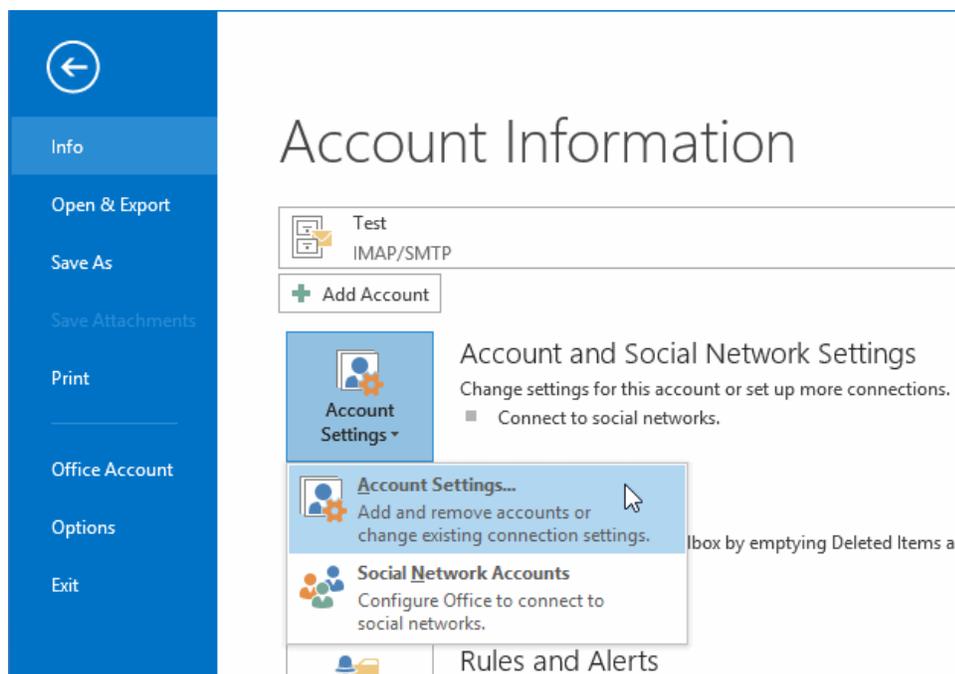


Setting Up Outlook 2013/ 2016 Using IMAP

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using Internet Message Access Protocol (IMAP).

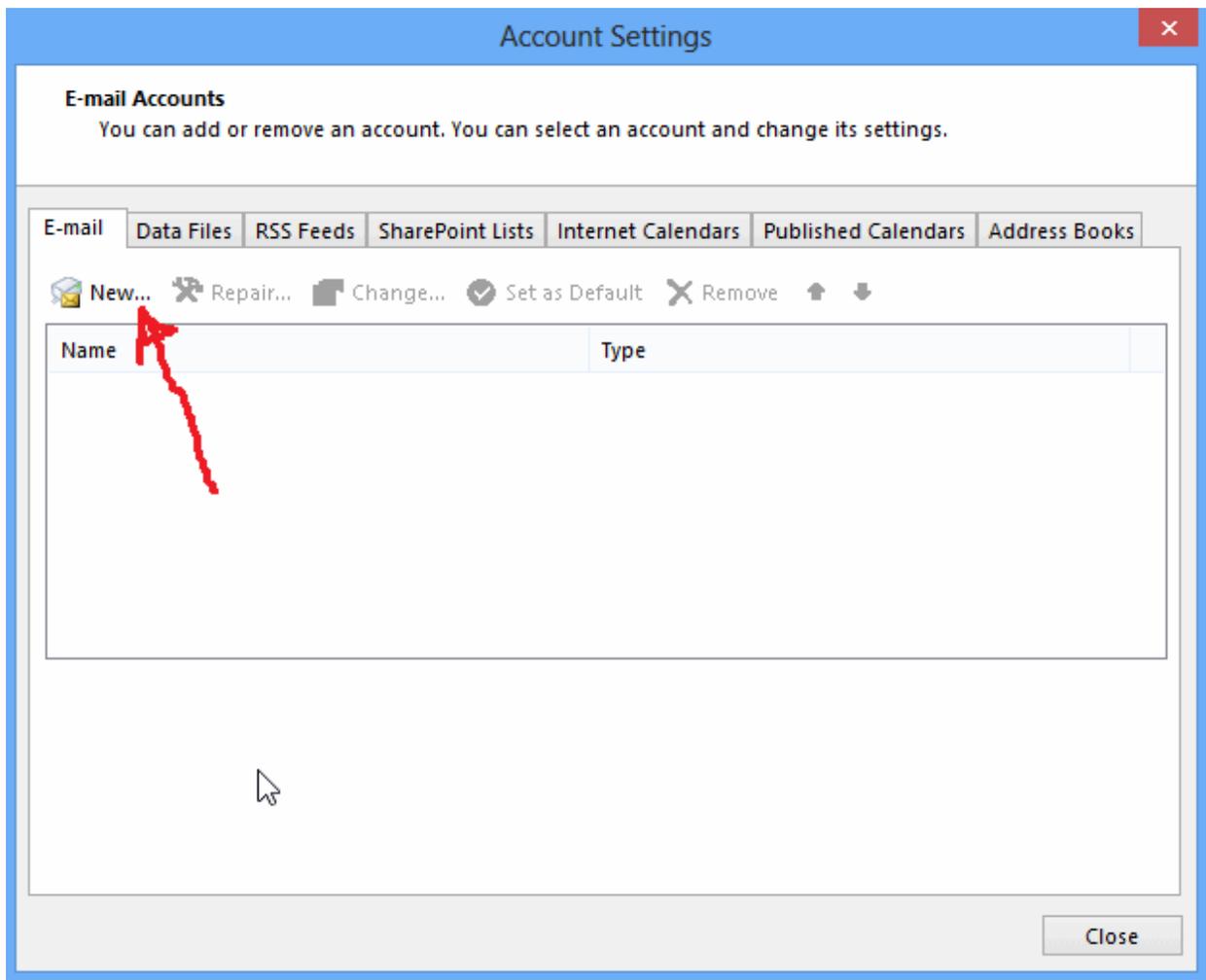
OPEN ACCOUNT SETTINGS

- 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.



