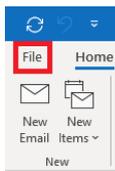
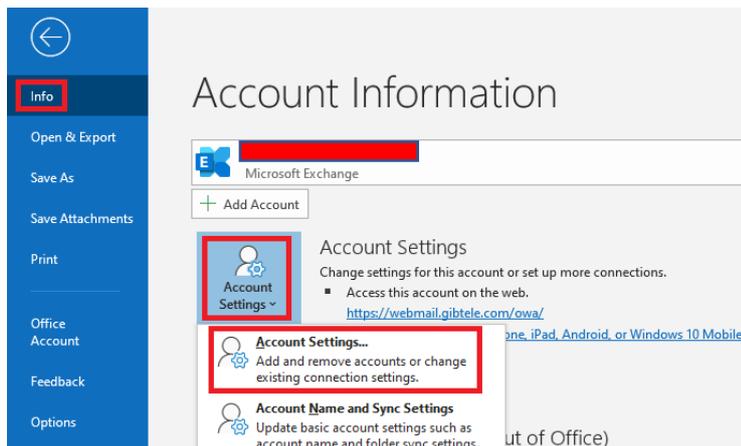


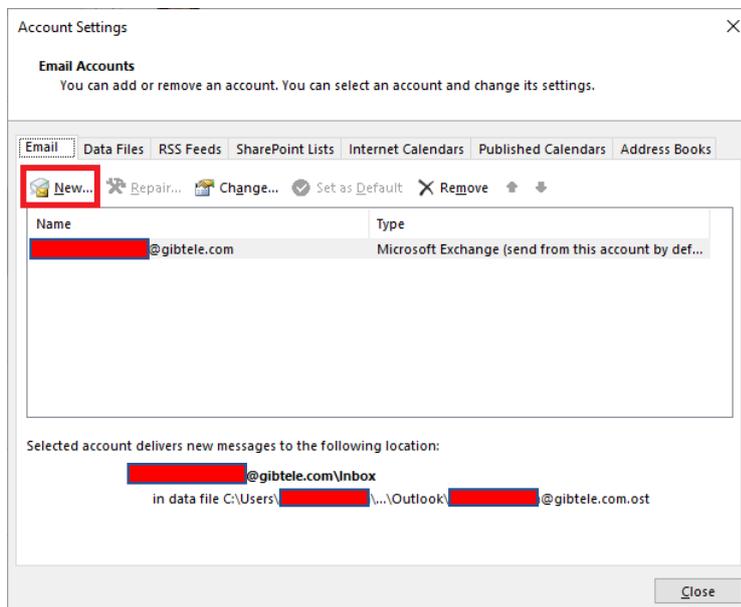
Adding email on Outlook 2016 (IMAP)



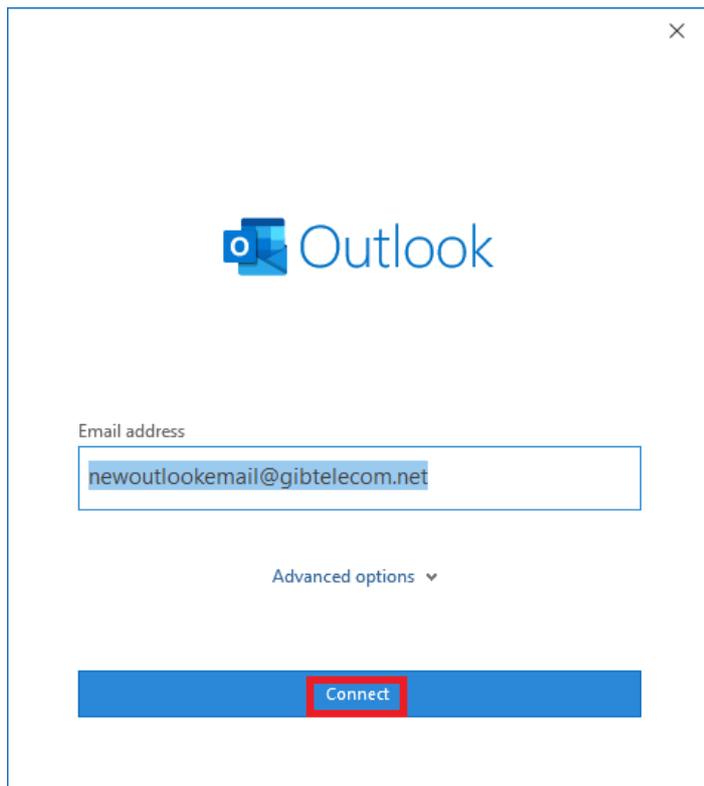
When in Outlook, click on File and you will see the following. You will need to click on Account Settings > Account Settings.



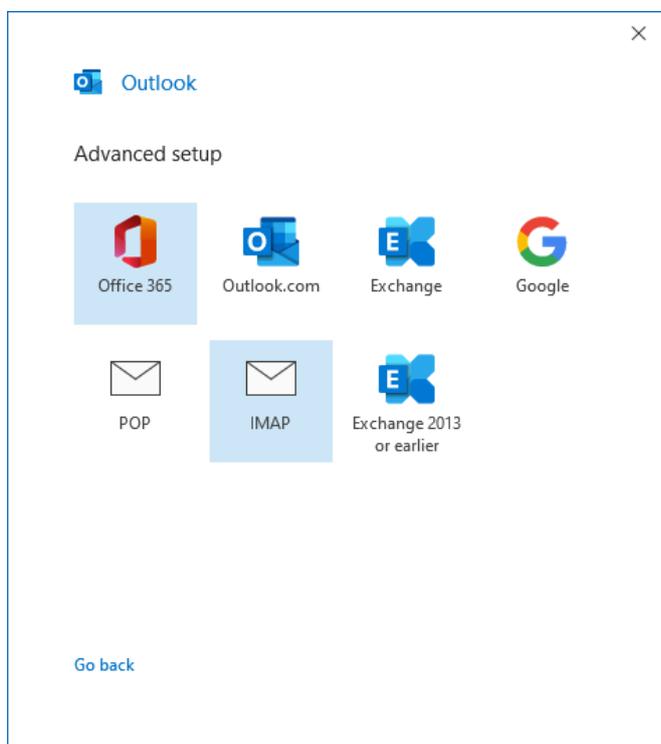
You will then be shown the following pop up window. Click on New...



Once you click on New... you will see the below window. Click Connect.



Once done, you will see a series of options.



Best option is IMAP, as this will leave a copy of the emails on the email server and a copy can be viewed on [Webmail](#) or another email client.

Once IMAP is selected, fill in the fields as seen below and click Next.

IMAP Account Settings
newoutlookemail@gibtelecom.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](#)

It will then prompt you for your password as seen below. Type it in and click Connect.

IMAP Account Settings
newoutlookemail@gibtelecom.net (Not you?)

Password

[Go back](#)

Once done and if the information has been typed in correctly, you will see the below window. Click Done.

Outlook

Account successfully added

 **IMAP**
newoutlookemail@gibtelecom.net

Add another email address

Next

Advanced options ▾

Done

Set up Outlook Mobile on my phone, too