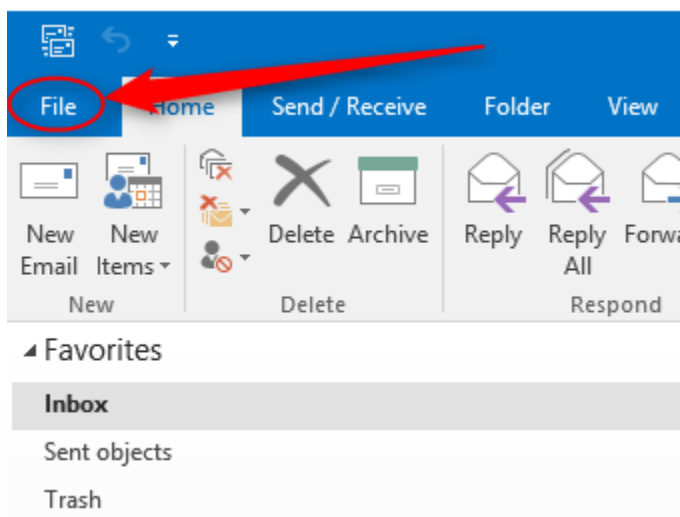
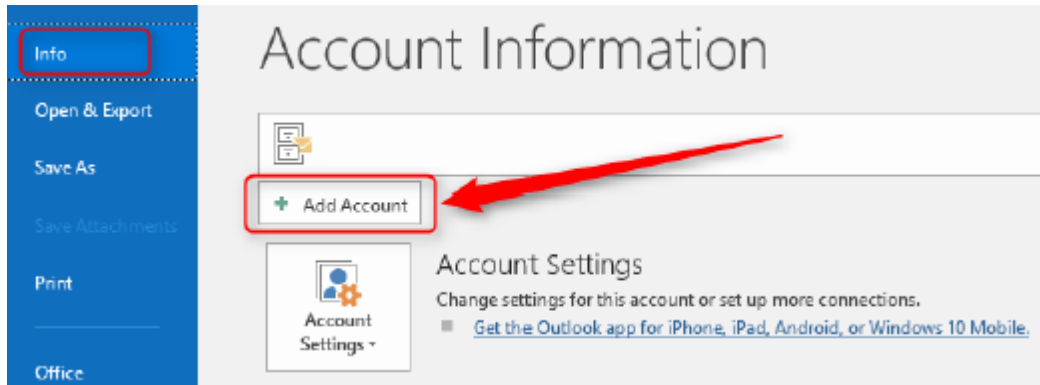


SMARTER MAIL setup pop3 account with SSL in Microsoft Outlook 2016

1. Launch your Microsoft Outlook 2016.
2. From Top left menu, click on **FILE** > make sure that **Info** is selected on the left > click on



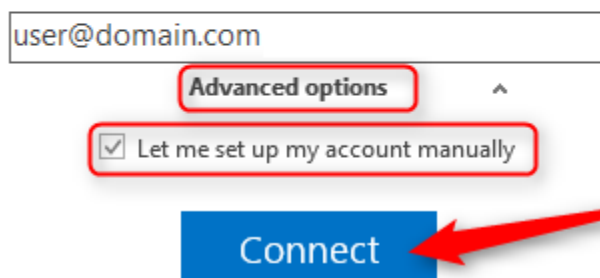
Add Account.



3. Enter your full email address > click on "**Advanced options**" > tick the checkbox "**Let me set up my account manually**" then Connect.

Welcome to Outlook

Enter an email address to add your account.



The screenshot shows the account setup form. At the top is an input field containing "user@domain.com". Below it is a red-bordered box around the "Advanced options" link with an upward arrow. Underneath is another red-bordered box around a checked checkbox and the text "Let me set up my account manually". At the bottom is a blue "Connect" button with a red arrow pointing to it from the right.

- Account setup is complete. Lastly, check the checkbox if you want to setup outlook mobile on your phone then click OK.

Your email account now is ready to use.

