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Outlook

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

☒ Yes
☐ No

< Back **Next >** Cancel

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

☐ E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ Manual setup or additional server types

< Back **Next >** Cancel

Add Account

Choose Service

☐ Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

☒ POP or IMAP
Connect to a POP or IMAP email account

< Back

Next >

Cancel

Everywhere it says mail.example.com fill in beacontechnology.com

Add Account

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

User Information

Your Name:
John Smith

Email Address:
john@example.com

Server Information

Account Type:
IMAP

Incoming mail server:
mail.example.com

Outgoing mail server (SMTP):
mail.example.com

Logon Information

User Name:
john@example.com

Password:
[REDACTED]

☒ 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.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

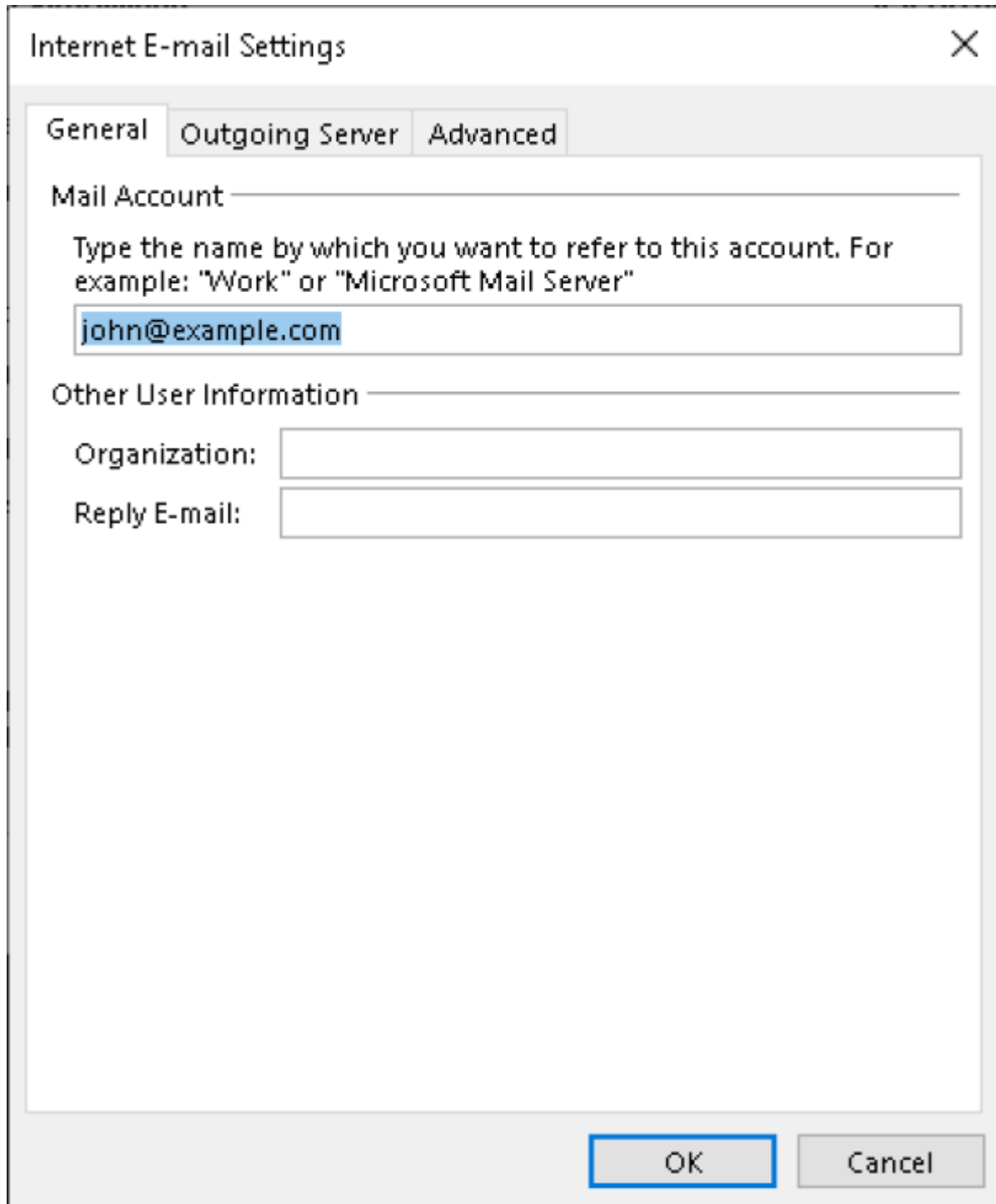
Mail to keep offline: All

More Settings ...

