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How to set up your e-mail in Outlook 2010 and 2013

Outlook, Phones & Apps

CODE	VERSION	COUNTRY · LANGUAGE
RLX-INT-KB-162	v2026.10.04	International · English

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https://www.my.mozout.com/knowledgebase/162

How to set up your e-mail in Outlook 2010 and 2013

Outlook, Phones & Apps | Created on **August 14, 2026** | Updated on **October 4, 2026** | 2 min read



Outlook 2010 and 2013 use an older wizard than 2016/2019, but the same server settings apply.

Setting it up

1. Open Outlook, go to **File → Add Account**, choose **Manually configure server settings or additional server types**, then **Next**.

2. Select **Internet E-mail** and continue.

3. Fill in your name, e-mail address, account type **IMAP**, and the server settings:

Setting	Incoming (IMAP)	Outgoing (SMTP)
Server	**mail.yourdomain.com** - replace with your own domain	
Port	**993**	**465**
Security	SSL/TLS	SSL/TLS

If port 465 does not work:
Use **587** with **STARTTLS** for the outgoing server. Some mobile carriers and corporate networks block 465, and Outlook reports `0x80042109`. Port 587 does the same job and usually gets through.

Username: your full e-mail address - **Password:** the mailbox password you set in cPanel (not your portal or cPanel password).

4. Click **More Settings → Outgoing Server** tab and tick **My outgoing server (SMTP) requires authentication**.

5 On the **Advanced** tab, set the incoming port to **993** with encryption **SSL/TLS**, and the outgoing port to **465** with encryption **SSL/TLS**, then **OK**.

6 Click **Next** to run the connection test, then **Finish**.

Skipping the authentication checkbox
is the most common reason the test fails on this version - go back to step 4 if it does.

NEED A HAND?

Test still failing after this? We'll check it with you.

Open a support ticket →

SEE ALSO

If an error code shows up:
Common Outlook errors: 0x800CCC0E, password prompts and more

On an even older version:
How to set up your e-mail in Outlook 2007

PROFESSIONAL E-MAIL

Your e-mail should carry your company name.

Mailboxes on your own domain, with webmail, antispam and automatic setup on phone and desktop.

See e-mail plans →

Works in Outlook, on your phone and in the browser

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