

## Automatically Setting Up an Email Account in Microsoft Outlook 2016

### For Mail Basic & Mail Business email accounts

Learn how to add your Mail Basic or Mail Business account to Outlook 2016

For **Microsoft Exchange 2013** email accounts, please reference [Setting Up Microsoft Exchange 2013 via Outlook Configurator](#).

For **Microsoft 365** email accounts, please reference [Installing Microsoft Outlook and Setting Up an Microsoft 365 Email Account](#).

**Mail Business** accounts can be set up in Outlook for **email use only**. To access your address book, calendar, tasks and drives , please log in to [IONOS Webmail](#).

### Outlook Autodiscover

As a IONOS customer, your email settings should be automatically detected by Outlook, after supplying your email account and password.

If you encounter any problems during the automatic configuration, you can [Manually Set Up an Email Account in Microsoft Outlook](#).

### Adding Your Email Account in Outlook

#### Step 1

Open Microsoft Outlook 2016.

#### Step 2

Click **File**.

#### Step 3

Under **Account Information**, click the **Add Account** button.

#### Step 4

In the following window, enter **Your Name**, your **Email Address**, the **Password**, and the **Retyped Password**. Click **Next**.

#### Step 5

If asked if you would like to allow the setup configuration to be automatically applied, **check the box** and click **Allow**.

## Step 6

Allow some time for Outlook to apply the configuration and test the email settings. When complete, click **Finish**.

Your email account is now set up. You can now access and manage your emails with Outlook.

**This document is available online at the following address:**

<https://www.ionos.com/help/email/microsoft-outlook/set-up-a-mail-basic-email-account-in-microsoft-outlook-2016/>

## IONOS Mobile App

IONOS INC. • 2022

- T&C
- PRIVACY POLICY
  - ABOUT
- DIGITAL GUIDE