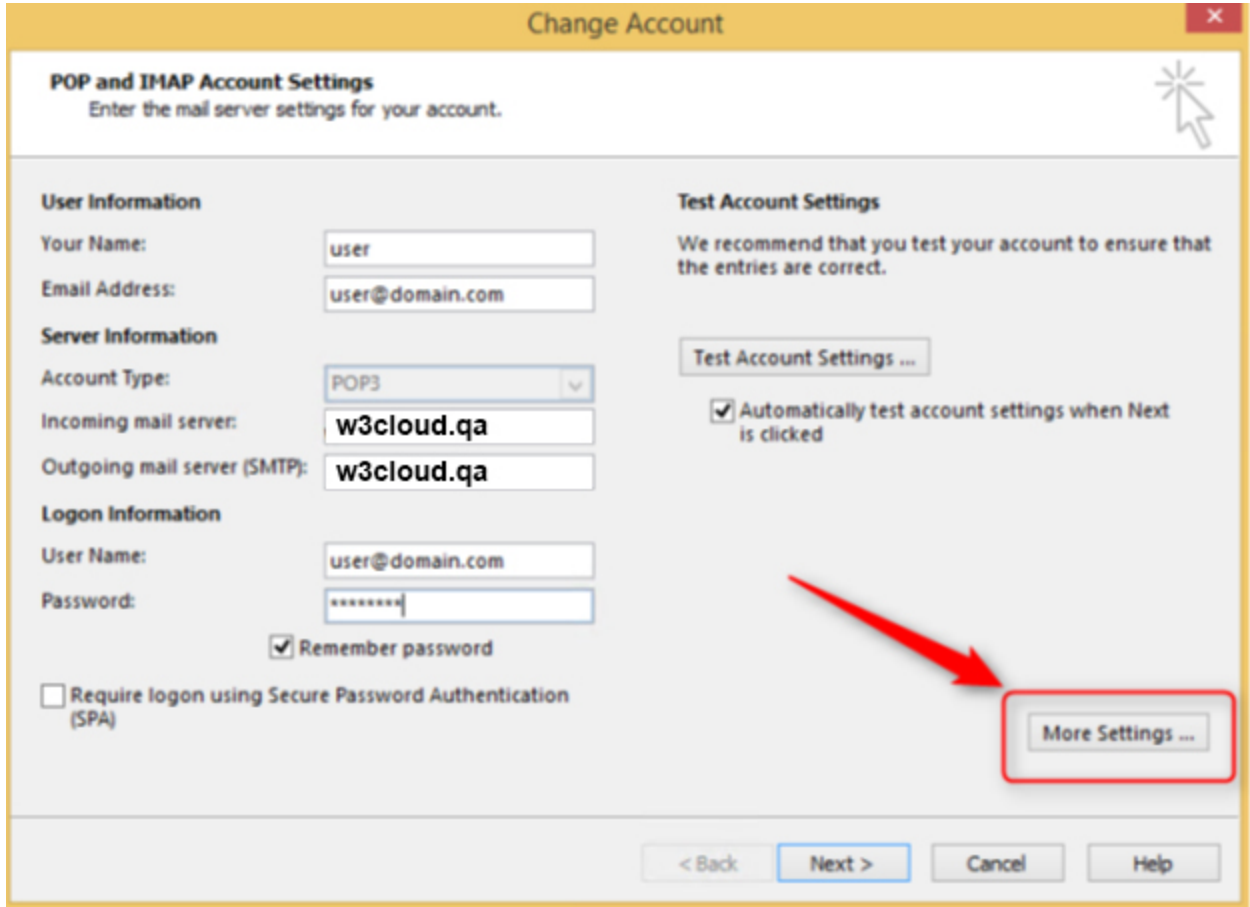
Adding [REDACTED]
Account setup is complete

OK

Set up Outlook Mobile on my phone, too

Note: If you wish to edit the Account Setting , you may proceed with below step

1. File> Account Setting> Double click your email address> More Settings



Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
 Your Name: user
 Email Address: user@domain.com

