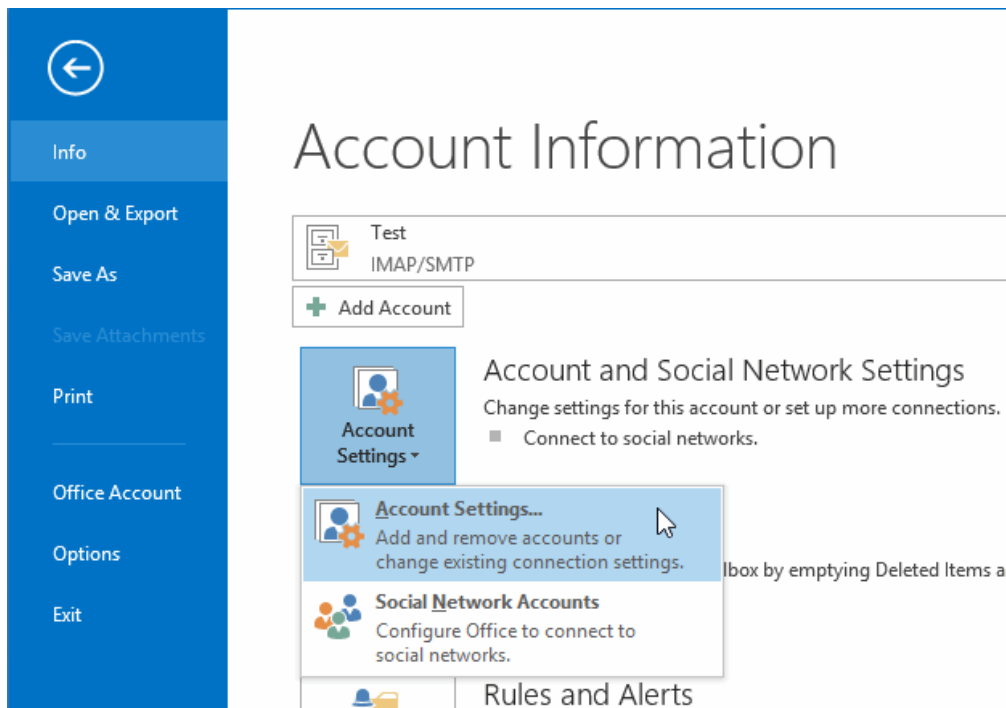


Setting Up Outlook 2013/ 2016 Using POP3

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

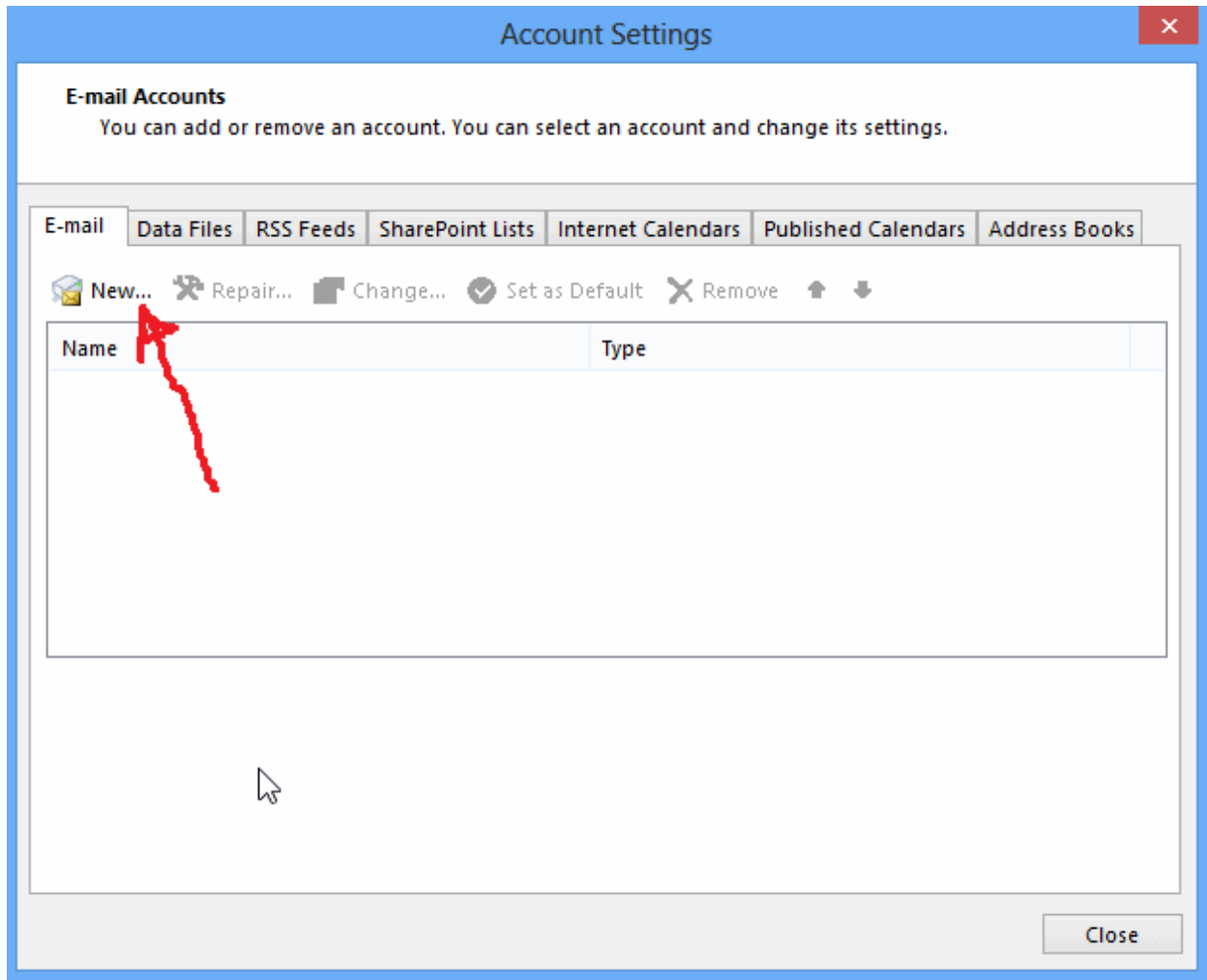
OPEN ACCOUNT SETTINGS

- 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.



