

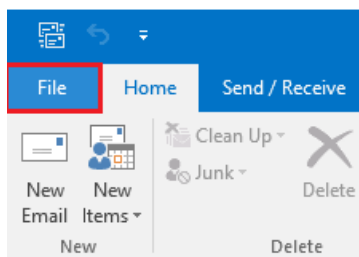
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## Outlook 2016 Configuration

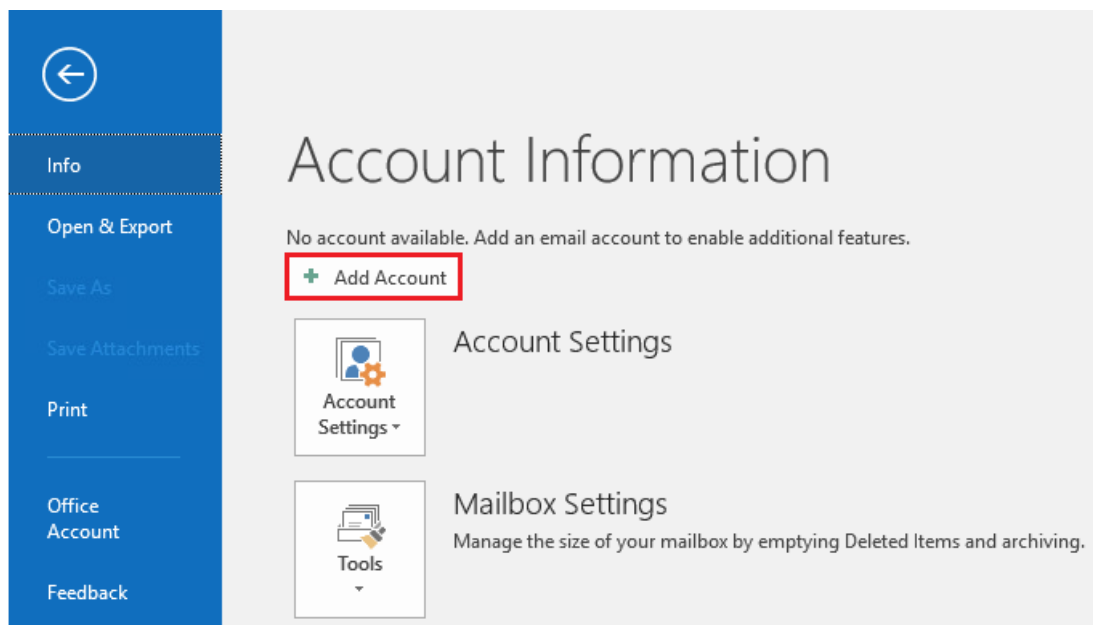
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To add an email account to Outlook 2016 on Windows:

1. Open Outlook 2016 from your start menu.
2. On the top left, click the '**File**' tab.



*A pop-out menu appears allowing you to add an account:*



3. Click '**Add Account**'.

Welcome to Outlook

Enter an email address to add your account.

admin@sccoast.net







Advanced options ^

☒ Let me set up my account manually

Connect

4. Enter your email address.
5. Click the '**Advanced options**' link and check the box to set up the account manually.
6. Click the '**Connect**' button.

Choose account type

 Office 365	 Outlook.com	 Google
 Exchange	 POP	 IMAP

7. Choose **POP** or **IMAP**. \*IMAP is recommended.

IMAP Account Settings  
**admin@sccoast.net** [\(Not you?\)](#)

Incoming mail

Server  Port

Encryption method

☒ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server  Port


Encryption method

☒ Require logon using Secure Password Authentication (SPA)

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8. On the next page, you'll need your Incoming and Outgoing settings.

- **Server** – This is your **sccoast mail server name**. The example above uses 'imap.sccoast.net' for the incoming server. If you'd prefer a POP connection, you would use 'pop.sccoast.net' instead. The outgoing server is always 'smtp.sccoast.net'.

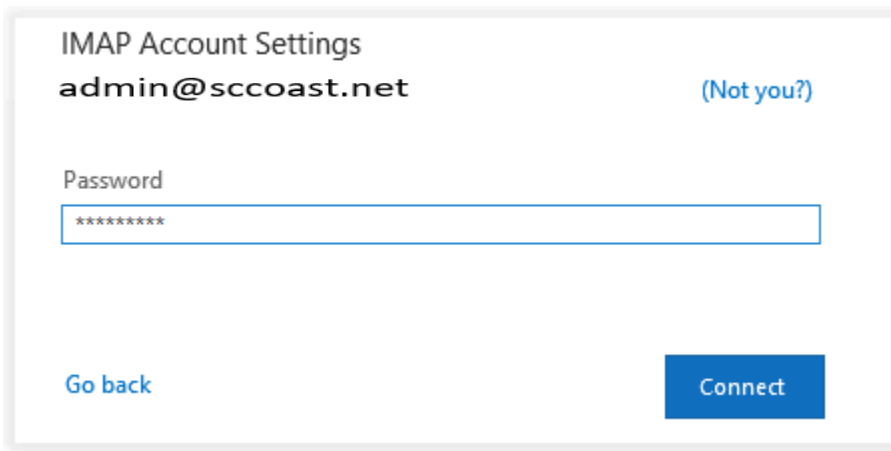


Make sure to only enter your sccoast mail server name. Do not use a subdomain such as mail.example.com. You may get an insecure warning if you use the wrong mail hostname.

- **Port** – If you choose IMAP, the secure port is **993**. If you choose POP, the secure port is **995**. For outgoing ports, use **465** or **587**.
- **Encryption** – SSL/TLS.

- **Require logon using Secure Password Authentication** – Check this box.

9. Click the '**Next**' button.



IMAP Account Settings

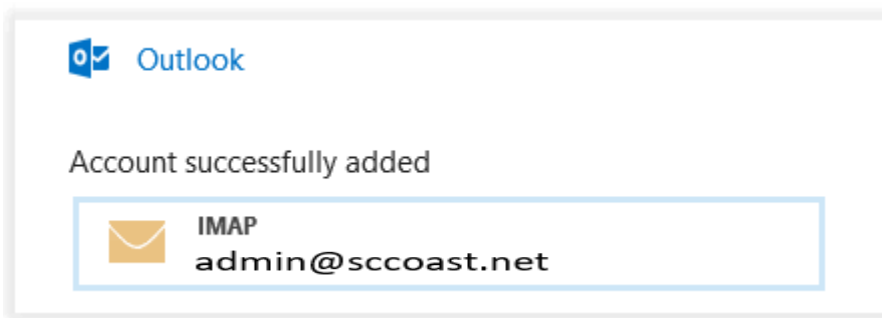
admin@sccoast.net [\(Not you?\)](#)


Password

\*\*\*\*\*


[Go back](#) [Connect](#)

10. Enter your password and click '**Connect**'.



 Outlook

Account successfully added

 **IMAP**  
admin@sccoast.net

11. You will receive a confirmation if your sccoast.net email account was successfully added.