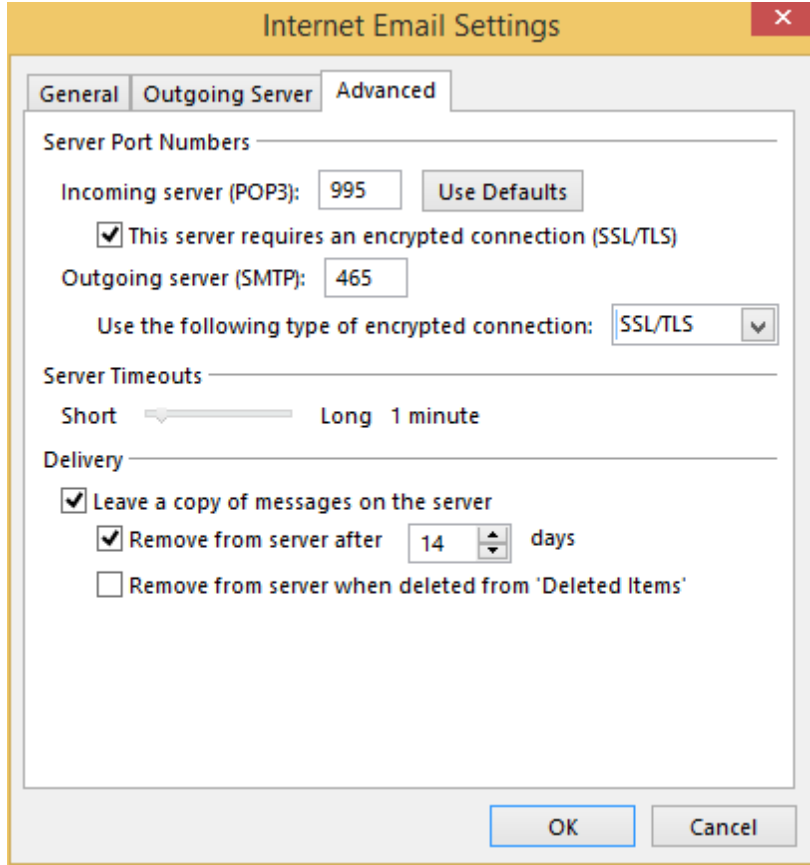
Server Information
 Account Type: POP3
 Incoming mail server: w3cloud.qa
 Outgoing mail server (SMTP): w3cloud.qa

Logon Information
 User Name: user@domain.com
 Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

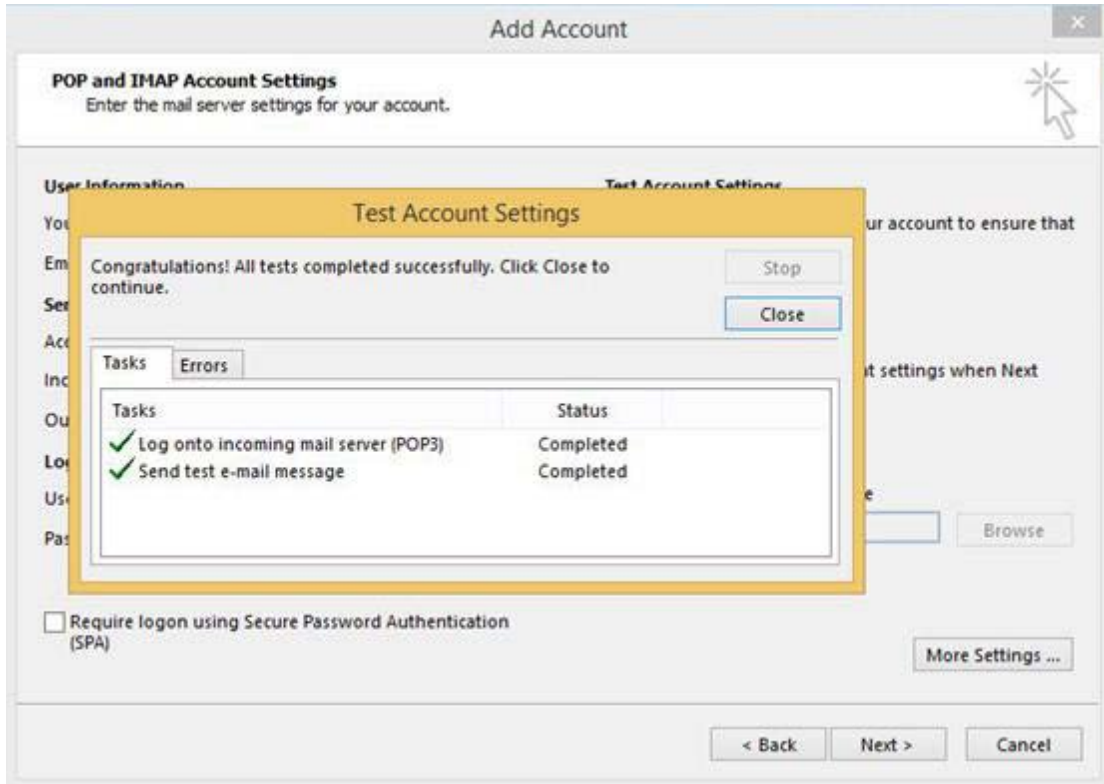
Test Account Settings
 We recommend that you test your account to ensure that the entries are correct.
 Test Account Settings ...
 Automatically test account settings when Next is clicked

More Settings ...

< Back Next > Cancel Help



- After edit click OK, it will return to the Add account setting. Click on Next and click on Close after the Test Account Settings has been done.



6. Your email account in Microsoft Outlook 2016 is ready to use.

