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## How To Setup Your Email In Outlook

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### Server Settings

Go to the [Business Email Settings](#) page for the latest settings.

### Video Transcript

Hi, and welcome to another Sunburnt video tutorial. In this video we're going to show you how to create an email account and set it up in Microsoft Outlook.

First, we're going to create a new account by selecting 'Email Accounts' from the 'Email' menu and following the 'New Account' link. Simply enter the address you want to use, along with a new password and hit save. (When you hit save your new email account is ready to use.

We can test it out immediately by going to the online webmail, but for this tutorial we want to use Microsoft Outlook. So we switch to Outlook and to setup your account go to the 'Tools' menu and select 'Email Accounts'. Choose 'Add a new email account' and click next.

For the server type we can use either POP3 or IMAP. Use POP if you only want to access your email from a computer, otherwise use IMAP. For this demo we'll select POP and click next. Enter your name and email address under the User Information. Your login User Name is your complete email address, and enter the password you have already chosen.

Your incoming mail server is always mail.getsunburnt.com and you generally have to use your ISP's outgoing server. For example, mail.bigpond.com for Telstra and mail.optusnet.com.au for Optus. If you don't know the name of your ISP's mail server, please check their website.

We can now test our settings. No problems there. Click next and finish. Outlook will download your emails into your inbox when you hit 'Send and Receive'... and you're in business!

Thanks for watching this Sunburnt video tutorial, and have fun setting up your email accounts!



