



## Set Up E-mail with Microsoft Outlook

Learn how to automatically configure **Microsoft Outlook 2010, 2013, or 2016** for use with your **1&1 Mail Basic** account.

### Please note:

While this method will work in Outlook 2007, it will create a prompt that you have to reconfirm each time you load the program. For this reason, it is recommended that Outlook 2007 users [set up Outlook manually](#).

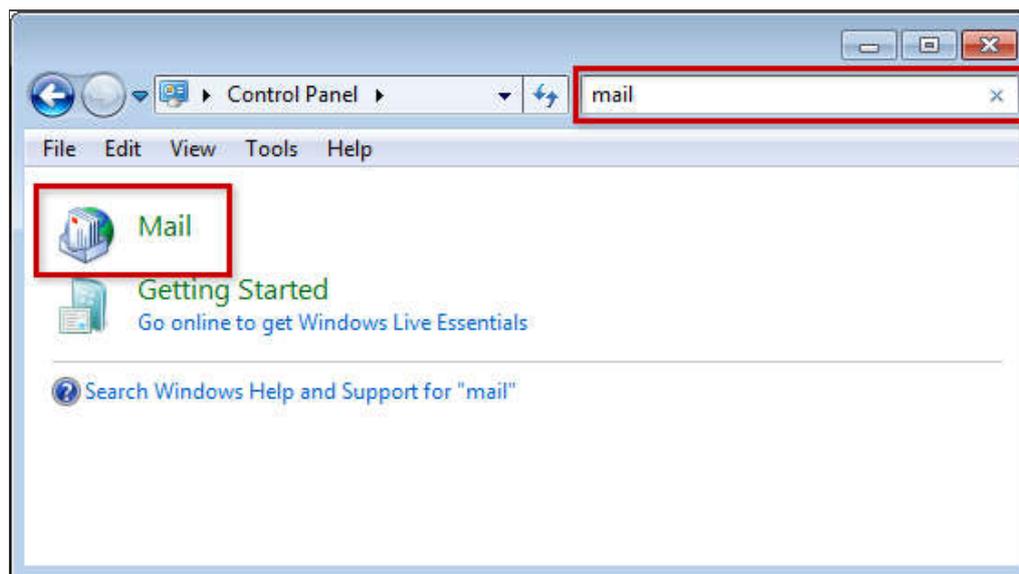
Before you begin, you will need to have Outlook already installed on your computer.

### Step 1

On your computer, click the **Start Menu** and select **Control Panel**.

### Step 2

Double-click the **Mail** icon. If using Windows Vista, Windows 7 or Windows 8, type **Mail** into the search box at the top-right of the Control Panel window to quickly find the **Mail** icon.

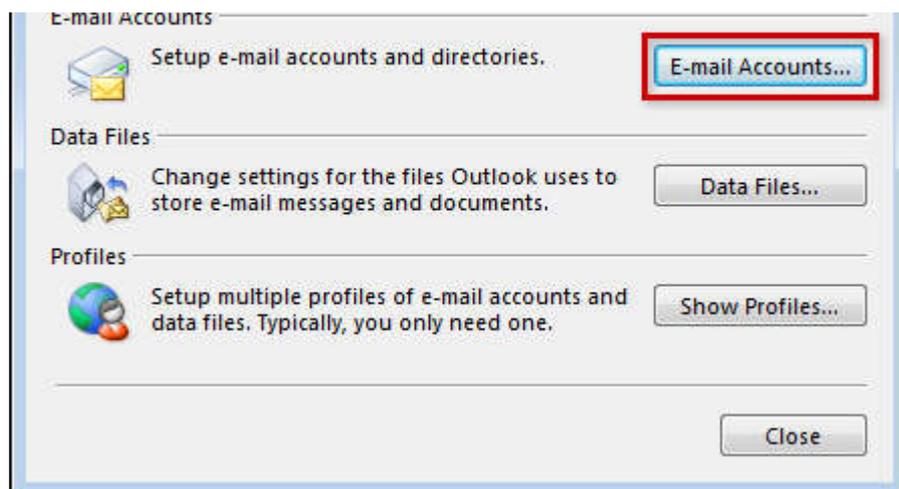


*Windows Control Panel*

### Step 3

Click the **E-mail Accounts** button.

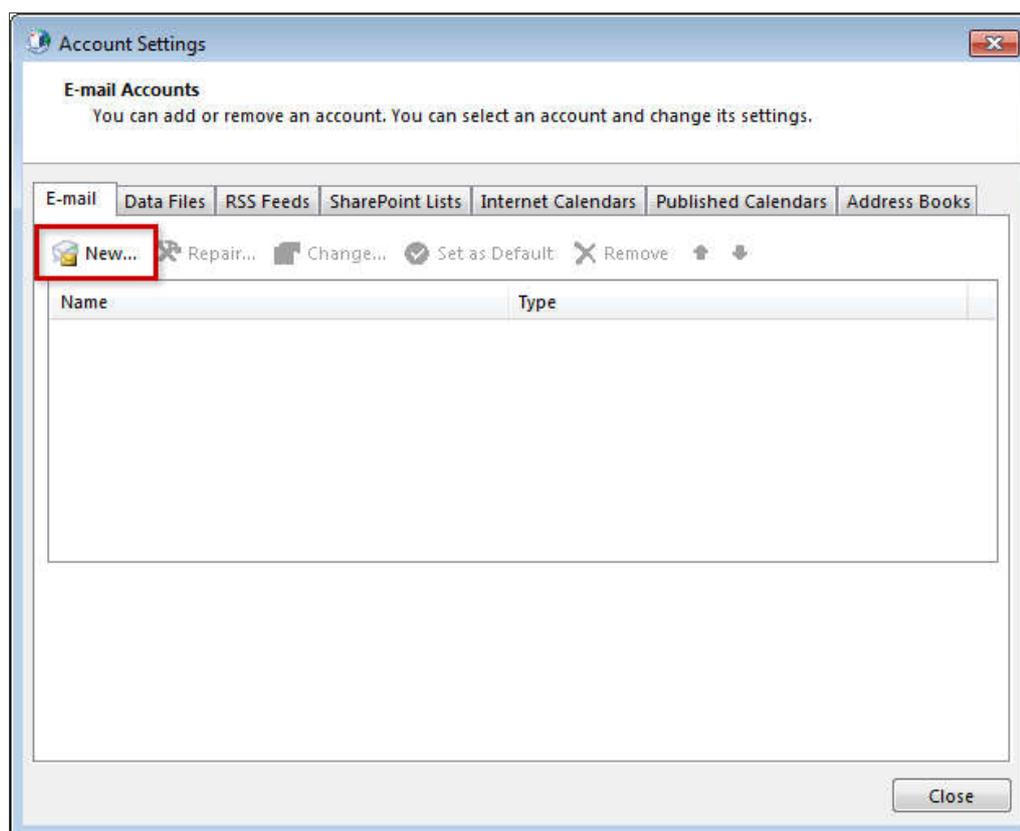
## 1&1 Help Centre



Mail Setup - outlook

### Step 4

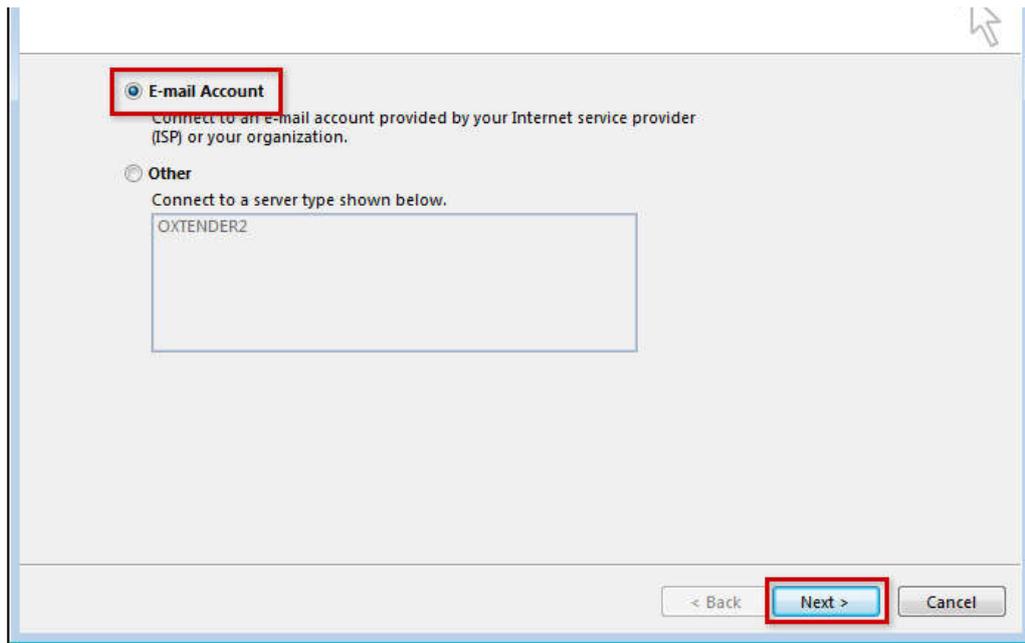
Under the **E-mail** tab, click the **New** button to add your 1&1 e-mail account.



