

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:



Microsoft account [What's this?](#)

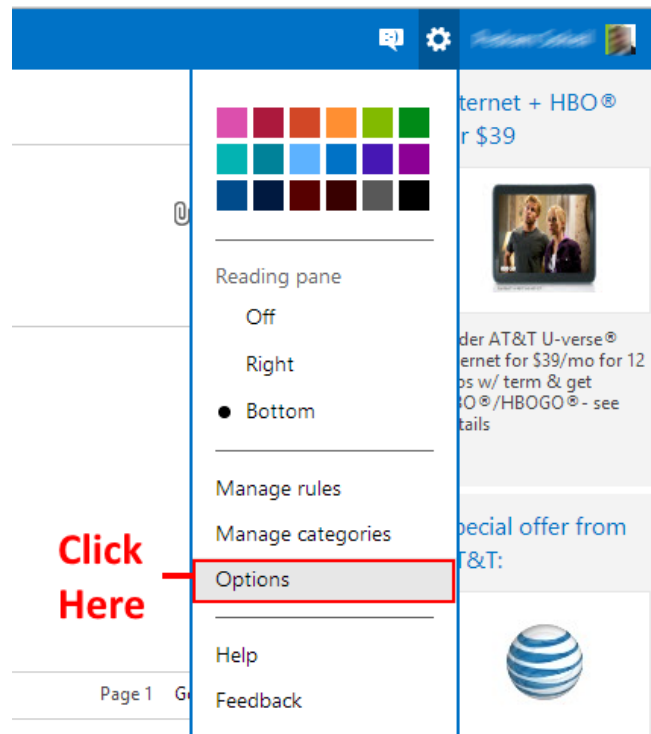
Keep me signed in

[Sign in](#)

[Can't access your account?](#)
[Sign in with a single-use code](#)

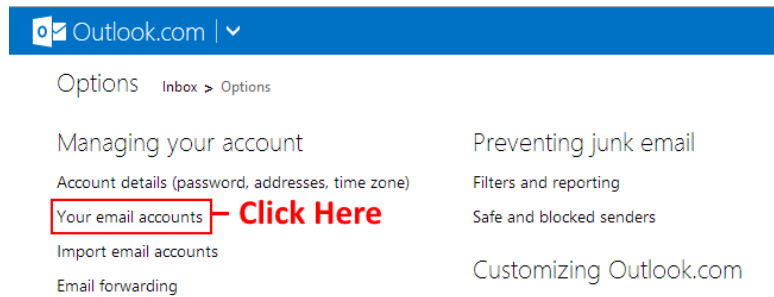
STEP 2

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



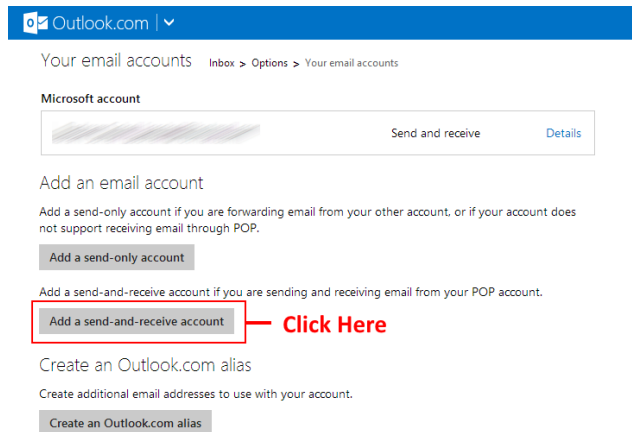
STEP 3

Click on the “Your email accounts” link from the Options menu:



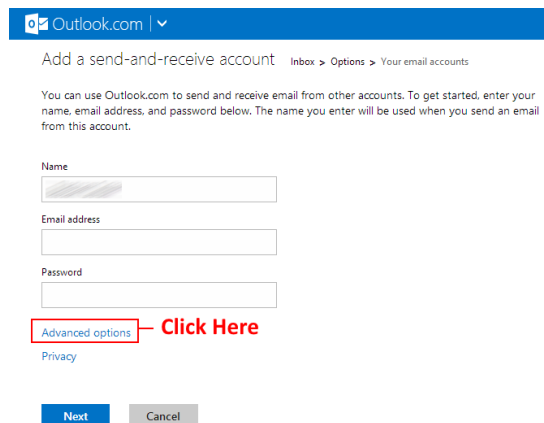
STEP 4

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”:



Account info

Enter an email address and your name. The name you enter will be used when you send an email from this account.

Name

Email address

Incoming (POP3) server information

Specify POP3 server information your email provider has given you.

Server address	Port
<input type="text" value="mail.aayo.net"/>	<input type="text" value="110"/>

Requires a secure connection (SSL)
 Leave a copy of messages on the server

Username

Password

Outgoing (SMTP) server information

Specify SMTP server information your email provider has given you.

