

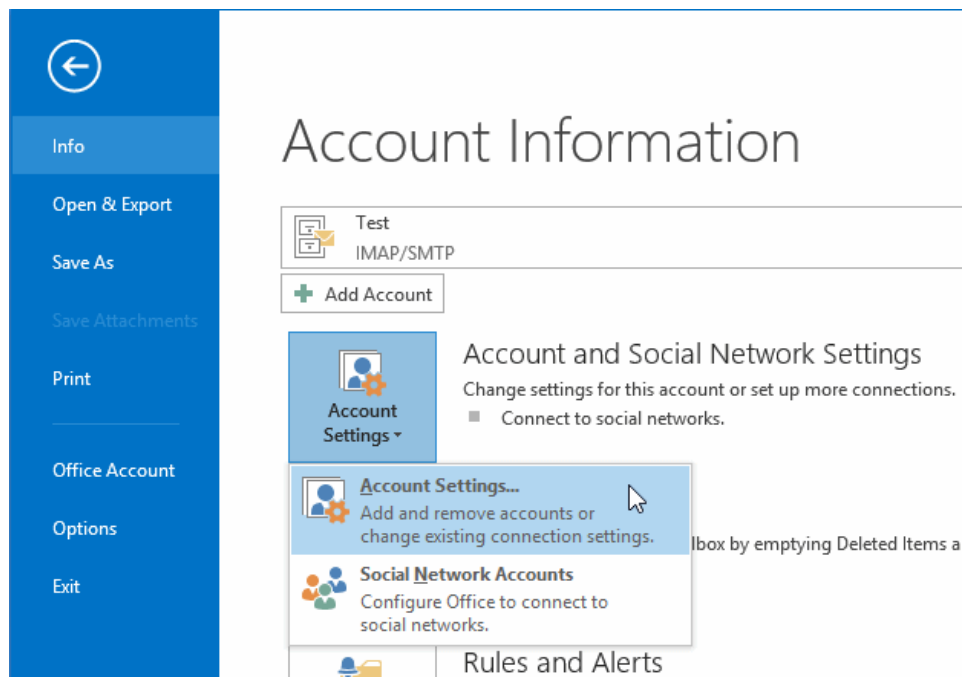
Setting Up Outlook 2013/ 2016

Using IMAP

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using Internet Message Access Protocol (IMAP).

