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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

**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:

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

### 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)

### Internet E-mail Settings ✕

General   **Outgoing Server**   Advanced

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Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:  ▾

Outgoing server (SMTP):

Use the following type of encrypted connection:  ▾

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Server Timeouts

Short  Long 1 minute

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Folders

Root folder path:

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Sent Items

Do not save copies of sent items

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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

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