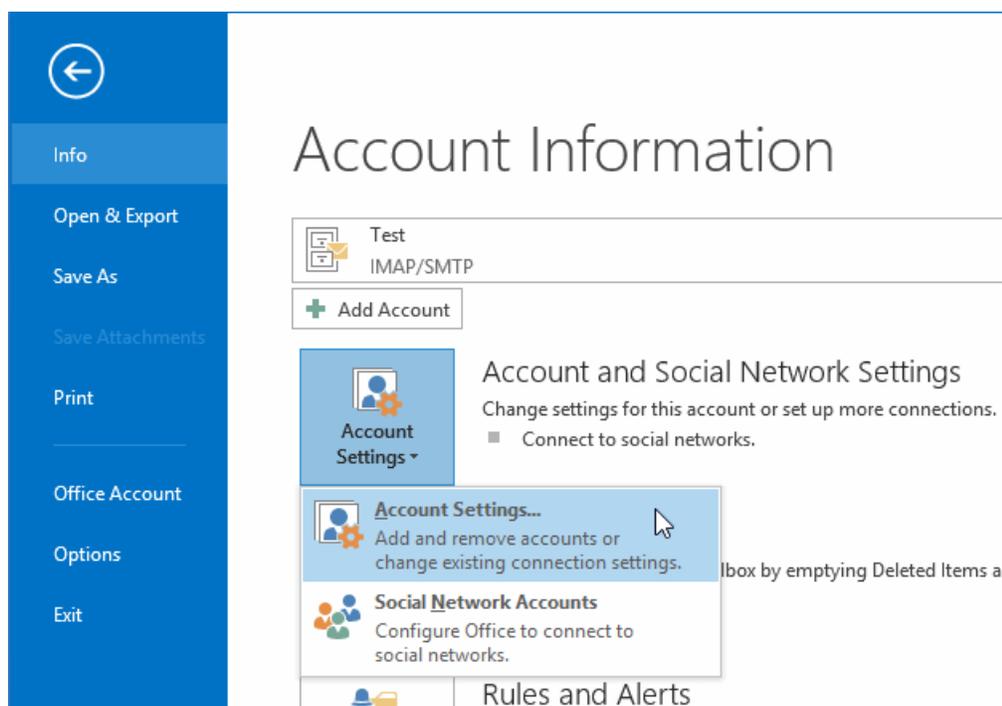


# Setting Up Outlook 2013/ 2016 Using POP3

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

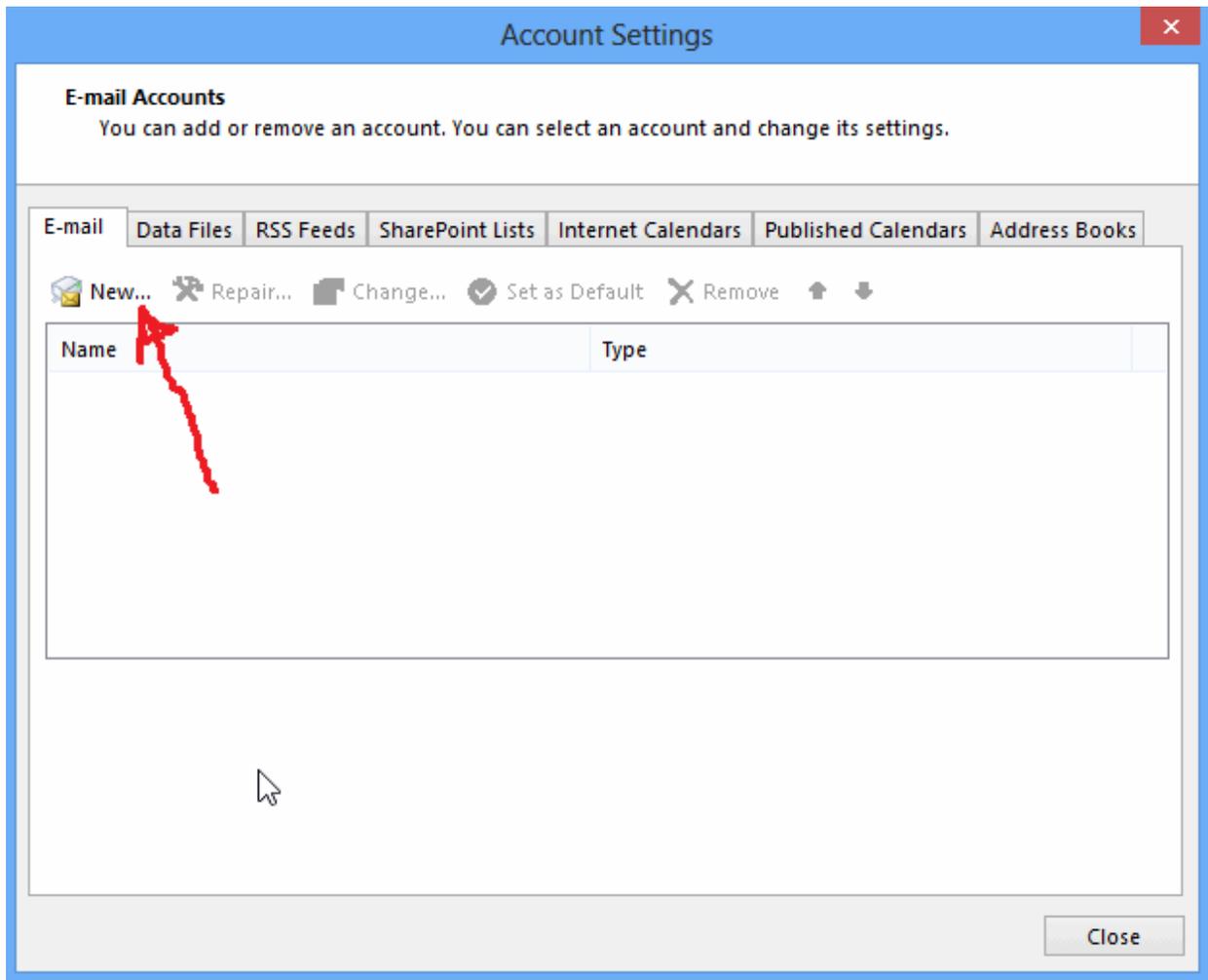