SETUP ACCOUNT SETTINGS

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



ACCOUNT SETUP

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

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

CHOOSE POP3

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

Add Account ✕

Choose Service ✱

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

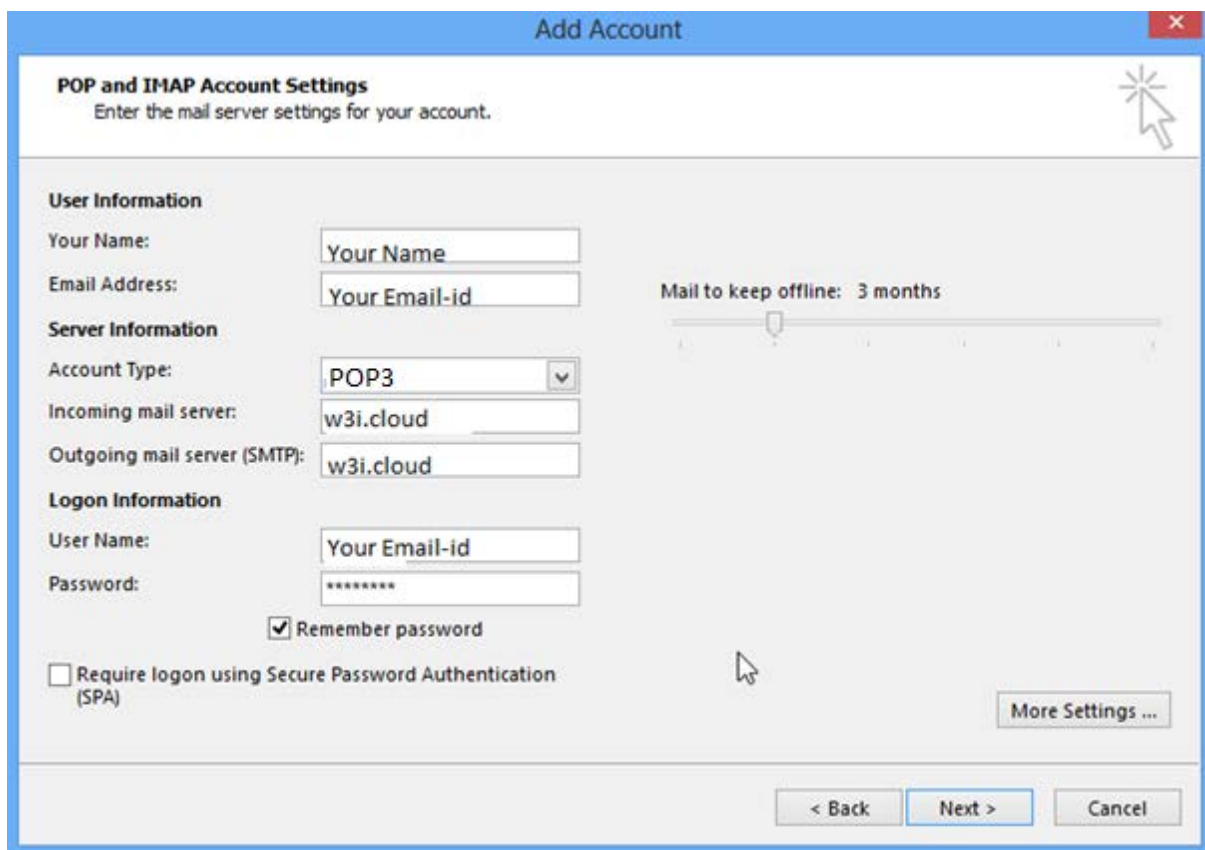
☞

