

Configuring Internet Email Accounts (Gmail, Yahoo, Hotmail) in Outlook

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Adding your Internet email accounts to Outlook is simple. Integrating your internet email accounts within Outlook gives you the ability to send and receive email to and from your Internet email addresses within Outlook, or using the online service.

First, go to your mail settings within your Gmail, Yahoo, Hotmail or other Internet Email accounts, and enable both forwarding and POP or POP3 (Post Office Protocol).

Configure Internet Email Accounts within Outlook:

1. Open Outlook, and go to **Tools > Account Settings**
2. In Account Settings, on the Email tab, click **New**
3. When choosing your Email Service, select the option which includes **POP** (Post Office Protocol)
4. Enter your Email account information, including name, email address and password
5. Leave ☐ Manually configure server settings **unchecked**, and click **Next**.
6. Outlook will automatically configure the settings and verify the account, if all goes well* click **Finish**. (if not, see manual setup instructions below)
7. Now return to your Inbox, click **Send/Receive** and your done.

Now when you start a New Outlook message, you will see an **Account** button under the send button, which allows you to choose your Send From address.

*If the automatic setup didn't work, follow these additional steps:

1. Check ☐ **Manually configure server settings** and click **Next**.
2. Fill in your details:
 - Your Name: The display name for the From field
 - E-mail Address: The email for your internet account
 - Account type: Use POP3 (Note: Use the mail settings in your internet account to enable POP3 and email forwarding)
 - Incoming Mail Server: This is the server name provided by your internet account (e.g. pop.gmail.com)
 - Outgoing Mail Server (SMTP): This server name also provided by your internet account (e.g.

smtp.gmail.com)

- User Name: Your internet account user name (usually the email address)
- Password: Your internet account password

3. Check the box for Require logon using Secure Password Authentication (SPA)
4. Click the **More Settings** button
5. Click the **Outgoing Server** tab, and check the box for My outgoing server (SMTP) requires authentication
6. Click the **Advanced** tab, and set the fields to the following values:
 - Incoming Server: 995
 - Check the box for This server requires an encrypted connection (SSL)
 - Outgoing server (SMTP): 587
 - Set the encryption type to: TLS
7. Now close the dialog box, and click the **Test** button, Outlook will confirm your connection.
8. Return to your Inbox, click **Send/Receive** and you're done.