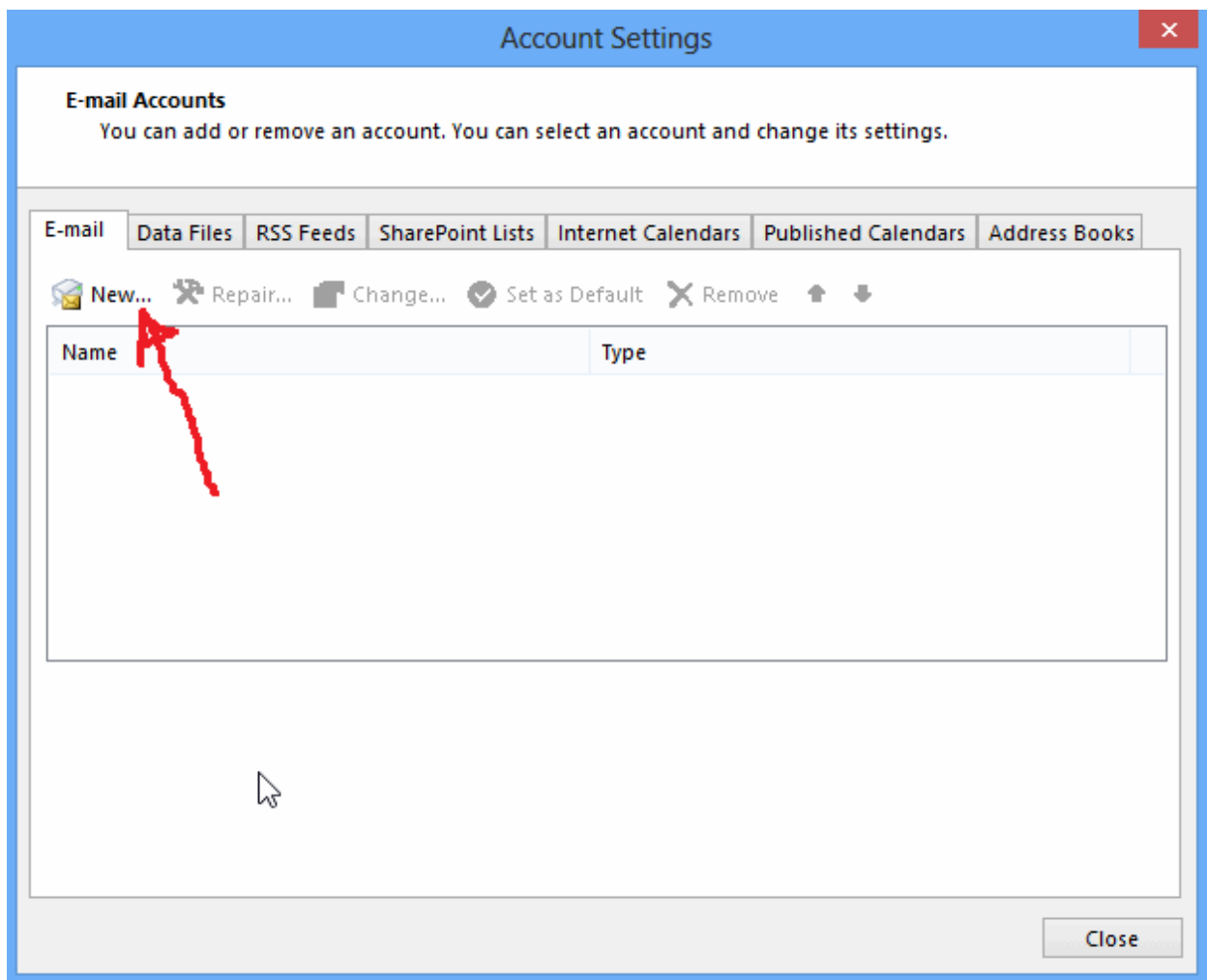
OPEN ACCOUNT SETTINGS

- 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.



