



Info

Open &amp; Export

Save As

Save Attachments

Print

Office Account

Options

Exit

# Account Information



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POP/SMTP



Add Account

Account  
Settings ▾

## Account Settings

Change settings for this account or set up more connections.

Cleanup  
Tools ▾

## Mailbox Cleanup

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

Manage Rules  
& Alerts

## 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.

**Auto Account Setup**

Outlook can automatically configure many email accounts.

 **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**

&lt; Back

Next &gt;

Cancel

**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**

&lt; Back

Next &gt;

Cancel

**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

&lt; Back

Next &gt;

Cancel

**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**Deliver new messages to:** New Outlook Data File Existing Outlook Data File

**POP and IMAP Account Settings**

Enter the mail server settings for your account.

**User Information****Test Account Settings**

## Internet E-mail Settings



We recommend that you test your account to ensure that the settings are correct.

General **Outgoing Server** Advanced

Account Settings ...

Automatically test account settings when Next button is clicked

Forward messages to:

Outlook Data File

Outgoing Outlook Data File

Browse

More Settings ...

&lt; Back

Next &gt;

Cancel

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**POP and IMAP Account Settings**

Enter the mail server settings for your account.

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**Test Account Settings**

We recommend that you test your account to ensure that the settings are correct.

Account Settings ...

Automatically test account settings when Next Step is checked

Download messages to:

Download Outlook Data File

Download Outlook Data File

Browse

More Settings ...

&lt; Back

Next &gt;

Cancel

## Internet E-mail Settings

General | **Outgoing Server** | Advanced

## Server Port Numbers

Incoming server (POP3):   This server requires an encrypted connection (SSL)Outgoing server (SMTP): Use the following type of encrypted connection:  ▾

## Server Timeouts

Short  Long 1 minute

## Delivery

 Leave a copy of messages on the server Remove from server after  days Remove from server when deleted from 'Deleted Items'

OK

Cancel