Send email using Outlook.com's server (recipient may see your Outlook.com address) [Learn more](#)
 Send email using your provider's server (recipient will not see your Outlook.com address)

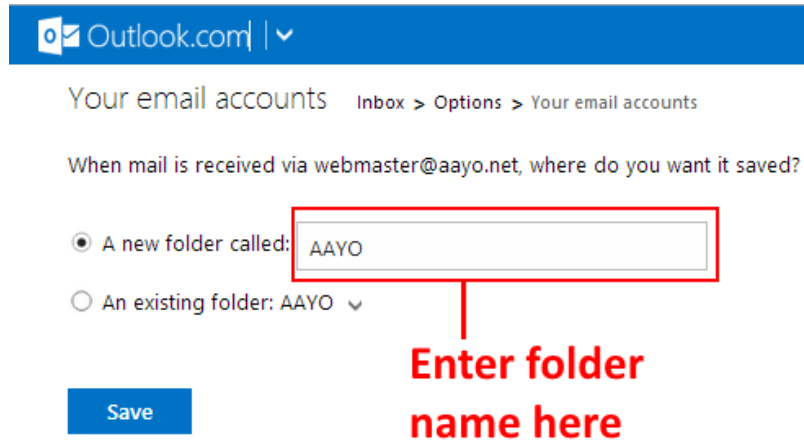
Server address	Port
<input type="text" value="mail.aayo.net"/>	<input type="text" value="25"/>

Requires a secure connection (SSL/TLS)
 Use the same username and password to send and receive email

[Privacy](#)

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”:



Outlook.com | ▾

Your email accounts [Inbox](#) > [Options](#) > [Your email accounts](#)

When mail is received via webmaster@aayo.net, where do you want it saved?

A new folder called:

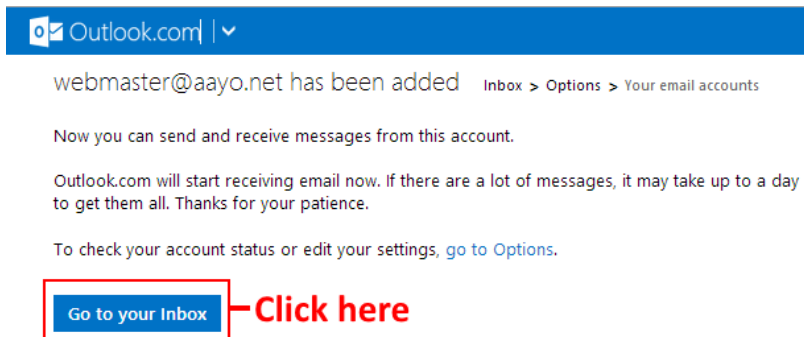
An existing folder: [AAYO](#) ▾

[Save](#)

Enter folder name here

STEP 8

You are done! Click on “Go to your Inbox” link to visit your inbox.



Outlook.com | ▾

webmaster@aayo.net has been added [Inbox](#) > [Options](#) > [Your email accounts](#)

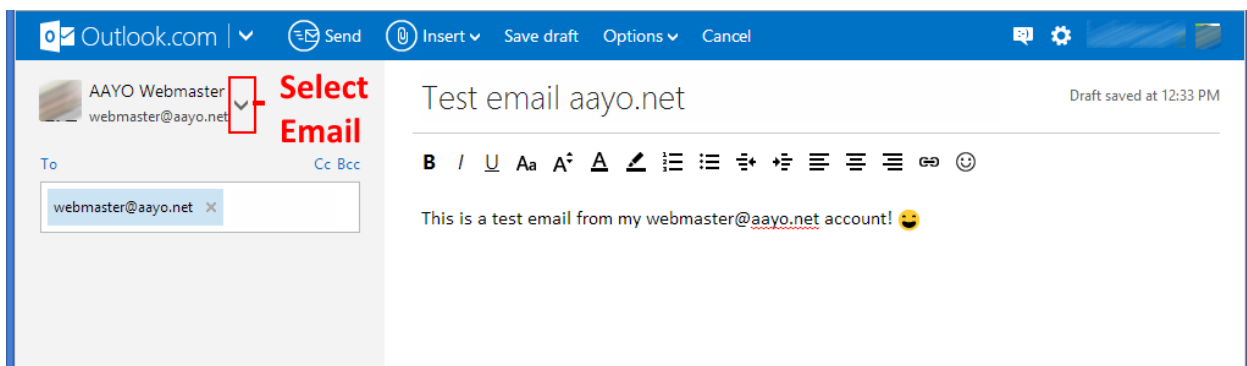
Now you can send and receive messages from this account.

Outlook.com will start receiving email now. If there are a lot of messages, it may take up to a day to get them all. Thanks for your patience.

To check your account status or edit your settings, [go to Options](#).

[Go to your Inbox](#) **Click here**

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:



Outlook.com | ▾ Send Insert Save draft Options Cancel

Select Email

AAYO Webmaster
webmaster@aayo.net

To [Cc](#) [Bcc](#)

Test email aayo.net Draft saved at 12:33 PM

B / / Aa A² A [List Icons]

This is a test email from my webmaster@aayo.net account! 😊