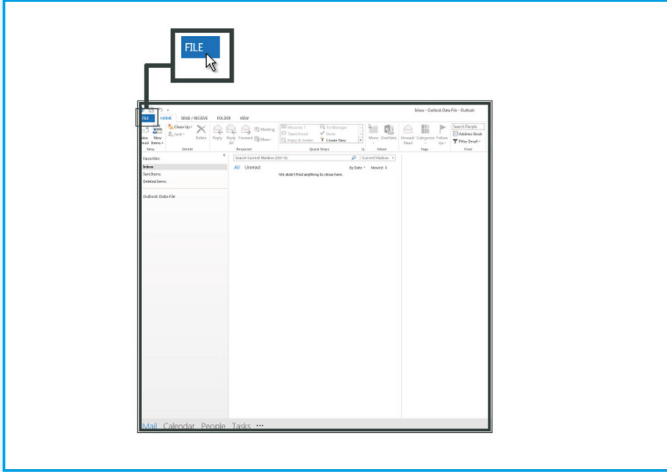
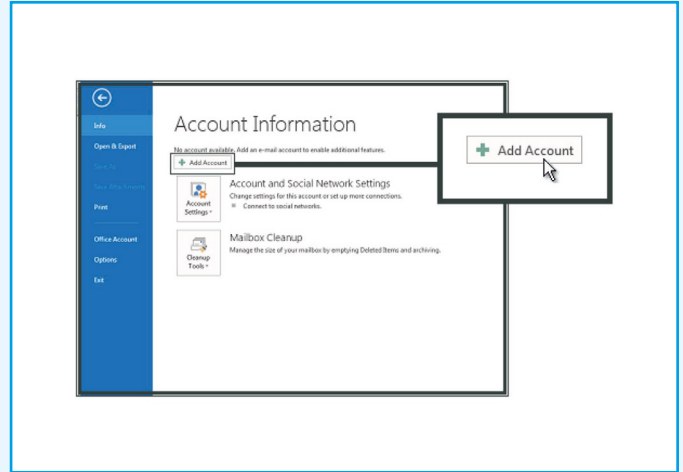




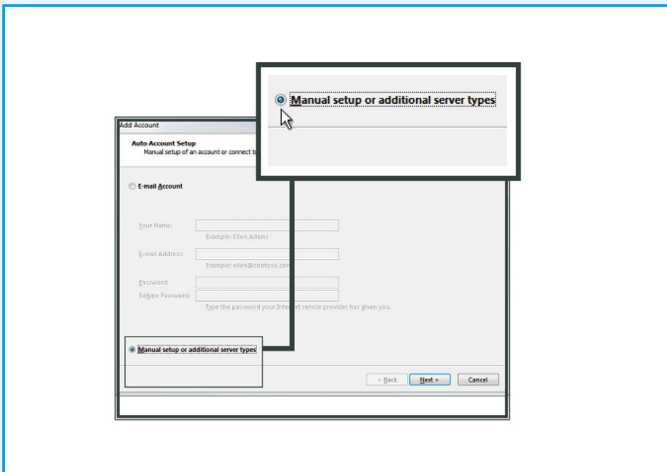
## SETTING UP MICROSOFT OUTLOOK 2013-2016



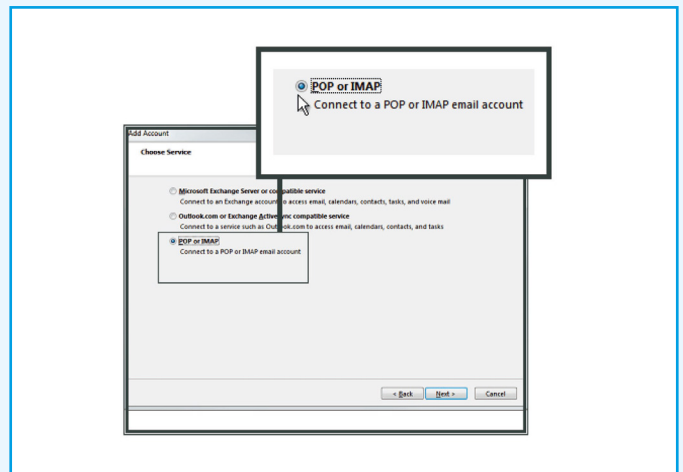
1. Open 'Outlook' and select 'File'.



