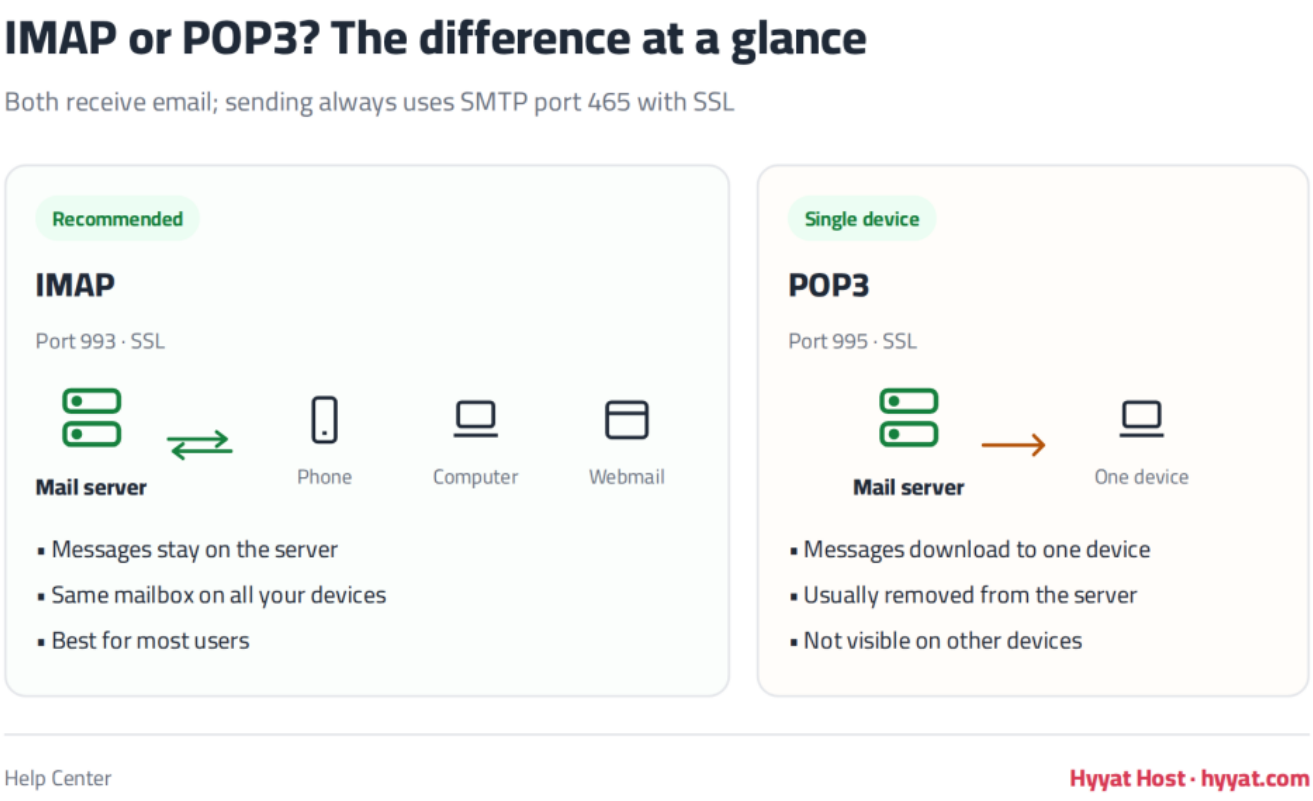
Microsoft Outlook settings for using email

E-mail · https://www.hyyat.com/en/knowledgebase/microsoft-outlook-settings-for-using-email/

In short: To set up your email in Outlook, use the server **mail.yourdomain** (e.g. mail.example.com) and your **full email address** as the username. Incoming: **IMAP port 993** or **POP3 port 995**. Outgoing: **SMTP port 465**. Use **SSL** encryption for both and enable "My outgoing server (SMTP) requires authentication".

Need professional email for your company? Hyyat Host business hosting gives you your website plus unlimited email accounts on your domain (such as info@company.com) from $77/year, with a higher sending limit, free migration of your current email and support that replies within 24 hours. Compare hosting types.



