

Setting up Microsoft Outlook CLASSIC

Worksheet

Gather this information before getting started.

TIP: Do you have webmail for this box? If you do, try logging into that first.

Why: Because if you log in successfully then you have tested your access info and know it works. *This helps later if you have any issues.*

Email Address:

@

Login:

Password:

The below information varies from provider to provider.

Be sure to ask for yours and write it down. We've listed the most common info, but be sure to ask for yours (and write down if different).

IMAP address:

Common

Mine

Port:

993

SMTP address:

Port:

465

SSL Type:

Common: SSL/TLS

Mine:

Does my Server Require Authentication?

Common

Mine



TIP: if you get an error message be sure to read it. Usually those are helpful to point out where the problem is. If you've tested your login info at a webmail access, then you've already eliminated that as the issue.