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:** w3i.cloud

- **Outgoing mail server:**
 - , enter **w3i.cloud**
- **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.



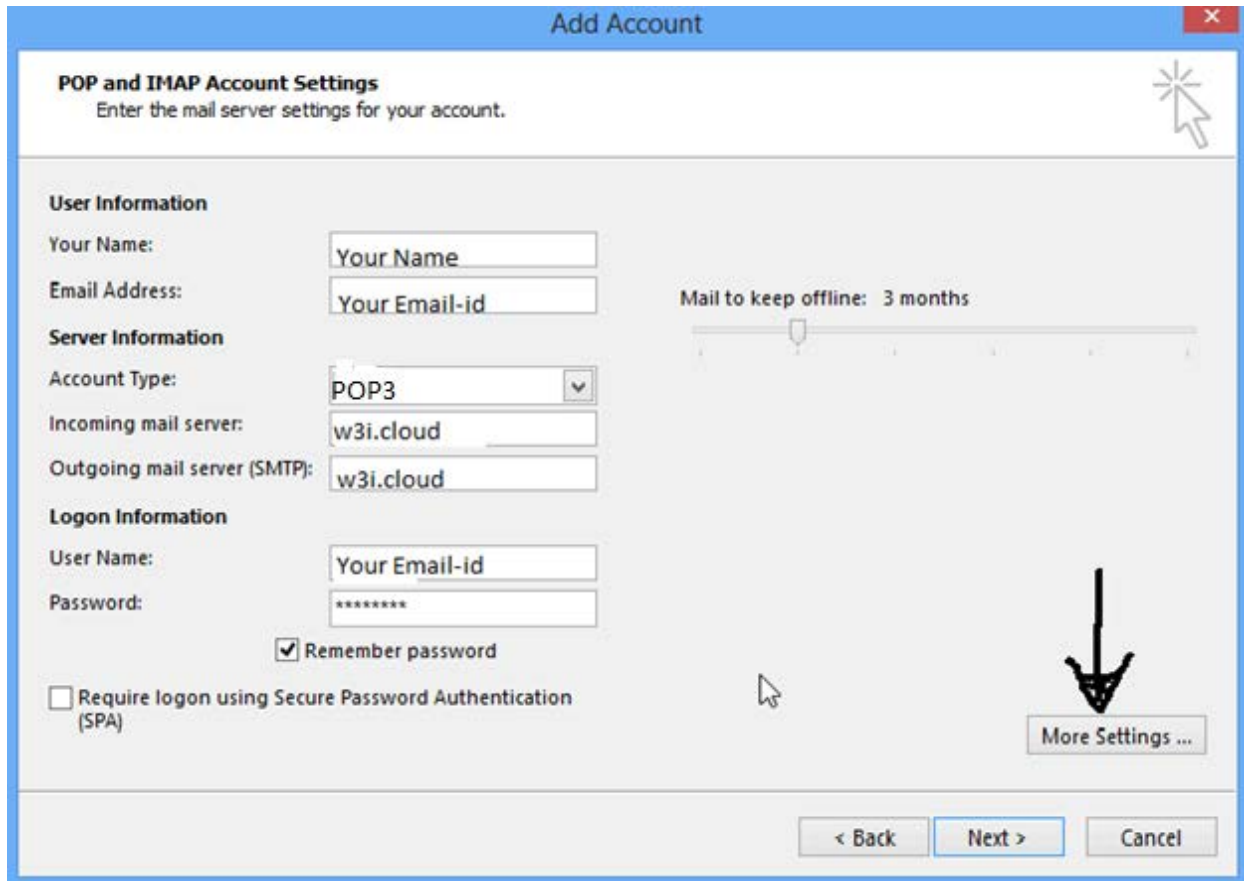
The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title bar, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' There is a help icon (question mark) in the top right corner of the main area.