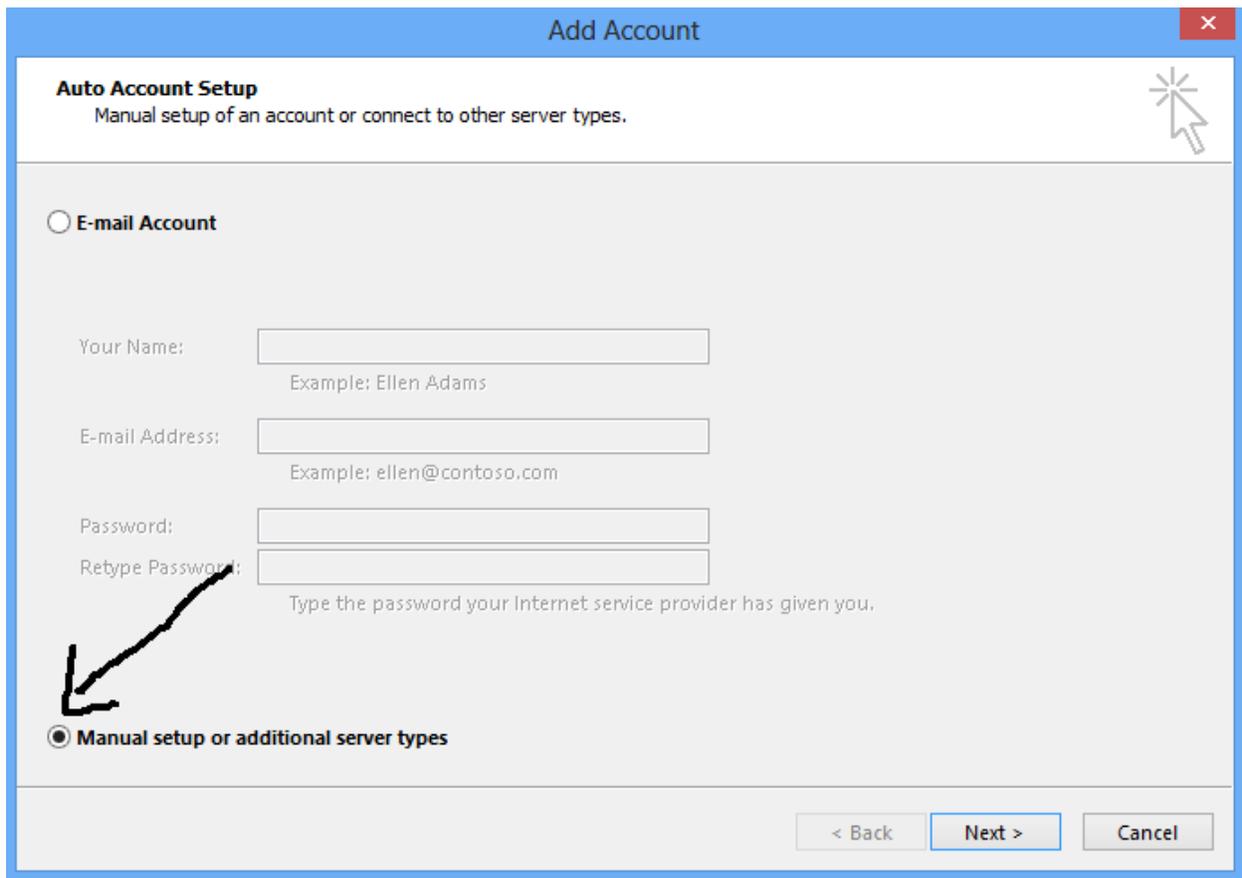
SETUP ACCOUNT SETTINGS

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:

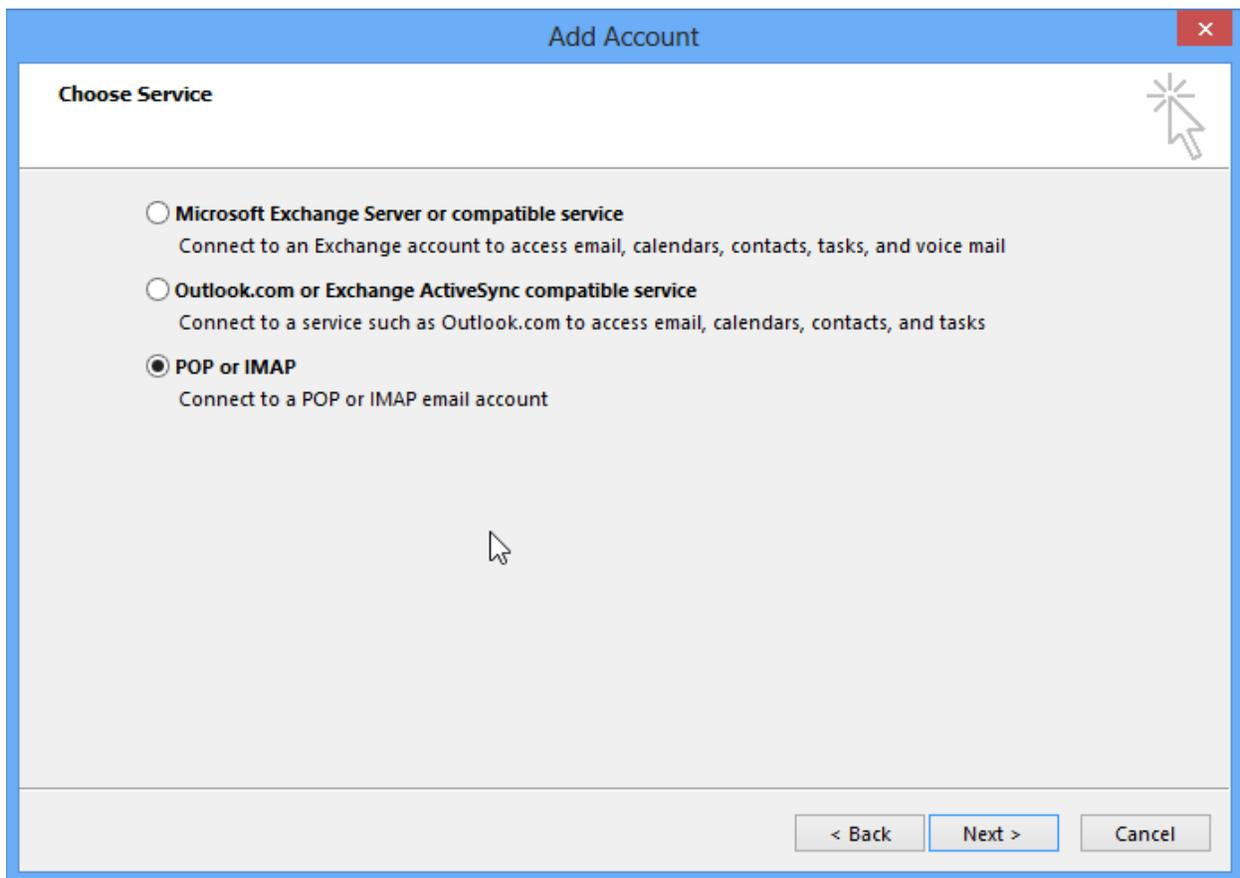
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

