**How to perform an email Account Setup in Microsoft Outlook 2013-2016 (SSL Settings)**

**Open Outlook 2016  
  
Select File > Add Account  
A screenshot of a computer

Description automatically generated**

**You will see a box as shown below. And you may proceed to fill in your name, email address and password. Click Next.  
A screenshot of a computer

Description automatically generated**

**After some time, your email will be configured. If not and a box appears like below:  
Just click Next to set up unencrypted connection.  
A screenshot of a computer

Description automatically generated**

**Click Finish and you have successfully configured your email account .  
Note that you are using IMAP.  
  
A screenshot of a computer

Description automatically generated  
  
However, if even unencrypted email fails, you can try to manually configure your email settings.**

**Manually Configuring Email Settings**

**Click on Manual set up or additional server types and click Next.  
A screenshot of a computer

Description automatically generated**

**Click on POP or IMAP and click Next.  
A screenshot of a computer

Description automatically generated**

**Fill in all the spaces below. Next, click on More Settings.  
A screenshot of a computer

Description automatically generated**

**On the INCOMING MAIL SERVER settings page,  
Username:**[**user@yourdomain.com**](mailto:user@yourdomain.com)**where it should be your email address.  
Password: your email account password  
IMAP/POP3 server : *mail.prubsnadvisor.com.my*    
  
On the OUTGOING MAIL SERVER settings page,  
Username:**[**user@yourdomain.com**](mailto:user@yourdomain.com)**where it should be your email address.  
Password : your email account password  
SMTP server : *mail.prubsnadvisor.com.my*   
  
  
Go to Outgoing Server and tick “My outgoing server SMTP requires authentication" then click the radio button next to Use same settings as my incoming mail server.  
A screenshot of a computer

Description automatically generated**

**A screenshot of a computer

Description automatically generated**

**Go to Advanced and change the Incoming Server Port (IMAP) to 993.**

**If you're using POP3 settings, set the Incoming Server Port (POP3) to 995 as seen below.  
  
Select ‘encrypted connection’ (SSL).**

**Security type: SSL/TLS (accept all certificates)  
Incoming Server Port: 993 (IMAP) / 995 (POP3)**

**Security type: SSL/TLS (accept all certificates)  
Outgoing Server Port: 465  
  
  
A screenshot of a computer

Description automatically generated**

**Click Next, then press the Finish button.**