Required email settings

Setting	Value
Username	Your full email address, e.g. info@example.com
Incoming and outgoing server	mail.example.com (replace example.com with your domain)
Incoming IMAP (recommended)	Port 993, encryption SSL/TLS
Incoming POP3	Port 995, encryption SSL/TLS
Outgoing SMTP	Port 465, encryption SSL/TLS, authentication required

This guide sets up Microsoft Outlook for email hosted at Hyyat Host. If your email is hosted elsewhere, check your provider's settings.

IMAP or POP3?

- **IMAP (recommended):** messages stay on the server, so you can read them on your phone, computer and webmail at the same time, and changes sync across all devices.
- **POP3:** messages are downloaded to one device and usually removed from the server, so you only see them in the app that downloaded them. Suitable only if you use a single device.

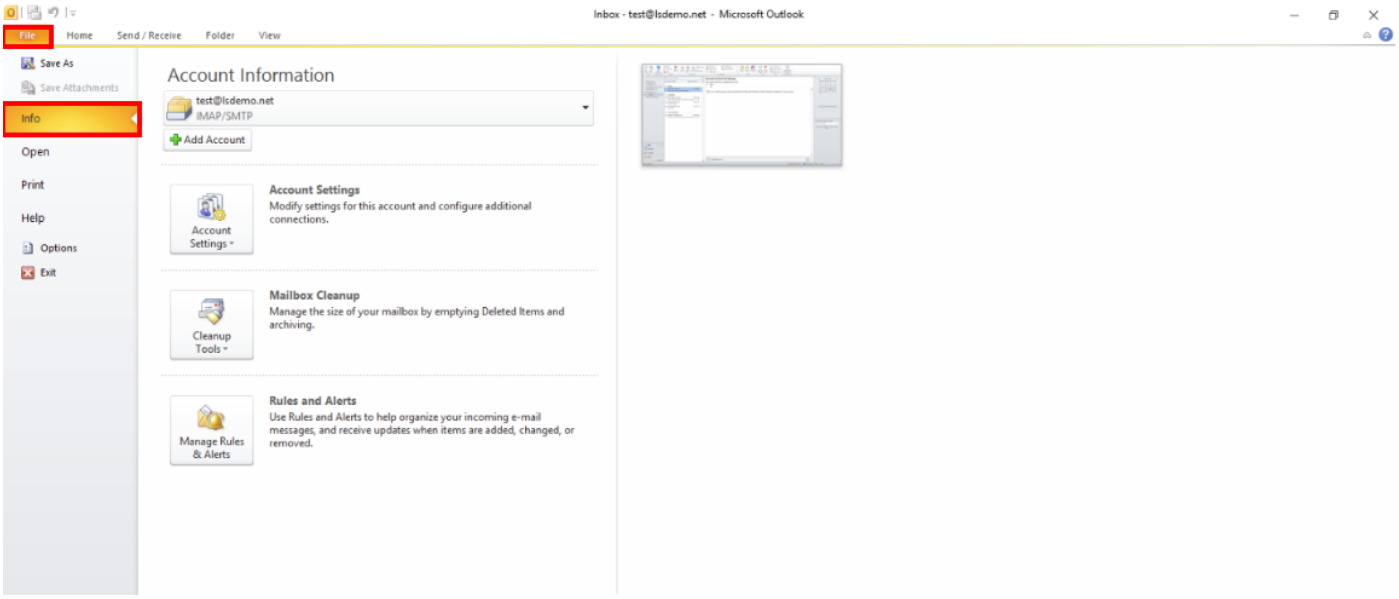
Add a new email account in Outlook (2016 / 2019 / 2021 / Microsoft 365)

1. Open Outlook, go to **File** and click **Add Account**.
2. Type your email address, open **Advanced options**, tick **Let me set up my account manually**, then click **Connect**.
3. Choose **IMAP** (or POP if you prefer).
4. Enter the incoming server **mail.example.com**, port **993** (or 995 for POP), encryption **SSL/TLS**; and the outgoing server **mail.example.com**, port **465**, encryption **SSL/TLS**. Click Next.
5. Enter your email password and click **Connect**. When the success message appears, click **Done**.

