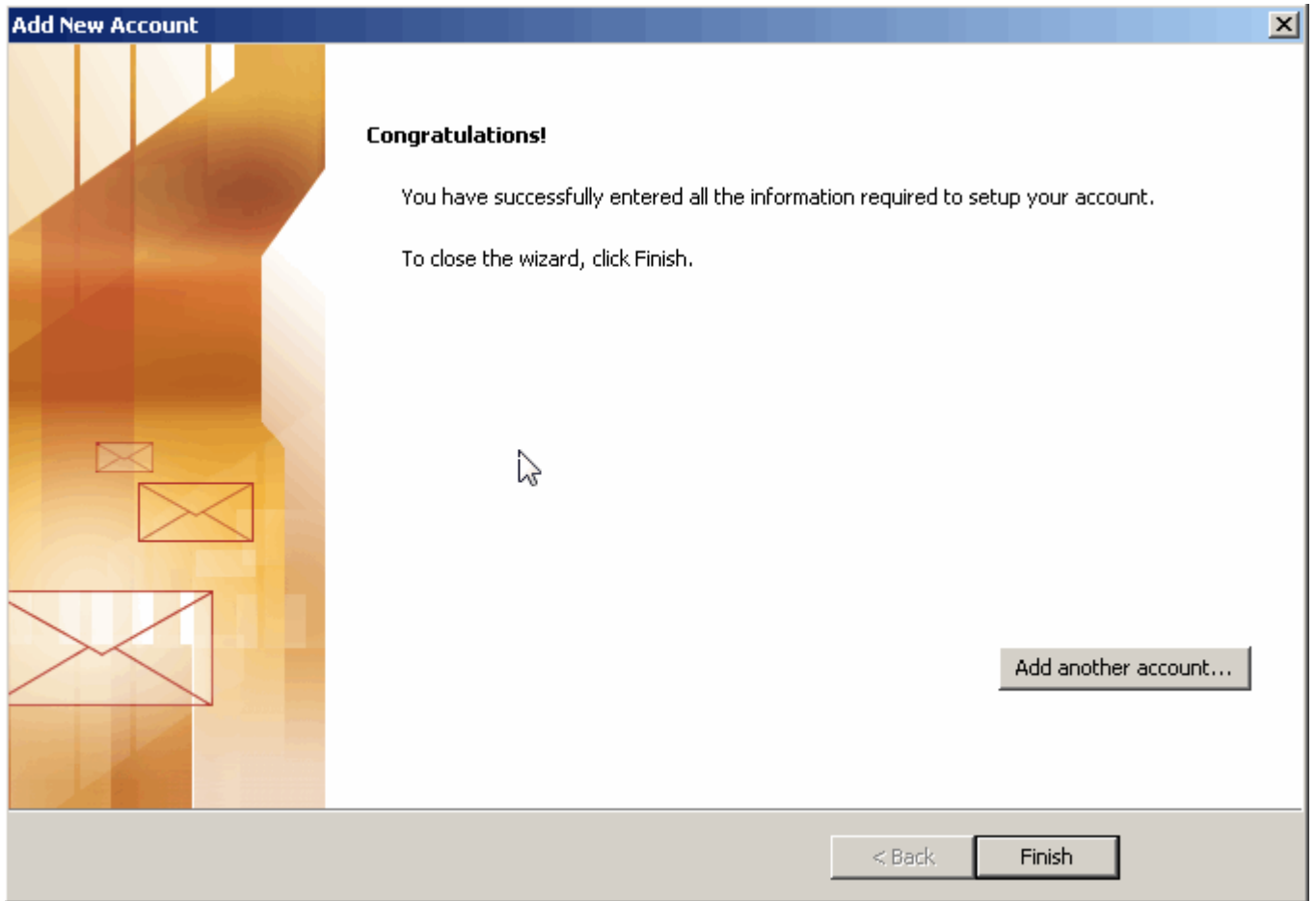8. You'll see the Congratulations! window. You've successfully set up your email account. Click the Finish button. Outlook's main email window will open.

DONE!