

Add your email account in Outlook for Windows

Introduction

Using Outlook gives you the opportunity to access many different types of email accounts from one place. Follow the steps given to add your account to Outlook 2016 and Outlook 2013 or to Outlook 2010 and Outlook 2007.

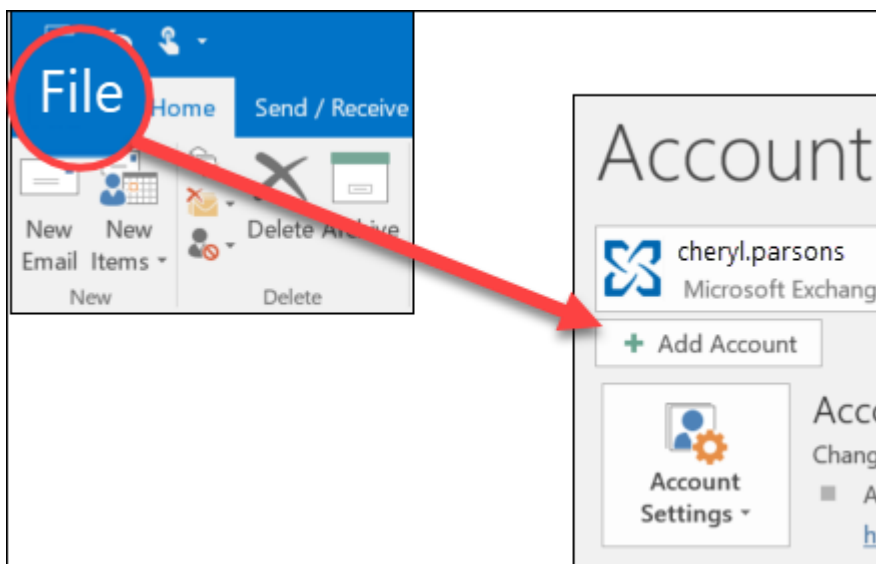
Add your VANSUNS email account quickly

Get the latest version from the download page. We suggest you use the Outlook 2016.

You can use these instructions to add your first account or additional accounts.

Note: Your username is your full VANSUNS email address(e.g abc@vanfocus.com).

1. Open Outlook and select **File** > **Add Account**.



2. Select Manual setup or additional server types.

Add Account [X]

Auto Account Setup
Manual setup of an account or connect to other server types. [Help]

E-mail Account

Your Name:
Example: Ellen Adams

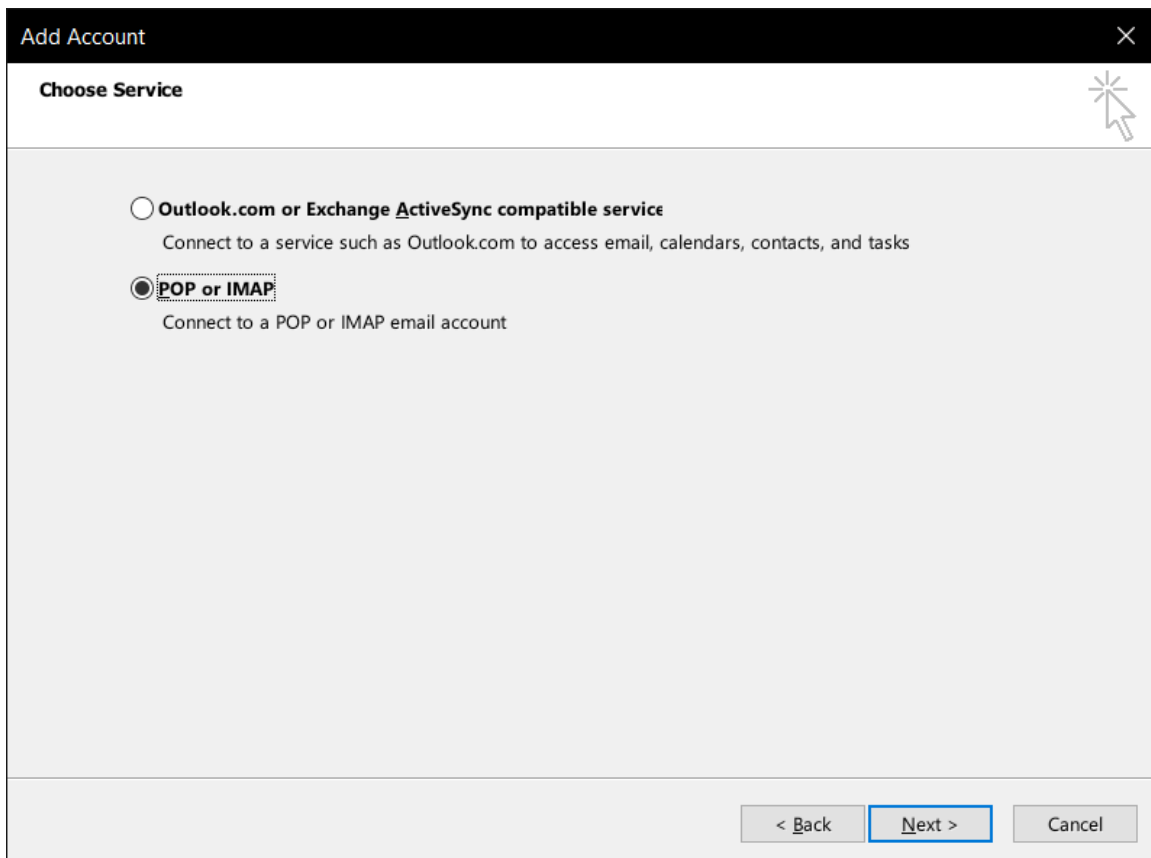
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types