< Back

Next >

Cancel



The image shows a standard Windows-style dialog box titled "Internet E-mail Settings". It has a close button (X) in the top right corner. Below the title bar are three tabs: "General", "Outgoing Server", and "Advanced". The "General" tab is currently selected. Inside the dialog, there are two main sections. The first section is labeled "Mail Account" and includes a text input field. Below the field is a descriptive text: "Type the name by which you want to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". The input field contains the text "john@example.com". The second section is labeled "Other User Information" and contains two more text input fields. The first is labeled "Organization:" and the second is labeled "Reply E-mail:". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Internet E-mail Settings

General Outgoing Server Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

john@example.com

Other User Information

Organization:

Reply E-mail:

OK Cancel

Internet E-mail Settings

General

Outgoing Server

Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

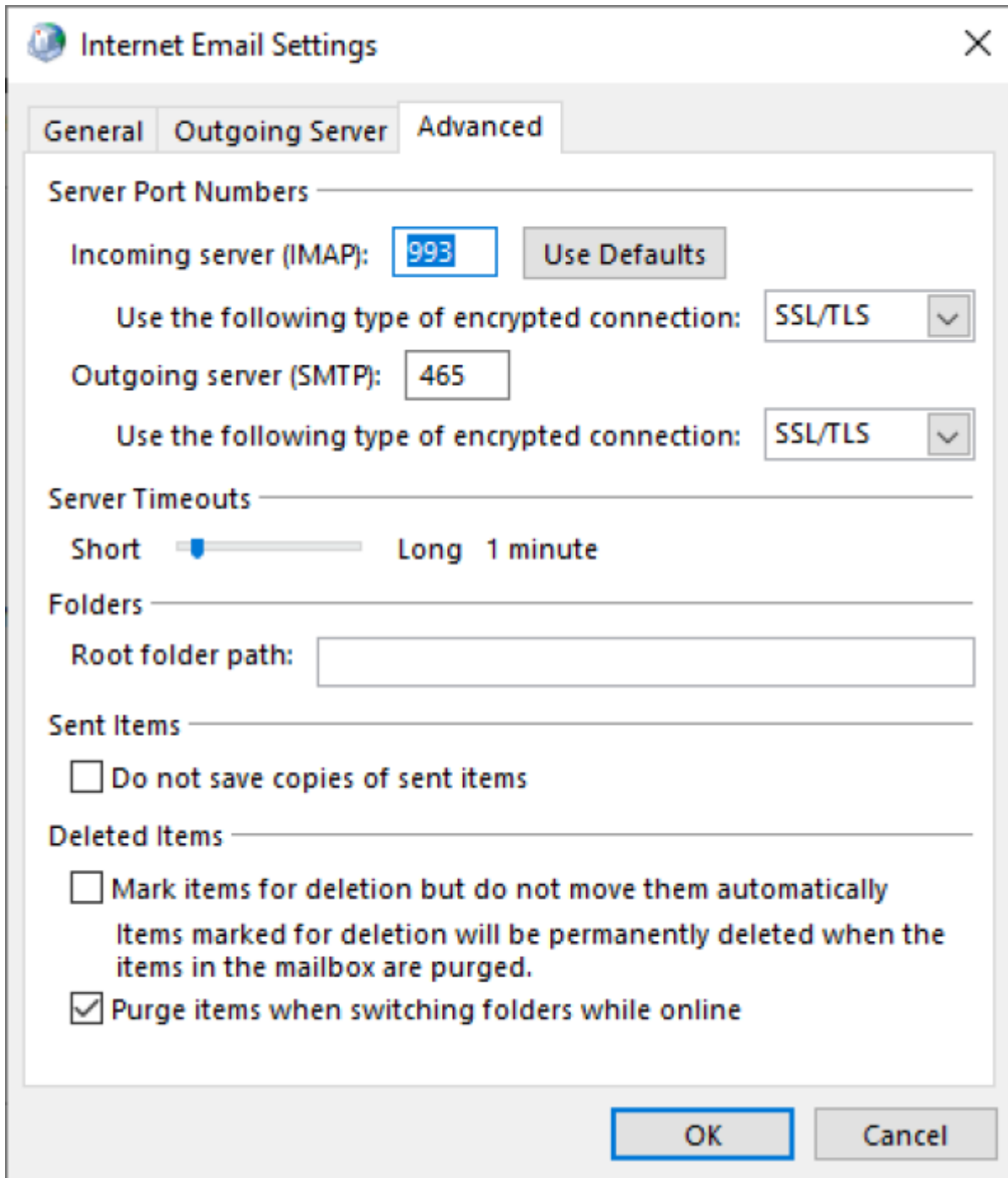
Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK

Cancel



The image shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP):' set to 993 and 'Outgoing server (SMTP):' set to 465, both with 'SSL/TLS' encryption. The 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a 'Root folder path' field. The 'Sent Items' section has an unchecked checkbox 'Do not save copies of sent items'. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked). The 'OK' button is highlighted with a blue border.

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:

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

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