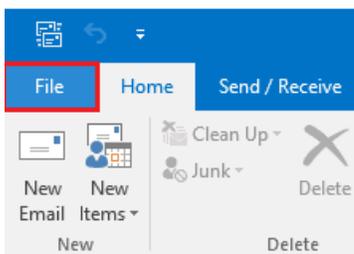
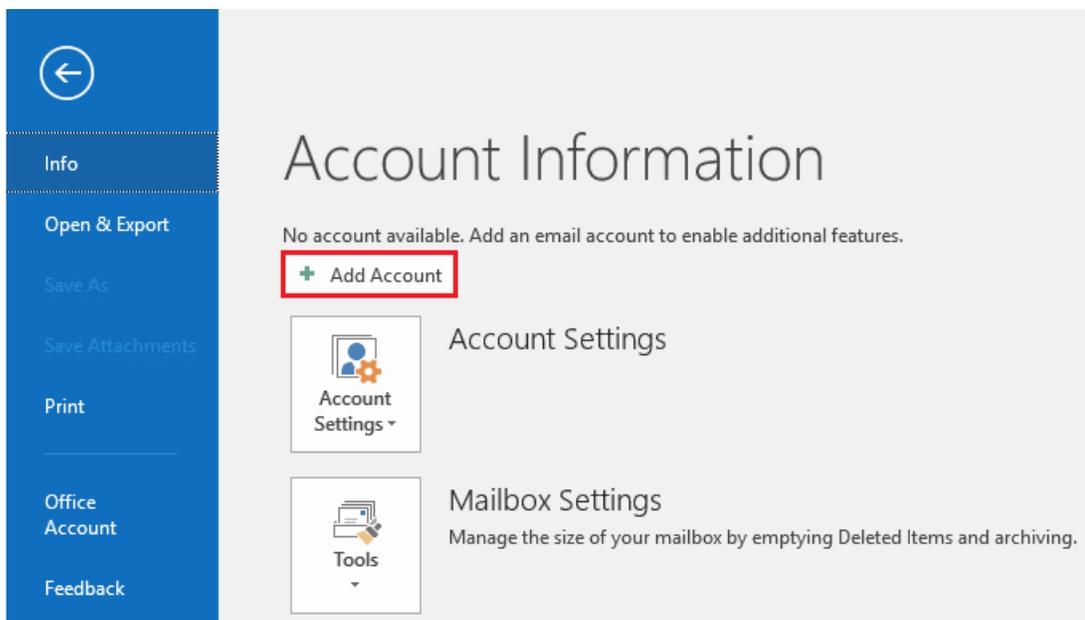

Outlook 2016 Configuration

To add an email account to Outlook 2016 on Windows:

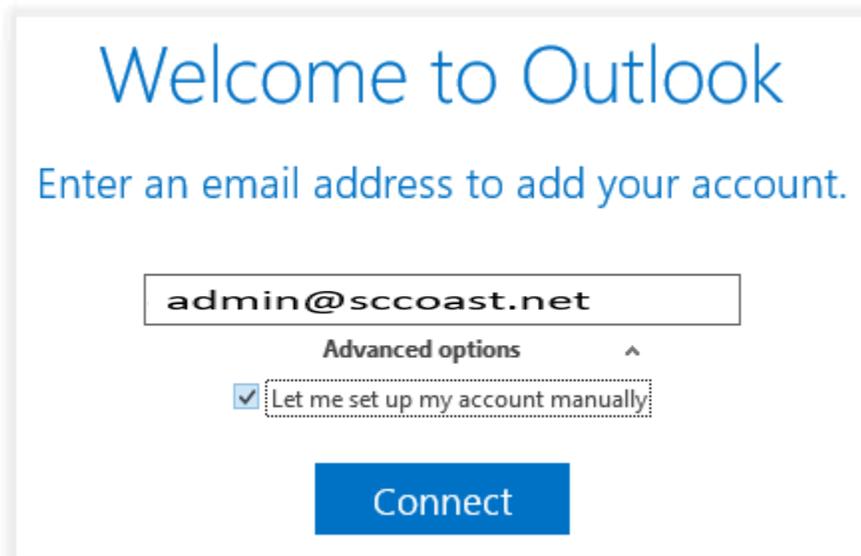
1. Open Outlook 2016 from your start menu.
2. On the top left, click the **'File'** tab.



