How to Set Up Email Account in Outlook 2016

# **EMAIL ACCOUNT SETTING** *User Guide*



## **1 Your Account Information**

#### Domain name: www.nurseryweb.co.uk

#### Email:

\_\_\_@nurseryweb.co.uk

Password: password123

## **2 Accessing Your Account**

#### 2.1 Using web-based email portal

	Username			
mail Enab	Password			
	Language:		Skin:	
	English	v	Pacific	٣
- Contraction	🔲 Remember my se	ttings for this	computer	
1	See.		Login	Reset
1000				
2000 Billion B				

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**STEP 1:** Go to: <u>https://webmail.nurseryweb.co.uk/</u>

**STEP 2:** Type in the full email address and the password.

Username: info@example.co.uk ; password: \*\*\*\*\*

And click on [Login] button.



### **2.2 Using Microsoft Outlook**

$\left(\leftarrow\right)$	
Info	Account Information
Open & Export	<b>X</b>
Save As	Microsoft Exchange
Save Attachments	* Add Account
Print	Account Settings Change settings for this account or set up more connections.
Office	Account Settings - Access this account on the web.
Account Feedback	Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile,

Go to Outlook menu

STEP 1: Select [FILE] -> click
[+ Add Account].

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info@example.co.uk -	
Advanced options A	
Connect	

STEP 2: Insert the [Email] -> Drop down the [Advanced options] -> tick [Let me set up my account manually] -> click [Connect].







## **3 Troubleshoot**

(NOTE: If you are not able to sent or received any email after set up please check the setting as below)

#### Account Information Info Open & Export STEP 1: Select [File] info@example.co.uk Save As IMAP/SMTP -> Drop down the + Add Account [Account Settings] Print Account Settings -> choose -Change settings for this account or set up more connections. Account [Account Settings...]. Get the Outlook app for iPhone, iPad, Android, or Windows 10 Office Settings -Account Add and remove accounts or Account Settings... Feedback change existing connection settings. box by emptying Deleted Items and a Options Update Password 🛠 Repair. 😼 New. 🖀 Change... 📀 Set as Default 🛛 🗙 Remove 🔶 🔸 STEP 2: Select the [Email] Name Туре -> Click [Repair]. info@example.co.uk IMAP/SMTP

## UPDATE EMAIL CONFIGURATION



★   Find the example could be account of the example of the exa	STEP 3: Drop down the [Advanced options] -> tick [Let me repair my account manually] -> click [Repair].
K         IDAP Account Settings         kvinone@weinvestor.com         Incoming mail         User name         Password         Remember password         Server         mail.nurserycam.com         Port         Option method         SL/TLS         Require logon using Secure Password Authentication (SPA)         Outgoing mail	STEP 4: Drop down for [Incoming mail] -> set the [Server] to "mail.nurserycam.com" * make sure that the server is mail.nurserycam.com



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IMAP Account Settings kelvinone@weinvestor.com	
Incoming mail         Outgoing mail         Server       mail.nursenycam.com         Port       465         Encryption method       SSL/TLS         Server timeouts       1 minute         Require logon using Secure Password Authentication (SPA)         My outgoing (SMTP) server requires authentication         Use same settings as my incoming mail server         Log on using user name and password	STEP 5: Drop down for [Outgoing mail] -> set the [Server] to "mail.nurserycam.com" *make sure that the server is mail.nurserycam.com *port is 465
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