

Outlook Configuration Manual

Step-1:

Open Microsoft Outlook

Step-2:

Go to file and click on “Add account”

Step-3:

Select the Radio Button “Manual setup or additional server types”

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:

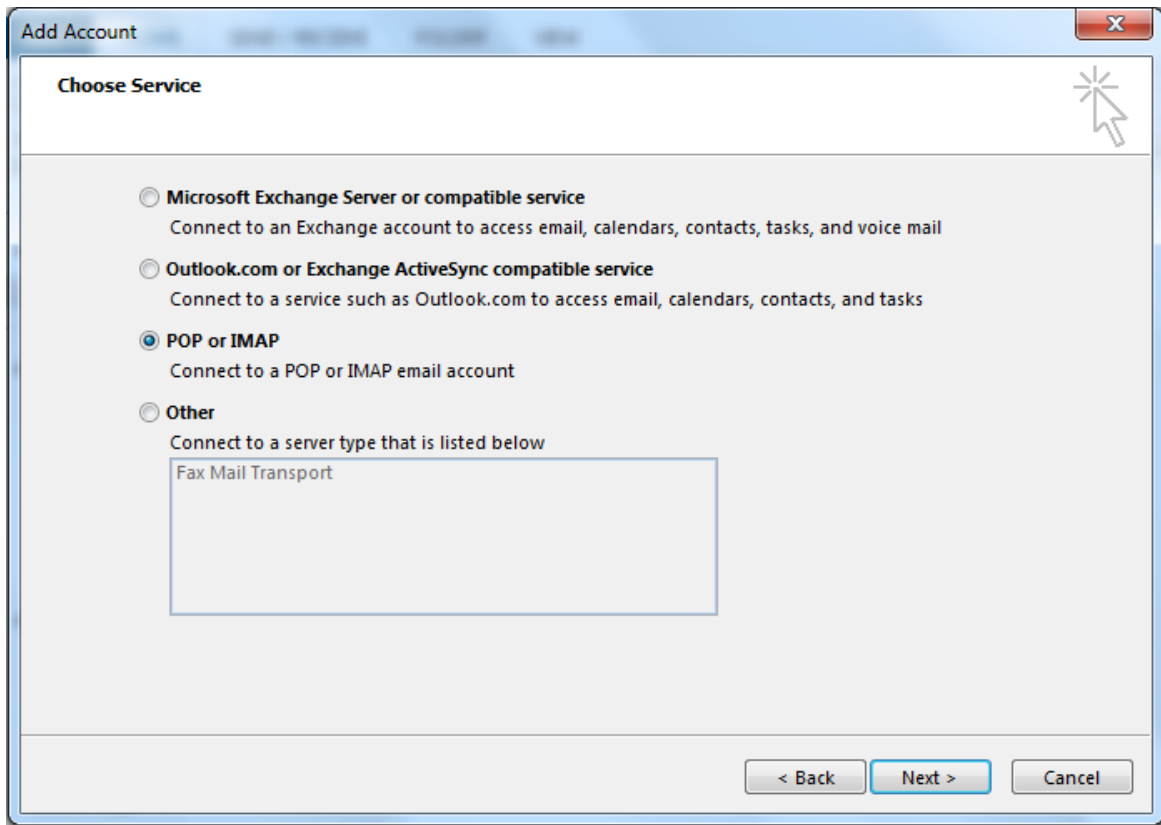
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

Step-4:

Select "POP or IMAP" and proceed "Next"



Step-5:

Provide your information (in Your Name, E-mail Address, User Name and Password boxes) according to your mail server and account and proceed to "More Settings"

