Set Up E-mail with Microsoft Outlook

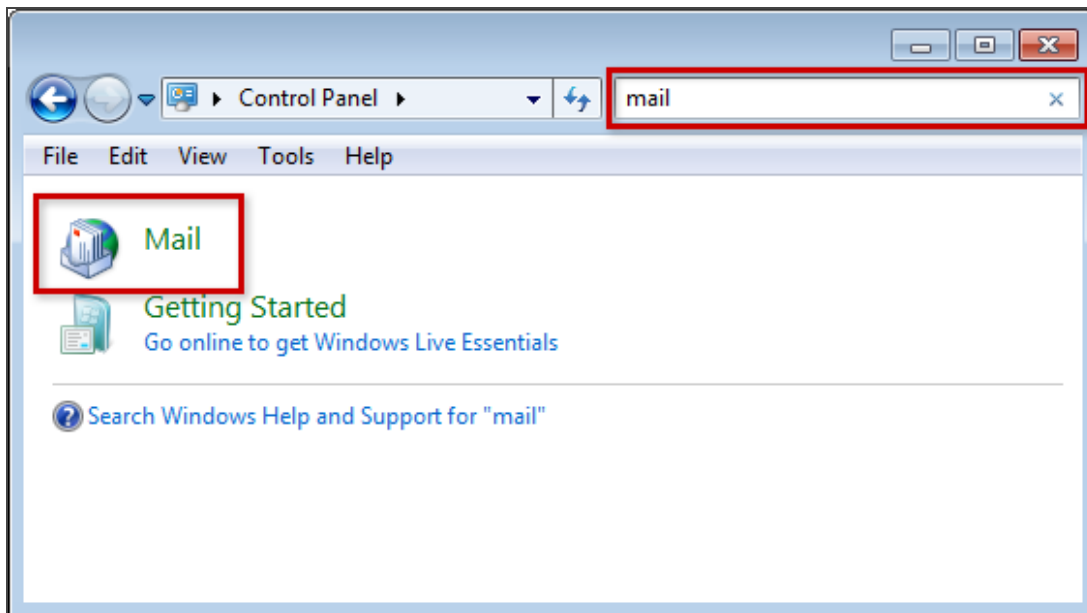**Learn how to configure your 1&1 Mail Basic account for use with Outlook 2003, 2007, 2010, 2013 or 2016.**

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

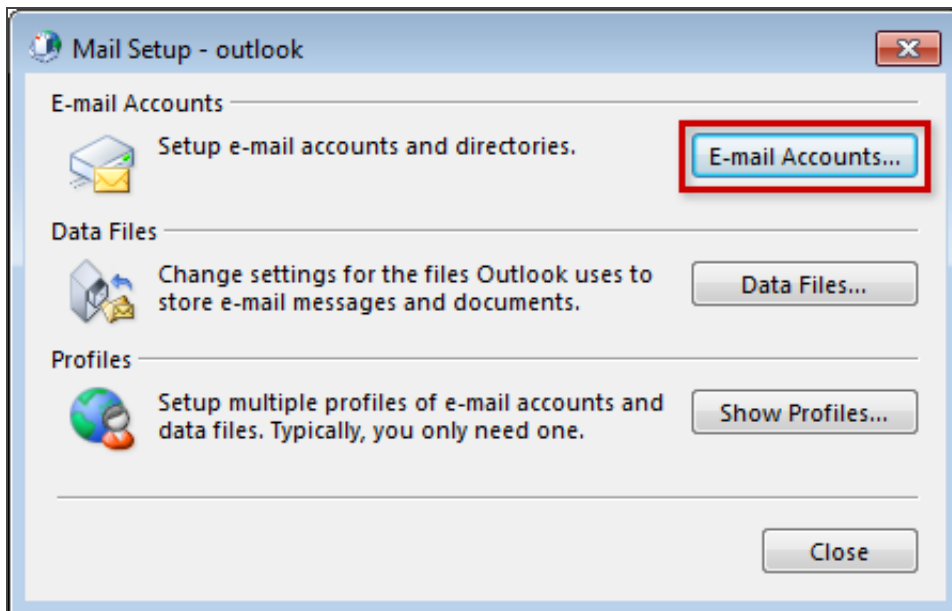On your computer, click the **Start Menu** and select **Control Panel**.

