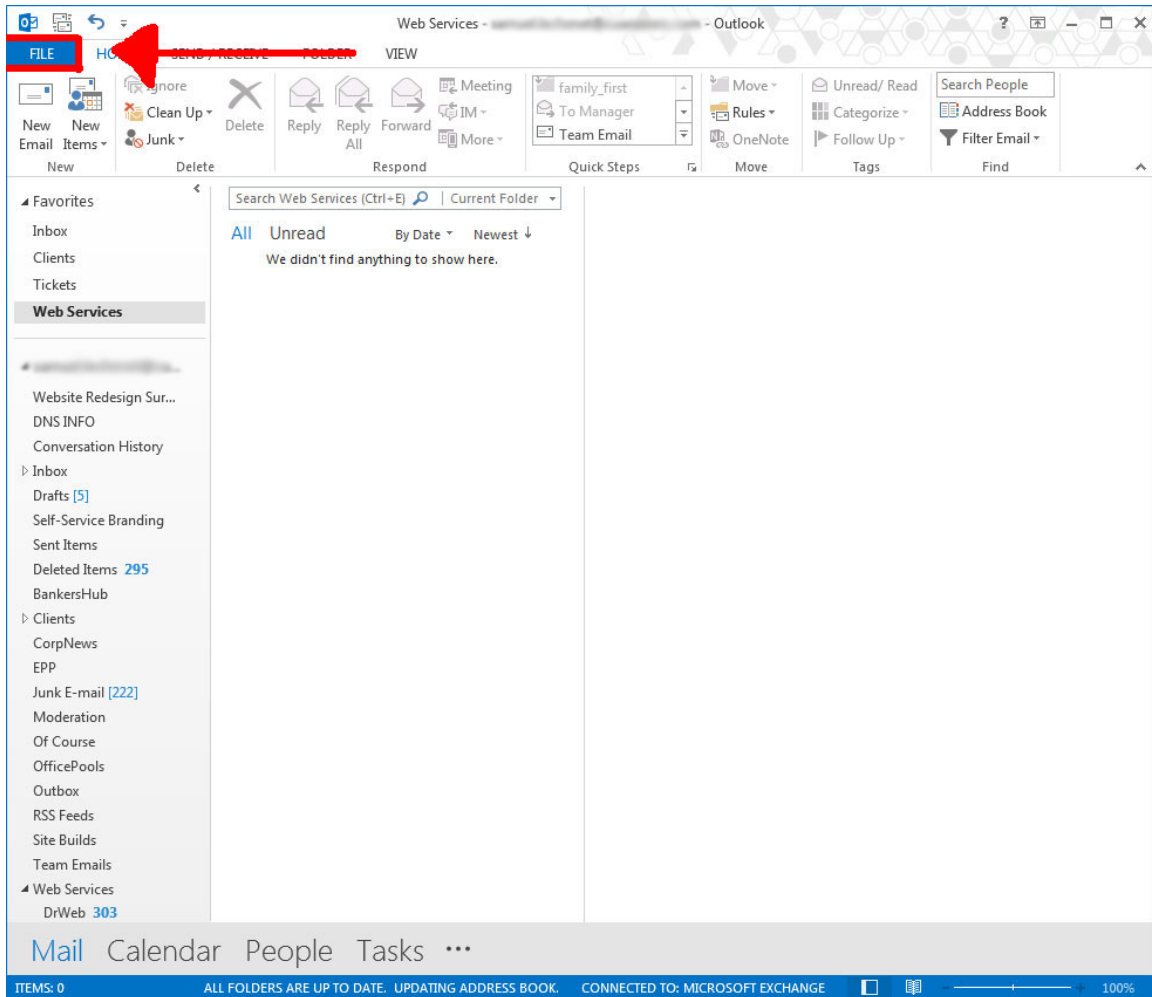


How to Set Up Email for Outlook 2016

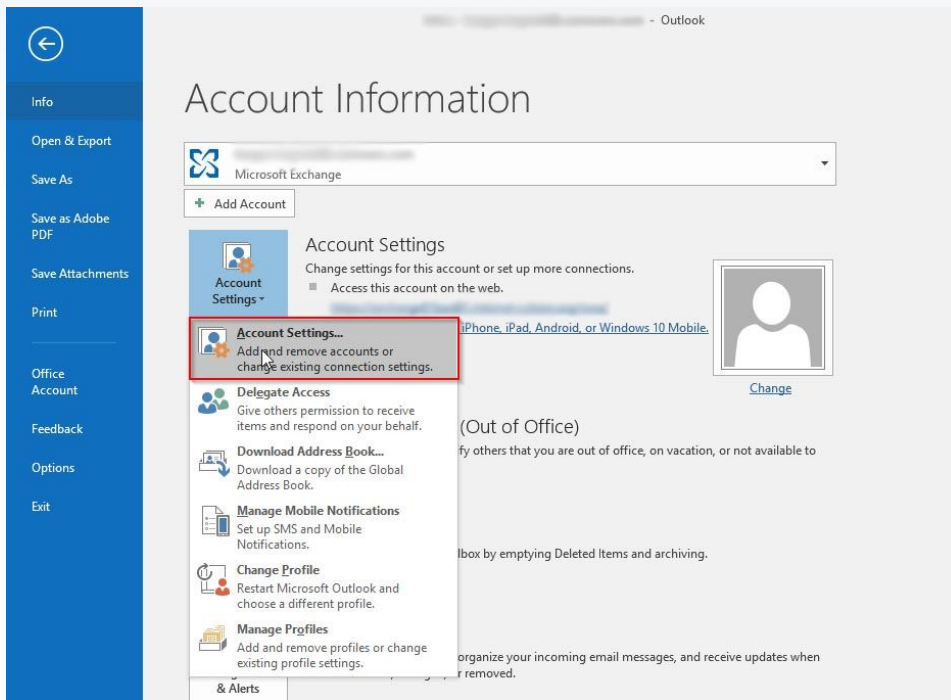
Here are some basic instructions on how to set up your email address for CU*Answers Web Services Email.

