NetSource E-mail Setup - Microsoft Outlook 2016

If you are setting up Outlook 2016 for the first time, click Yes to setup a new account & skip to Step 4.

1. Click the **File** button at the top left corner of the Outlook window.

2. Click the **Info** button and select the first option, **Account Settings.**

3. In the Account Settings window, click on the **New** button.

4. Enter your email address

5. Click **Advanced options** and select **Let me set up my account manually.**

6. Click **Connect.**

7. Select **POP** and click **Next.**

8. Enter your email account information into the fields as follows:

   Under Incoming mail

   Server: **pop.nsource.com**

   Port: **995**

   This server requires an encrypted connection (SSL/TLS): **Check this box**

   Require logon using Secure Password Authentication (SPA): **Leave Unchecked**

   Under Outgoing mail

   Server**: smtp.nsource.com**

   Port: **587**

   Encryption Method: **Auto**

   Require logon using Secure Password Authentication (SPA): **Leave Unchecked**

9. Click **Next**

10. When prompted, enter your **password**

11. Check the **Save this password in your password list box** and then click **OK**.

12. Click **Finish**. Your email account is now ready for use.