



← Manually Set Up an Email Account in Microsoft Outlook 2016 (IMAP or POP3)

For 1&1 IONOS Mail Basic Accounts

If the [automatic setup of your email account](#) in Microsoft Outlook 2016 does not work, you can set up your account manually.

Requirements

- [You have an email address that has already been set up.](#)
- [You need your email account data.](#)

Please Note

In Microsoft Outlook 2016, you can manage multiple email accounts using IMAP (Recommended) or POP3.

Step 1

Open Microsoft Outlook 2016 and click **File** on the menu.

Step 2

Under **Account Information**, click **ADD ACCOUNT**.

Step 3

Select **MANUAL SETUP OR ADDITIONAL SERVER TYPES** and click **NEXT**.

Step 4

Select **POP OR IMAP** and click **NEXT**.

Step 5

Enter the **User Information**, **Server Information** (See below), and **Logon Information**. Select the account type: **IMAP** or **POP3**.

If you would like to retrieve your email with **POP3**, select the **POP3 account type** under Server Information and enter **pop.ionos.com** as the incoming mail server. See below for the **IMAP** settings.

USER INFORMATION

Your Name

	The name of your choice that will be displayed on outgoing emails
USER INFORMATION	Email Address
	The full email address you are setting up in Outlook 2016
SERVER INFORMATION	Account type
	IMAP
SERVER INFORMATION	Incoming mail server
	imap.ionos.com
SERVER INFORMATION	Outgoing mail server
	smtp.ionos.com
LOGON INFORMATION	Username
	Your full email address
LOGON INFORMATION	Password
	The password that you assigned when setting up the email address
LOGON INFORMATION	Do not check "Require logon using Secure Password Authentication (SPA)"

Step 6

Click **MORE SETTINGS**.

Step 7

Under the **Outgoing Server** tab, check the **My outgoing server (SMTP) requires authentication** box. Select the menu item **Use same settings as my incoming mail server**. Click **OK**.

Step 8

SSL settings for IMAP:

Now switch to the **Advanced** tab. Select the data below for the **Incoming** and **Outgoing mail servers**.

SERVER PORT NUMBERS	Incoming Mail Server (IMAP)
	993
	Encrypted Connection Type: SSL

SERVER PORT NUMBERS	Outgoing Mail Server (SMTP)
	587
	Encrypted Connection Type: TLS

SSL Settings for POP:

Switch to the **Advanced** tab. Check the box **This server requires an encrypted connection (SSL)**. Then enter the settings for the **incoming** and **outgoing mail servers**.

SERVER PORT NUMBERS	Incoming server (POP3)
	995
	This server requires an encrypted connection (SSL)


SERVER PORT NUMBERS	Outgoing server (SMTP)
	587
	Encrypted Connection Type: TLS


Step 9

Click **NEXT** > **FINISH**.

You have completed setting up your email account in Microsoft Outlook.

Did this article help you?

 Print Page

 Create PDF



[1&1 IONOS Mobile App](#)

All Systems Operational

1&1 IONOS INC. • 2019

[T&C](#) [PRIVACY POLICY](#)
[ABOUT](#) [COMMUNITY](#)