Please contact your System/Network Administrator to verify these settings.

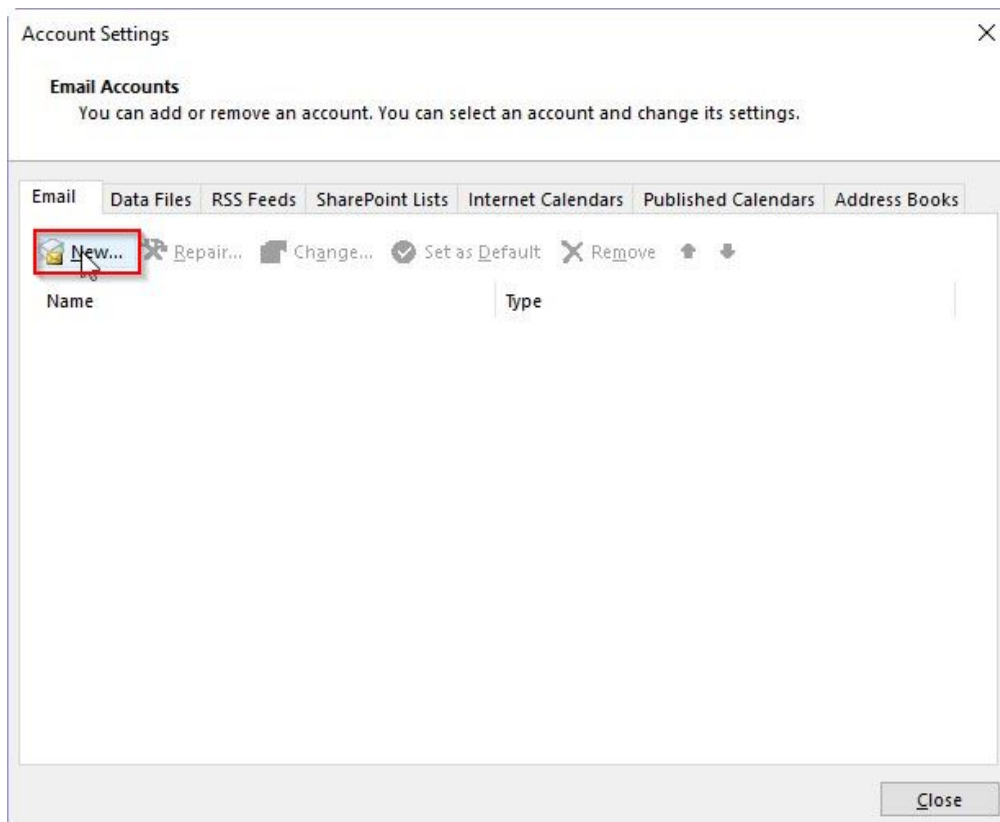
1. Open Outlook 2016.
2. Select File in the Ribbon Menu.



