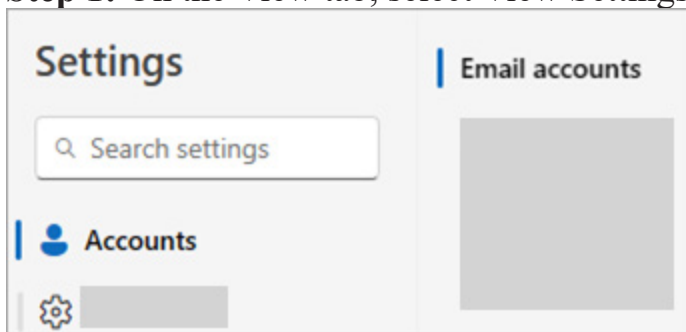# Adding your cPanel email to Outlook on PC

Step 1: Open Outlook.

Step 2: If this is your first time opening Outlook you'll be presented with the screen to add your email address. If it is not your first time opening Outlook you will need to follow the steps below.
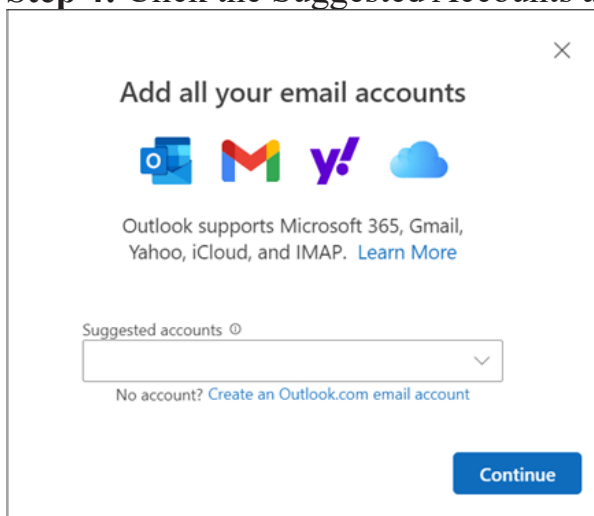
New Outlook

Step 1: On the View tab, select View Settings.

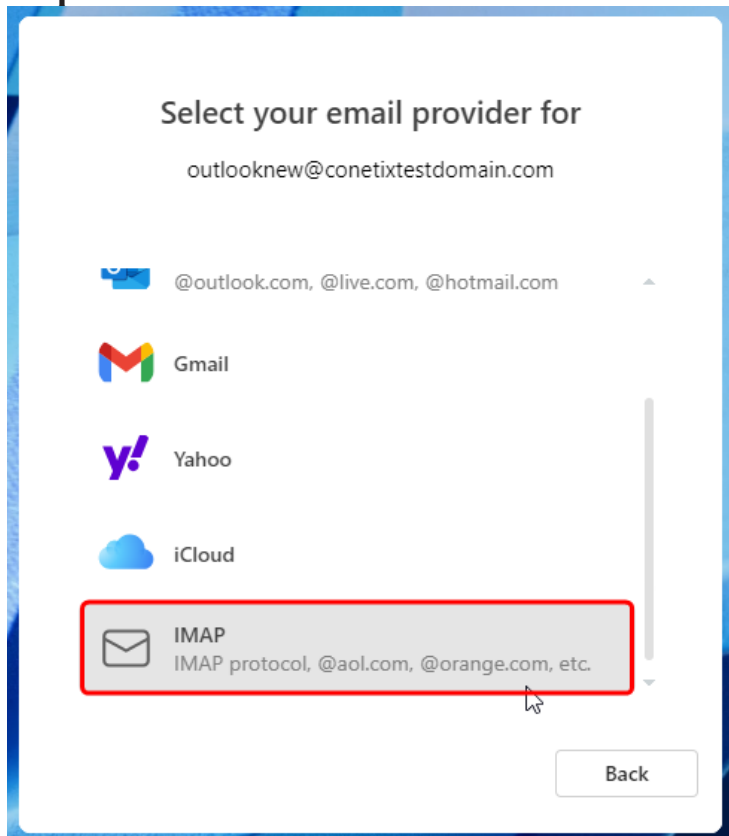**Step 2:** Select Accounts > Email Accounts.
Step 3: Select + Add Account
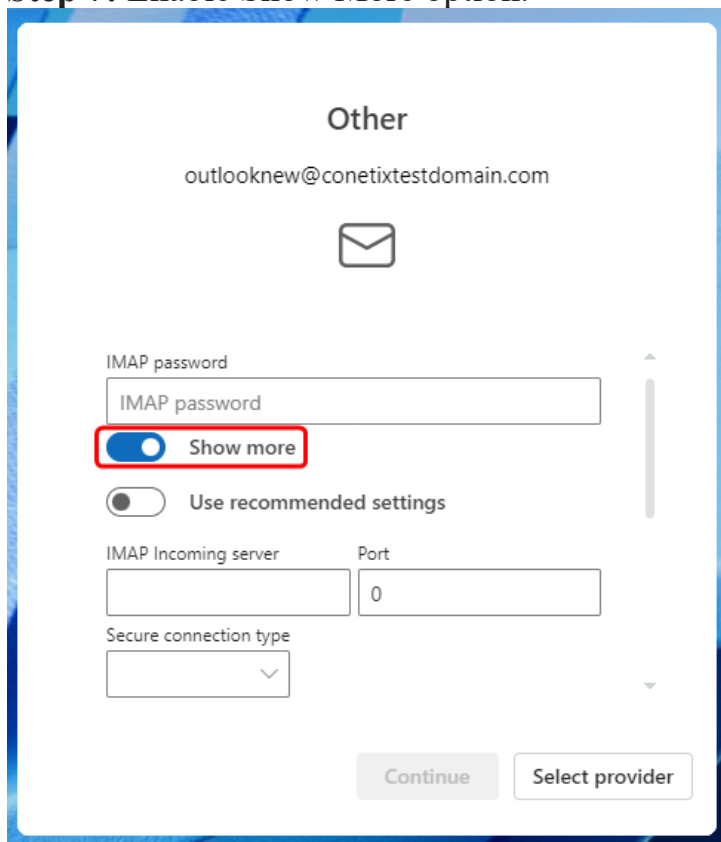**Step 4:** Click the Suggested Accounts and add your email address. Then Click continue.

Step 5: Click Advanced Setup

Step 6: Scroll down and click on IMAP.

Step 7: Enable Show More option.

Step 8: Enter your IMAP account server details. Fill out the following information with the correct information for your specific email address *(If you don't have this please reach out to info@zebralovewebsolutions.com to get your specific email server information)*.

Incoming Mail Server (IMAP)
IMAP Incoming Server: mail.yourdomainname.com
Port: 993
Secure Connection Type: SSL / TLS (recommended)

Outgoing Mail Server (SMTP)
SMTP username: example@emailaddress.com
SMTP password: your email account password
SMTP Outgoing Server: mail.yourdomainname.com
Port: 465
Secure Connection Type: SSL / TLS (recommended)

Step 9: Click Continue to sync your emails to the Microsoft cloud.
(This is a requirement on Microsoft's end for using this app).
Step 10: A message saying "Waiting for IMAP" and "Setting things up" will display.
Step 11: A message regarding Microsoft's privacy policies will display, click Next.
Step 12: Select whether or not to send Microsoft your usage data, then click Accept.
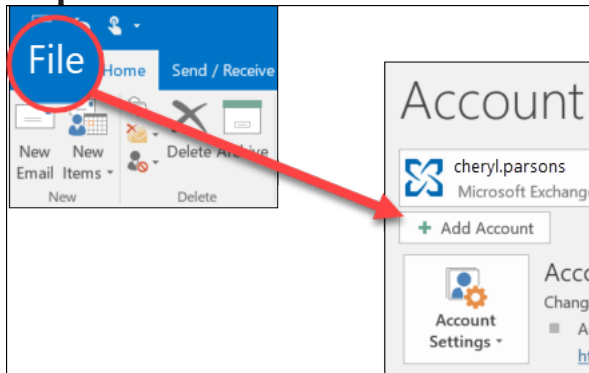**Step 13:** A message regarding "connect experiences" will be presented, click continue.
