

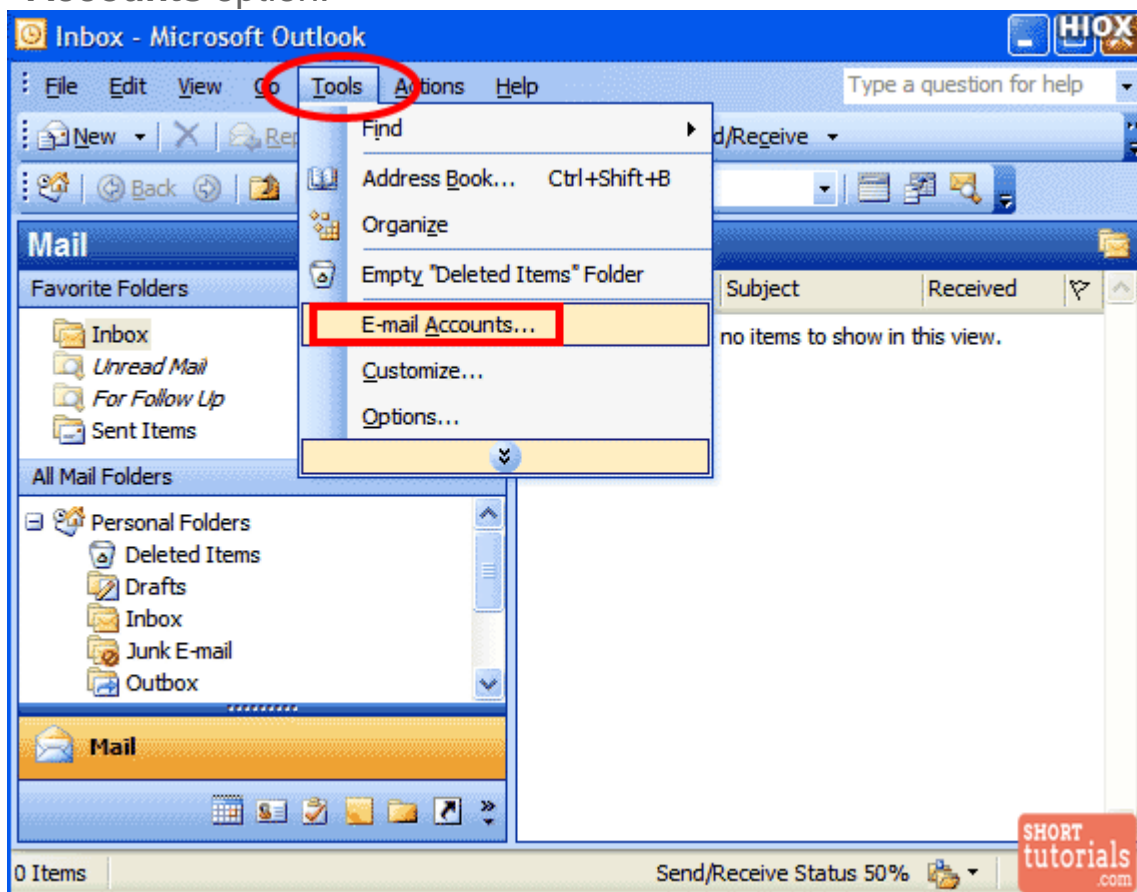
How to Setup Email in Outlook?

How can I setup mail in Microsoft Outlook?

How to Configure Outlook | Outlook Email Setup

The below tutorial helps you to know how to set up email in outlook with step by step instructions. Follow the below instructions to configure your email in Microsoft Outlook.

Step 1: Open Microsoft Outlook. Under Tools Menu, choose Email Accounts option.



Step 2: Email Accounts Window Opens. Choose "Add a new email account" and click Next.

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- Add a new e-mail account
- View or change existing e-mail accounts

Directory

- Add a new directory or address book
- View or change existing directories or address books

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Step 3: Select Pop3 as Server Type and click Next

Server Type

You can choose the type of server your new e-mail account will work with.



- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

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Step 4: Internet Email Settings Window opens. Enter your information of Name, Email address, Username, Password, Incoming Mail Server and Outgoing Mail Server and click **Next**

E-mail Accounts HIOX

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

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Step 5: In the email settings window, choose the **Outgoing Server** tab.