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.
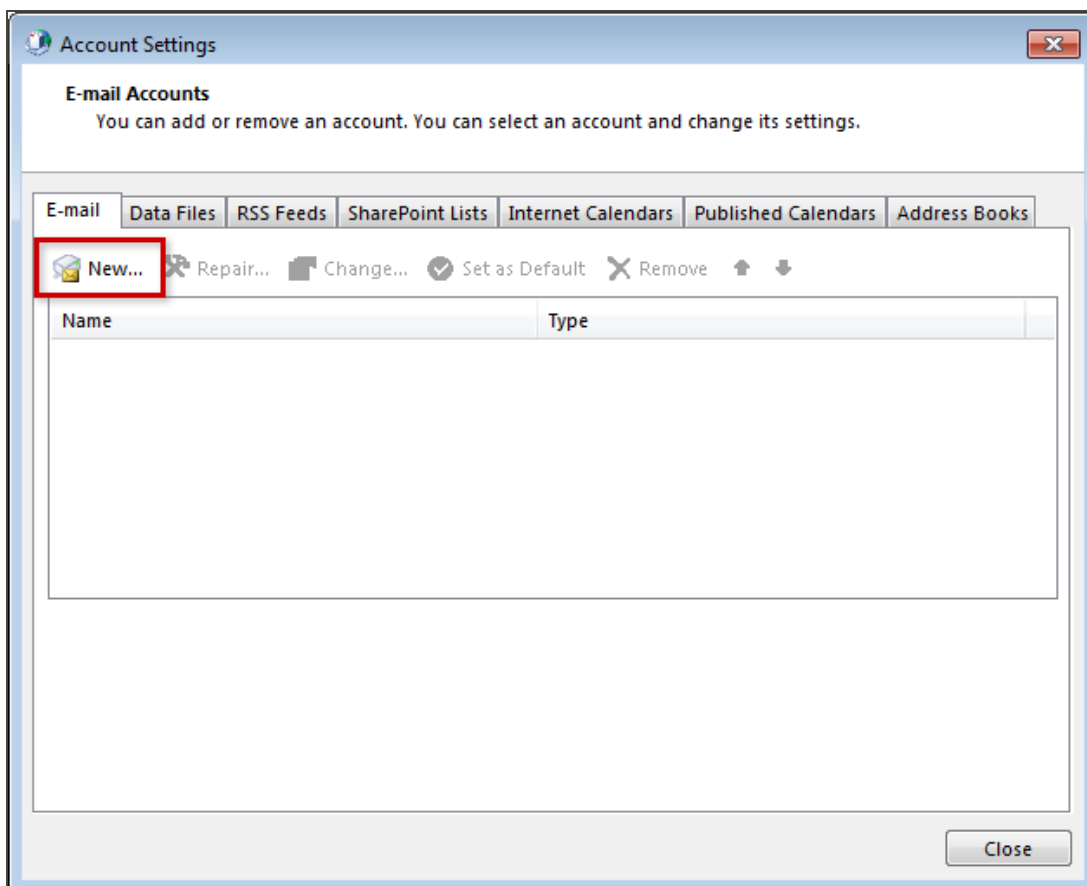