Step 14: Another message regarding applying language, time and theme settings will be displayed, click Apply Settings or Skip to proceed.
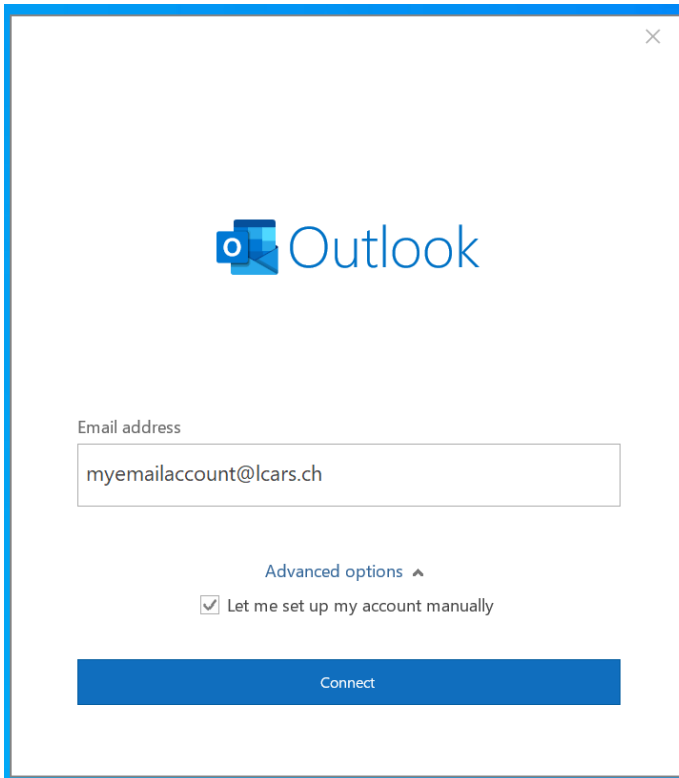**Step 15:** You will finally be taken to the main Inbox.

Classic Outlook
Step 1: Select File > Add Account
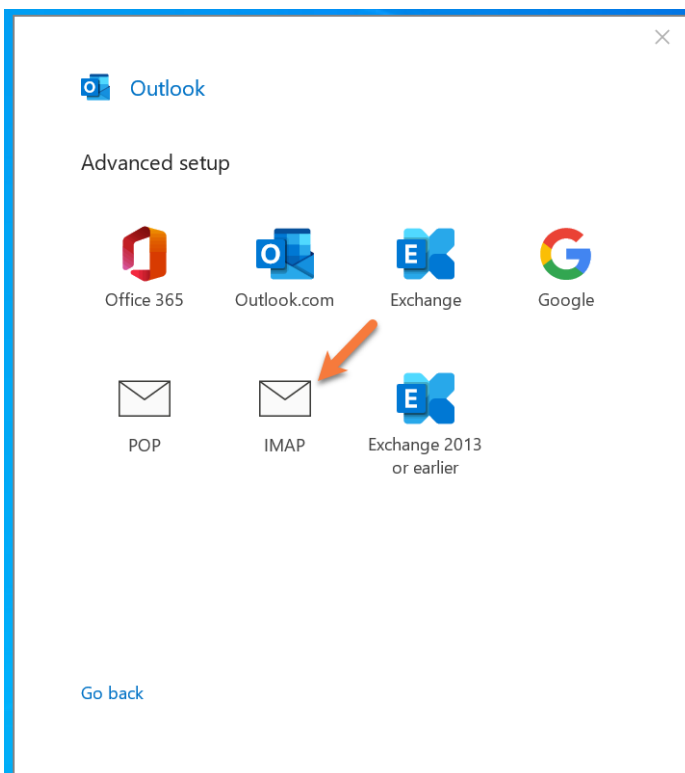

Step 2: Enter your email address and click Advanced options.
Step 3: Check the box that says "Let me set up my account manually".

Step 4: Click Connect

Step 5: Click IMAP

Step 6: Enter your IMAP account server details. Fill out the following information with the correct information for your specific email address *(If you don't have this please reach out to info@zebralovewebsolutions.com to get your specific email server information).*

Incoming Mail Server (IMAP)
Server: mail.yourdomainname.com
Port: 993
Security: Make sure "Require logon using Secure Password Authentication (SPA) is checked.

Outgoing Mail Server (SMTP)
Server: mail.yourdomainname.com
Port: 465
Security: Make sure "Require logon using Secure Password Authentication (SPA) is checked.

     Step 7: Click **Next.**
     Step 8: Enter the password for this email address and click **Next**.

*The system will now verify your email account.