



Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

Account Information



+ Add Account ●



Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.



Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.



Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



Slow and Disabled COM Add-ins

Manage COM add-ins that are affecting your Outlook experience.

Step 01

- Click on the Add Account Tab

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:

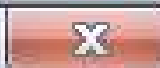
Retype Password:

Type the password your Internet service provider

Manual setup or additional server types

Step 02

- Click on the Manual Setup.



Choose Service



- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- 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

Step 03

- Select Pop or IMAP

< 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 the entries are correct.

Automatically test account settings when this is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Search People

Address Book

Filter Email

Find

Send/Receive All Folders

Send/Receive

Step 04

- Now Fill the form and on Account Type select POP3 and then click on More Settings.

my contact number :

Add Account

POP and IMAP Account

Enter the mail server information

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server:

Logon Information

User Name:

Password:

Require logon using Secure Password Authentication (SPA)

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)

Log on to incoming mail server before sending mail

OK Cancel

Step 05

- Check My Outgoing Server (SMTP) require authorization and the click on ok

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 make sure the entries are correct.

Automatically test account settings when this account is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Step 06

● Now click on Next to finish setup.