CHOOSE IMAP

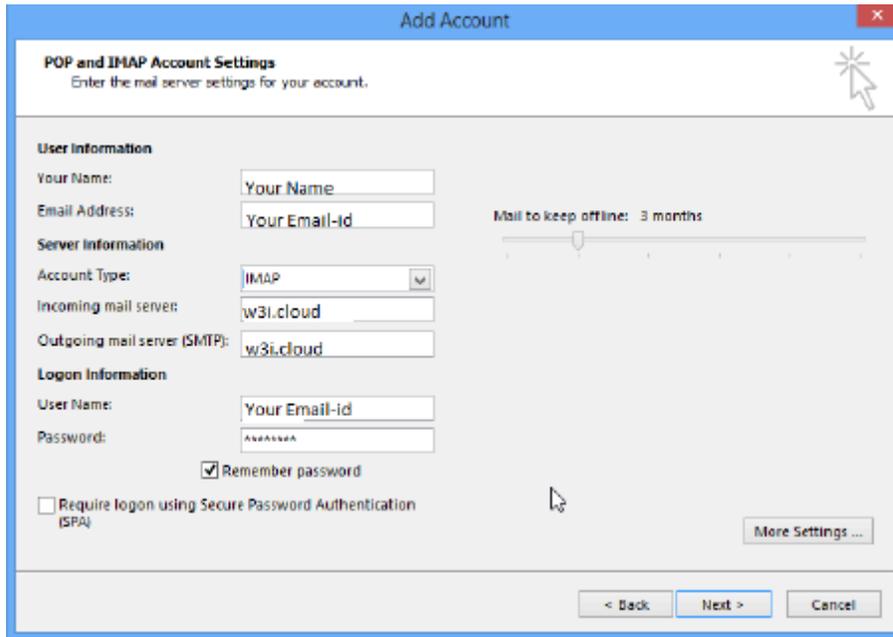
Select **POP or IMAP** and then click **Next** in the Add Account window.



ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

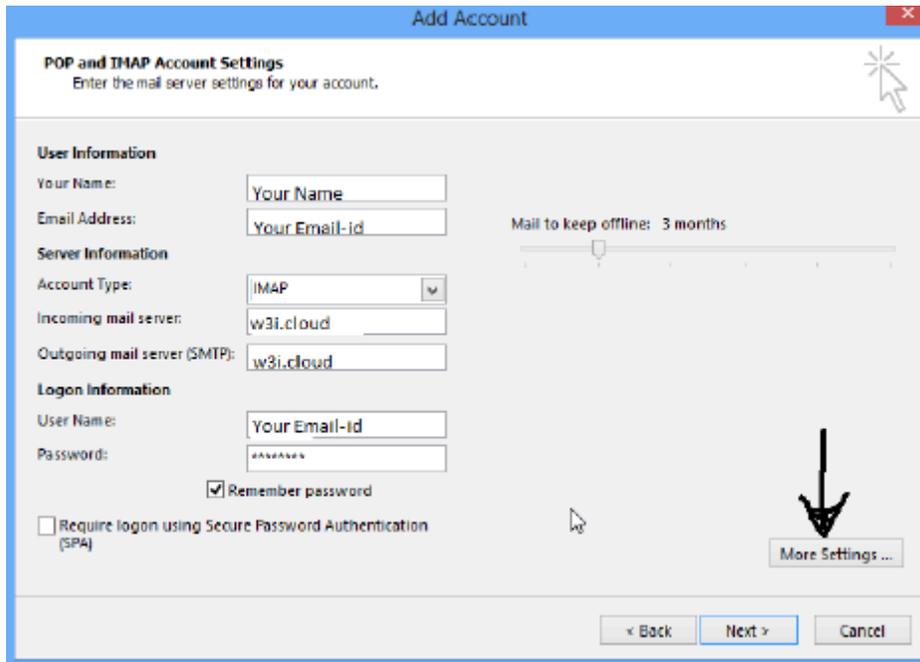
- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your xxxxx@ccccq.qa email address
- **Account Type:** IMAP
- **Incoming mail server:** w3i.cloud
- **Outgoing mail server:**
 - , enter **w3i.cloud**
- **User Name:** xxxxx@ccccq.qa (Complete email-id)
- **Password:** *****
 - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.