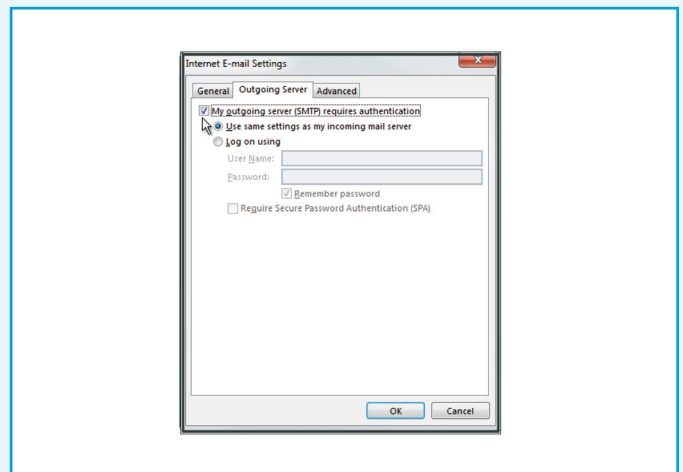
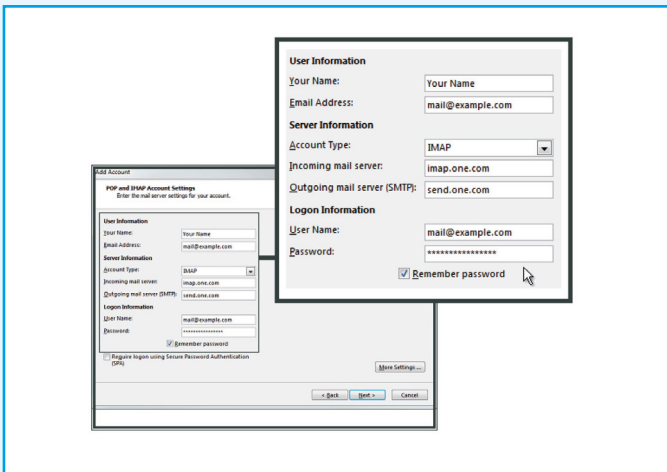
2. Click 'Add Account'.



3. Check 'Manual setup or additional server types' and click 'Next'.

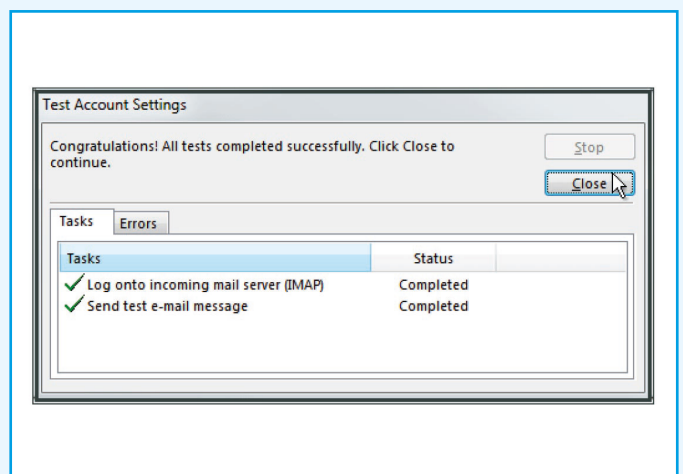
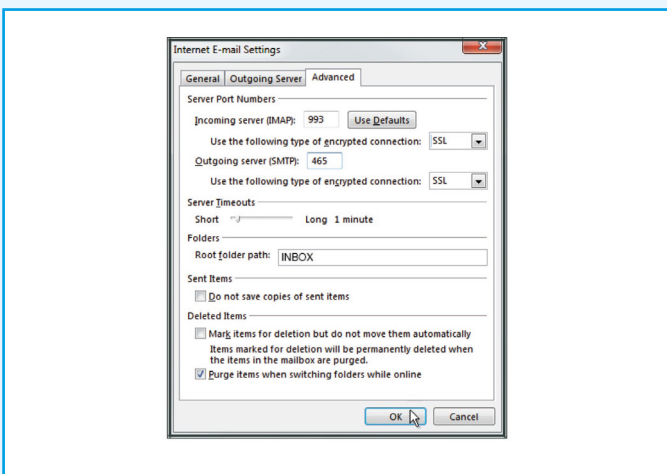


4. Select 'POP or IMAP' and click 'Next'.



- Enter Your Name and E-mail Address.  
Select 'IMAP' as your account type.  
For Incoming mail server (IMAP), enter [mail.pdghosting.co.uk](http://mail.pdghosting.co.uk)  
For Outgoing mail server (SMTP), enter [mail.pdghosting.co.uk](http://mail.pdghosting.co.uk)  
In Logon Information enter the e-mail address and password that you created in the control panel.  
Click 'More Settings'.

- Select 'Outgoing Server'  
Check 'My outgoing server (SMTP) requires authentication'.



- Select 'Advanced'.  
For Incoming server (IMAP) enter **143** and select 'SSL'.  
For Outgoing server (SMTP) enter **25** and select 'SSL'.  
For Root folder path enter **INBOX** with uppercase letters.  
Click 'OK' and then 'Next'.

- Click 'Close'.  
You have now set up your account in Microsoft Outlook  
Click 'Finish'.