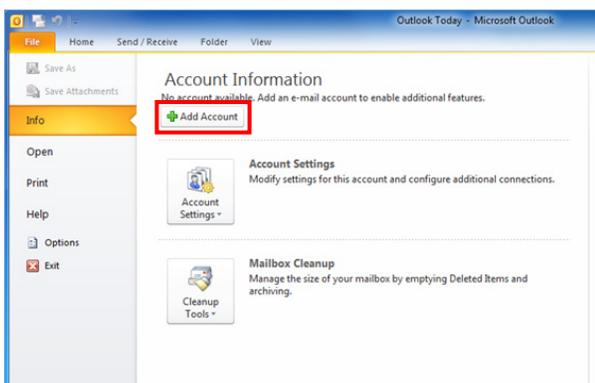# Getting Started

Add a New Email Account in Outlook 2010 or 2013

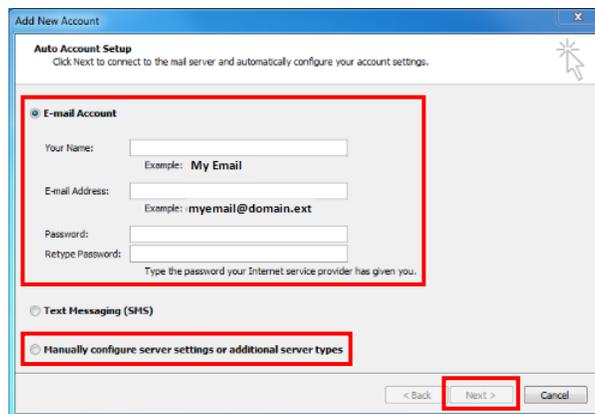**1** Navigate to your **Account Settings**:

– Open **Outlook 2010 or 2013**

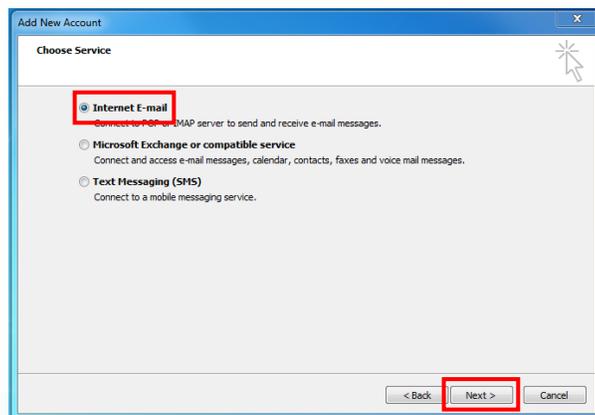– Click the **File** menu (top left)

– Click **+Add Account**

2 The **Add New Account** window will open:

– Enter Your Name

– Enter Your full E-mail Address

– Enter Your Password

– Click **Manually configure server settings or additional server types** and click **Next >**