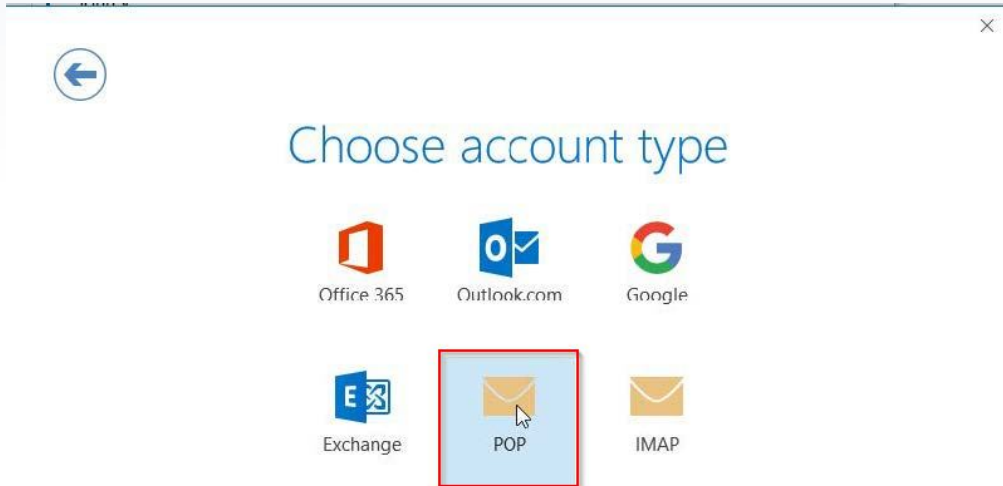
3. Select Account Settings -> Account Settings.



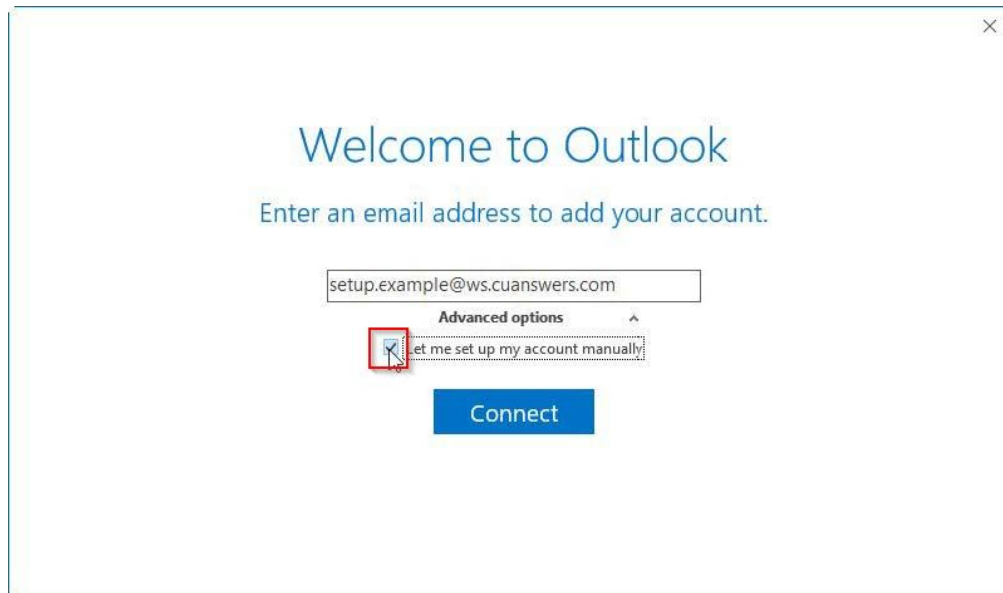
4. Click the "New" button under the email tab.



