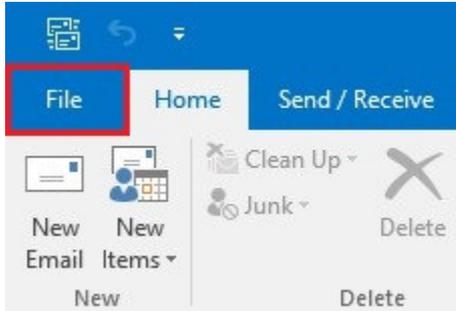
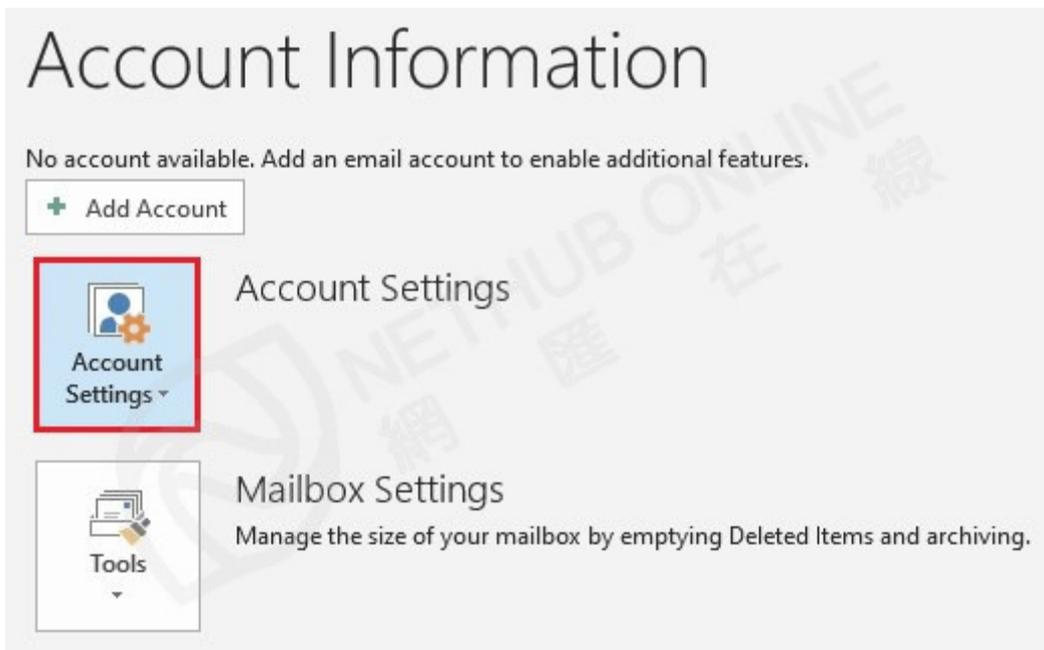


How to setup Email account in Outlook

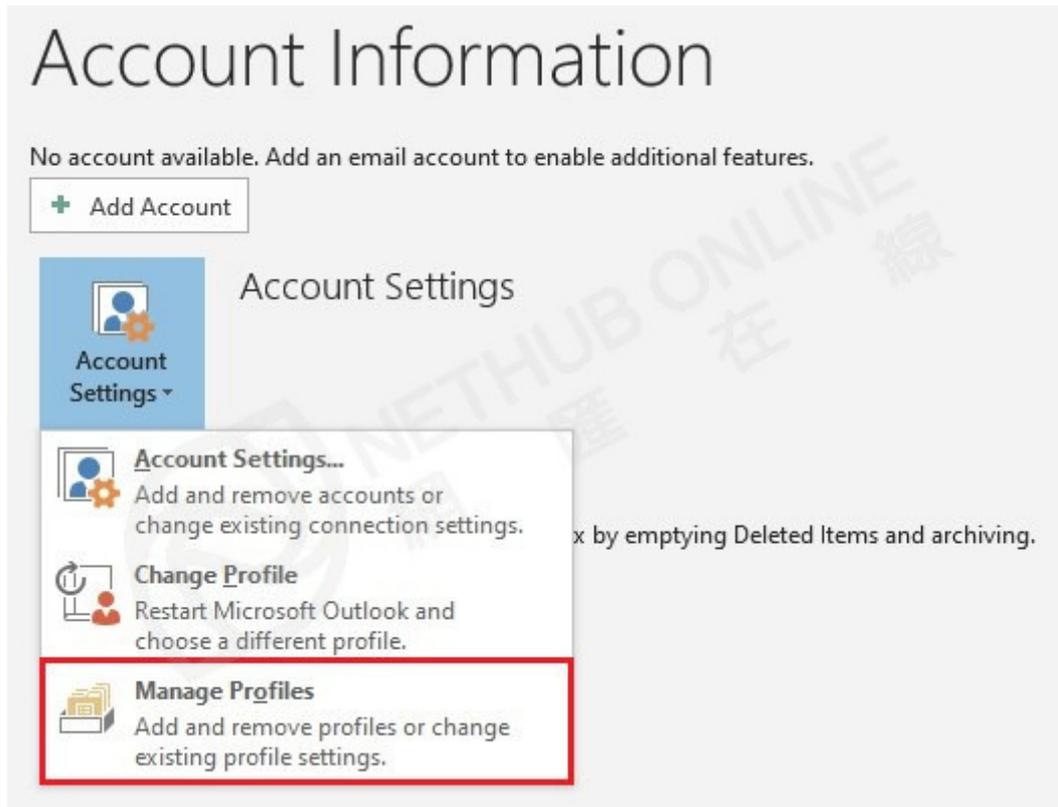
1. Launch Outlook
2. Click <File>



3. Click <Account Settings>



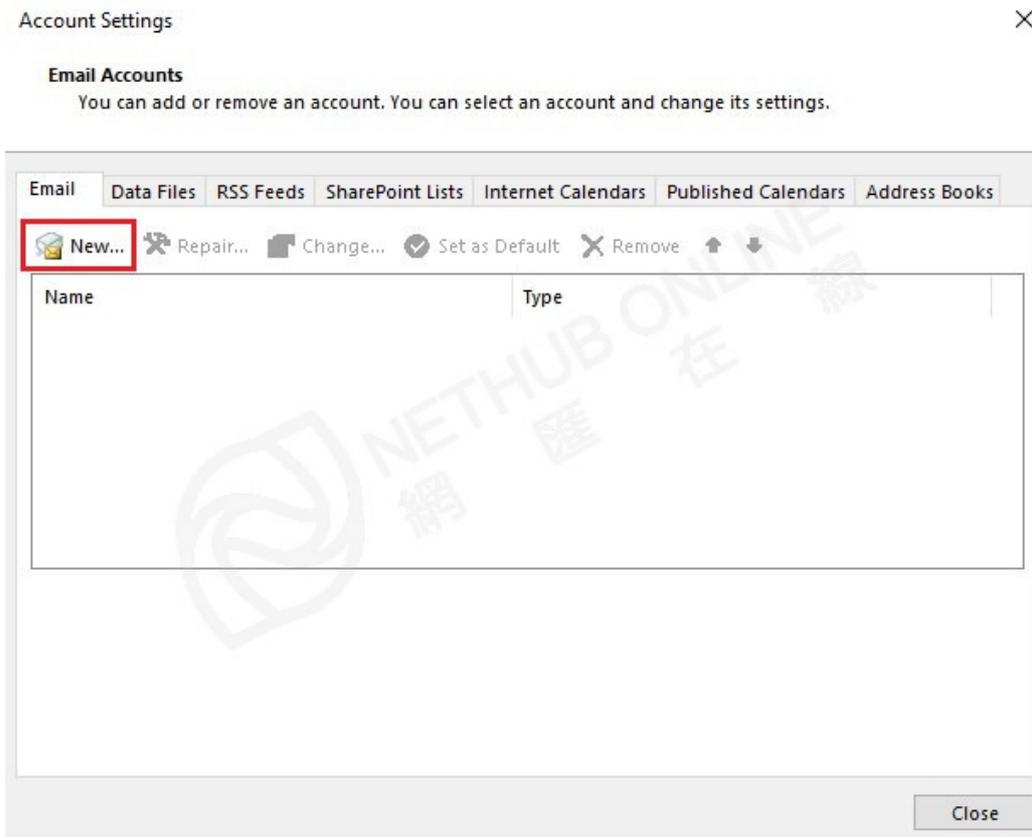
4. Click <Manage Profiles>



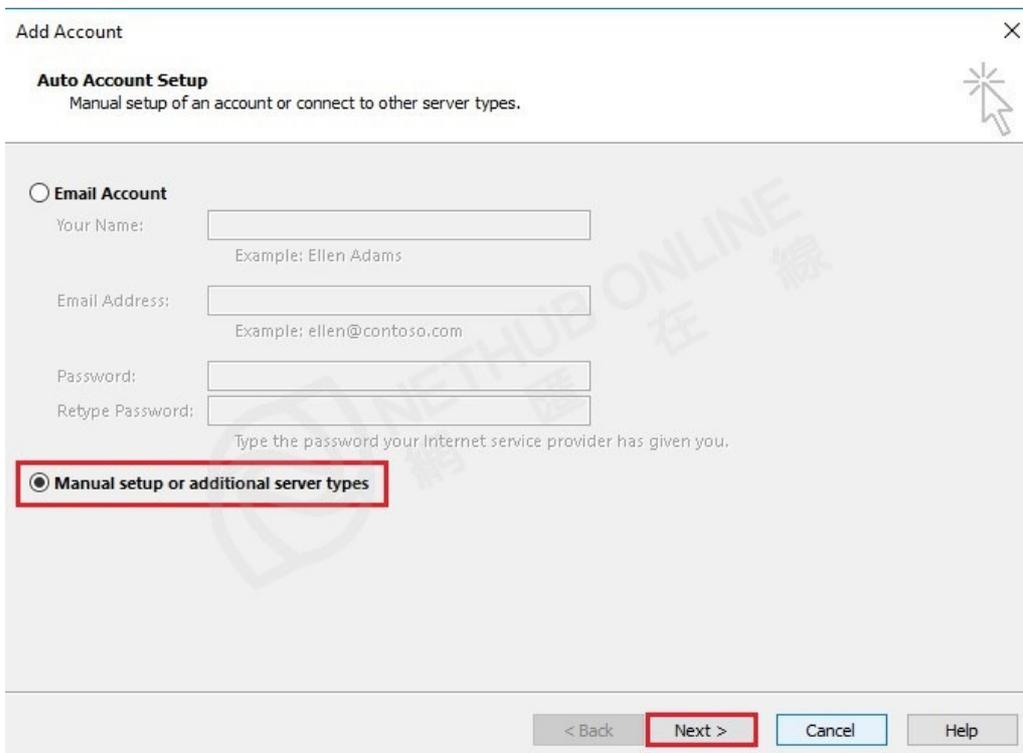
5. Click <Email Accounts>



6. Click <New>



7. Choose <Manual setup or additional server types> and click <Next>



8. Choose <POP or IMAP> and click <Next>

Add Account ×

Choose Your Account Type 

Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

9. (A) Update settings as below for IMAP and click <More Settings>

- Your Name : Enter sender name
- Email Address : Enter Email address
- Account Type : IMAP
- Incoming mail server : You can find it in Support Letter > Hosting Email > IMAP Server Host
- Outgoing mail server (SMTP) : You can find it in Support Letter > Hosting Email > SMTP Server Host
- User Name : Enter Email address
- Password : Enter Email account password
- Require logon using Secure Password Authentication : Disable

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account. ✖

<p>User Information</p> <p>Your Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Server Information</p> <p>Account Type: <input type="text" value="IMAP"/></p> <p>Incoming mail server: <input type="text"/></p> <p>Outgoing mail server (SMTP): <input type="text"/></p> <p>Logon Information</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Mail to keep offline: All</p> <p><input type="range" value="100"/></p> <p><input type="button" value="More Settings ..."/></p>
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(B) Update settings as below for POP3 and click <More Settings>

- Your Name : Enter sender name
- Email Address : Enter Email address
- Account Type : POP3
- Incoming mail server : You can find it in Support Letter > Hosting Email > POP3 Server Host
- Outgoing mail server (SMTP) : You can find it in Support Letter > Hosting Email > SMTP Server Host
- User Name : Enter Email address
- Password : Enter Email account password
- Require logon using Secure Password Authentication : Disable

Add Account X

POP and IMAP Account Settings
Enter the mail server settings for your account.

