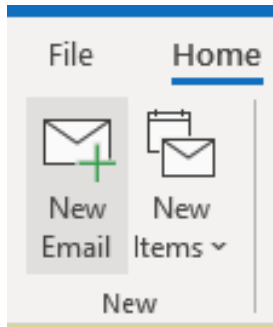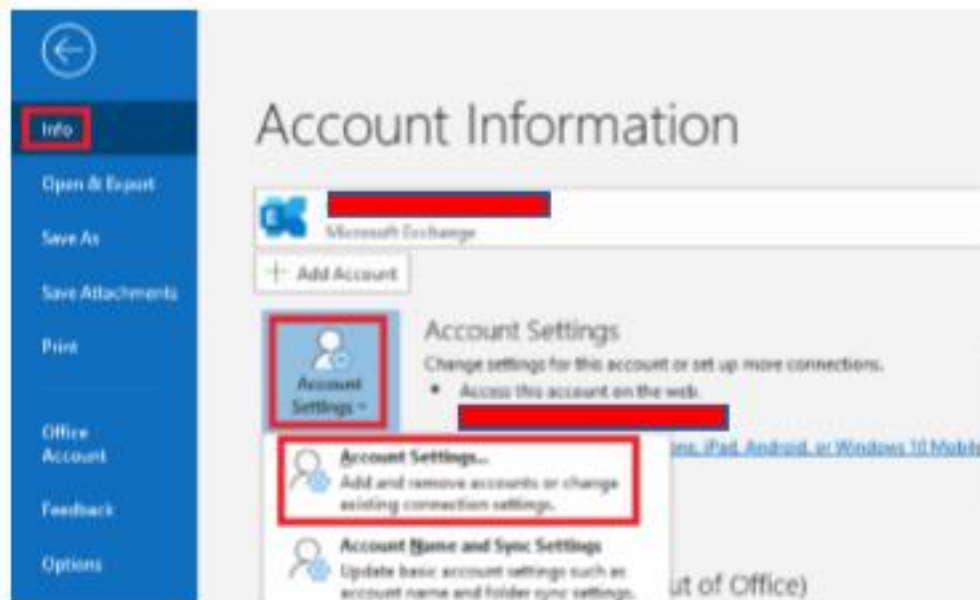# Adding email address on Outlook 2016 (POP3)

When in Outlook, click on 'File'.
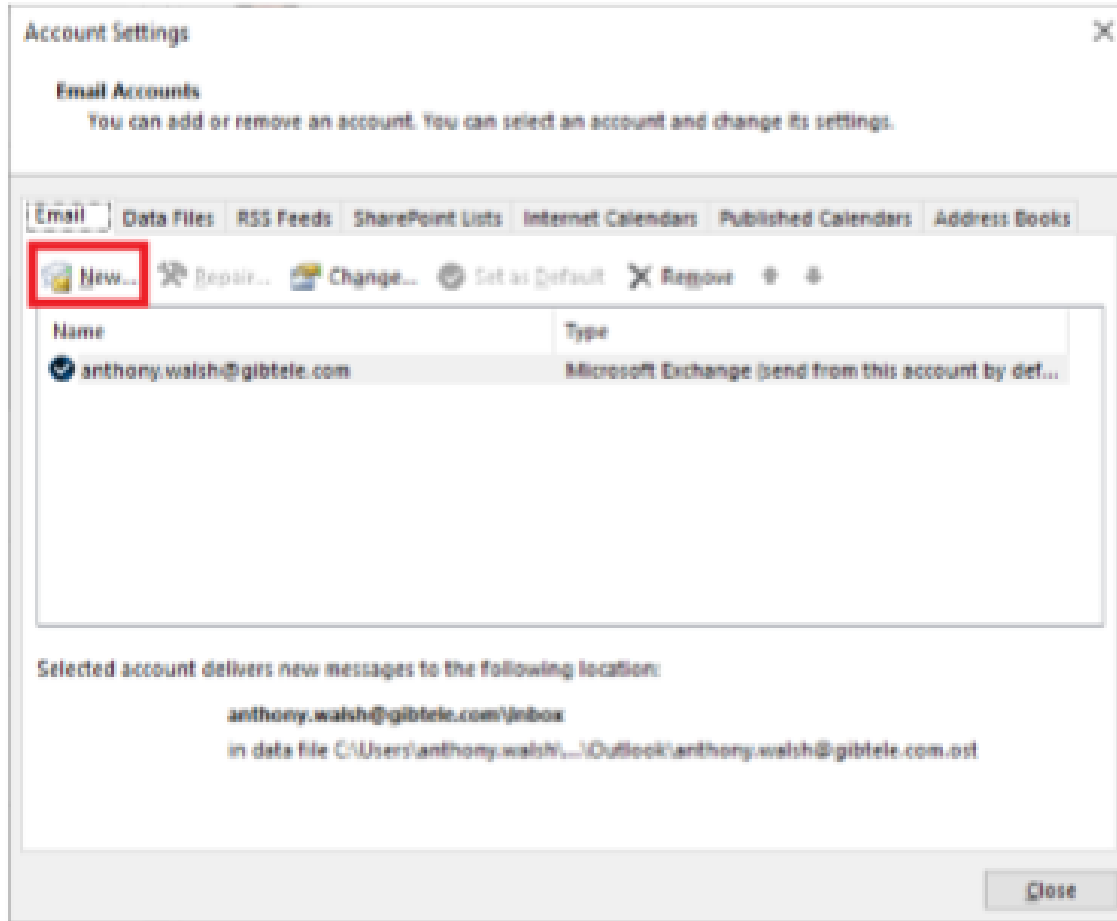

Click on Info > Account Settings > Account Settings.

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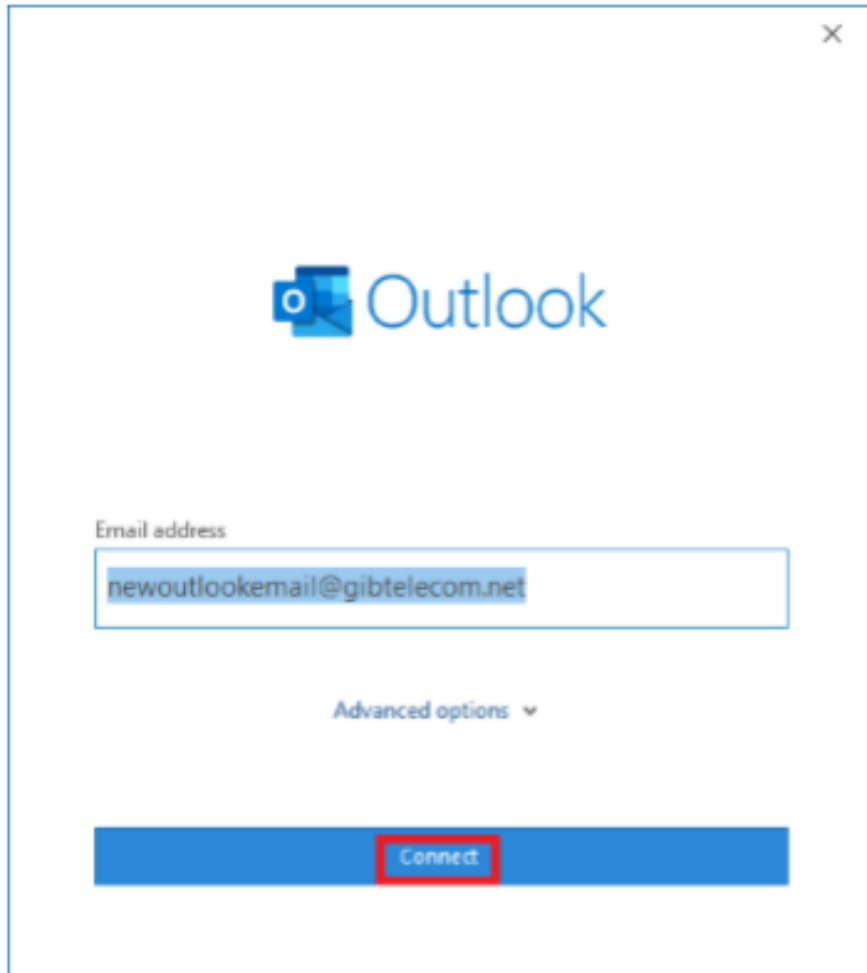
Adding email address on Outlook 2016 (POP3)

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

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Adding email address on Outlook 2016 (POP3)

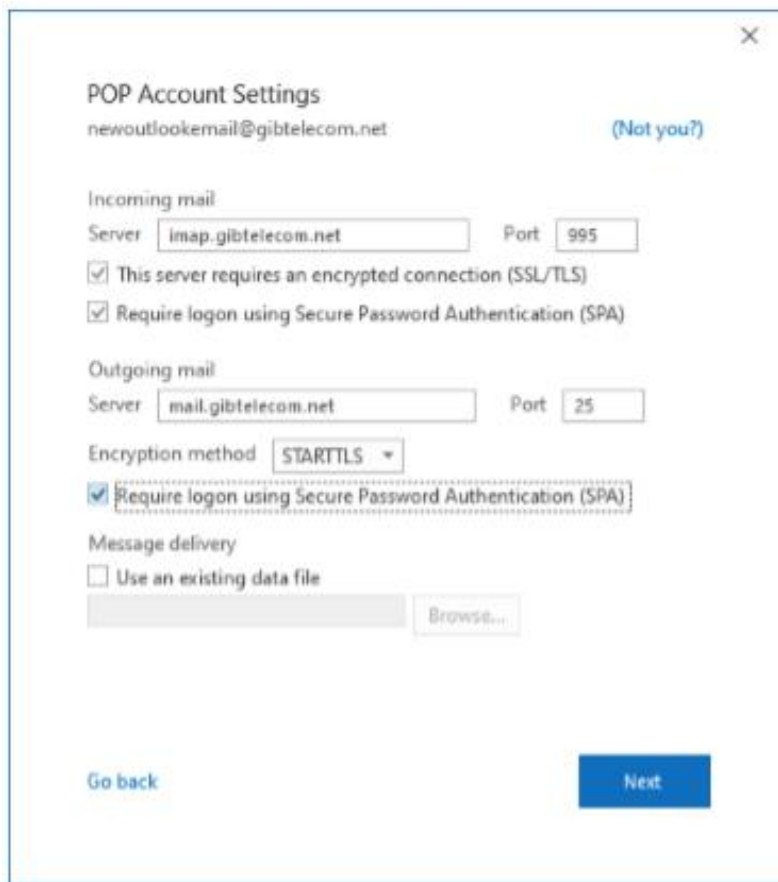Once you click on New... you will see the below window. Click 'Connect'.

Adding email address on Outlook 2016 (POP3)

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 https://webmail.gibtelecom.net/ or another email client.

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

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Adding email address on Outlook 2016 (POP3)

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

Adding email address on Outlook 2016 (POP3)

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