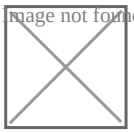
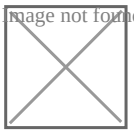
Outlook 2016 / 2019 - Windows

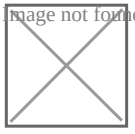
1. Click on **File** > **Account Settings** > **Account Settings...**
2. Click **New** to add an email address to Outlook.
3. Type in your email address and click **Advanced Options** and check **Let me set up my account manually.** Then click **Connect.**



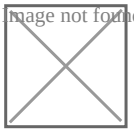
4. In the Choose Account Type window, click on **POP**



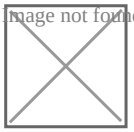
5. Fill in the fields as per the details below:
   - **Incoming mail server**: email.barweb.com.au
   - **Port**: 995
   - **Check**: This server requires an encrypted connection (SSL/TLS)
   - **Outgoing mail server (SMTP):** email.barweb.com.au
   - **Port:** 587
   - **Encryption method**: STARTTLS



6. Click **Connect.**
7. Fill in your password as you are prompted in the popup and click **OK.**



8. Click **OK** on the account setup complete window and your BarWeb Mail account is now ready to use.



Revision #2

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