

Configure Outlook 2010, 2013, and 2016 to access your email account

Follow these steps to connect your Outlook 201X to Jordan Data Network mail server:

1. Click File from the Menu to go to Office Backstage View. Under Info > Account Settings click Account Settings and Click on Add Account.
2. On the Add New Account screen, choose Manually configure server settings or additional server types and click Next.
3. Choose Internet E-mail, connect to POP or IMAP server to send and receive e-mail messages and click Next.
4. Enter the User information, enter your Name, your full email address.
5. Under Server information, enter the following details:

Account Type – IMAP and POP3

IMAP & POP3 Incoming and Outgoing mail server settings are the same:

Incoming mail server: mail.jodata.net

Outgoing mail server (SMTP): mail.jodata.net

Enter your complete user name (user@domain.com) and password.

6. Now go to More Settings → Outgoing server tab and check **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.
7. Finally go to Advanced → Use SSL for Incoming (port number should automatically change depending on the mailbox type –995 for POP3 and 993 for IMAP. Choose TLS for Outgoing and change port number from 25 to 587.
8. Click Ok and Finish.