Internet E-mail Settings HIOX

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

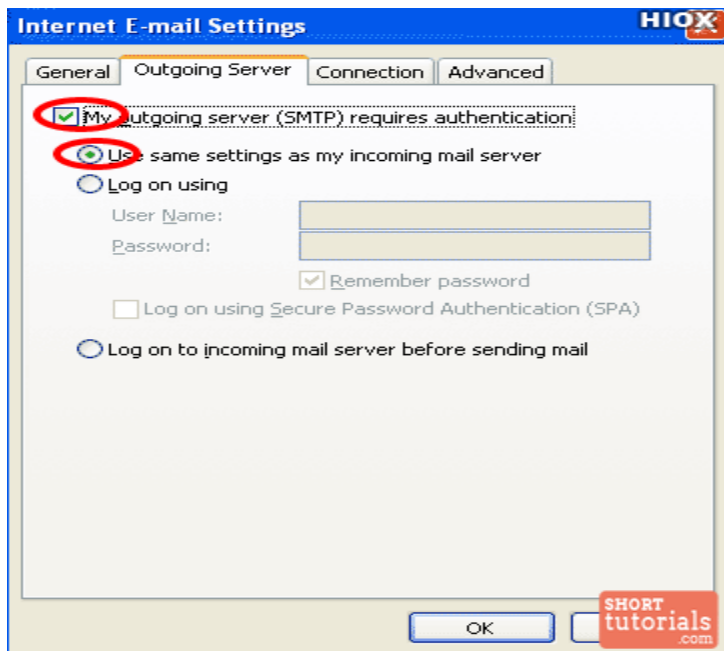
Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

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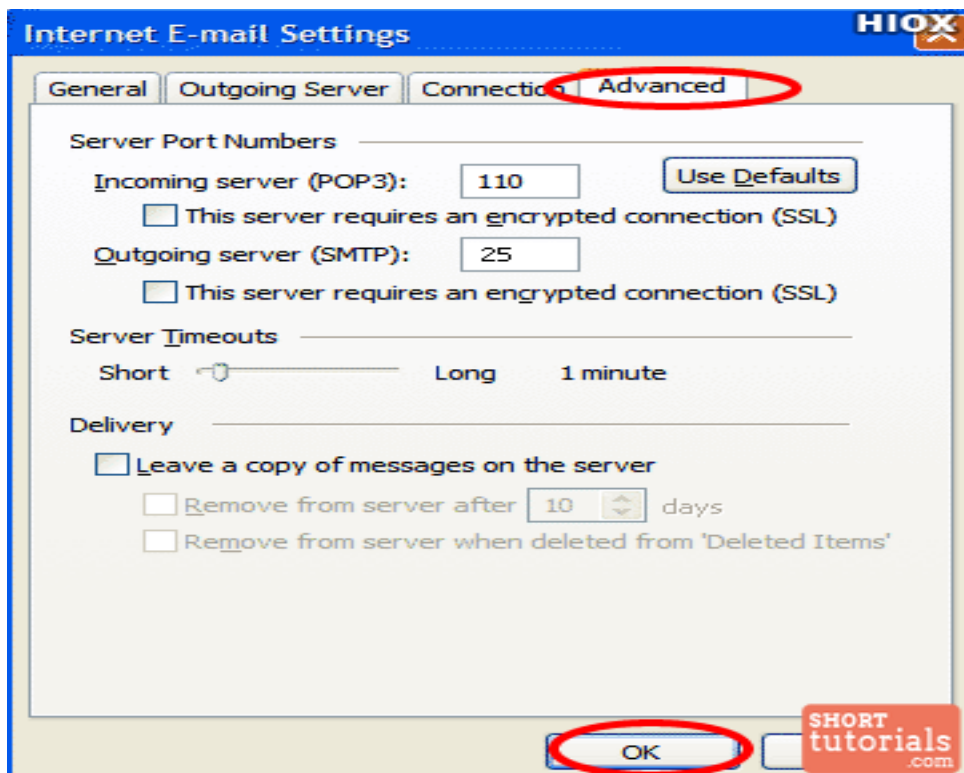
Step 6: Select "My outgoing server (SMTP) requires authentication."

Step 7: Select "Use same settings as my incoming mail server".



Step 7: Select Advanced Tab.

Step 8: Change the Outgoing Server Port to 25 and click OK.



E-mail Accounts HIOX

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information **Server Information**

Your Name: Incoming mail server (POP3):

E-mail Address: Outgoing mail server (SMTP):

Logon Information **Test Settings**

User Name: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Step 9: Click Next

E-mail Accounts HIOX

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

DONE