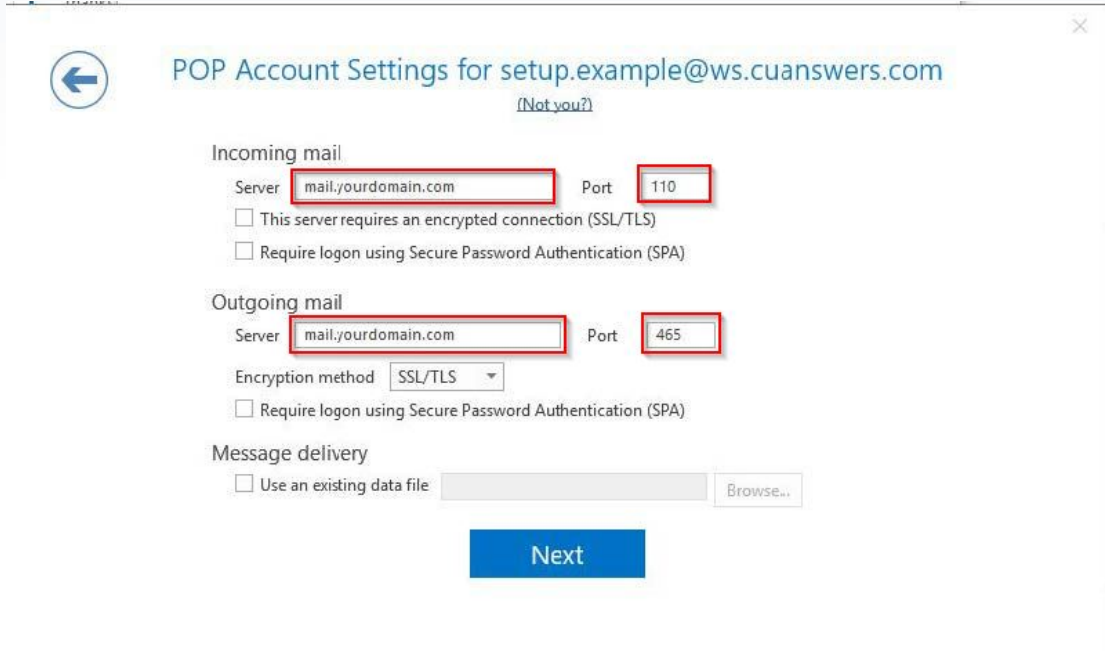
5. Select "POP".



6. Enter your email and check the box to manually set up your account. Click "Connect".



7. Enter your mail server name using your domain name for both Incoming and Outgoing mail, entering the port numbers 110 and 465, respectively. Make sure all boxes are unchecked. Click "Next".



POP Account Settings for setup.example@ws.cuanswers.com
[\(Not you?\)](#)

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

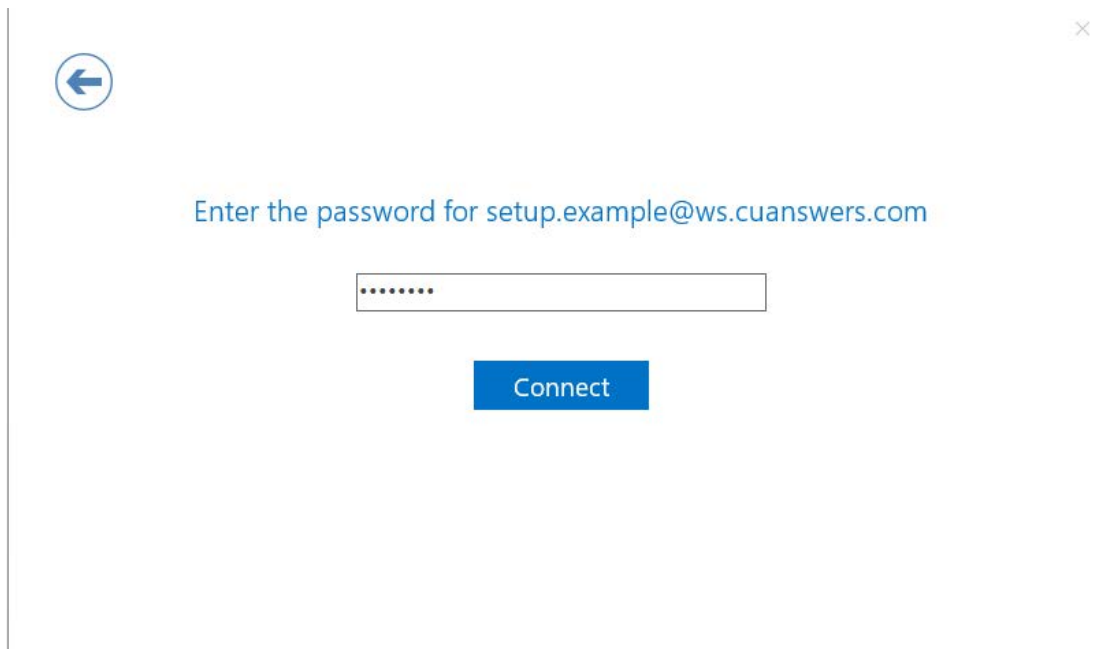
Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery

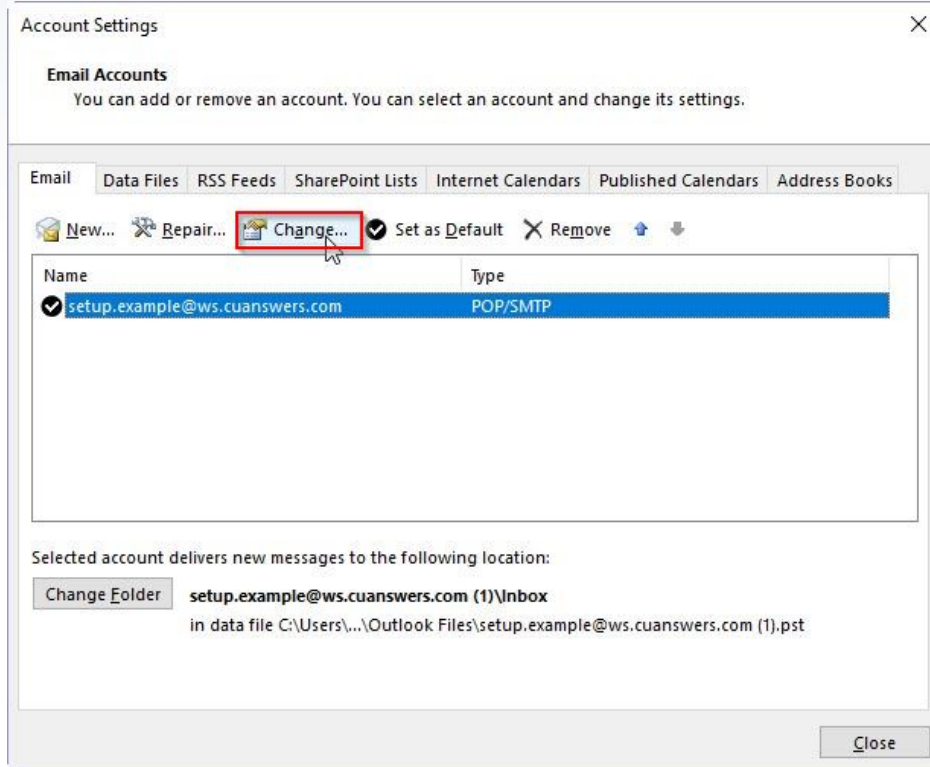
Use an existing data file

8. Enter your password. Click "Connect".

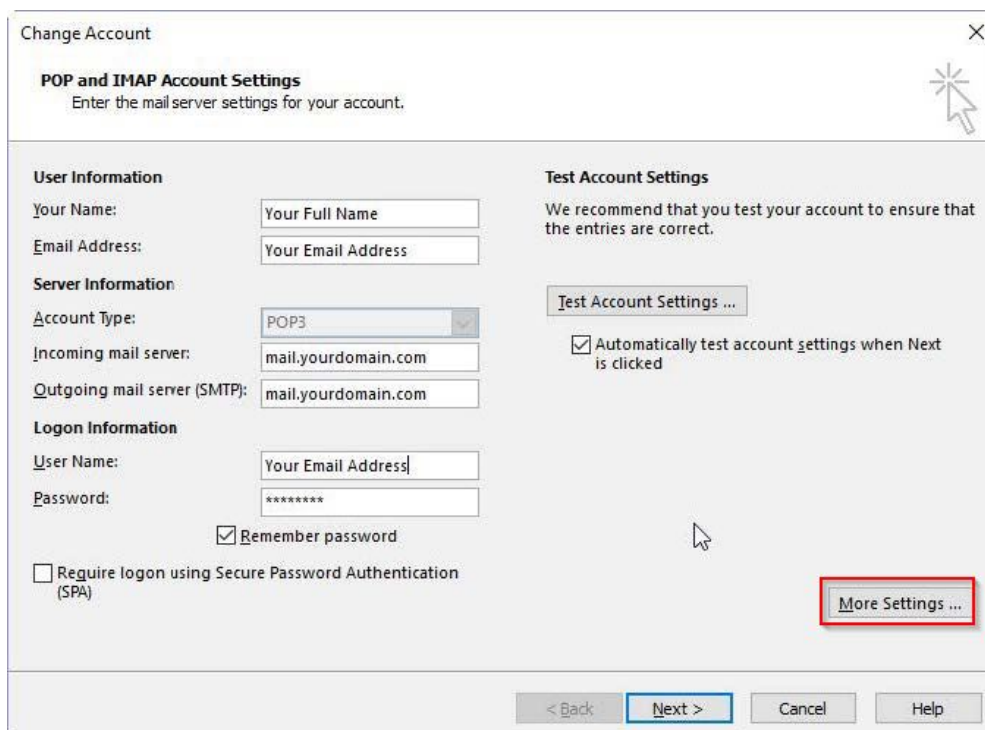


Enter the password for setup.example@ws.cuanswers.com

