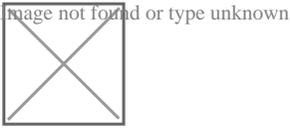


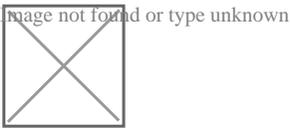
# Outlook 2013 - Windows

1. Open Outlook 2013

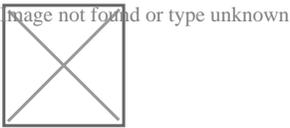
2. Click on **Next**



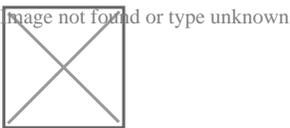
3. Select **Yes** and click on **Next**



4. Select **Manual setup or additional server types**

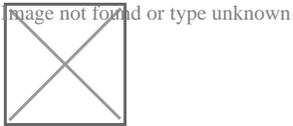


5. Select **POP** or **IMAP**



6. Enter the following details

- **Your Name** - The name you want to appear on emails you send
- **Email Address** - Your email address
- **Account Type** - POP
- **Incoming Mail Server** - email.barweb.com.au
- **Outgoing Mail Server** - email.barweb.com.au
- **Username** - Your email address
- **Password** - Your email account password

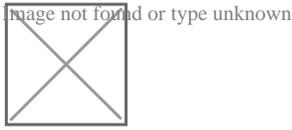


7. Click on **More Settings ...**

8. Select the **Outgoing Server** tab and select the following options

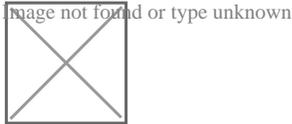
- My outgoing server (SMTP) requires authentication
-

Use same settings as my incoming mail server



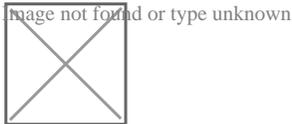
9. While in the **More Settings ...** screen, select the **Advanced** tab and change the following settings

- Incoming server (POP3) to **995**
- **Tick** the checkbox for **This server requires an encrypted connection (SSL)**
- Outgoing server (SMTP) to **587**
- Use the following type of encrypted connection to **Auto**



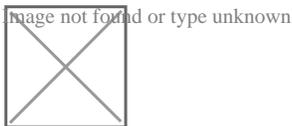
10. Click **OK** and then click on **Next**

11. Tests will be performed to confirm settings are correct



12. Click **Close**

13. Click **Finish** and start using your email account



---

Revision #1

Created Tue, Aug 20, 2019 4:10 AM by [Zachary Cash](#)

Updated Tue, Aug 20, 2019 4:14 AM by [Zachary Cash](#)