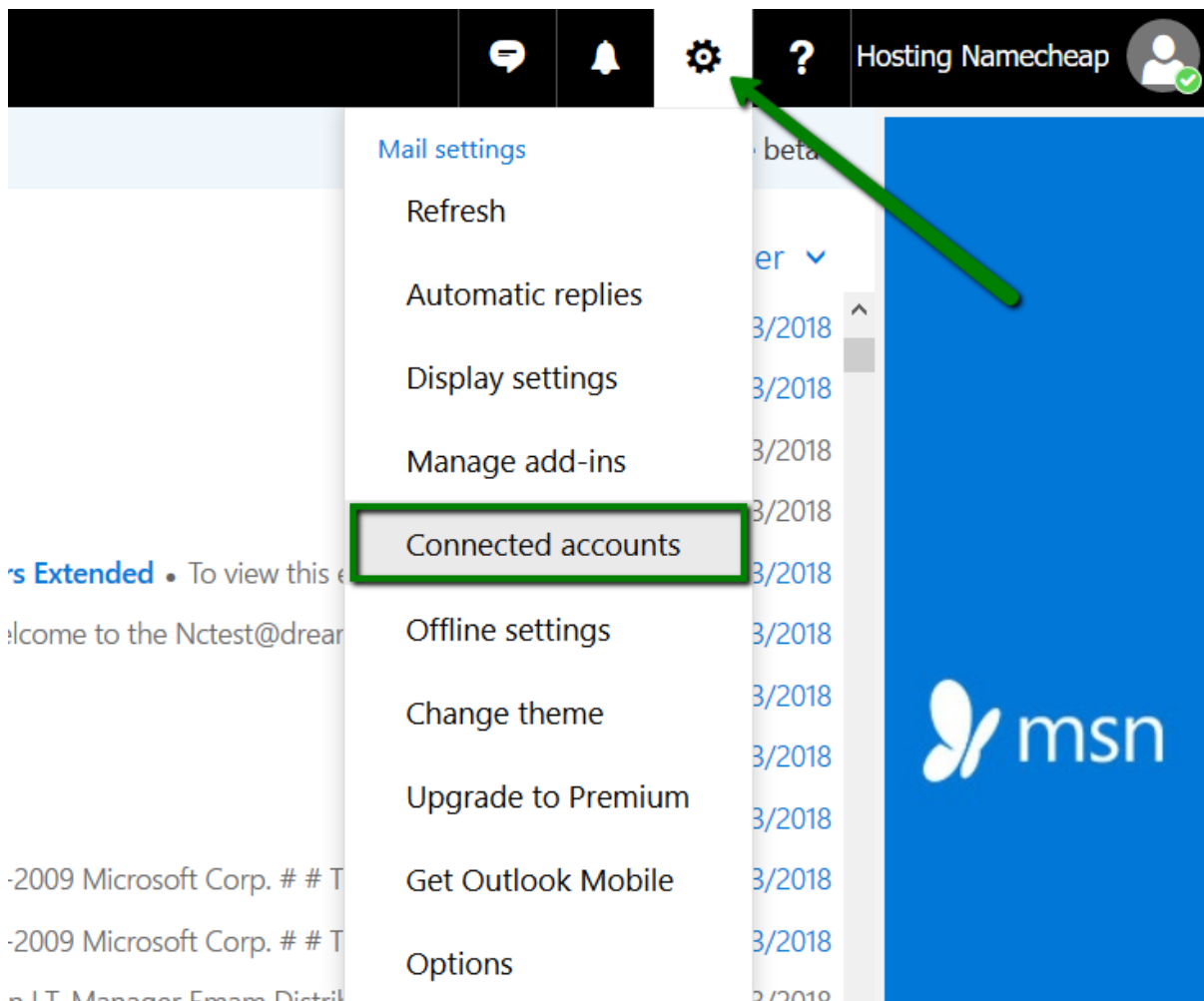


How to add cPanel email account to Outlook.com webmail

This guide describes how to add cPanel email account to Outlook.com webmail:

1. Log in to your account here: <https://mail.live.com>
2. Click on the **gear icon** on the upper right part of the mailbox page and choose **Connected Accounts**:





3. Under **Add a connected account**, click **Other email accounts**:

Connected accounts

Connect your other accounts to import your emails and manage them all in one place. You can connect up to 20 other email accounts.

Add a connected account

 Gmail

 Other email accounts 

Manage your connected accounts



4. Select **Manually configure account settings** and click **OK**:

Connect your email account

Display name

Email address *

Password *

You can choose where the imported email will be stored.

- Create a new folder for imported email, with subfolders like in the account you connect
- Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for other messages

Advanced Settings

Manually configure account settings (POP, IMAP or Send-only account)

OK 

Cancel

5. Select type of the account as **POP3/SMTP** and click **OK**:

Choose your connection type

- IMAP/SMTP connection settings
- POP/SMTP connection settings
- SMTP send-only connection settings



6. On the next page configure the settings as follows:

For POP3 account:

- **Display name:** enter the name you would like to see in the FROM field
- **Email address:** full mailbox name
- **Username:** full mailbox name
- **Password:** password for your cPanel mailbox

- Leave Unticked “**Leave a copy of messages on the server**”

New POP account connection

Enter account and server information for your connected account.

Account information

Display name

Email address *

Username

Password *

You can choose where the imported email will be stored.