Account Settings window

### Step 5

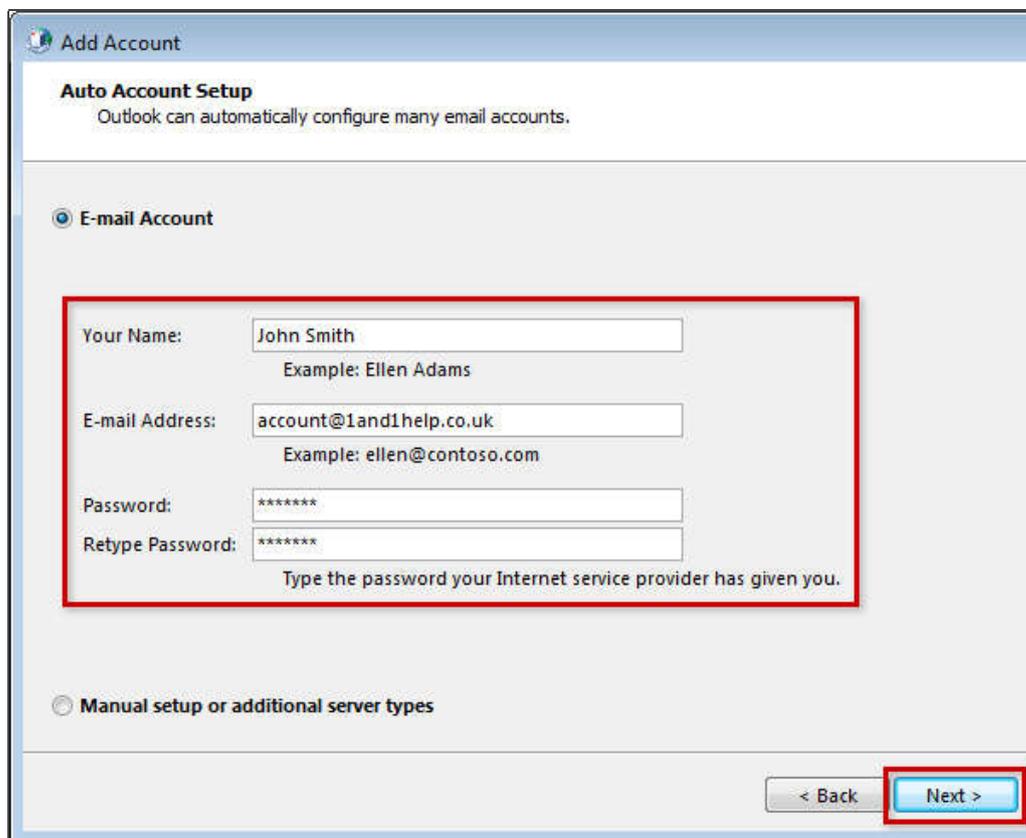
Select **E-mail Account** and then click the **Next** button.



