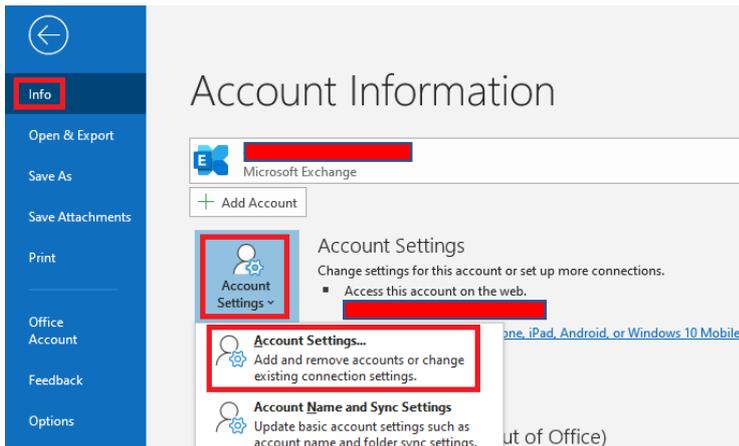


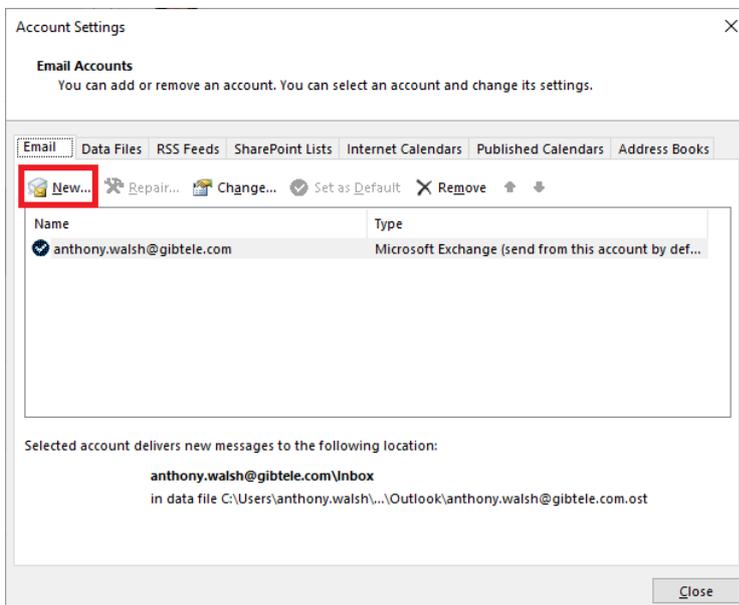
## Adding email address on Outlook 2016 (POP3)



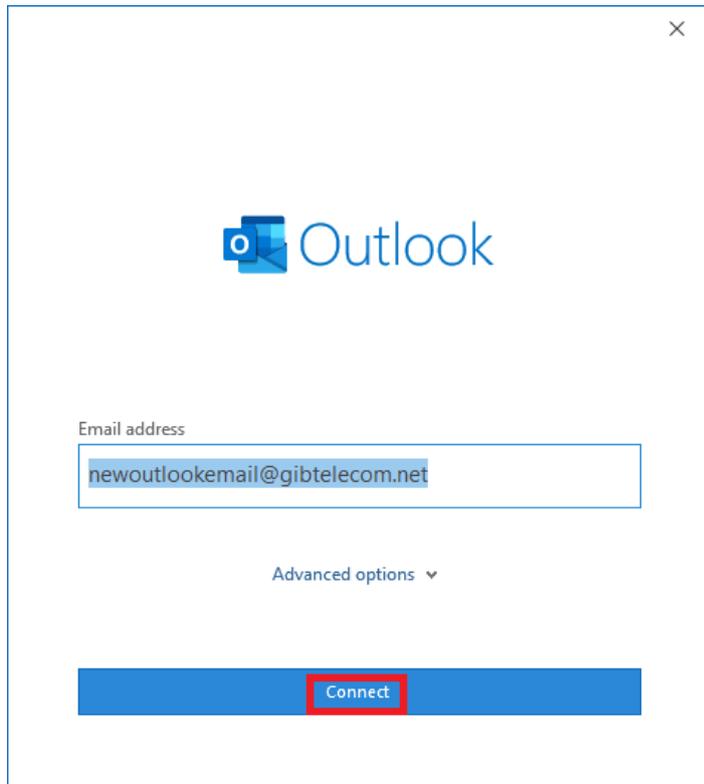
When in Outlook, click on File and then you will see the following. You will need to click on Account Settings > Account Settings.



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 POP3 is selected, fill in the fields as seen below and click Next.

POP Account Settings ×

newoutlookemail@gibtelecom.net (Not you?)

Incoming mail

Server  Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

[Go back](#)

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

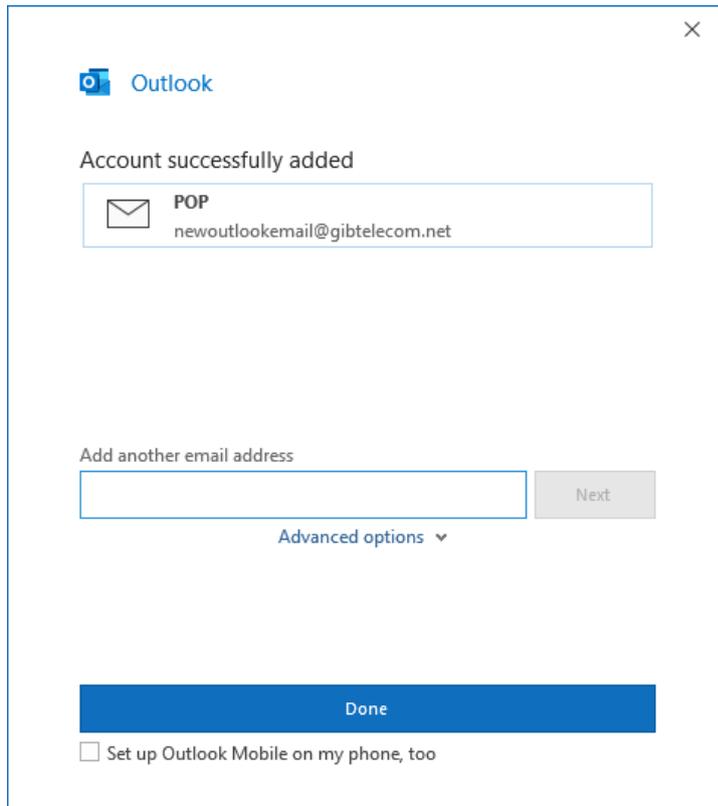
POP Account Settings ×

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.



The screenshot shows the Outlook application window with the following elements:

- Outlook logo and title bar with a close button (X).
- Message: "Account successfully added"
- Account details box:  **POP**  
newoutlookemail@gibtelecom.net
- Section: "Add another email address" with an empty input field and a "Next" button.
- Link: "Advanced options" with a dropdown arrow.
- Large blue button: "Done"
- Checkbox:  Set up Outlook Mobile on my phone, too