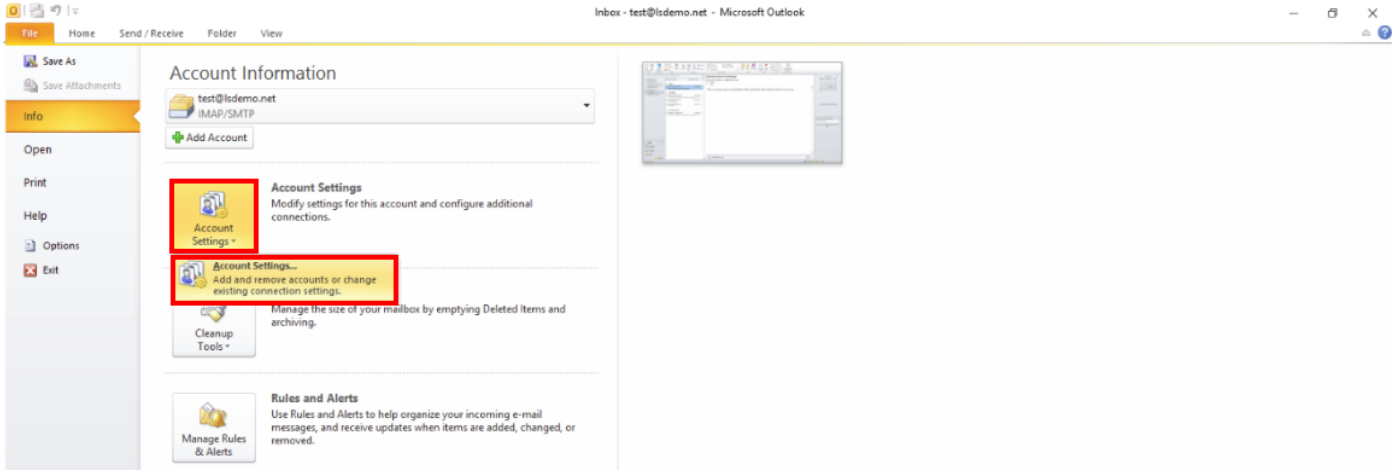
Switch an existing account to secure settings (SSL/TLS)

If your account was added earlier with old settings, update it as follows:

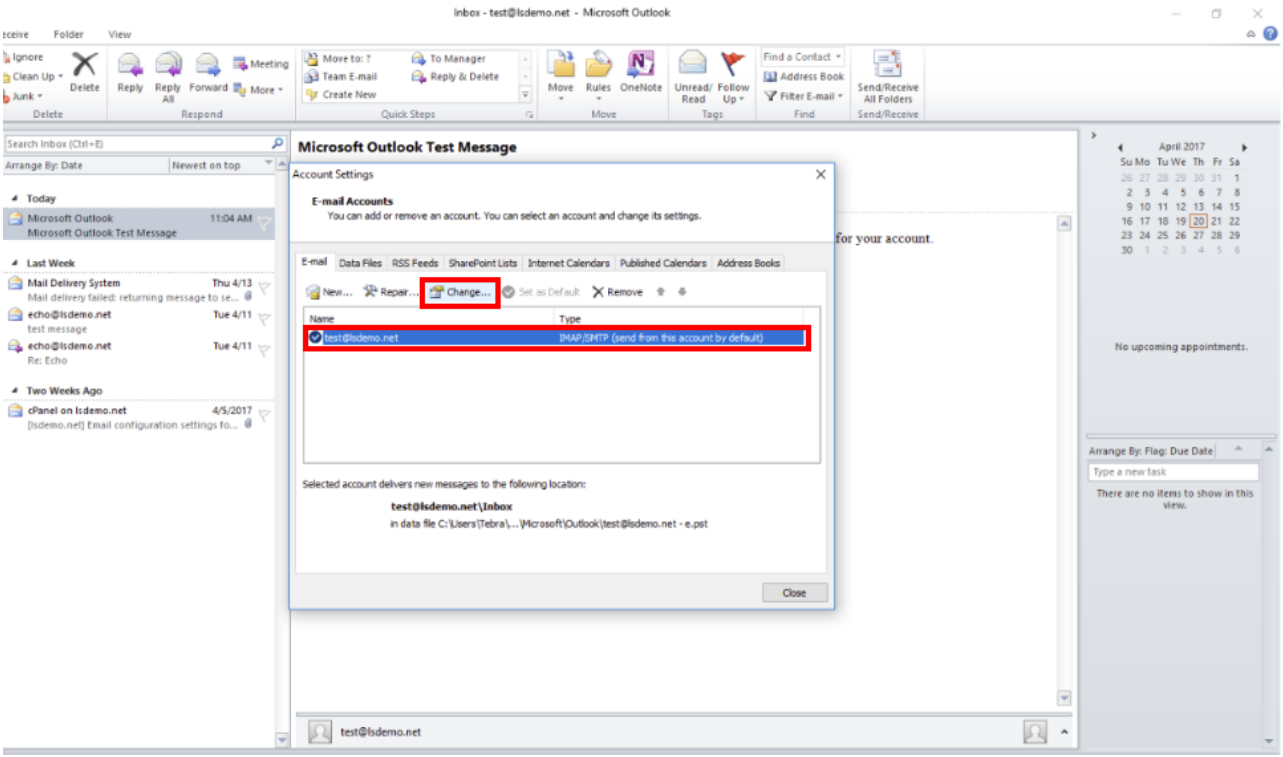
1. Open Outlook and go to **File → Info**.