The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon (question mark) in the top right. The form is organized into several sections:

- User Information:** Includes text boxes for "Your Name" and "Your Email-Id".
- Server Information:** Includes a dropdown menu for "Account Type" (set to "IMAP"), and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)", both containing "w3i.cloud".
- Logon Information:** Includes text boxes for "User Name" (containing "Your Email-Id") and "Password" (masked with asterisks). There is a checked checkbox for "Remember password".
- Offline Settings:** A slider control for "Mail to keep offline" is set to "3 months".
- Authentication:** An unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Buttons:** A "More Settings ..." button is located at the bottom right of the form area. At the very bottom of the dialog 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:

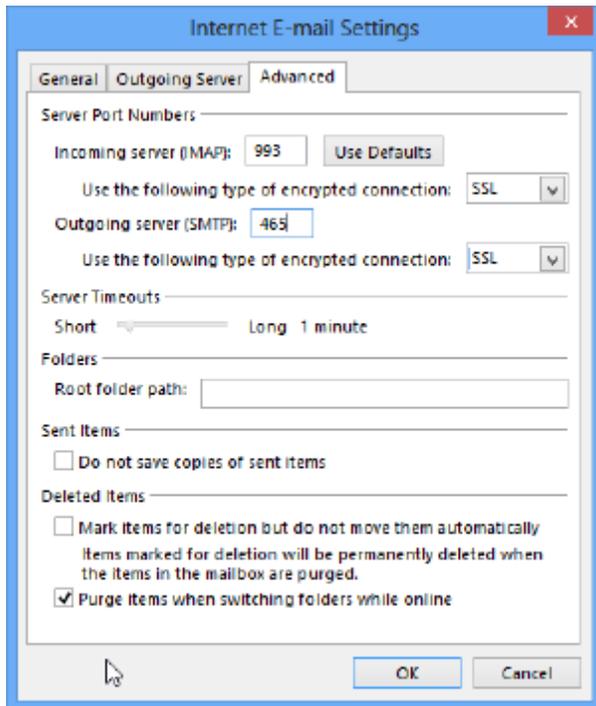
Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 3 months

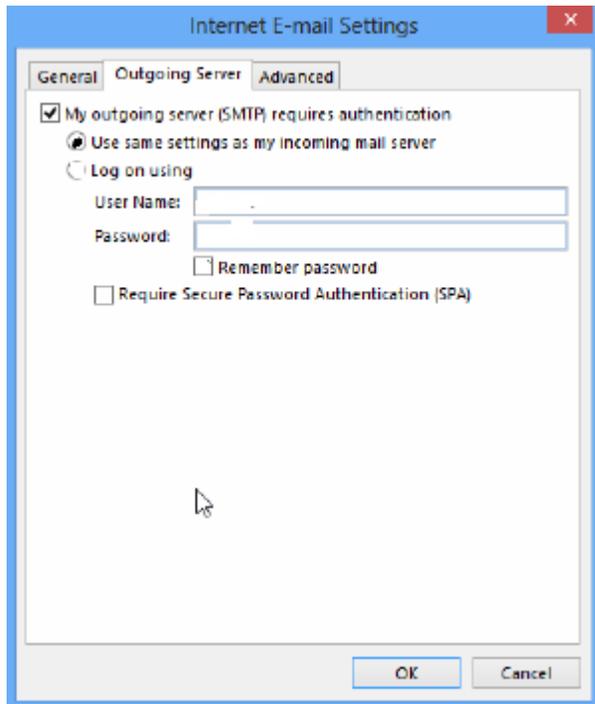
INTERNET EMAIL SETTINGS – ADVANCED

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.
- 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 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 (IMAP) and Send test email message tests are completed, click **Close**.
- Click **Finish**

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed