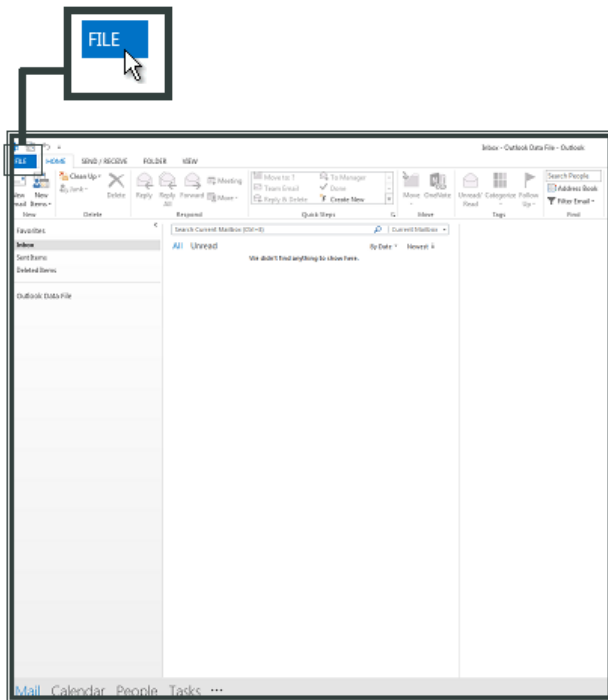
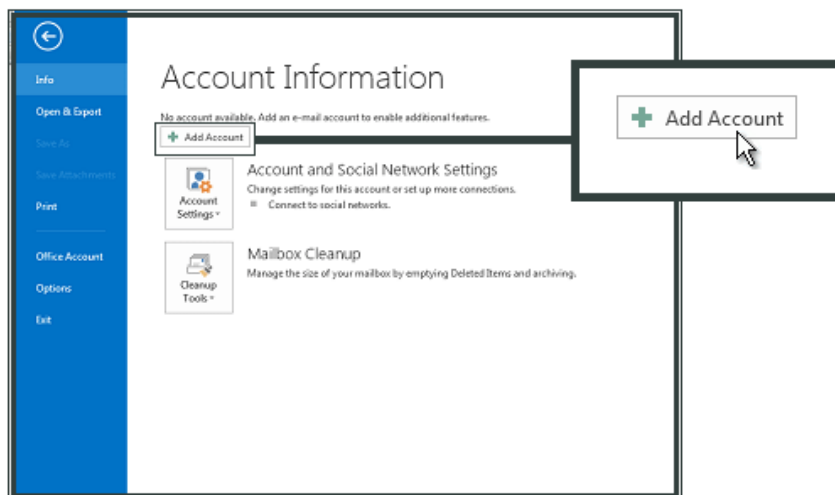


Setting up Microsoft Outlook 2013/16

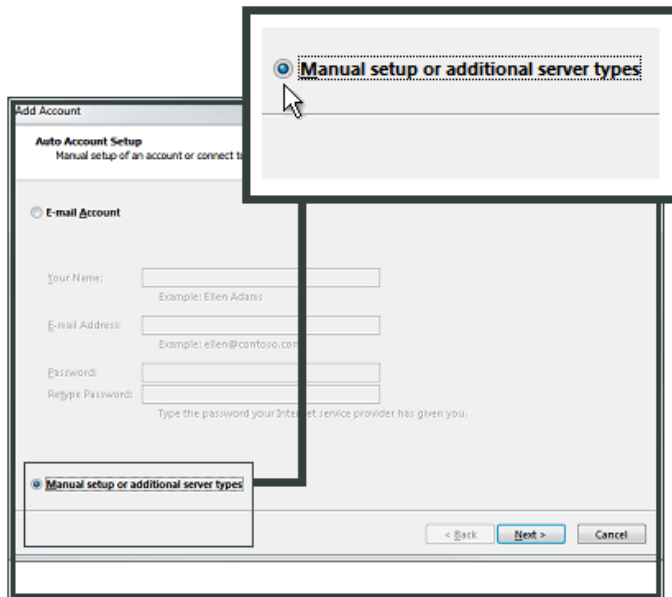
Open **Outlook** and select **File**.



