

Set Up E-mail with Microsoft Outlook

Learn how to configure your 1&1 Mail Basic account for use with Outlook 2003, 2007, 2010, 2013 or 2016.

Before you begin, you will need to have Outlook already installed on your computer and Create a 1&1 Mail Basic Account in Your 1&1 Package.

Step 1

On your computer, click the Start Menu and select Control Panel.

Step 2

Double-click the Mail icon. If using Windows Vista, Windows 7 or Windows 8, type Mail into the search box at the top-right of the Control Panel window to quickly find the Mail icon.



Windows Control Panel

Step 3

Click the E-mail Accounts button.



Mail Setup - outlook

Under the E-mail tab, click the New button to add your 1&1 e-mail acocunt.

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E	- mail Yo	l Acco u can	unts add o	r remov	e an a	account.	You can	select an	account	and ch	ange i	ts settin	ıgs.			
E-m	nail	Data	Files	RSS F	eeds	ShareP	oint Lists	Intern	et Calend	ars Pu	ublishe	ed Caler	ndars	Addre	ess Bool	cs
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Account Settings window

Step 5

Select E-mail Account and then click the Next button.

Add Account	EX
Choose Service	×××
E-mail Account Connect to an e-mail account provided by your Internet service p (ISP) or your organization.	provider
Other	
Connect to a server type shown below.	
	< Back Next > Cancel

Add Account window

Enter Your Name, E-mail Address, and e-mail address Password, and then click the Next button.

ر چ	Add Account						
4	Auto Account Setup Outlook can automatically configure many email accounts.						
٩) E-mail Account						
	Your Name:	John Smith Example: Ellen Adams					
	E-mail Address:	account@1and1help.co.uk Example: ellen@contoso.com					
	Password:	****					
	Retype Password:	******					
		Type the password your internet service provider has given you.	1				
C) Manual setup or a	dditional server types					
		< Ba	ck Next >				

Add Account Window

Outlook will attempt to autodetect your e-mail settings. If a window appears attempting to configure your e-mail account using settings from the autodiscover.1and1.info website, **tick the box** that says **Don't ask me about this website again** and then click the **Allow** button.

Add Account	
Searching for your mail server settings	
Configuring	
Outlook is completin Microsoft Outlook	
Searchi Loggin Loggin	
https://autodiscover.1and1.info/Autodiscover/Autodiscover.xml	
You should only allow settings from sources you know and trust.	
☑ Don't ask me about this website again	
Allow Cancel	
< Back Net	kt >

Security confirmation

Step 8

After a few moments your should receive a confirmation that the e-mail account is successfully configured. Click the **Finish** button to complete the process.

I Add Account
Congratulations!
Configuring
Outlook is completing the setup for your account. This might take several minutes.
 Establishing network connection
Searching for account@1and1help.co.uk settings
Log on to server and send a test e-mail message
Your IMAP e-mail account is successfully configured.
Change account settings Add another acco
< Back Finish Ca

Add Account Window

Now launch Outlook from the Start menu and begin writing and checking your mail!