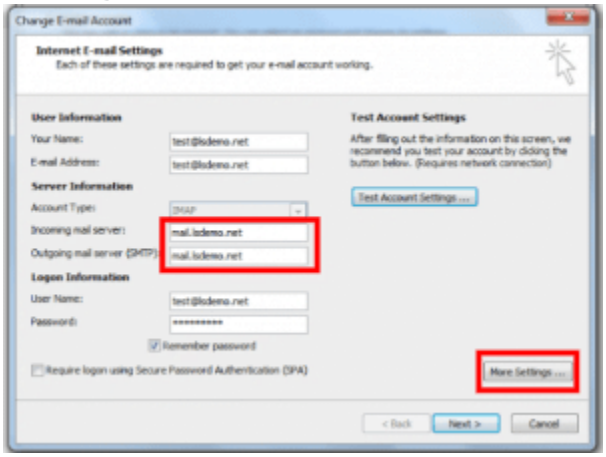
2. Under **Account Information** click **Account Settings**, then choose **Account Settings** from the list.



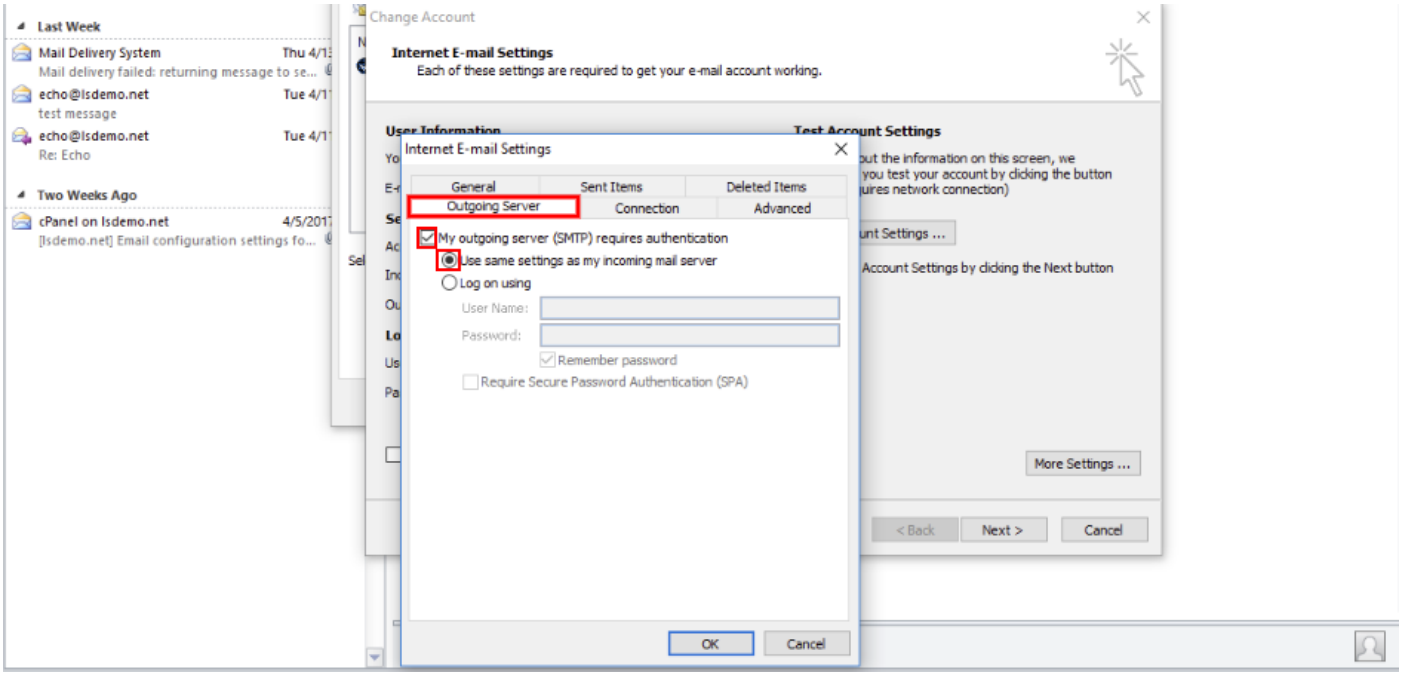
3. Select your email account and click **Change**.



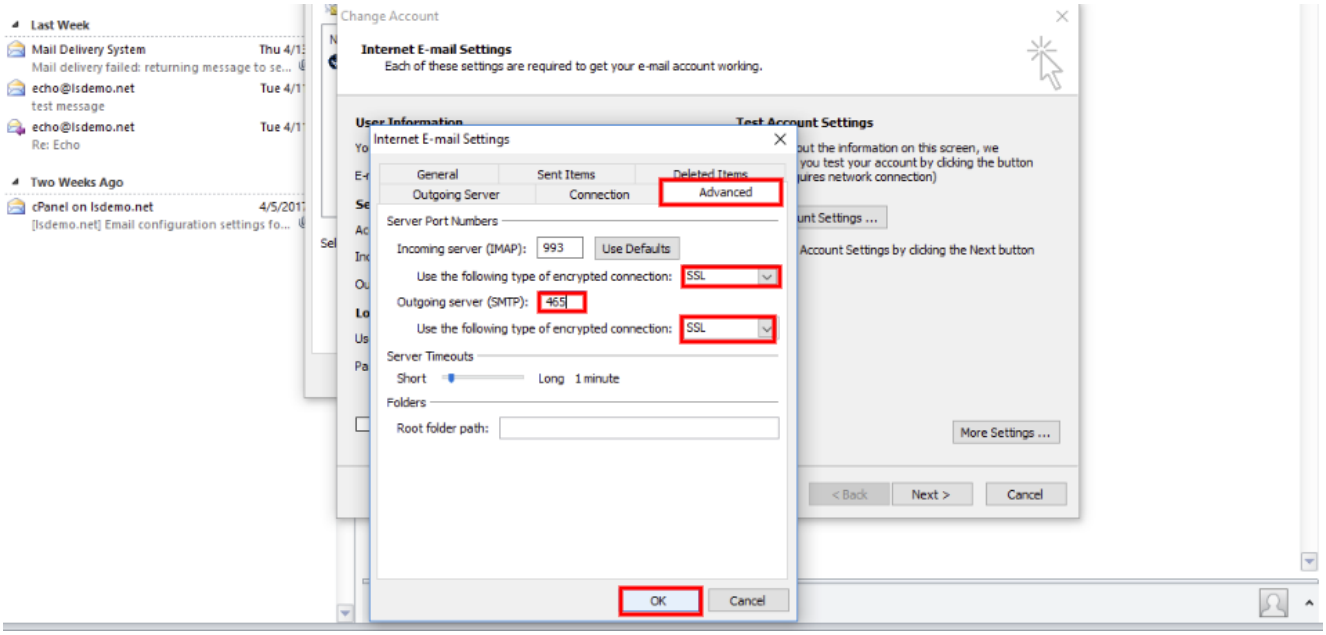
4. Make sure the incoming and outgoing server are written as **mail.yourdomain**, then click **More Settings**.