The settings are organized into sections:

- User Information:**
 - Your Name: [Your Name]
 - Email Address: [Your Email-id]
- Server Information:**
 - Account Type: [POP3] (dropdown menu)
 - Incoming mail server: [w3i.cloud]
 - Outgoing mail server (SMTP): [w3i.cloud]
- Logon Information:**
 - User Name: [Your Email-id]
 - Password: [*****]
 - Remember password
 - Require logon using Secure Password Authentication (SPA)

On the right side of the dialog, there is a slider for 'Mail to keep offline: 3 months' with a range from 0 to 12 months. Below the slider is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select More Settings ...



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

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 (POP3). The port number will change from 110 to 995

- 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 E-mail Settings ×

General Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (POP3): Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection: ▾

Server Timeouts

Short Long 1 minute

Delivery

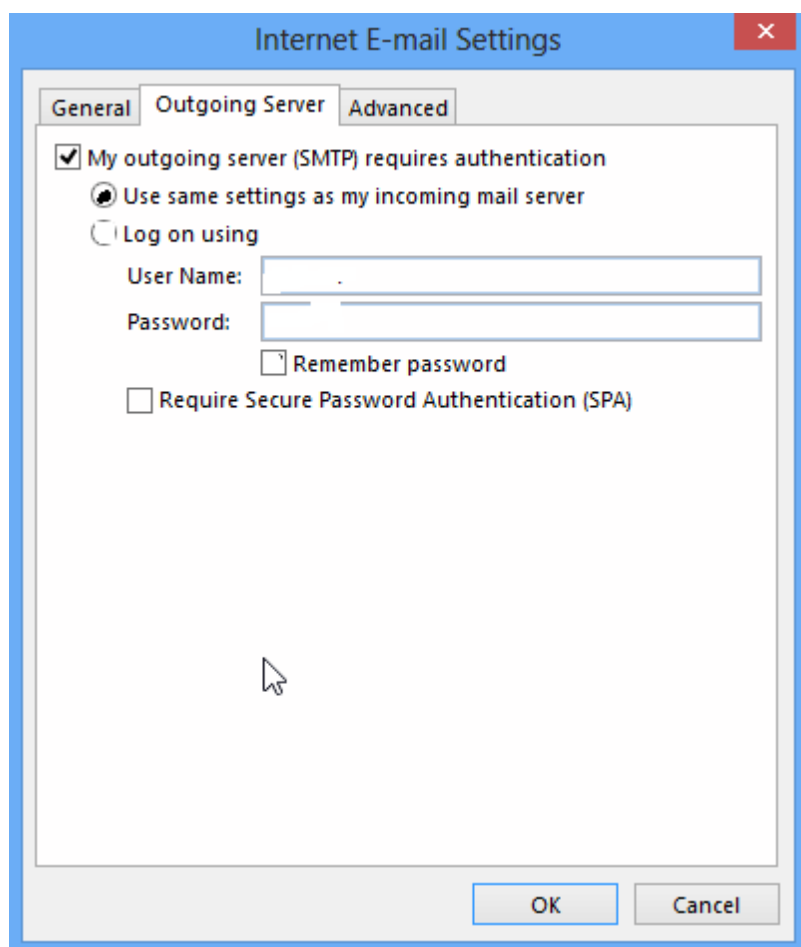
Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'

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