Windows Control Panel

Step 3

Click the **E-mail Accounts** button.
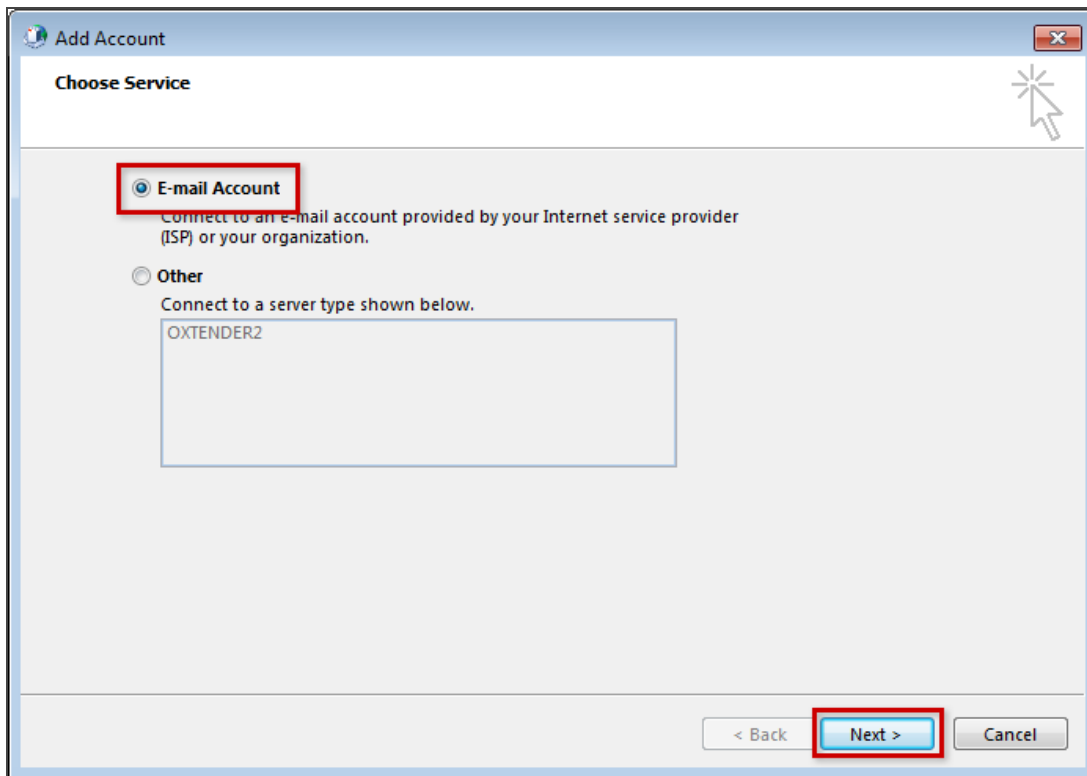
Mail Setup - outlook

Step 4

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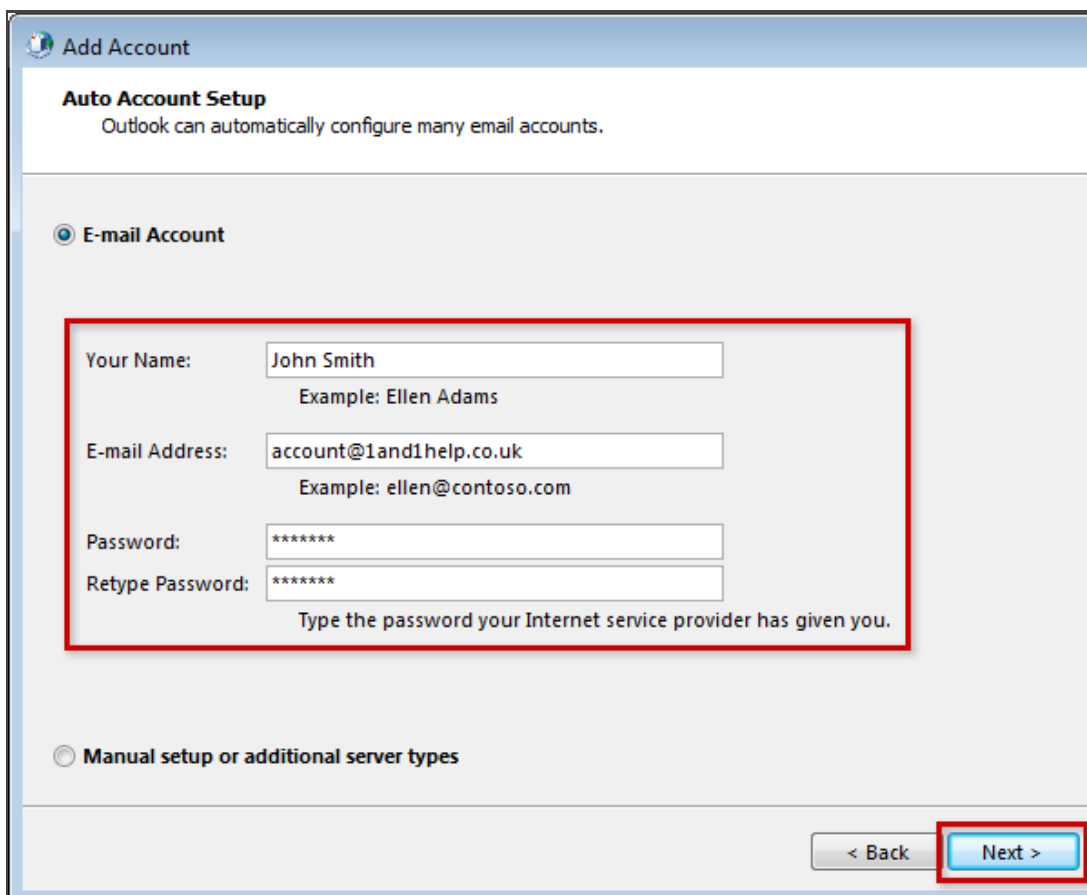

