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How do I set up my mailbox in Outlook?

We make use of 'autodiscover' technology, so that in most cases, Microsoft Outlook can set up your account for you with only an email address and a password.

Automatic Outlook Setup

1. In Outlook, choose the **File** tab
2. Under **Account Information**, choose **Add Account**
3. On the **Auto Account Setup** page, enter your name, email address, and password, and then choose **Next**
4. Choose **Finish**

Manual Outlook Setup for your mailbox

If automatic setup failed, you can choose Manual setup or additional server types to enter your settings manually. Use these settings:

- **Account type:** IMAP
- **Incoming mail server:** imap.stackmail.com.
- **Outgoing mail server:** smtp.stackmail.com.
- **Incoming server port (IMAP):** 993
- **Use the following type of encrypted connection:** SSL
- **Outgoing server port (SMTP):** 465
- **Use the following type of encrypted connection:** SSL/TLS

When setting up your account, please choose More Settings > Outgoing Server and check the box for 'My outgoing server (SMTP) requires authentication'.

If you experience any problems with the connection or receive a certificate warning, please disable SSL/TLS encryption and change the incoming server port to 143.

You can also set up the account using POP3, however this is not recommended in general as emails will be downloaded to the mail client you connect to the mail server.

- **Account type:** POP3
- **Incoming mail server:** pop3.stackmail.com.
- **Outgoing mail server:** smtp.stackmail.com.
- **Incoming server port (POP3):** 995
- **Use the following type of encrypted connection:** SSL
- **Outgoing server port (SMTP):** 465
- **Use the following type of encrypted connection:** SSL/TLS

If you get need more help, there is a helpful video on YouTube which will walk you through the setup.

Please see <https://www.youtube.com/watch?v=F36KKL0-Lp8>