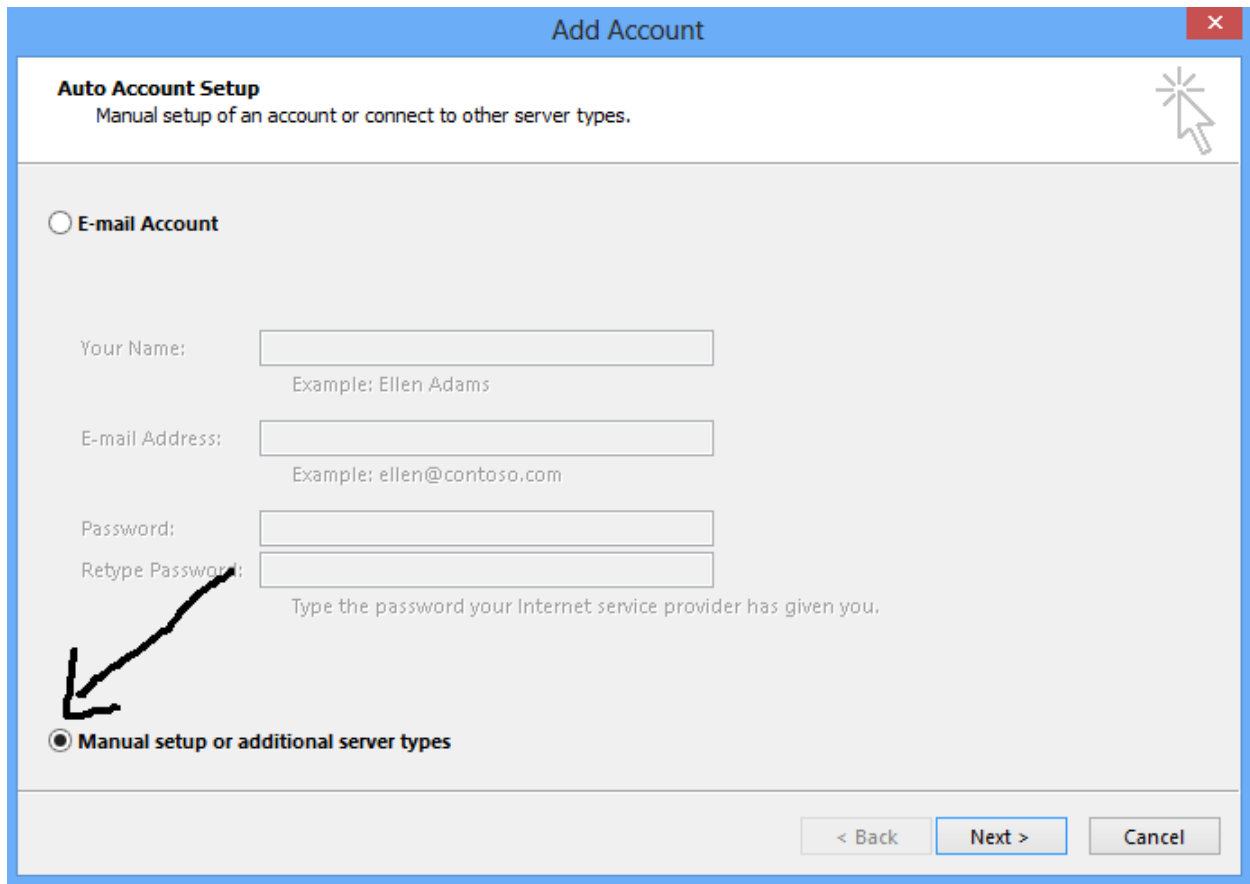
SETUP ACCOUNT SETTINGS

Click the **New...** button.



ACCOUNT SETUP

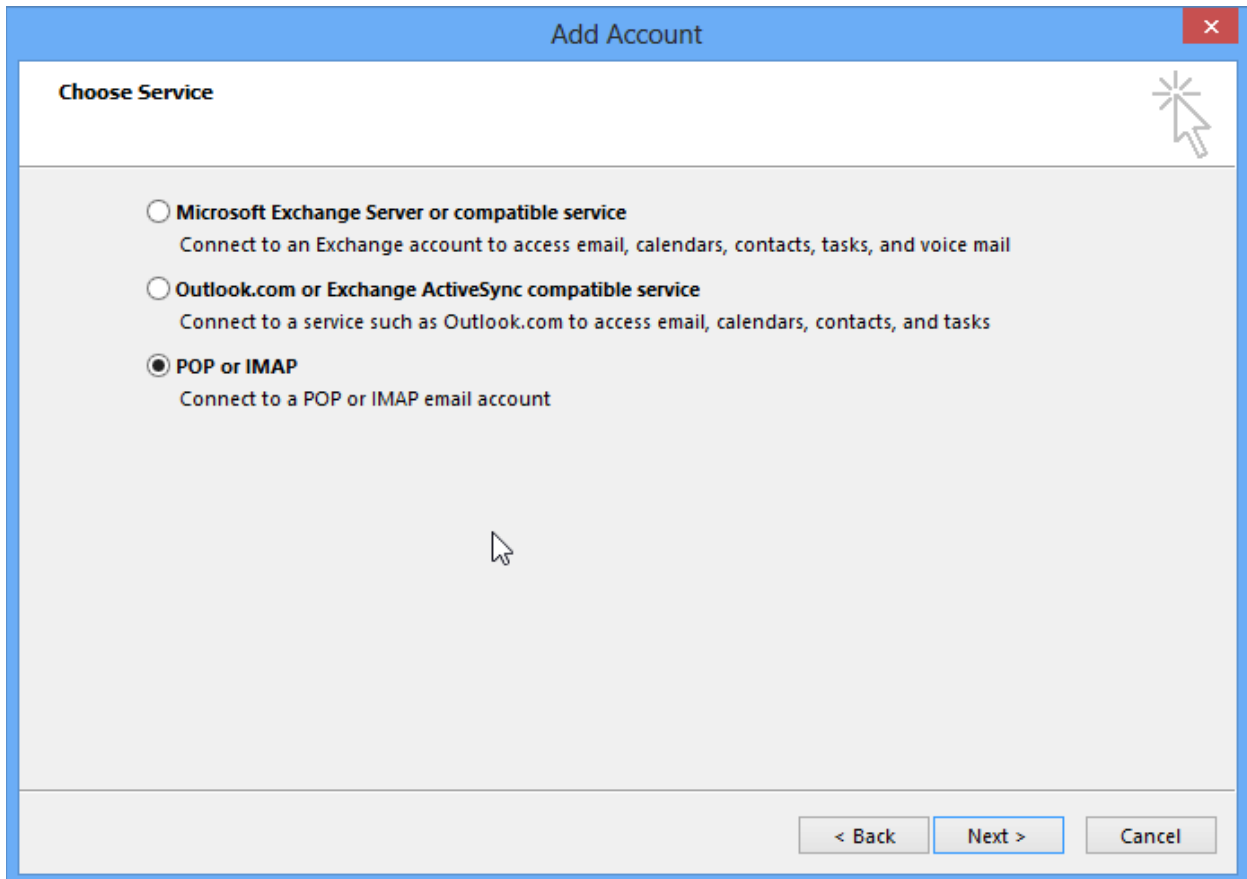
Select **Manual setup or additional server types** and click **Next**.