Change E-mail Account ✕

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

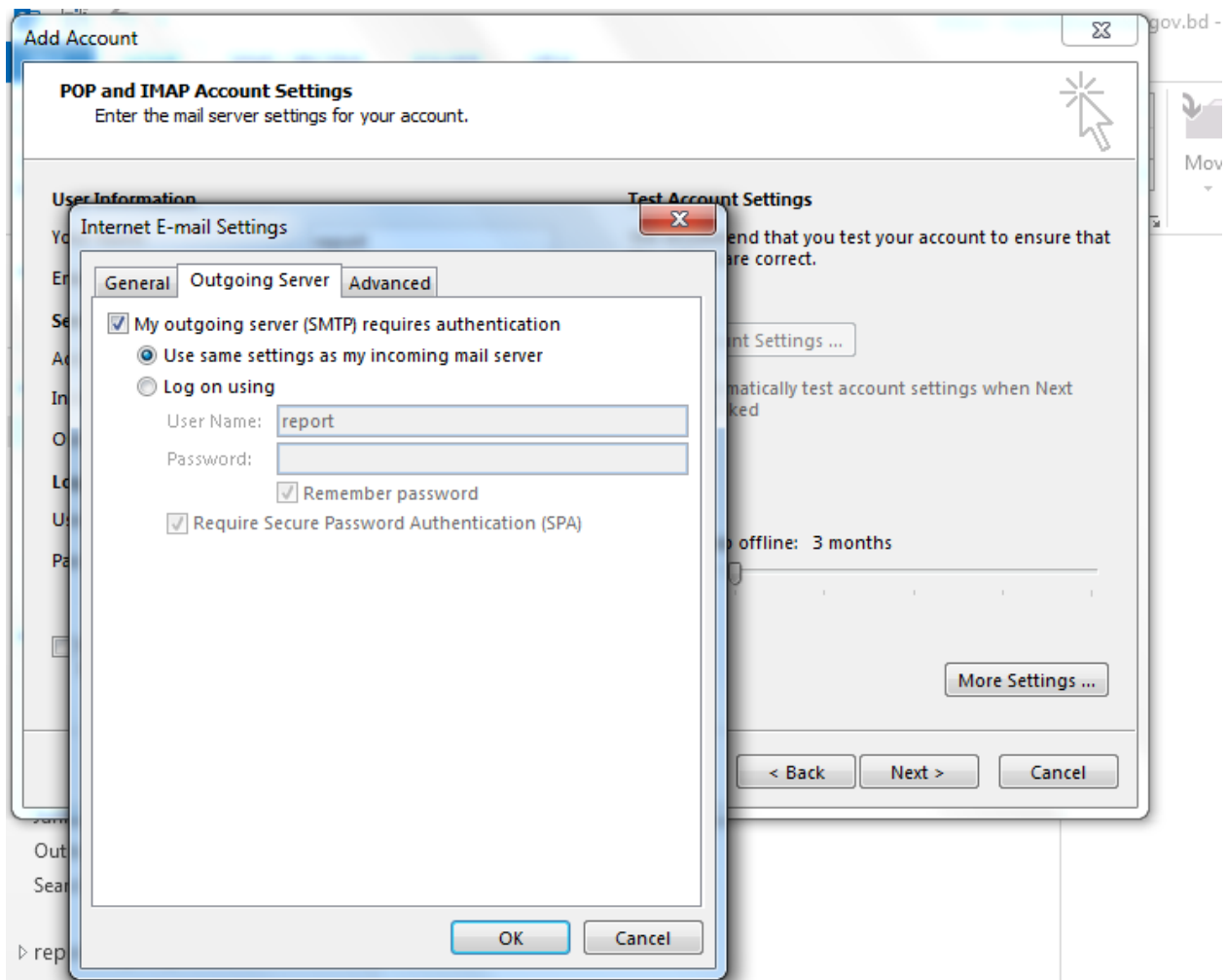
Require logon using Secure Password Authentication (SPA)

