

# 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**.

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

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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

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

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

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