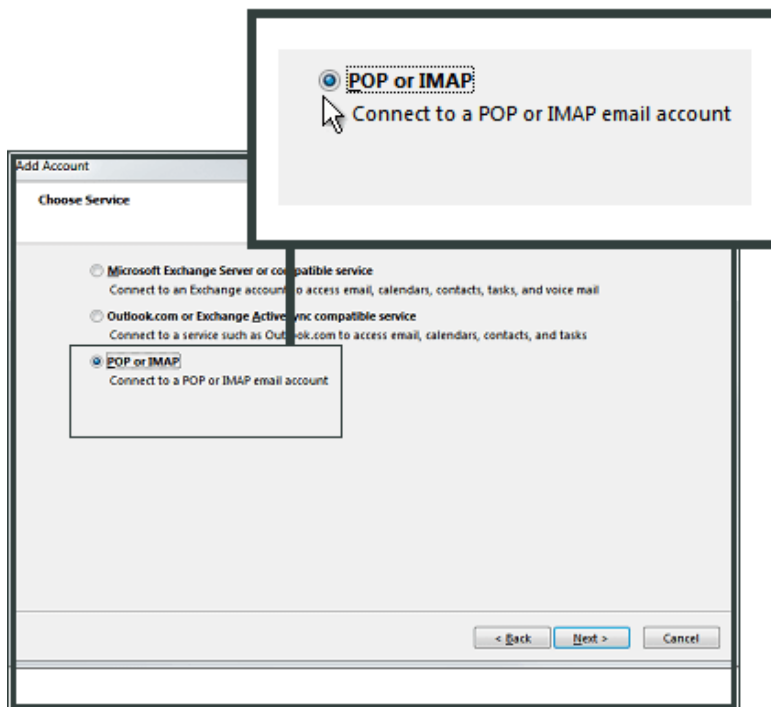
Click **Add Account**.



Check **Manual setup or additional server types** and click **Next**.



Select **POP or IMAP** and click **Next**



Enter **Your Name** and **E-mail Address**.

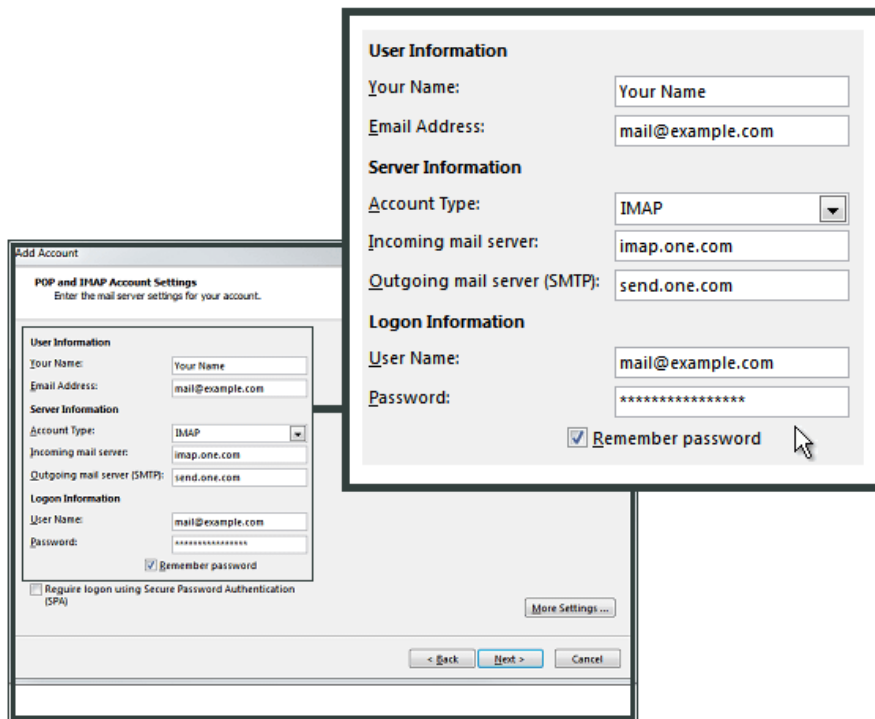
Select **IMAP** as your account type.