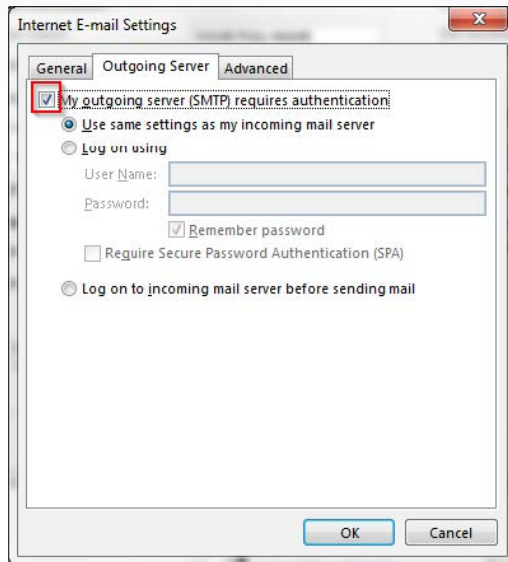
9. Select your email address and click "Change".



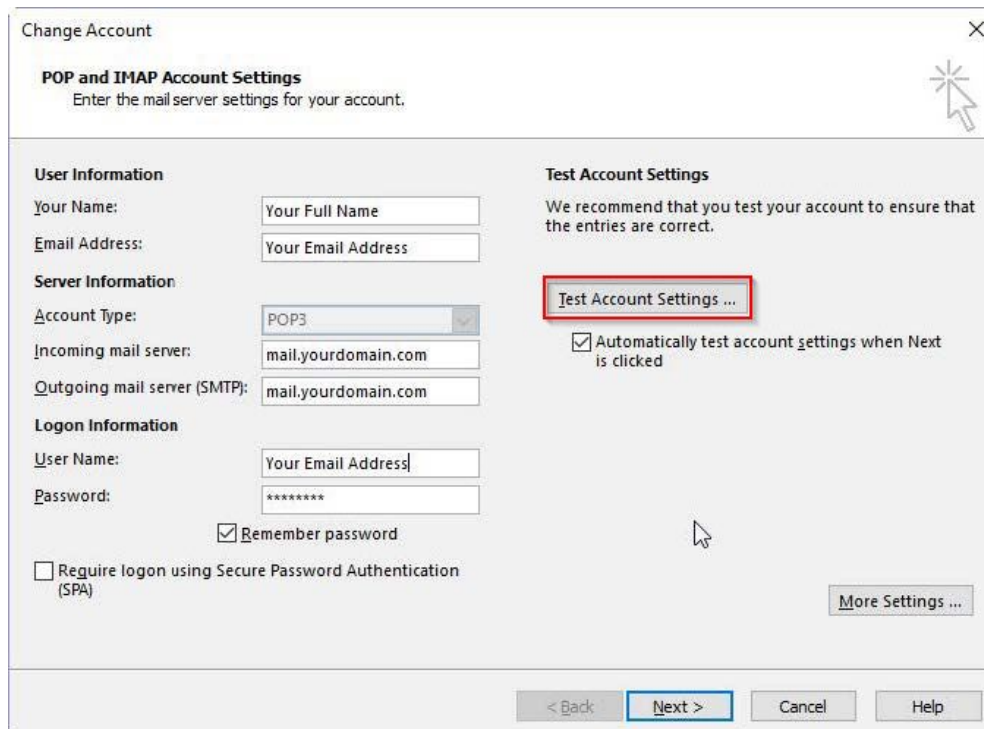
10. Select your email address and click "Change"



