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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

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

< Back **Next >** 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"

Other User Information
Organization:
Reply E-mail:

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

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

Server Port Numbers

Incoming server (IMAP): Use Defaults

Use the following type of encrypted connection: ▾

Outgoing server (SMTP):

Use the following type of encrypted connection: ▾

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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