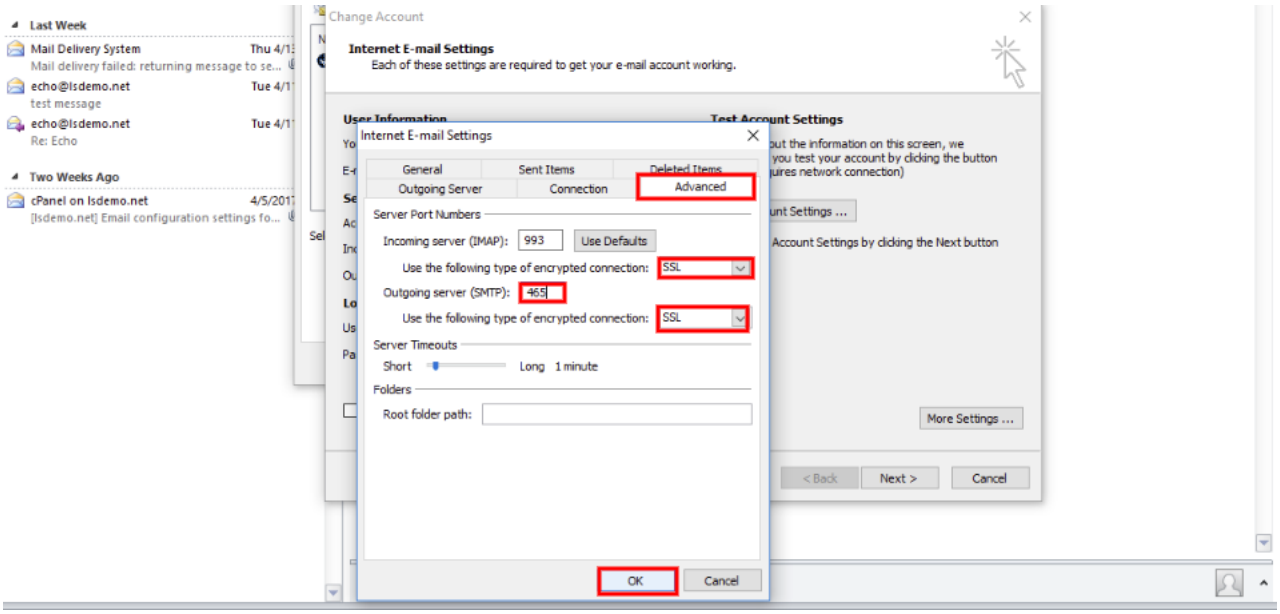
5. Open the **Outgoing Server** tab, tick **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.



6. Open the **Advanced** tab: for the incoming server choose **SSL** and set the port to **993** (IMAP) or **995** (POP3); for the outgoing server (SMTP) choose **SSL** and set the port to **465**. Click **OK**.



7. Click **Test Account Settings**, wait for the test to succeed, then click **Close** and **Finish**.



Troubleshooting

- **Can't send email:** make sure **My outgoing server (SMTP) requires authentication** is ticked with **Use same settings as my incoming mail server**. If it still fails, choose **Log on using** and enter your full email address and password.
- **Security certificate warning:** check that the server name is exactly **mail.yourdomain**. If the warning continues, contact support and we will give you the server name that matches the certificate.
- **Password not accepted:** make sure the username is your full email address, and untick **Require logon using Secure Password Authentication (SPA)**.
- **Your screens look different:** Outlook looks different between versions, but the settings in the table above are the same in every version and in any other email app.
- **Why not ports 110, 143 and 25?** They are unencrypted, so your password and messages travel in plain text, and many internet providers block port 25. Always use the encrypted ports 993, 995 and 465.

Related guides

- How to Create a New Email Account on Your Domain

- What Does Spam Mean? Types of Spam and How to Protect Yourself
- The difference between POP3, IMAP, and Webmail

Need this service from Hyyat Host?Our team handles it for you, with support replying to tickets within 24 hours at most.

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