Account Settings window

Step 5

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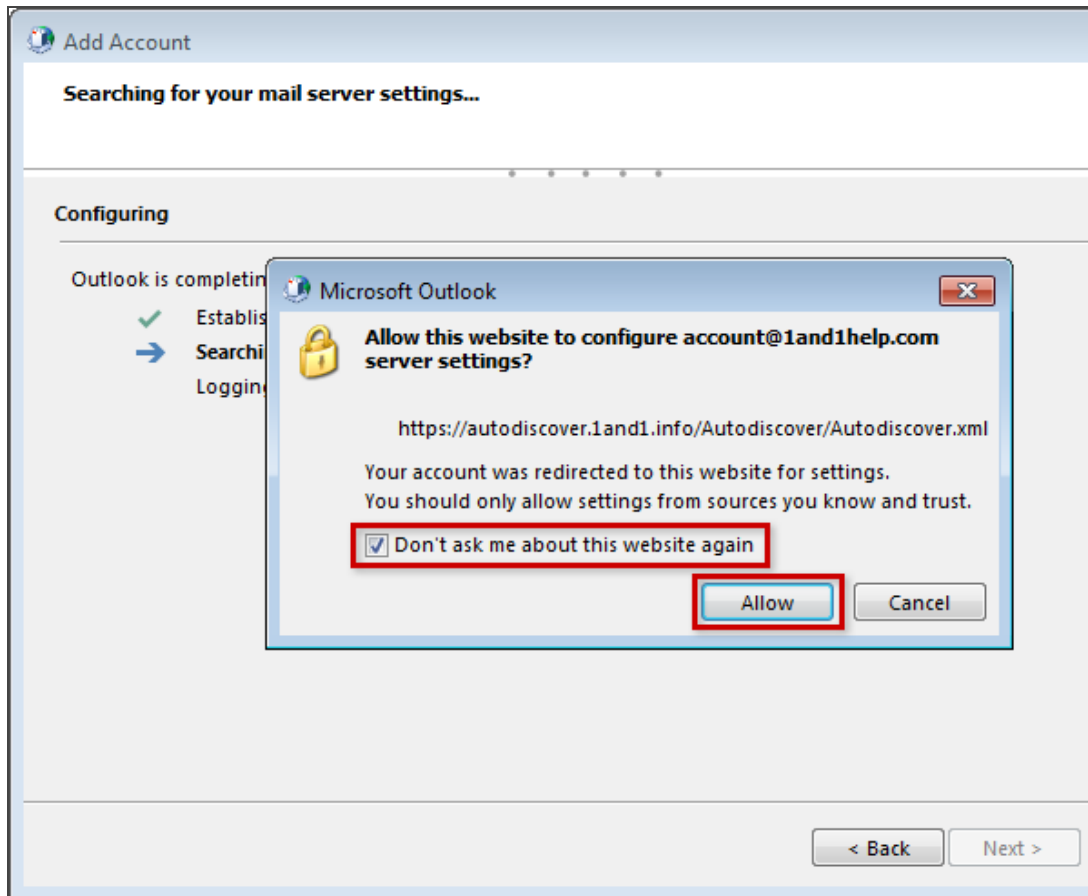
Add Account window