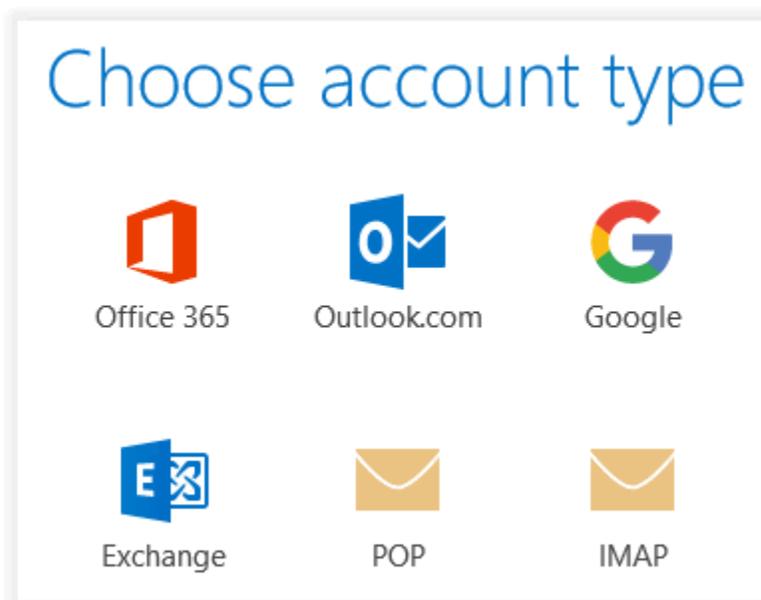
A pop-out menu appears allowing you to add an account:



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



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.



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)

[Go back](#)

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'.

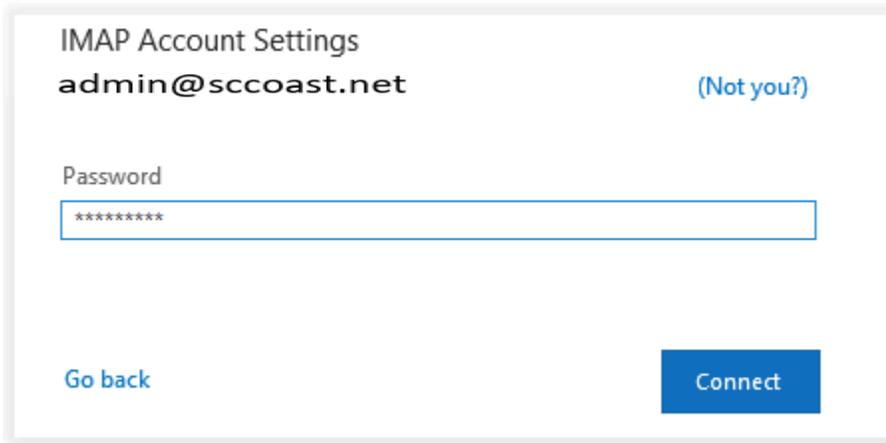


Make sure to only enter your sccoast mail server name. Do not use a subdomain such as mail.example.com. You may get an insecure warning if you use the wrong mail hostname.

- **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.

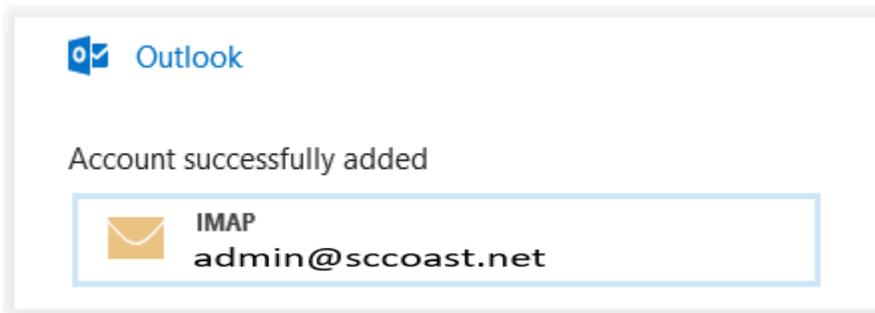


IMAP Account Settings
admin@sccoast.net [\(Not you?\)](#)

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.