

SET UP WEBMAIL through Microsoft Outlook

- 1 Open the program Outlook, and enter your full email address. Click Advanced options and check the box for "Let me set up my account manually." Then click the Connect button.
- 2 Click the IMAP account type.
- 3 Enter the settings for IMAP Incoming and Outgoing Servers and Ports as pictured. Encryption method should be SSL/TLS. Click Next.
- 4 When prompted, enter your password and click Connect.
- 5 Uncheck the box for "Set up Outlook Mobile on my phone, too." Then click the OK button.

1

Welcome to Outlook

Enter an email address to add your account.

bruce.wayne@arvig.net

Advanced options

Let me set up my account manually

Connect

2

Choose account type

Office 365 Outlook.com Google

Exchange POP IMAP

3

IMAP Account Settings for bruce.wayne@arvig.net

(Not you?)

Incoming mail

Server webmail.arvig.net Port 993

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server webmail.arvig.net Port 465

Encryption method SSL/TLS

Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

Next

4

Enter the password for bruce.wayne@arvig.net

.....

Connect

5

Adding bruce.wayne@arvig.net

Account setup is complete

OK

Set up Outlook Mobile on my phone, too



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