Step 6

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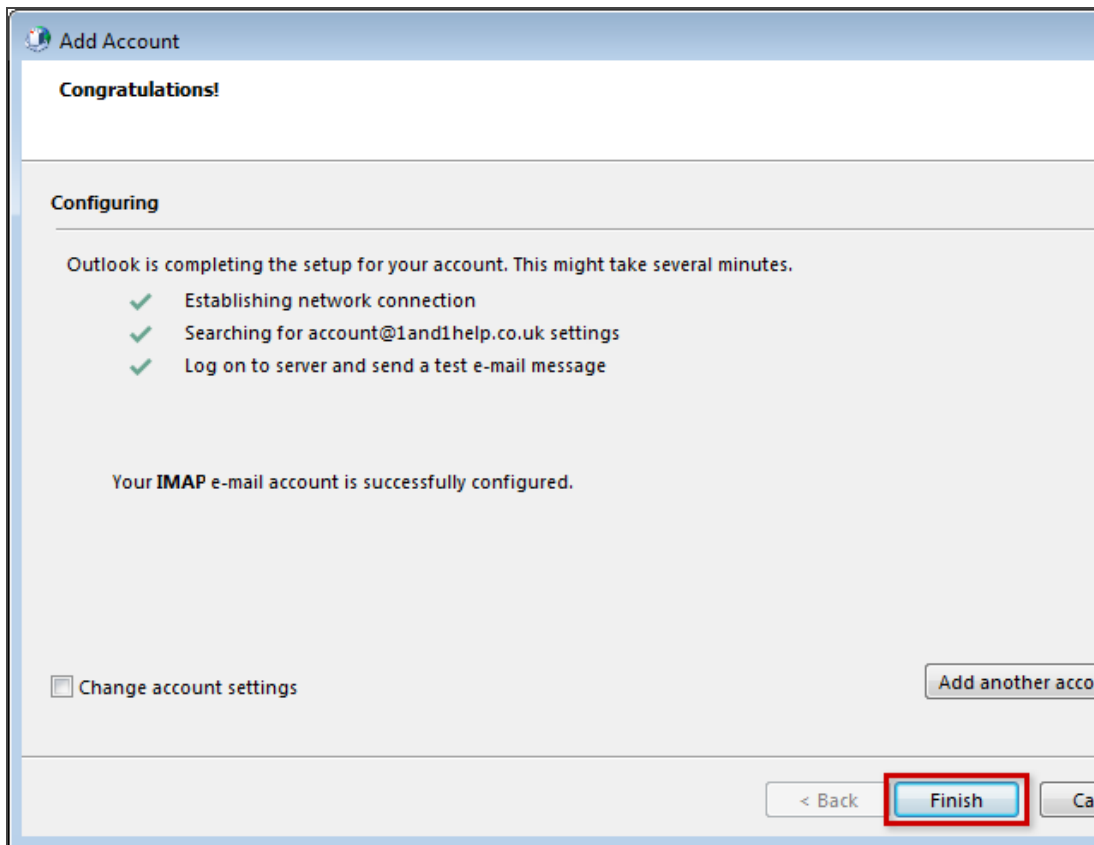

Add Account Window

Step 7

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.

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.

Add Account Window

Step 9

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