Add Account window

### Step 6

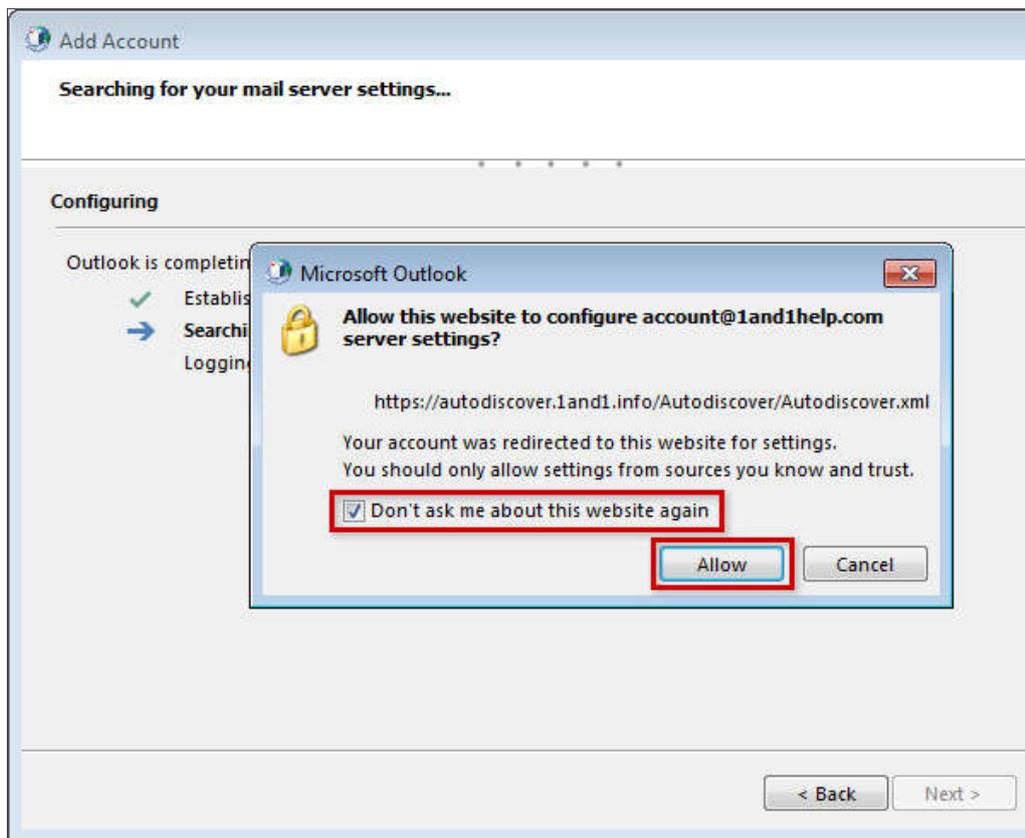
Enter **Your Name**, **E-mail Address**, and e-mail address **Password**, and then click the **Next**



button.

Add Account Window

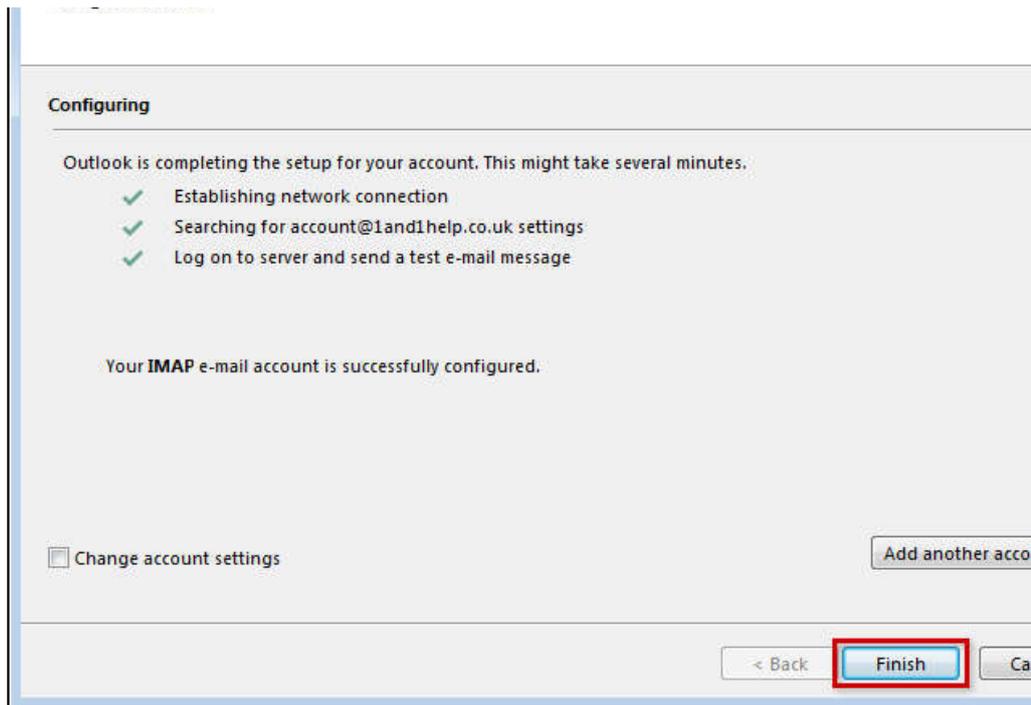
### Step 7



*Security confirmation*

### Step 8

After a few moments you should receive a confirmation that the e-mail account is successfully configured. Click the **Finish** button to complete the process.



Add Account Window

### Step 9

Now launch Outlook from the Start menu and begin writing and checking your mail!



For additional information, you may want to reference:

- [Manually Set Up E-mail with Microsoft Outlook](#)
- [What is Autodiscover?](#)

## Did this article help you?

Yes

No