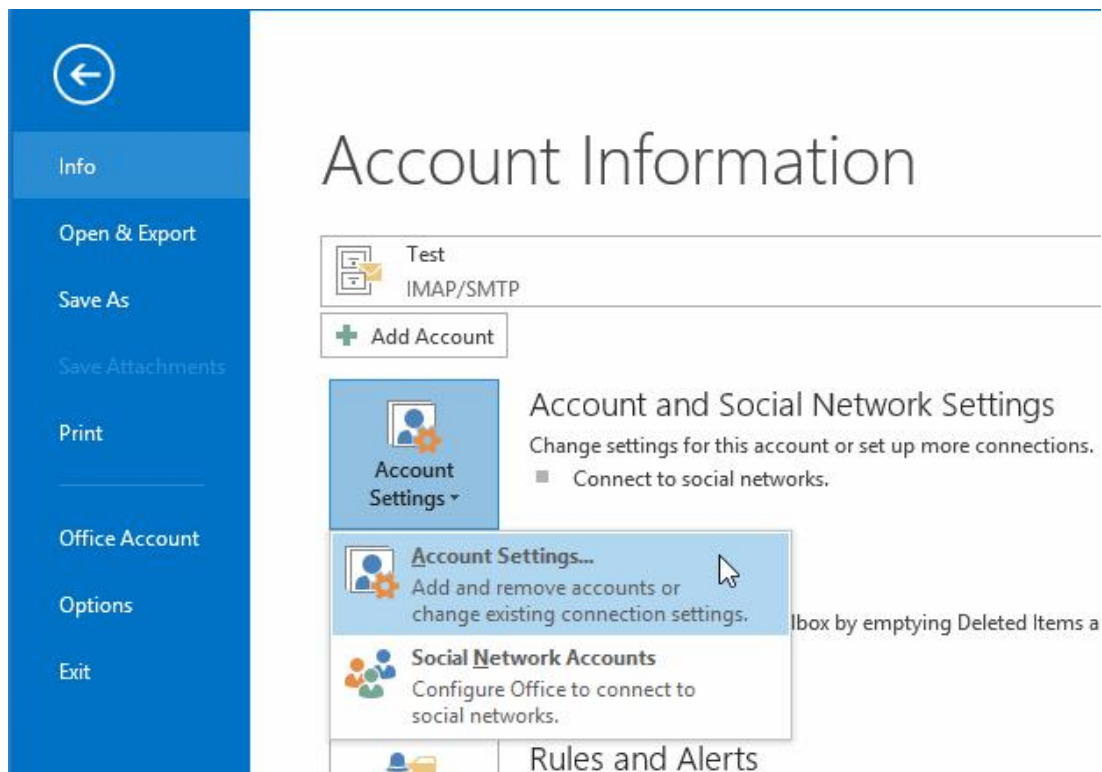


Setting Up Outlook 2013/ 2016 Using POP3

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

OPEN ACCOUNT SETTINGS

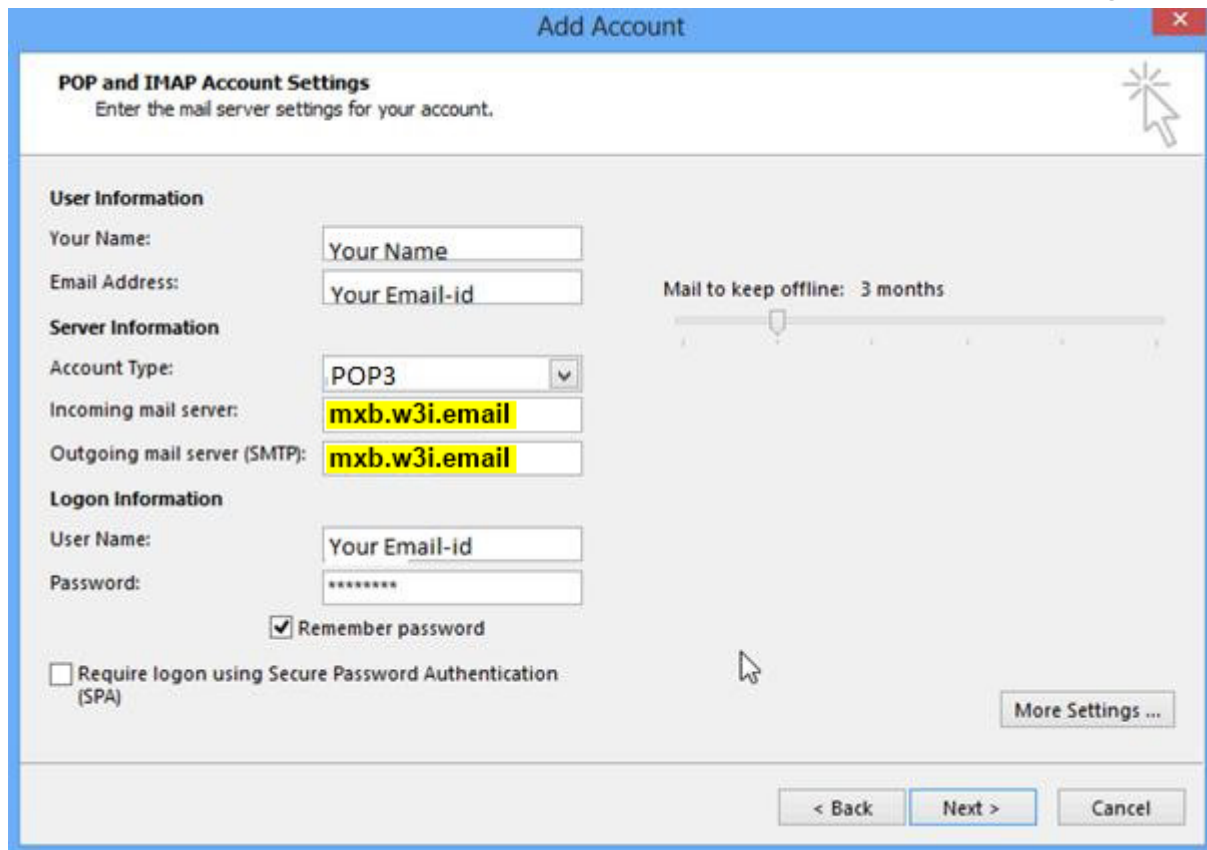
- In Outlook 2013 or 2016 go up to the upper left and click **File**, then go to **Info - Account and Social Network Settings - Account Settings** to open the Account Settings window.
- Click the **Email** tab if not already selected.



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:** **mxb.w3i.email**
- **Outgoing mail server:**
 - , enter **mxb.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 (X) in the top right corner. Below the title bar, there is a sub-header 'POP and IMAP Account Settings' and a subtitle 'Enter the mail server settings for your account.' with a help icon (lightbulb) to the right. The main area is divided into several sections: 'User Information' with fields for 'Your Name' and 'Your Email-id'; 'Server Information' with a dropdown for 'Account Type' set to 'POP3', and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)', both containing 'mxb.w3i.email'; 'Logon Information' with fields for 'User Name' (containing 'Your Email-id') and 'Password' (containing '*****'), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. To the right of the 'Server Information' section, there is a slider for 'Mail to keep offline: 3 months'. At the bottom right, there is a 'More Settings ...' button. At the very bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

