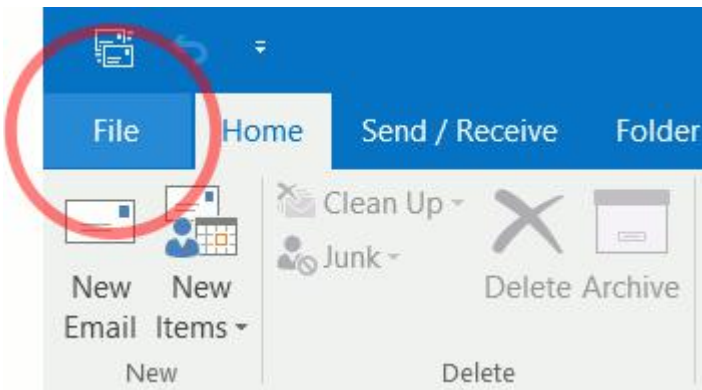


Outlook 2016 Windows Manual Setup for POP3 MXB

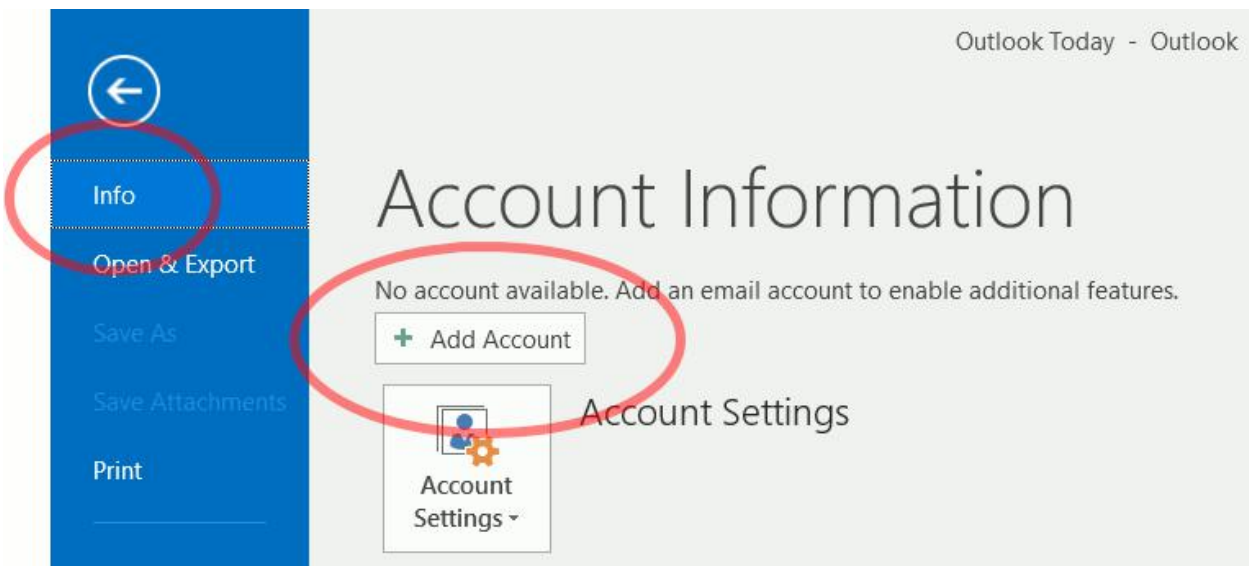
1. Start the Microsoft Outlook program.

Use the Start menu to start Outlook 2016. If you've never used Outlook before, it will usually prompt you to create a new account. In that case, [skip ahead to step 2.](#)

If Outlook doesn't prompt you, click the **File** tab:



Then make sure that **Info** is selected on the left and click the **Add Account** button:

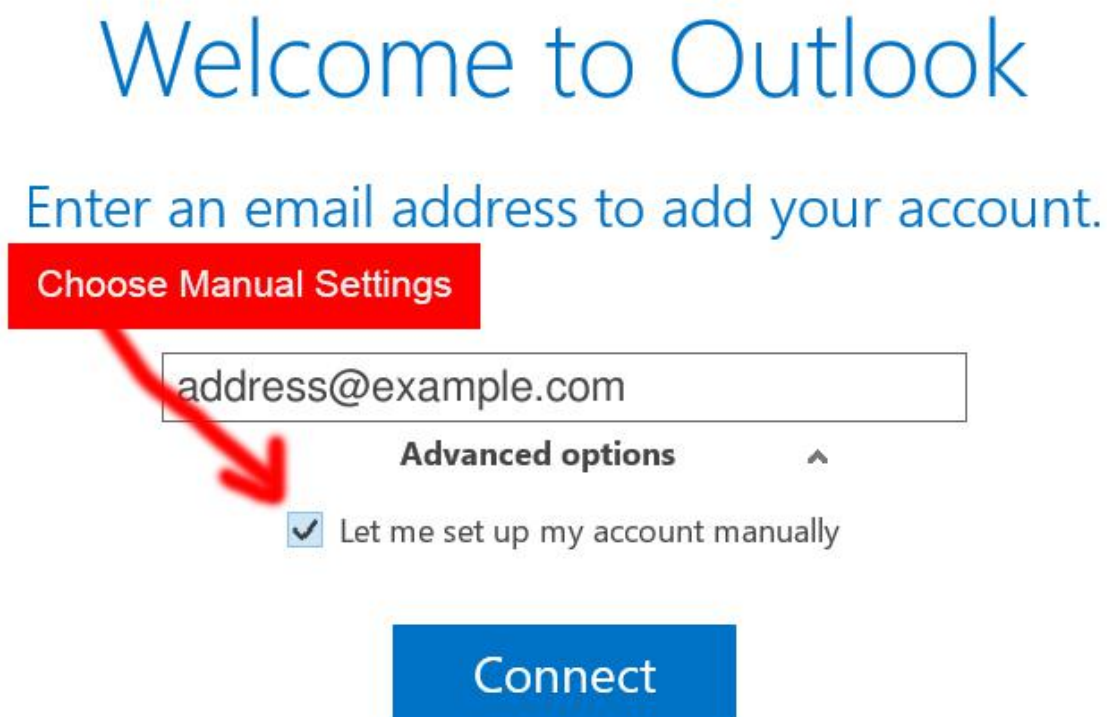


2. The “Welcome to Outlook” window appears.

When this window appears:

- Enter your email address as
- Click **Advanced Options**
- Click **Let me set up my account manually**

The window should look like this:



Then click **Connect**.

4. The “POP Account Settings” window appears.

This is the window where you’ll enter most of your account settings:

Incoming mail server:

Incoming mail port:

This server requires an encrypted connection (SSL/TLS): **checked**

Outgoing mail server:

Outgoing mail port:

Outgoing mail encryption method:

Make sure that the two “Require logon using Secure Password Authentication (SPA)” checkboxes are **not** checked.

The window should look like this:

POP Account Settings

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

[Connect](#)

Click **Connect**.

5. Outlook setup is complete

You're finished! Try sending yourself a test email message to make sure it works.

Webmail Link

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