3 The **Add New Account** window will change and require you to **Choose Service**:

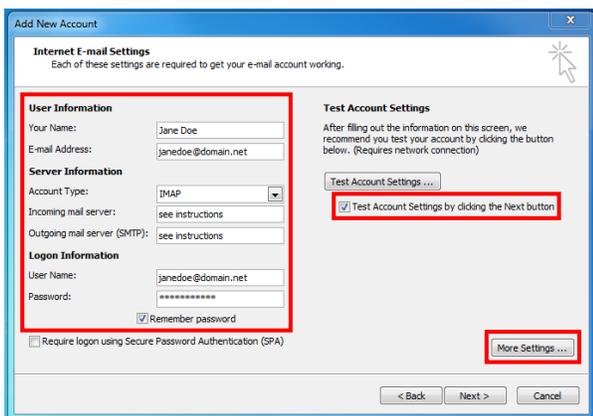– Select **Internet E-mail**

– Click **Next >**

Getting Started

Add a New Email Account in Outlook 2010 or 2013 (cont.)
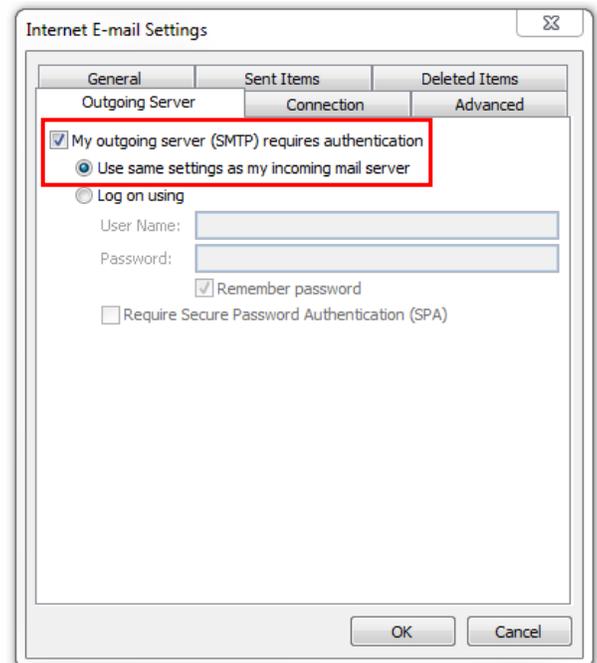
4 Enter your **Internet Email Settings**:

   – Make sure your name and email address are correctly entered.

   – Click the **Account Type** drop-down and select **IMAP**

   – In the **Incoming mail server** field enter: **mail.homesc.com**

   – In the **Outgoing mail server (SMTP)** field enter: **smtp.homesc.com**

   – Ensure your full **email address** (ex: myemail@homesc.com) is in the **User Name** box and enter in your email password.

   – In the **Test Account Settings**, check the **Test Account Settings by clicking the Next button** box but don't click Next.

   – Click **More Settings...**

5 **Internet Email Settings** continued:

   – Click the **Outgoing Server** tab

   – Make sure that the box for **My outgoing server (SMTP) requires authentication** is checked

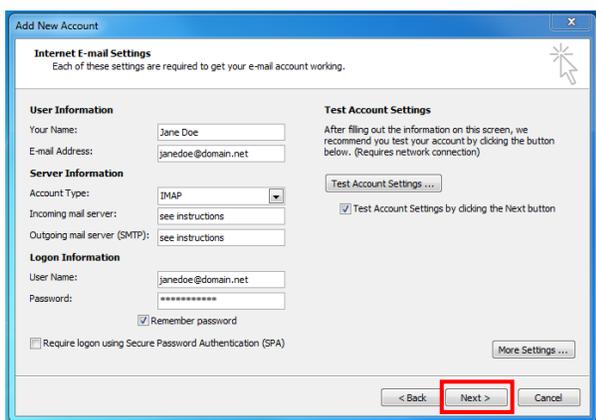   – Select the **Use same settings as my incoming mail server field**.

   – Click the **Advanced** tab

   – Find the **Incoming Server (IMAP)** drop-down list and select **SSL**

   – Find the **Outgoing server (SMTP)** drop-down list and select **SSL**

   – Find the **Outgoing server (SMTP)** field and enter **465** (you may need to change the number in this field)

   – In the **Incoming mail** field, make sure that **993** is entered for IMAP

   – Click **OK** — you will be returned to the previous window

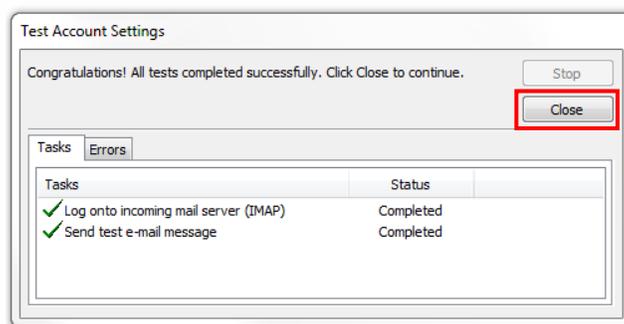## Add a New Email Account in Outlook 2010 or 2013 (cont.)

6 Click **Next >**

7 The **Test Account Settings** window will appear and it will process the test automatically.

– If you experience an error, double-check all steps for accuracy, make sure your Internet connection is active, and try again.

8 Once your account settings are confirmed by the system, you are finished! Click **Close** to exit the setup window.

Congratulations, your Outlook 2010 or 2013 email is now set up!