- Create a new folder for imported email, with subfolders like in the account you connect
- Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for other messages

Server information

- **Incoming (POP) server:** (as provided by Easyjoomla- should be something like mail.YourDomain.com.au)
- **Incoming server port:** 995
- **Authentication:** Basic
- **Encryption:** SSL or TLS

- **Outgoing (SMTP) server**(as provided by Easyjoomla- should be something like mail.YourDomain.com.au)
Outgoing server port: as provided by Easyjoomla

Server information

Incoming (POP) server *

Incoming server port *

Authentication

Encryption

- Send email using your provider's server (recipient will not see your Outlook.com address)
- Send email using Outlook.com's server (recipient may see your Outlook.com address)

Outgoing (SMTP) server *

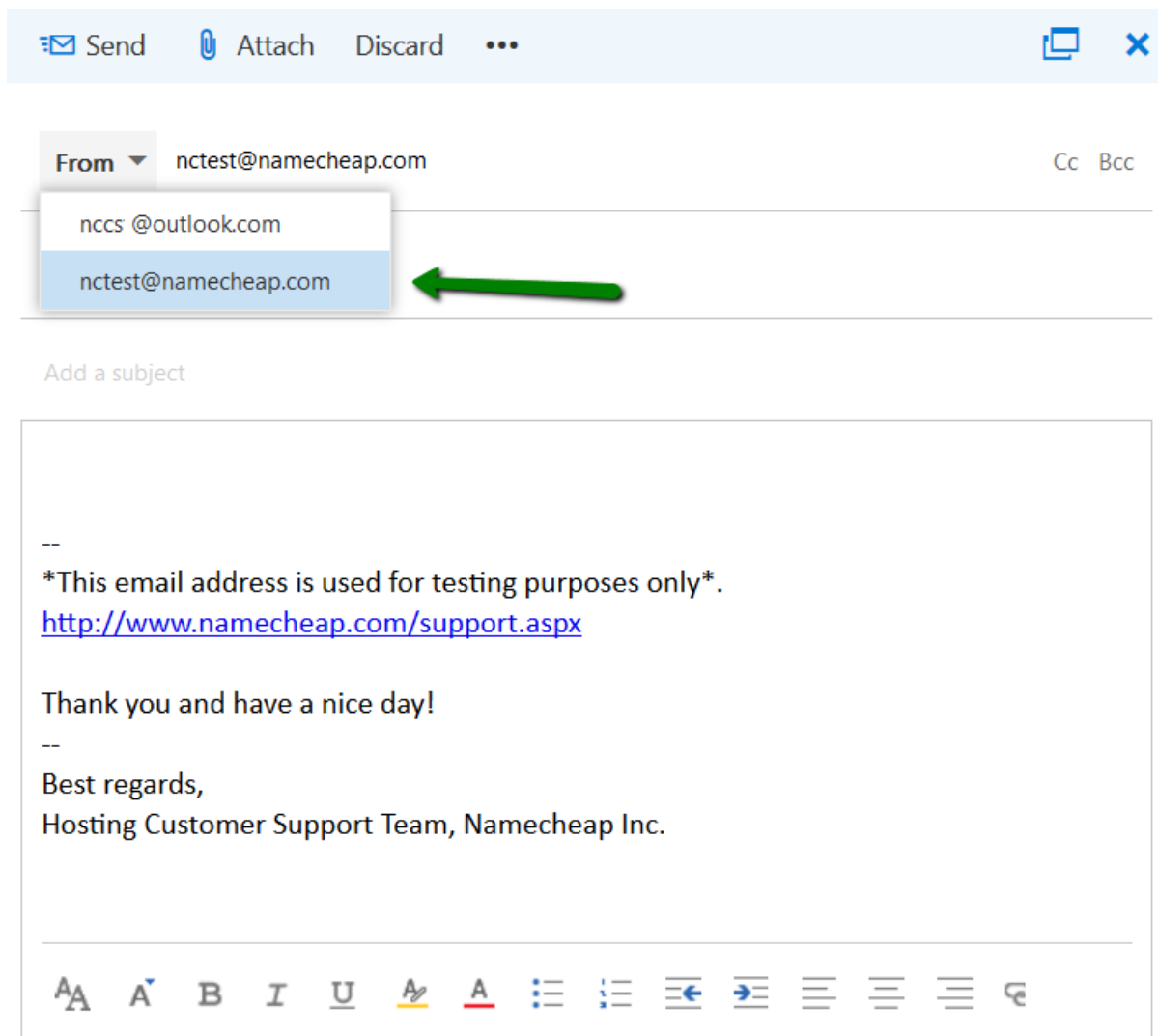
Outgoing server port *

- Use a different username and password to send email.



7. Click **OK** once done.

8. After adding your third-party email account as a send-and-receive successfully on Outlook.com, you will be able to use 'send as' option when creating new emails. Simply click on the drop-down menu next to your Outlook email address and choose your cPanel email account:



(backup info **For IMAP account:**)

- **Display name:** enter the name you would like to see in the FROM field
- **Email address:** full mailbox name
- **Username:** full mailbox name
- **Password:** password for your cPanel mailbox

New IMAP account connection

Enter account and server information for your connected account.

Account information

Display name

Email address *

Username

Password *

You can choose where the imported email will be stored.

- Create a new folder for imported email, with subfolders like in the account you connect
- Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for other messages

Server information

- **Incoming (IMAP) server:** [server your account is hosted on](#)
- **Incoming server port:** 993 with SSL, or 143 with no SSL
- **Authentication:** Basic
- **Encryption:** SSL or TLS

- **Outgoing (SMTP) server:** [server your account is hosted on](#)
- **Outgoing server port:** 465 with SSL, 587 with TLS

Server information

Incoming (IMAP) server *

server1.web-hosting.com

Incoming server port *

993

Authentication

Basic

Encryption

SSL

- Send email using your provider's server (recipient will not see your Outlook.com address)
- Send email using Outlook.com's server (recipient may see your Outlook.com address)

Outgoing (SMTP) server *

server1.web-hosting.com

Outgoing server port *

465

Use a different username and password to send email.

Back

OK

Cancel

