How to add a POP Email Account to Outlook.com

STEP 1

Visit www.outlook.com and log in using your existing Hotmail.com or Outlook.com email login:

STEP 2

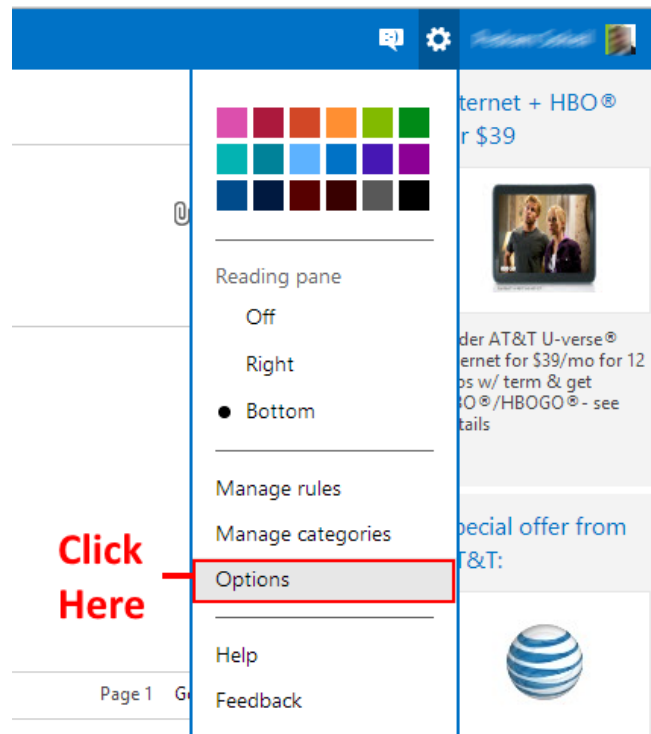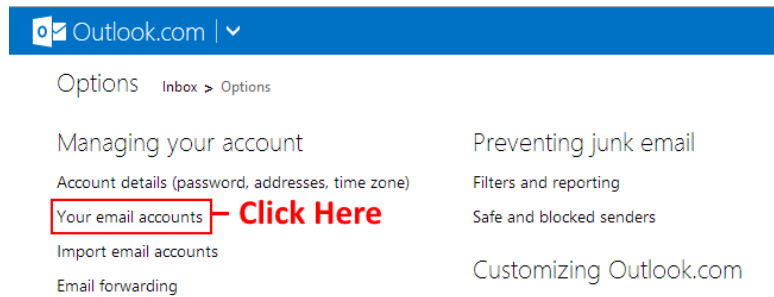Click on the Settings Wheel Icon at the top right of the page, and choose "Options" from the menu:
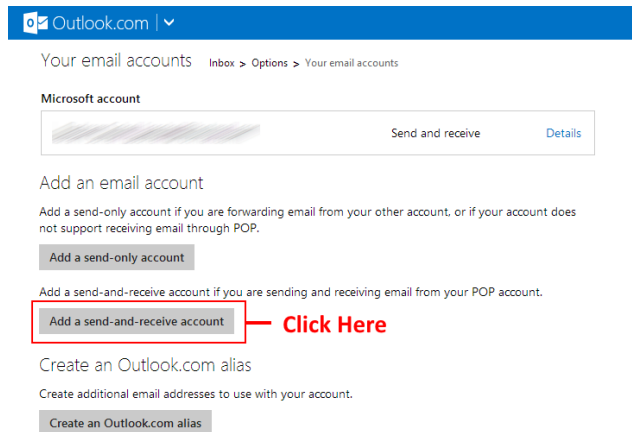
STEP 3

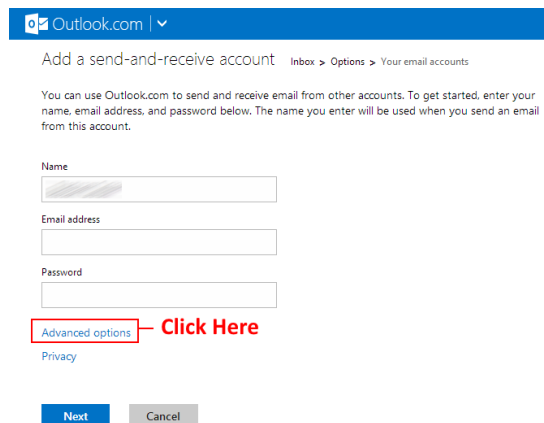Click on the "Your email accounts" link from the Options menu:

STEP 4

Click on the "Add a send-and-receive account" link from the Accounts menu:

STEP 5

On the account add page, first click on the "Advanced options" link to see additional settings:

STEP 6

Enter the following information in the corresponding fields, replacing the name, email, username and password with your corresponding values, then click "Next":

STEP 7

On the next screen, you will have the option to create a new folder in which to keep all emails received and sent from this account. Enter a name that makes sense to you, such as "AAYO":
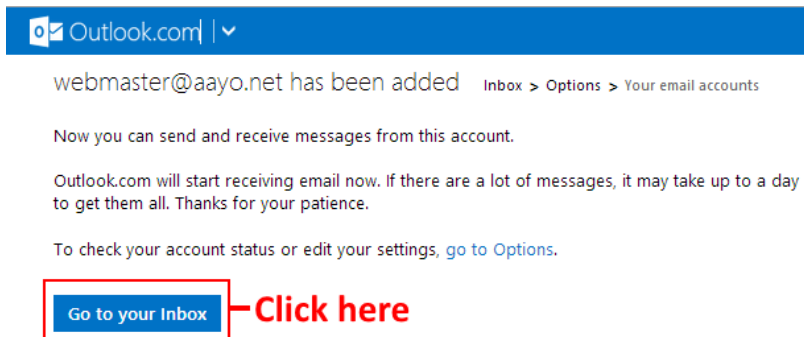
STEP 8

You are done! Click on "Go to your Inbox" link to visit your inbox.
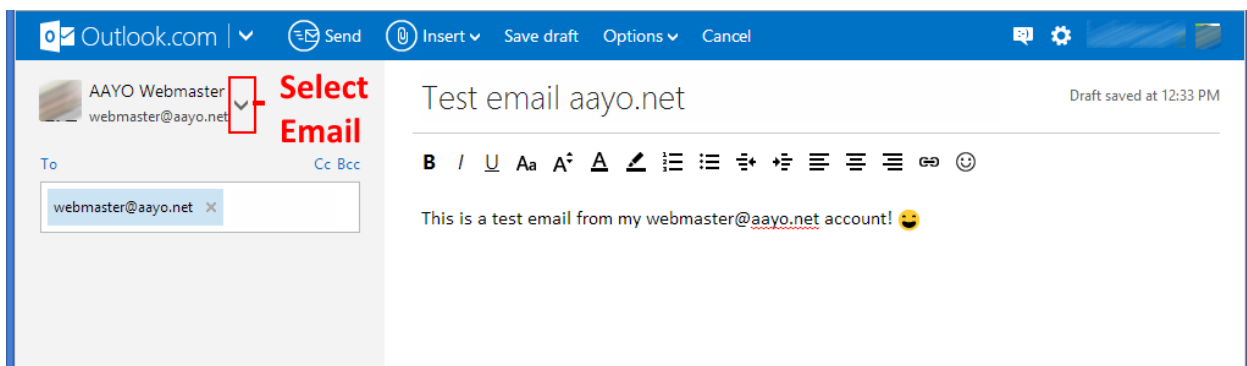
You will now have a new folder called "AAYO" on the left side of the screen where all your new email messages will be stored. When you send an email, you will have the option to select your new email account to send the email from: