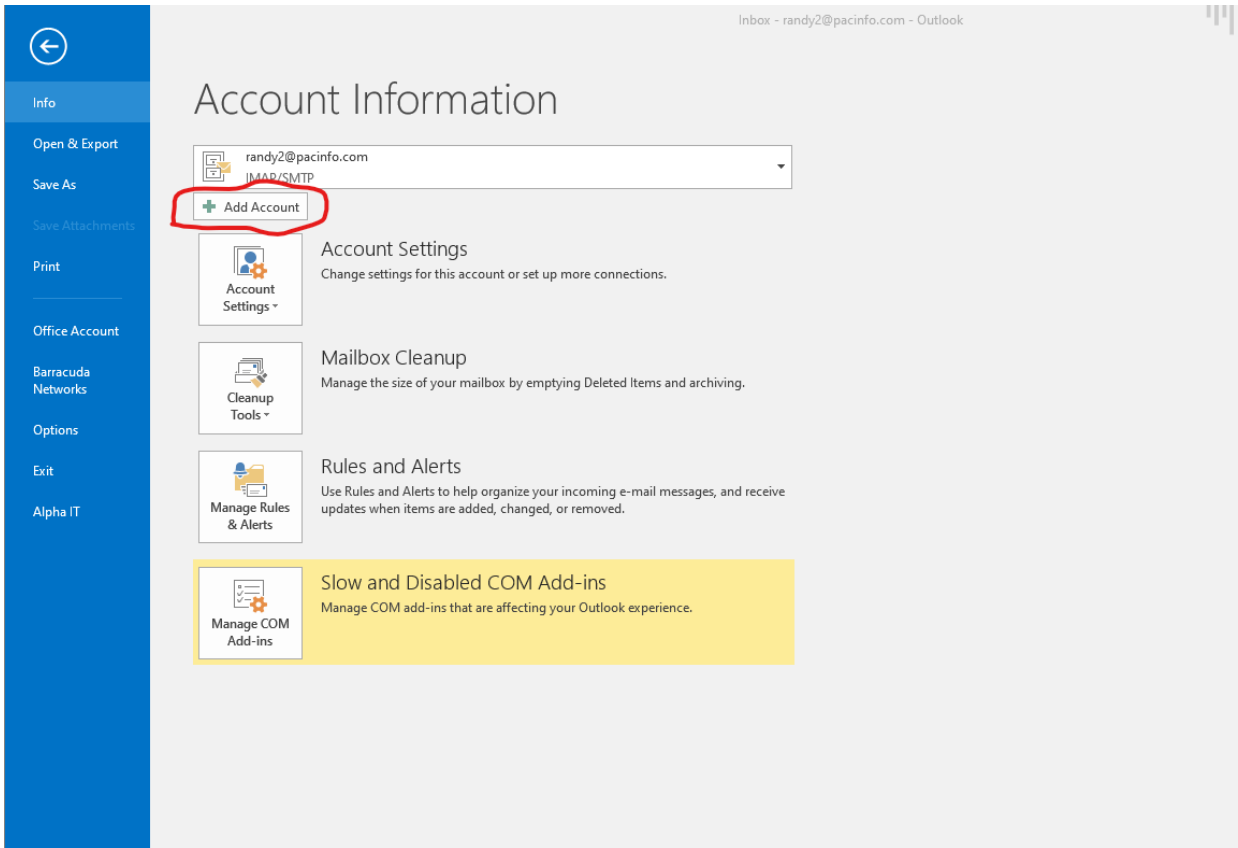


## How to set up an email account in Outlook.



The screenshot shows the Outlook interface with the "Account Information" page. The left sidebar contains navigation options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Barracuda Networks, Options, Exit, and Alpha IT. The main content area displays the account "randy2@pacinfo.com" with "IMAP/SMTP" protocol. A red circle highlights the "+ Add Account" button. Below this are sections for "Account Settings", "Mailbox Cleanup", "Rules and Alerts", and "Slow and Disabled COM Add-ins".

### 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 Service**



- 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

< Back

Next >

Cancel

**This is the place where you can select POP3 or IMAP.** Once the account type is selected, you need to start the account add process over to change it. Or remove the wrong account and create a new account like how you want it.

The POP or IMAP selection sets how your email program will interact with the mail server. In general,

- **POP account** will download a copy of the email messages to your computer and store them in local folders there. It may remove the messages from the server after you delete them or after a certain time has passed.
- **IMAP account** will download a copy of the email messages, but the master copy will be on the server. You should choose this type if you use different computers or devices to access your email. That way each device will be looking at the same messages and folders. When you delete a message or move it to a different folder, all the devices see the same change. If you get a new computer, when you set up your email, all the messages will be there.