The screenshot shows a window titled "Add Account" with a close button in the top right corner. Inside the window, there is a section titled "Auto Account Setup" with a subtitle "Manual setup of an account or connect to other server types." and a help icon. Below this, there are two radio button options. The first is "E-mail Account", which is unselected. Below it are four text input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:" (with a note "Type the password your Internet service provider has given you."), and "Retype Password:". The second radio button option is "Manual setup or additional server types", which is selected. A hand-drawn black arrow points to this selected option. At the bottom right of the window are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

CHOOSE IMAP

Select **POP or IMAP** and then click **Next** in the Add Account window.



The screenshot shows a window titled "Add Account" with a close button (X) in the top right corner. The main content area is titled "Choose Service" and contains three radio button options:

- 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

At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "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:** IMAP
- **Incoming mail server:** w3cloud.qa
- **Outgoing mail server:**
 - , enter **w3cloud.qa**
- **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.

Add Account

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

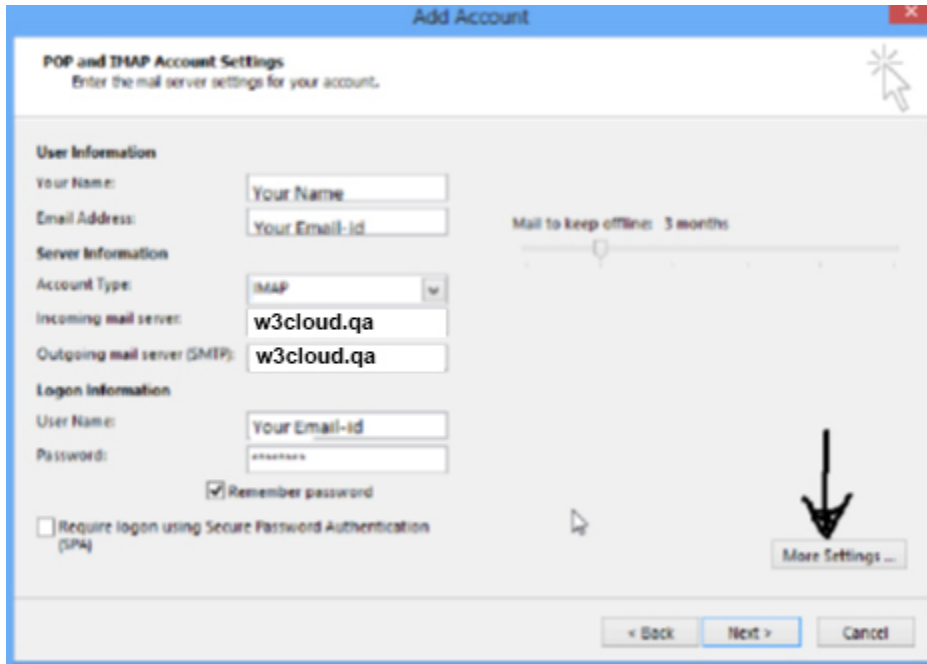
User Information
Your Name:
Email Address:

