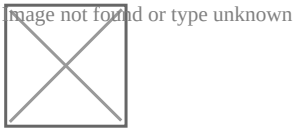
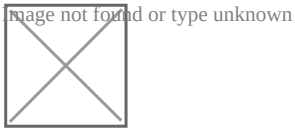
Outlook 2013 - Windows

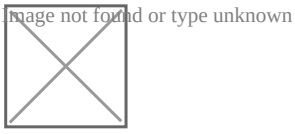
1. Open Outlook 2013
2. Click on **Next**



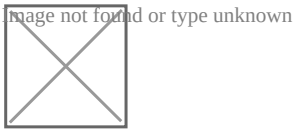
3. Select **Yes** and click on **Next**



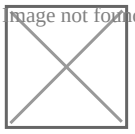
4. Select **Manual setup or additional server types**



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



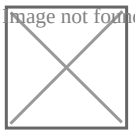
6. Enter the following details
   - **Your Name** - The name you want to appear on emails you send
   - **Email Address** - Your email address
   - **Account Type** - POP
   - **Incoming Mail Server** - email.barweb.com.au
   - **Outgoing Mail Server** - email.barweb.com.au
   - **Username** - Your email 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
   -

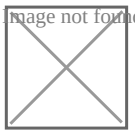
Use same settings as my incoming mail server

Image not found or type unknown



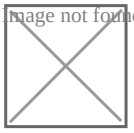
9. While in the **More Settings ...** screen, select the **Advanced** tab and change the following settings
   - Incoming server (POP3) to **995**
   - **Tick** the checkbox for **This server requires an encrypted connection (SSL)**
   - Outgoing server (SMTP) to **587**
   - Use the following type of encrypted connection to **Auto**

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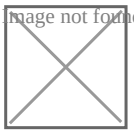
10. Click **OK** and then click on **Next**
11. Tests will be performed to confirm settings are correct

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

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Revision #1

Created Tue, Aug 20, 2019 4:10 AM by Zachary Cash

Updated Tue, Aug 20, 2019 4:14 AM by Zachary Cash