11. Select the Outgoing Server tab and check "My outgoing server (SMTP) requires Authentication". Click "OK".



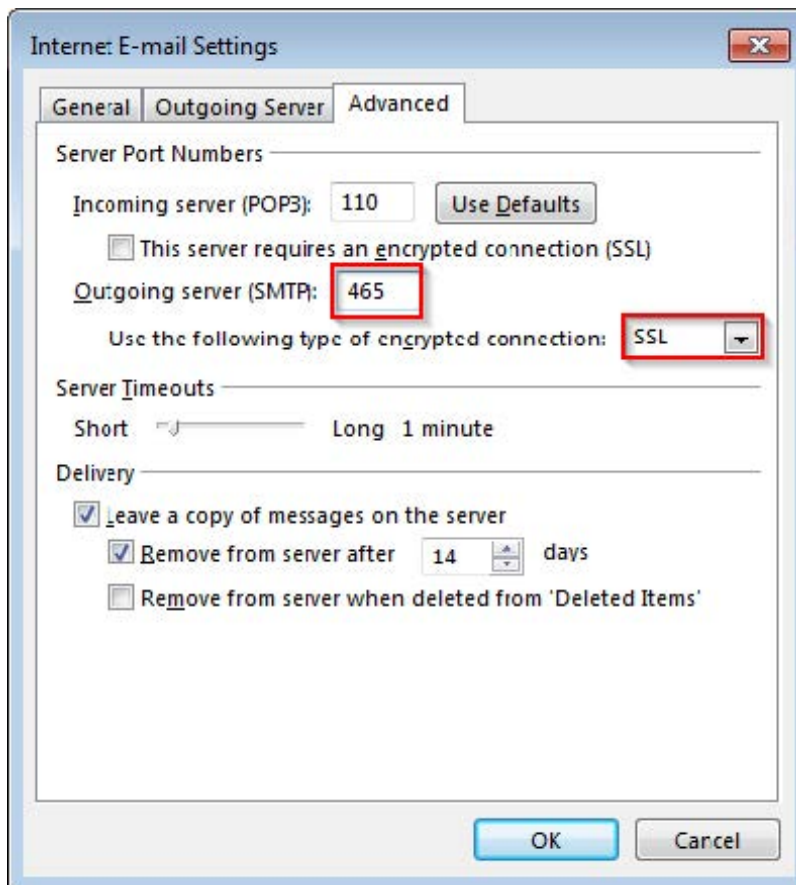
12. Select "Test Account Settings". If you have entered your information correctly you will receive a test email to your new account.



Note: If you configure your computer and can receive email but can't send email, you may need to set additional advanced settings. This may happen if you're using a laptop outside of your office. Some Internet Service Providers (ISP) block the default port for sending email.

If you can receive but not send, try the following:

In the advanced tab, set the Outgoing server (SMTP) to 465 and select SSL for the type of encrypted connection. Like this:



When finished, click on OK to save the settings. Then follow the normal procedure to complete a change to your email settings.