

Manually Set Up an Email Account in Microsoft Outlook App

If the automatic setup of your email account in Outlook App does not work, you will need to set up your account manually.

IF USING OUTLOOK APP FOR FIRST TIME

1. Open the Google Play Store or iTunes store and search for Outlook App
2. DOWNLOAD Outlook App
3. Open Outlook App
4. **ADD ACCOUNT EMAIL** then **SELECT ADD ACCOUNT**
5. It should open on **IMAP**, if not select the NOT MESSAGE in top right corner
6. **SELECT Use Advanced Settings** and then ENTER:
 - Email address – name@domain.co.uk
 - Password – yourpassword
 - Display Name – Your Name etc (this is what people see when receiving your emails)
 - Description – My Work Email (reference for you in app, great for more than 1 email)
 - IMAP hostname: **imap.ionos.co.uk:993**
 - IMAP Username: Your email
 - IMAP Password: Your password
 - SMTP Hostname: **smtp.ionos.co.uk:587**
 - SMTP Username: Your email
 - SMTP password: Your password
7. Click SIGN IN
8. You have completed setting up your email account in the Outlook App

If you want to access using a Desktop or Laptop online visit <https://mail.ionos.co.uk/> and enter your email and password for the online webmail.

IF YOU'RE USING OUTLOOK APP AND WANT TO ADD AN ADDITIONAL ACCOUNT

1. Open the Outlook App
2. Click the HOME in the top LEFT corner
3. SELECT the COG in the bottom LEFT corner
4. SELECT **ADD ACCOUNT EMAIL** then **SELECT ADD EMAIL ACCOUNT**
5. ENTER **your Email Address** and SELECT **Add Account**
6. It should open on **IMAP**, if not select the NOT MESSAGE in top right corner
7. SELECT **Use Advanced Settings** and then ENTER:
 - Email address – name@domain.co.uk
 - Password – yourpassword
 - Display Name – Your Name etc (this is what people see when receiving your emails)
 - Description – My Work Email (reference for you in app, great for more than 1 email)
 - IMAP hostname: **imap.ionos.co.uk:993**
 - IMAP Username: Your email
 - IMAP Password: Your password
 - SMTP Hostname: **smtp.ionos.co.uk:587**
 - SMTP Username: Your email
 - SMTP password: Your password
8. Click SIGN IN
9. You have completed setting up your email account in the Outlook App

If you want to access using a Desktop or Laptop online visit <https://mail.ionos.co.uk/> and enter your email and password for the online webmail.