<p>User Information</p> <p>Your Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Server Information</p> <p>Account Type: <input type="text" value="POP3"/></p> <p>Incoming mail server: <input type="text"/></p> <p>Outgoing mail server (SMTP): <input type="text"/></p> <p>Logon Information</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Deliver new messages to:</p> <p><input checked="" type="radio"/> New Outlook Data File</p> <p><input type="radio"/> Existing Outlook Data File</p> <p><input type="text"/> <input type="button" value="Browse"/></p> <p style="text-align: right;"><input type="button" value="More Settings ..."/></p>
--	--

10. Update settings in <Outgoing Server> as below

- My outgoing server (SMTP) requires authentication : Enable
 - Use same settings as my incoming mail server : Enable

Internet Email Settings ×

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

11. (A) Update settings in <Advanced> as below for IMAP and click <OK>

- Incoming server (IMAP) : 993
 - Use the following type of encrypted connection : SSL/TLS
- Outgoing server (SMTP) : 465
 - Use the following type of encrypted connection : SSL/TLS
- Root folder path : INBOX

Internet Email Settings

General | Outgoing Server | **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL/TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path: INBOX

Sent Items

Do not save copies of sent items

Deleted Items

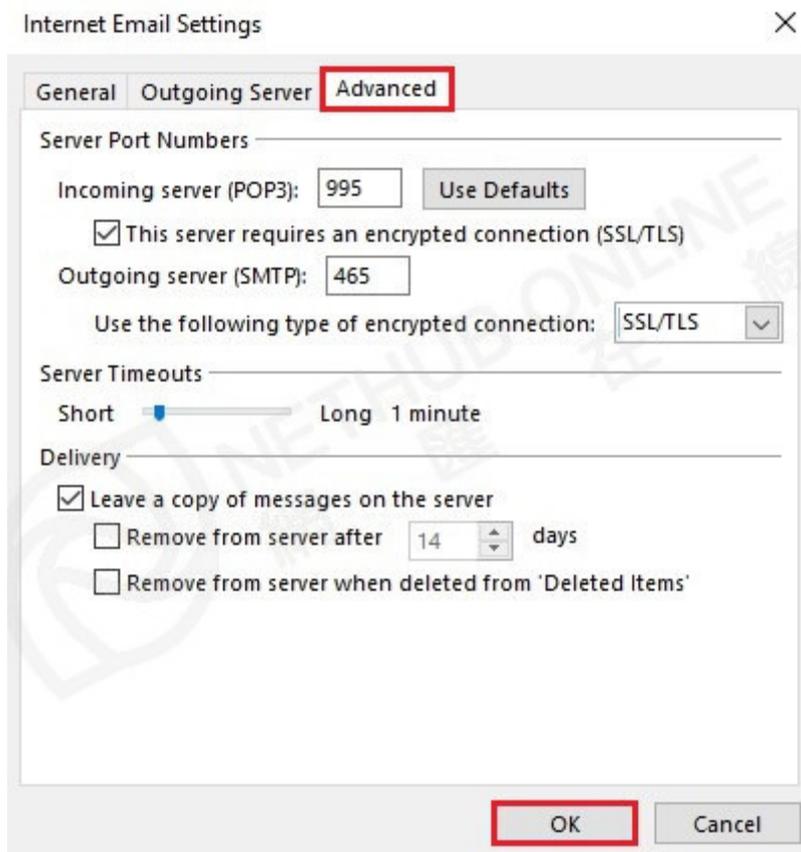
Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

OK Cancel

(B) Update settings in <Advanced> as below for POP3 and click <OK>

- Incoming server (POP3) : 995
 - Use the following type of encrypted connection : SSL/TLS
- Outgoing server (SMTP) : 465
 - Use the following type of encrypted connection : SSL/TLS
- Leave a copy of messages on the server : Enable
 - Remove from server after ... days : Disable
 - Remove from server when delete from "Deleted Items" : Disable



12. Click <Next>

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

13. Click <Close>

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Errors						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Tasks</th> <th style="width: 50%;">Status</th> </tr> </thead> <tbody> <tr> <td>✓ Log onto incoming mail server (POP3)</td> <td>Completed</td> </tr> <tr> <td>✓ Send test email message</td> <td>Completed</td> </tr> </tbody> </table>	Tasks	Status	✓ Log onto incoming mail server (POP3)	Completed	✓ Send test email message	Completed	
Tasks	Status						
✓ Log onto incoming mail server (POP3)	Completed						
✓ Send test email message	Completed						

14. Click <Finish>

Add Account

×

You're all set!

We have all the information we need to set up your account.

Set up Outlook Mobile on my phone, too

Add another account...

< Back

Finish

Help