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

Select More Settings ...



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)

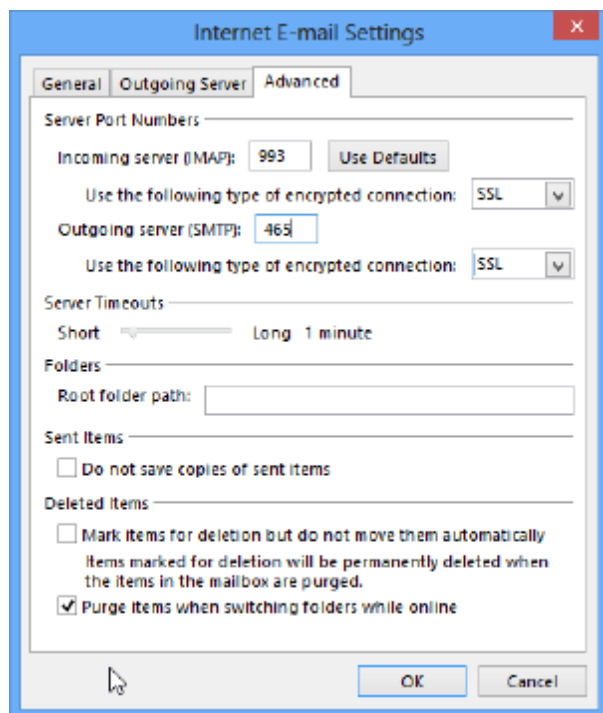
Mail to keep offline: 3 months

More Settings ...

< Back Next > Cancel

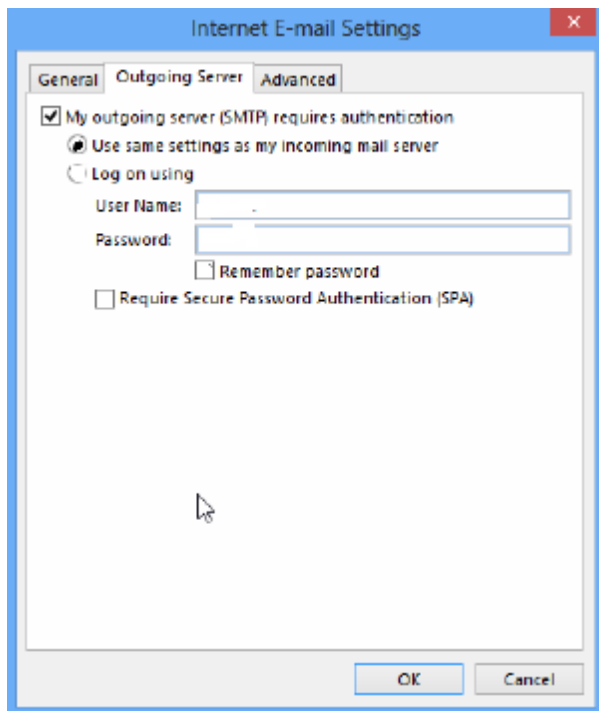
INTERNET EMAIL SETTINGS – ADVANCED

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.
- 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.



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 (IMAP) and Send test email message tests are completed, click **Close**.
- Click **Finish**