< Back **Next >** Cancel

3. Then select POP or IMAP.



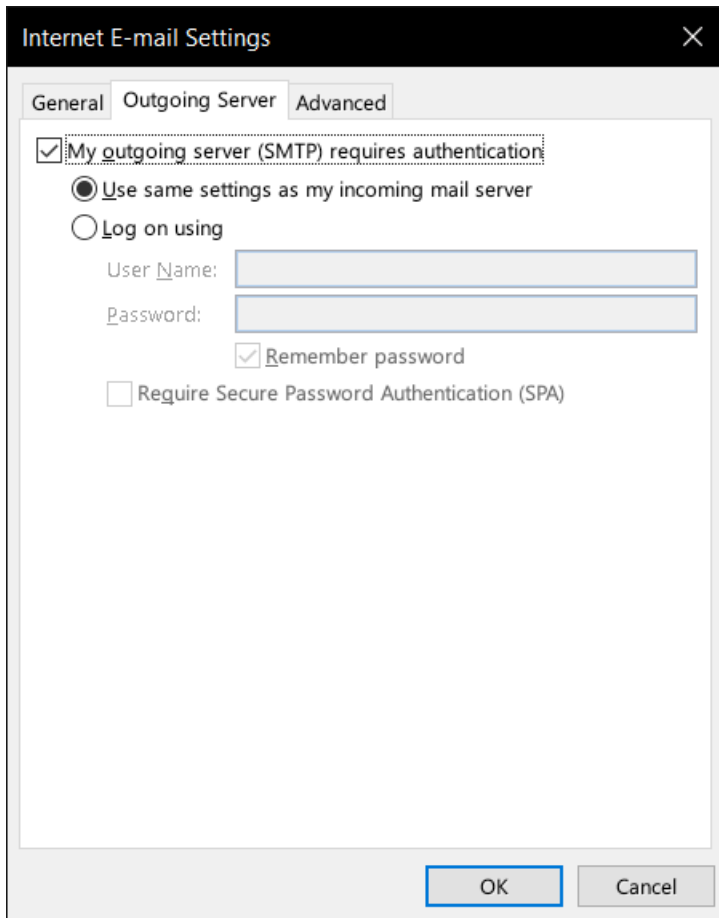
4. Select Account Type with IMAP and then enter your name, email address, incoming mail server, outgoing mail server, and password. Then select Next.

Change Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account. 

User Information	Test Account Settings
Your Name: <input type="text" value="abc"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address: <input type="text" value="abc@vanfocus.com"/>	<input type="button" value="Test Account Settings ..."/>
Server Information	<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type: <input type="text" value="IMAP"/>	
Incoming mail server: <input type="text" value="mail.vanfocus.com"/>	
Outgoing mail server (SMTP): <input type="text" value="smtp.vanfocus.com"/>	
Logon Information	Mail to keep offline: All
User Name: <input type="text" value="abc@vanfocus.com"/>	<input type="range" value="All"/>
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="More Settings ..."/>
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	

Click **More Setting** -> **Outgoing Server**, then select **Use same settings as my incoming mail server**.



5. You can click **Test Account Settings** to test connection, and **Finish** to start using Outlook.

Note: You can use these steps to add your first account to Outlook or additional accounts.