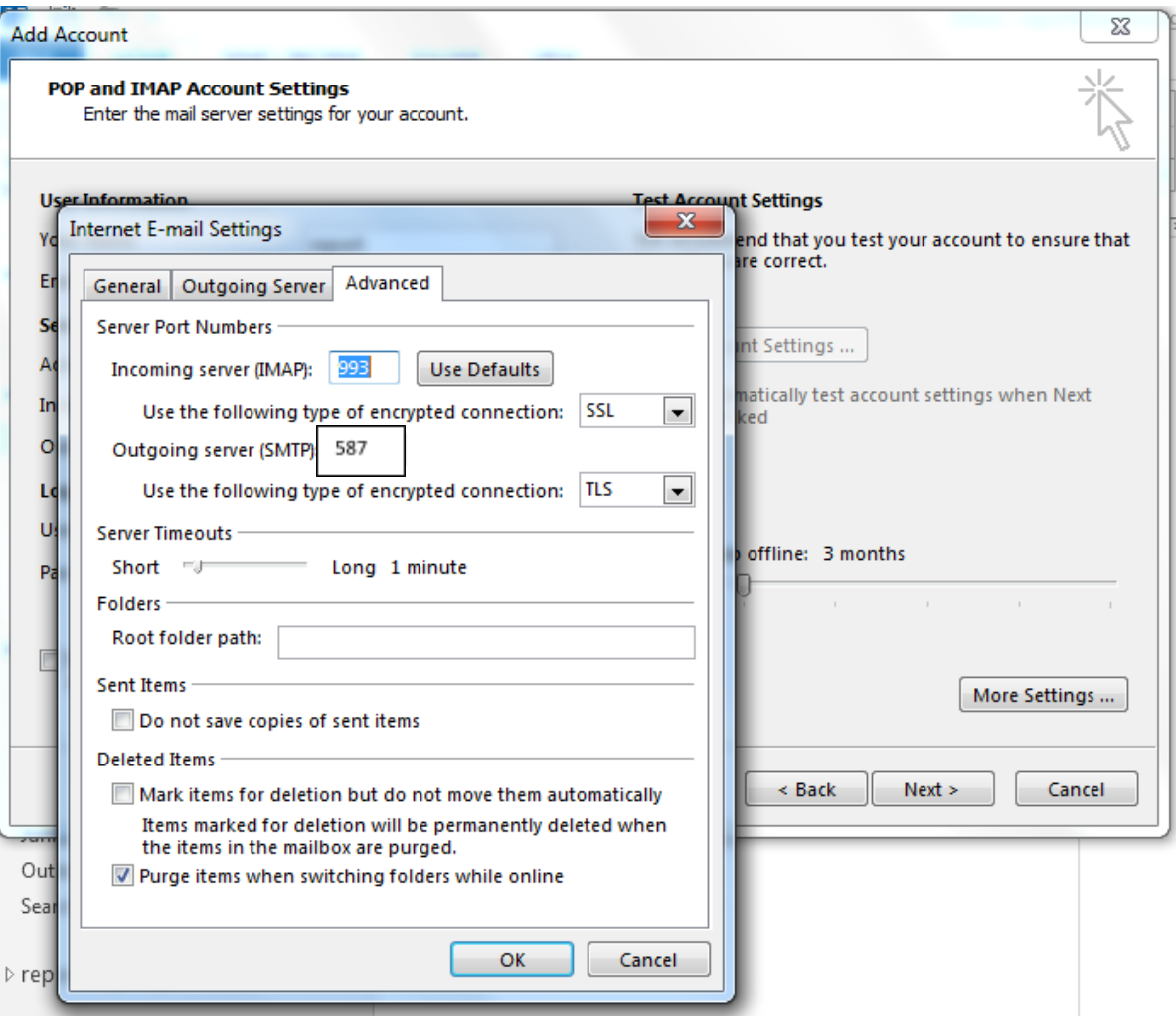
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Step-6:

After clicking on “More settings” follow the configuration from the given pictures.





Step-7:

After settings configuration and successful automatic test completion, your outlook configuration will be done.

