

How do I set up Outlook email?

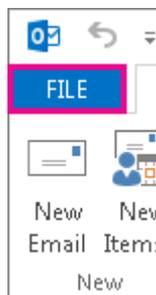
The steps in this article describe how to set up your email account using Outlook 2016 or Outlook 2013 on your PC. You can add a variety of different email accounts to Outlook including Office 365, Gmail, Yahoo, work or school accounts, and accounts through your Internet Service Provider (ISP).

- Using Outlook for Mac? See [Set up email in Outlook 2016 for Mac](#) or [Set up email in Outlook for Mac 2011](#).
- Using an older version of Outlook? See [Add or remove an email account in Outlook 2010](#) or [Set up email in Outlook 2007](#).
- Having problems setting up Outlook? [Let us fix the problems for you or contact support](#).

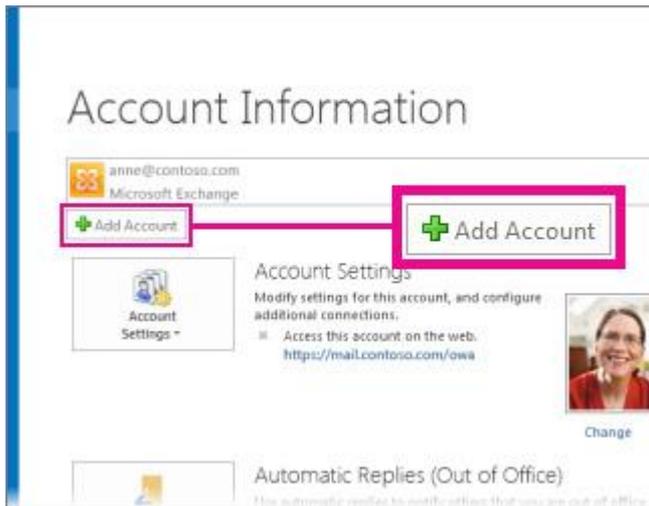
Use Outlook automatic account setup for your email

In many cases, Outlook can set up your account for you with only an email address and a password.

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**.

Note: If you receive an error message after choosing **Next**, double check your email address and password. If both are correct, see the [next section](#).

4. Choose **Finish**.

Automatic setup didn't work

If setup didn't complete, Outlook may ask you to try again using an unencrypted connection to the mail server. If that doesn't work, your next steps will depend on what type of account you're trying to add. You can choose **Manual setup** or **additional server types** for most types of accounts.

Notes:

- If you're using Outlook 2016, you can't use the manual setup type for [Exchange](#) or Office 365 accounts. Contact your Exchange administrator or the Microsoft Answer desk if the automatic account setup fails for Exchange or Office 365 accounts.. They will help you set up Outlook. See [Need additional help?](#)
- If you upgrade to Outlook 2016 from an earlier version and you receive errors about not being able to log on to or start Outlook, it's because the Exchange Autodiscover Service isn't configured or isn't working correctly. For details about how to get around this issue, see ["Outlook cannot log on" or "Cannot start Microsoft Outlook" error displays in Microsoft Outlook 2016](#).

To manually set up an account

Content supplied by Microsoft. For a complete list of help and support guides please visit <https://support.office.com/>



Office 365 for business accounts

You can't use the **Manual setup or additional server types** option for Office 365 for business accounts. If you're having trouble setting up your Office 365 for business account, we can [automatically diagnose and fix many Outlook setup issues](#) for you.

Exchange or Office 365 for university accounts

You can't use the **Manual setup or additional server types** option for Exchange or Office 365 accounts. If you've checked your email address and password and verified they are correct, try the following steps in order.

1. Check your internet connection.
2. Try to access your Office 365 account using Outlook on the web. Go to [Office 365 sign-in](#), and enter the email address (for example, someone@contoso.com) for your Office 365 Education or other Exchange-based email account, enter your password, and choose **Sign in**.

If this works, then the problem is likely with the Outlook program. See [Repair an Office application](#).

If these steps don't solve the problem, see [Need additional help?](#)

Gmail accounts

Before you can add a Gmail account to Outlook, you'll need to [Prepare your Gmail account for connecting to Outlook and Office 365](#) and then [Import Gmail to Outlook](#). The most common reason Outlook will fail to add a Gmail account is a missing or incorrect app password.

All other accounts

For all other accounts, you can use the manual setup option. Most other accounts use IMAP, but a few may use POP. You'll need a variety of settings before you start, including incoming and outgoing mail server names, ports, and SSL settings. If you have an Outlook.com account, you can find these settings below. If you have an email account with another provider, you can contact that provider's support for that information.

Outlook.com server information:

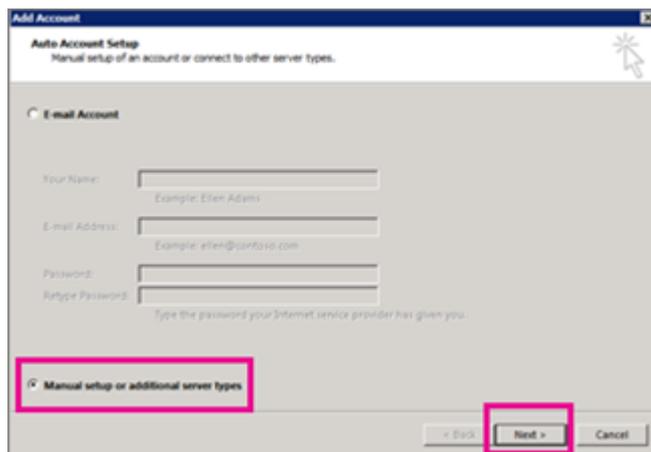
- **Account type:** IMAP
- **Incoming mail server:** imap-mail.outlook.com
- **Outgoing mail server:** smtp-mail.outlook.com
- **Incoming server port (IMAP):** 993



- Use the following type of encrypted connection: SSL
- Outgoing server port (SMTP): 587
- Use the following type of encrypted connection: TLS

Use the Manual setup or additional server types option to set up your account

1. Choose Manual setup or additional server types > Next.



2. Choose POP or IMAP > Next.
3. Enter the following information.
 - Your name and email address
 - **Account type:** This is usually IMAP
 - Incoming mail server
 - Outgoing mail server
 - **User Name:** This is your full email address
 - Password
4. Choose **More Settings** > **Outgoing Server** and check the box for **My outgoing server (SMTP) requires authentication.**
5. On the **Advanced** tab, the following information is required for most all IMAP accounts.
 - Incoming server (IMAP): 993
 - Use the following type of encrypted connection: SSL
 - Outgoing server (SMTP): 465 or 587
 - Use the following type of encrypted connection: SSL or TLS
6. Choose **OK** > **Next** > **Finish.**