These days, most of the time you would select IMAP for the type or protocol.

If you select POP3, then the settings page will look like this.

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)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

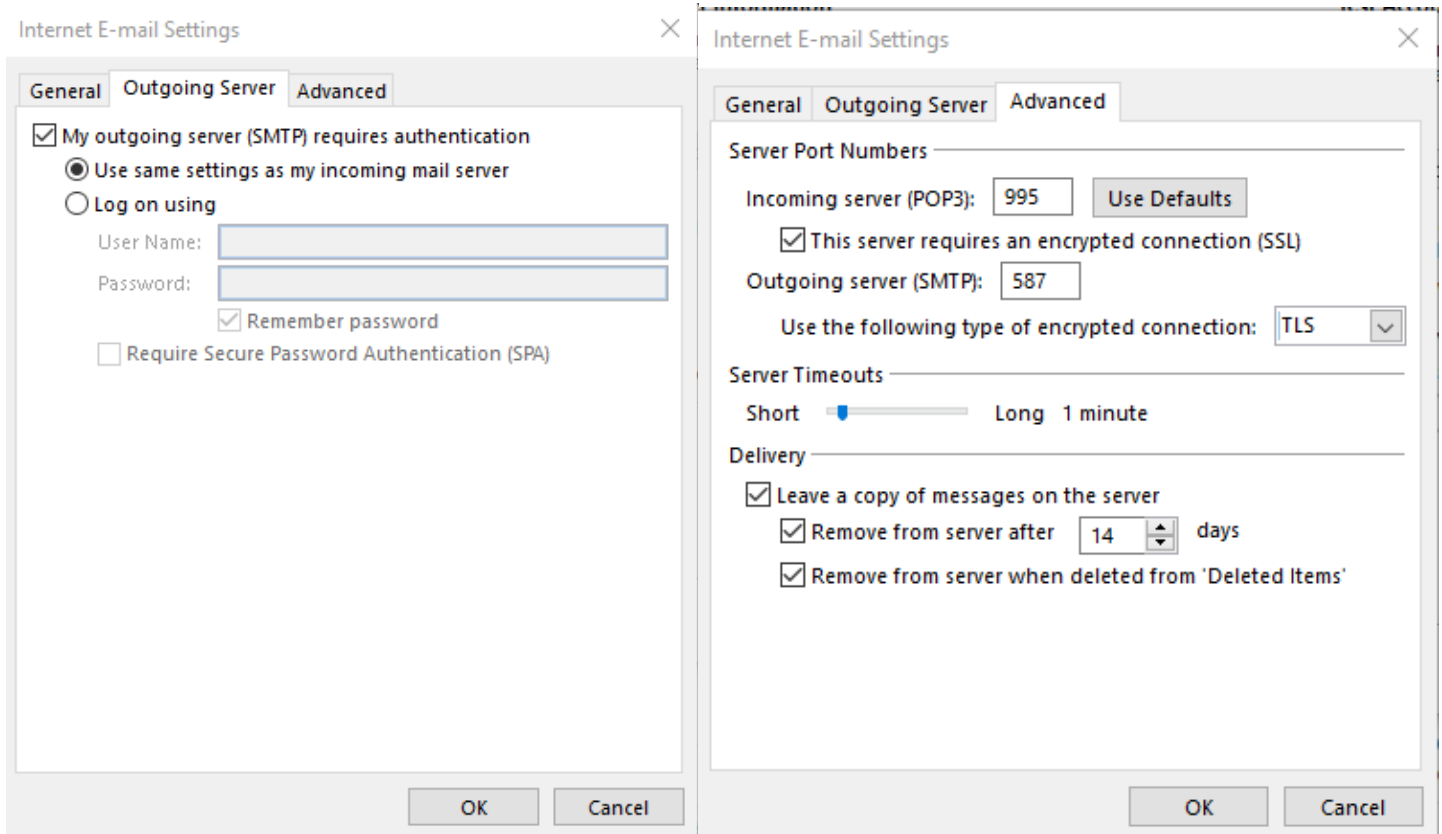
**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Click on the **More Settings** button on the lower right and adjust the Outgoing Server tab and Advanced tabs (shown below) to match.

You can edit the number of days you want to leave a copy of mail on the server, but after that time, when you check mail, it will remove the old messages from the server, but it doesn't remove any messages in your email program that you have downloaded until you actually delete them.



If you select IMAP, then the settings page will look like this.

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)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

Internet E-mail Settings ×

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

Internet E-mail Settings ×

General **Outgoing Server** Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

Click OK, Next, and finish to save the account.