For **Incoming mail server (IMAP)**, enter **mail.pdghosting.co.uk**.

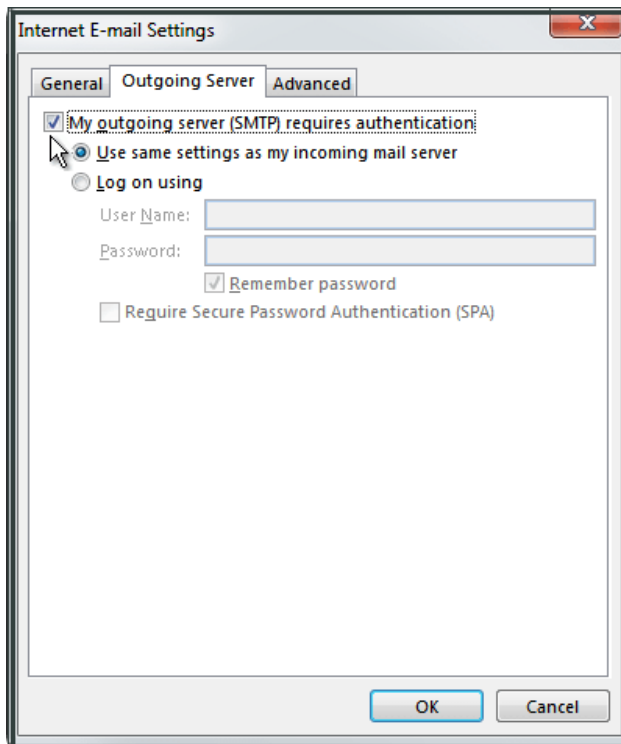
For **Outgoing mail server (SMTP)**, enter **mail.pdghosting.co.uk**.

In **Logon Information** enter the **e-mail address** and **password** that you created in the control panel.

Click **More Settings**.



Select **Outgoing Server** and check **My outgoing server (SMTP) requires authentication**.



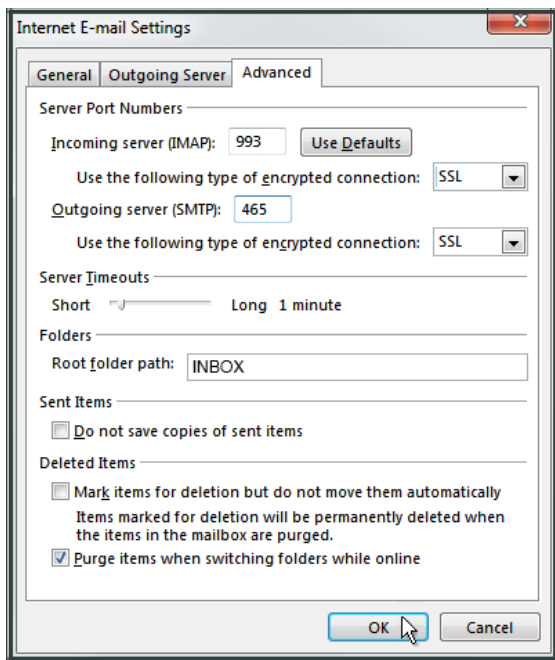
Select **Advanced**.

For **Incoming server (IMAP)** enter **143** and select **SSL**.

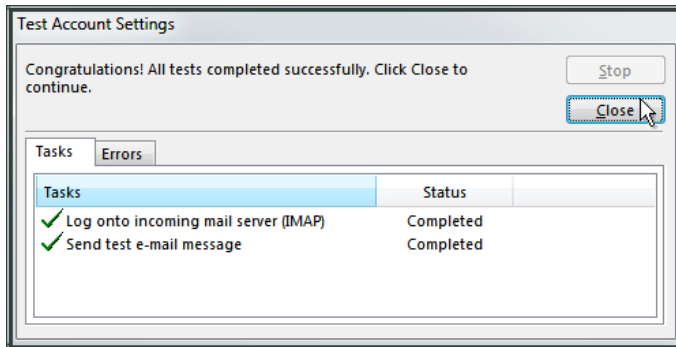
For **Outgoing server (SMTP)** enter **25** and select **SSL**.

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 2013. Click **Finish**.

