



## Microsoft Outlook Email Client Setup

Here's how to set up a new email address in Microsoft Outlook:

For Outlook 2016, 2013, and 2010 on Windows:

1. Open Control Panel:
  - From the Start menu, open the Control Panel. Change the view to "Small icons" in the upper right corner.
2. Access Mail Settings:
  - Click on "Mail" or "Mail (32-bit)" depending on your Outlook version.
3. Manage Profiles:
  - In the Mail Setup dialog box, click "Show Profiles."
4. Add New Profile:
  - Click "Add" to create a new profile for your new email. Enter a name for the profile (using your new email address for clarity is recommended) and click "OK."
5. Manual Setup:
  - Select "Manual setup or additional server types" and click "Next."
6. Choose Email Service:
  - Choose "POP or IMAP" and click "Next."
7. Enter Account Information:
  - Your Name: Your name or business name.
  - Email Address: Your full email address.
  - Account Type: Select "IMAP."
  - Incoming Mail Server: secure.emailsrvr.com
  - Outgoing Mail Server: secure.emailsrvr.com
  - User Name: Your full email address.
  - Password: Your email account password.
8. More Settings:
  - Click "More Settings," then go to the "Outgoing Server" tab:
    - Check "My outgoing server (SMTP) requires authentication."
    - Select "Use same settings as my incoming mail server."
  - Go to the "Advanced" tab:
    - Ensure "Incoming server (IMAP)" uses port 993 with "SSL".
    - Set "Outgoing server (SMTP)" to port 465 or 587 (if 465 doesn't work) with "SSL".
9. Test Account Settings:

- Click "Next" to test the account settings. Outlook will attempt to log into the server and send a test email. If successful, click "Close."

10. Set as Default Profile:

- In the "Profile List" page, select "Always use this profile" under "When starting Microsoft Outlook" and choose your newly created profile from the dropdown.

11. Launch Outlook:

- Open Outlook to confirm everything is set up correctly. Check if you can send and receive emails.

Additional Notes:

- If you are renaming an email address from POP to IMAP, ensure you migrate your data first to avoid loss.
- If you encounter issues, especially with SSL settings, you might need to manually adjust the port numbers or security settings based on the error messages you receive.

For a detailed reference on these settings, you can consult the documentation or additional guides online.