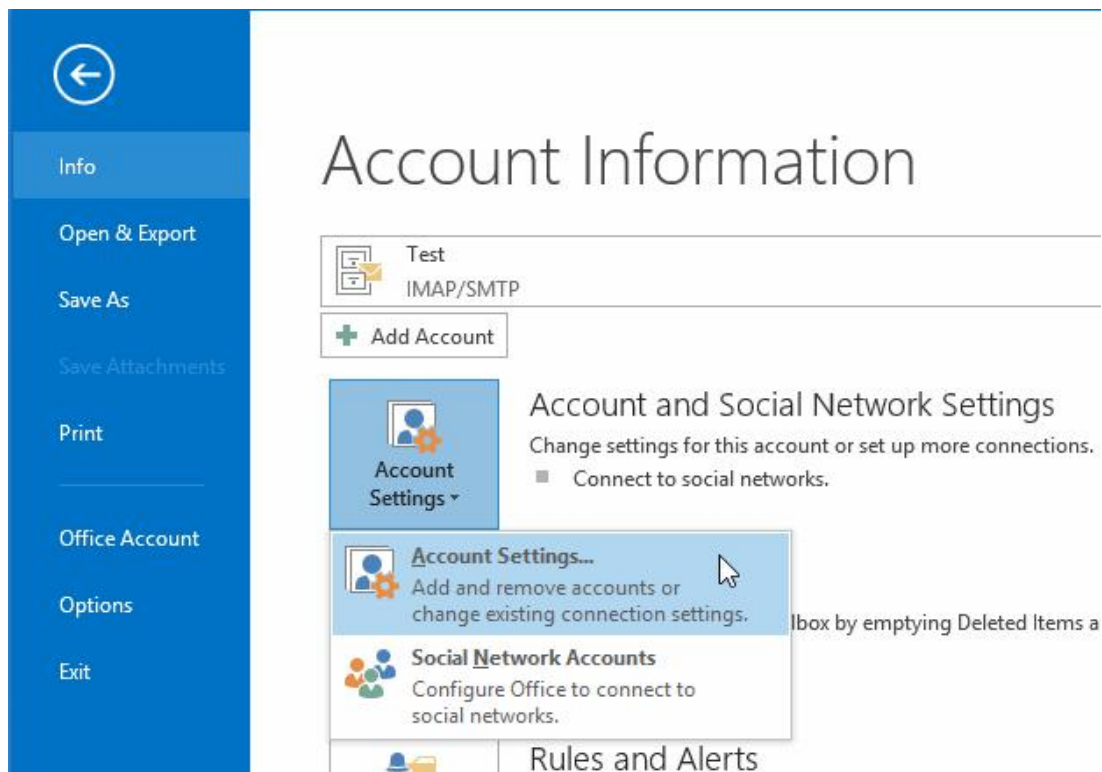


Setting Up Outlook 2013/2016 Using POP3

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using POP3

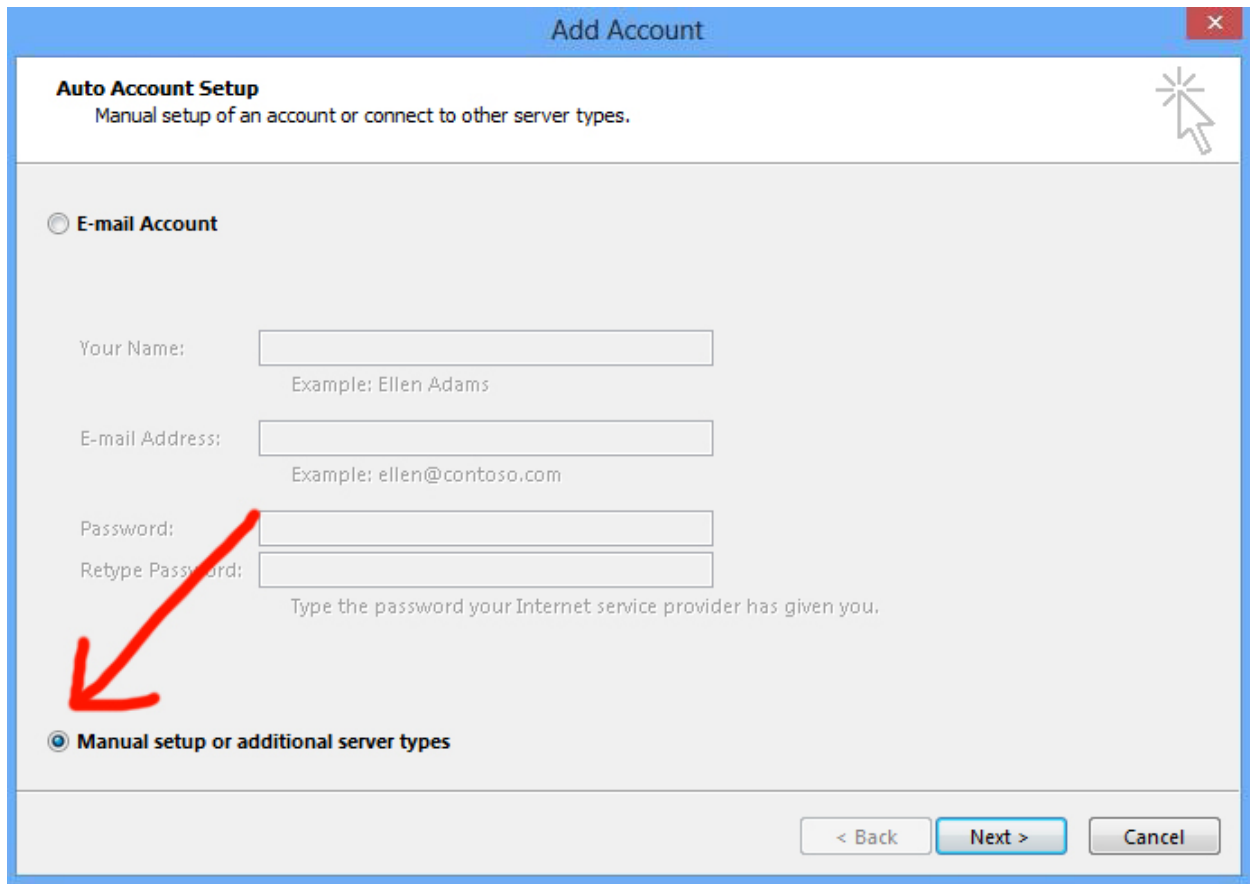
OPEN ACCOUNT SETTINGS

- In Outlook 2013 or 2016 go up to the upper left and click **File**, then go to **Info - Account and Social Network Settings - Account Settings** to open the Account Settings window.
- Click the **Email** tab if not already selected.



ACCOUNT SETUP

Select **Manual setup or additional server types** and click **Next**.



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.

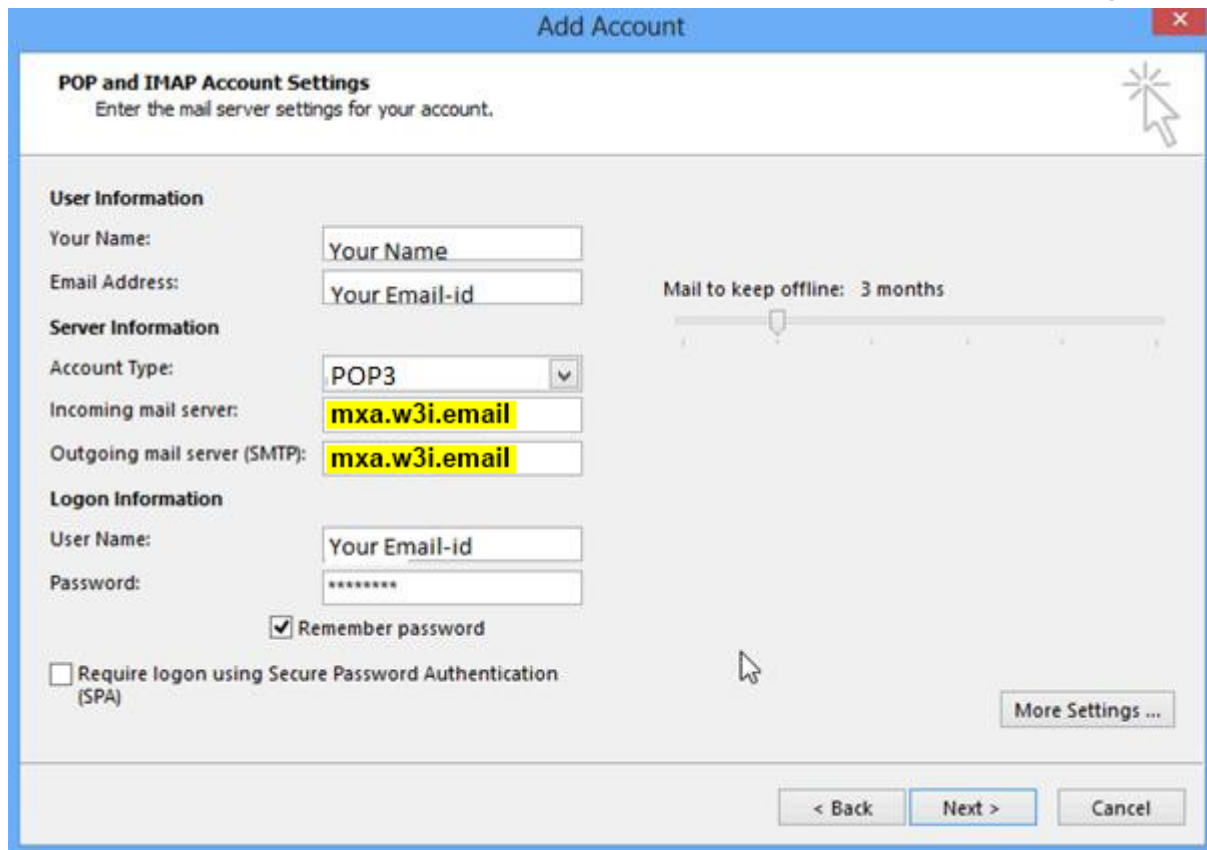
Manual setup or additional server types

< Back **Next >** Cancel

ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your xxxxx@cccc.qa email address
- **Account Type:** **POP3**
- **Incoming mail Server:** **mx.w3i.email**
- **Outgoing mail server:**
 - , enter **mx.w3i.email**
- **User Name:** xxxxx@cccc.qa (Complete email-id)
- **Password:** *****
 - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.



The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog box has a blue title bar with the text 'Add Account' and a close button. Below the title bar, there is a subtitle 'POP and IMAP Account Settings' and a sub-instruction 'Enter the mail server settings for your account.' The main area contains several sections of input fields:

- User Information:** 'Your Name' (text box with placeholder 'Your Name'), 'Email Address' (text box with placeholder 'Your Email-id').
- Server Information:** 'Account Type' (dropdown menu with 'POP3' selected), 'Incoming mail server' (text box with 'mx.w3i.email'), 'Outgoing mail server (SMTP):' (text box with 'mx.w3i.email').
- Logon Information:** 'User Name' (text box with placeholder 'Your Email-id'), 'Password' (password field with placeholder '*****').

Additional options include a 'Remember password' checkbox (checked) and a 'Require logon using Secure Password Authentication (SPA)' checkbox (unchecked). A 'Mail to keep offline: 3 months' slider is also visible. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.



Select More Settings ...

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

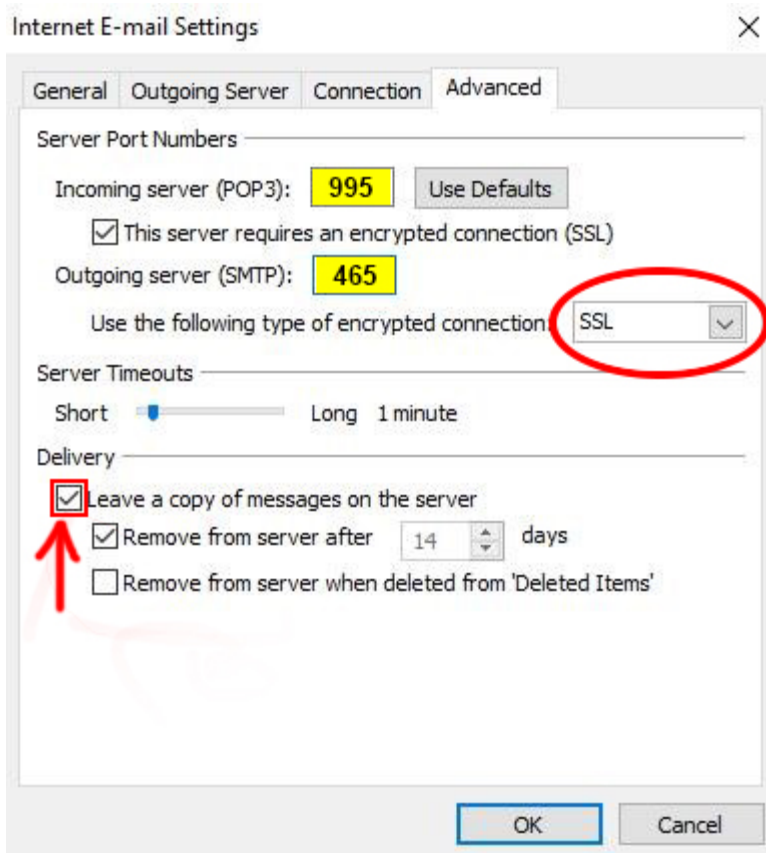
Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 3 months



INTERNET EMAIL SETTINGS - ADVANCED

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (POP3). The port number will change from 110 to 995
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).
- Enter **465** in the outgoing server (SMTP) field.
- Tick Leave a copy of message on the server



Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (POP3): **995** Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): **465**

Use the following type of encrypted connection: **SSL**

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

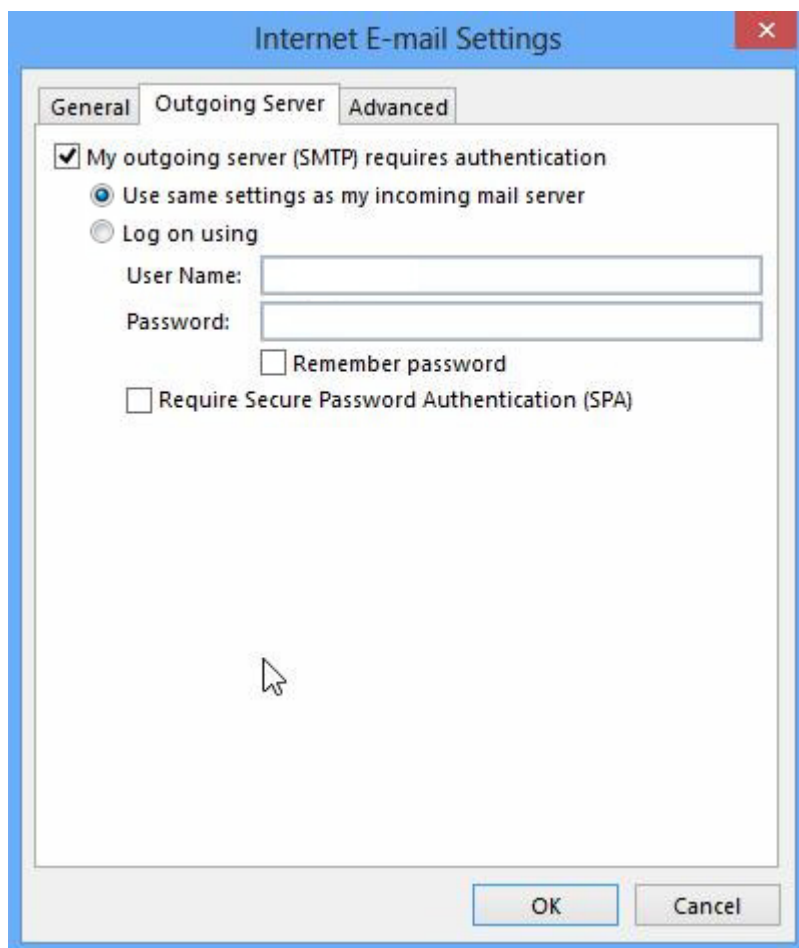
Remove from server after 14 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

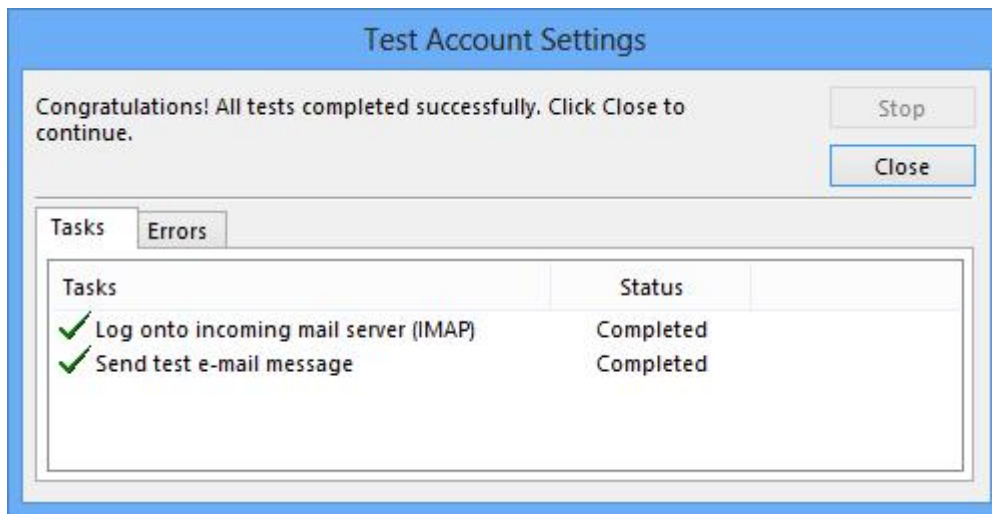
INTERNET EMAIL SETTINGS OUTGOING SERVER

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check **My outgoing server (SMTP) requires authentication.**
- Select **OK** and **Next**



TEST ACCOUNT SETTINGS

- Once Log onto incoming mail server (POP#) and Send test email message tests are completed, click **Close**.
- Click **Finish**



Webmail Link

<https://webmail.mxa.w3i.email/login.php>