## OPEN ACCOUNT SETTINGS

- 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.



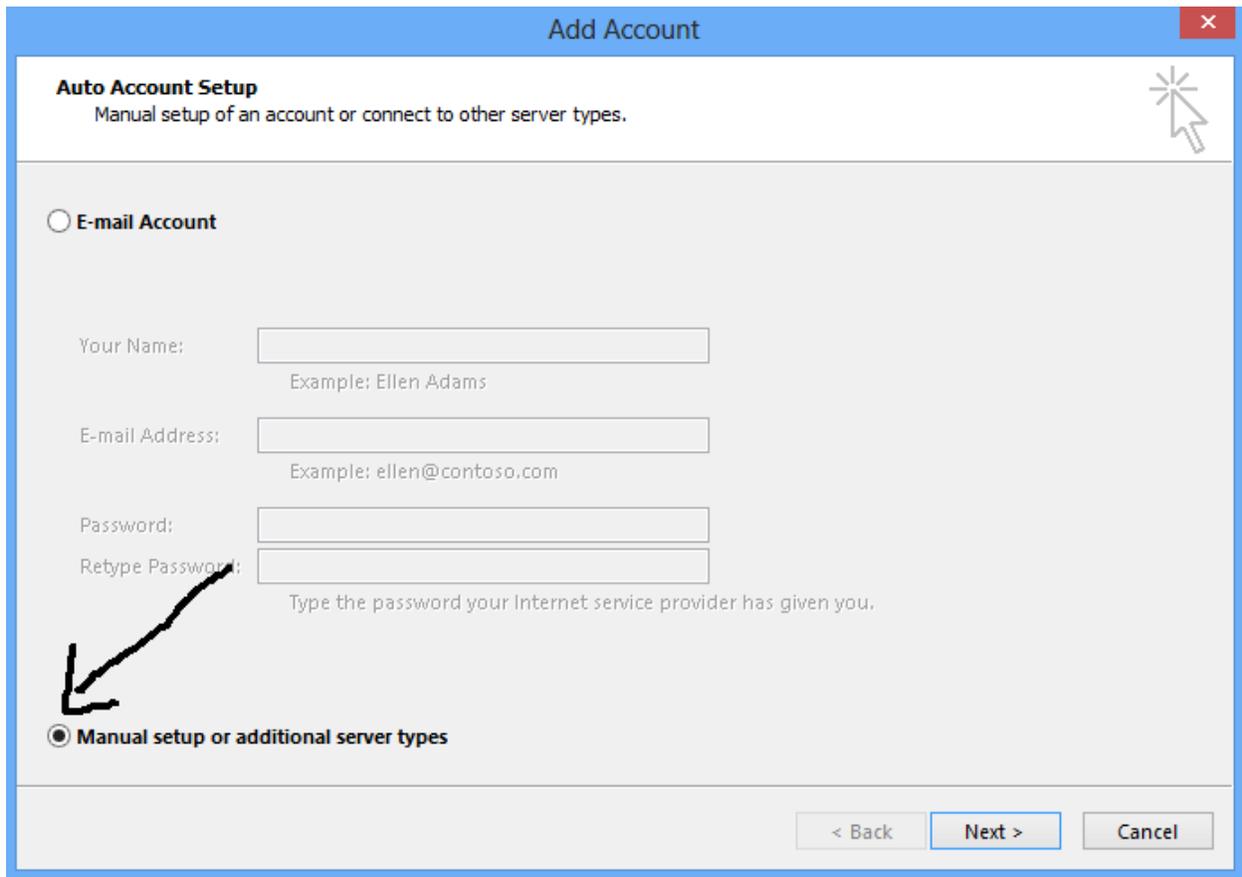
## SETUP ACCOUNT SETTINGS

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:

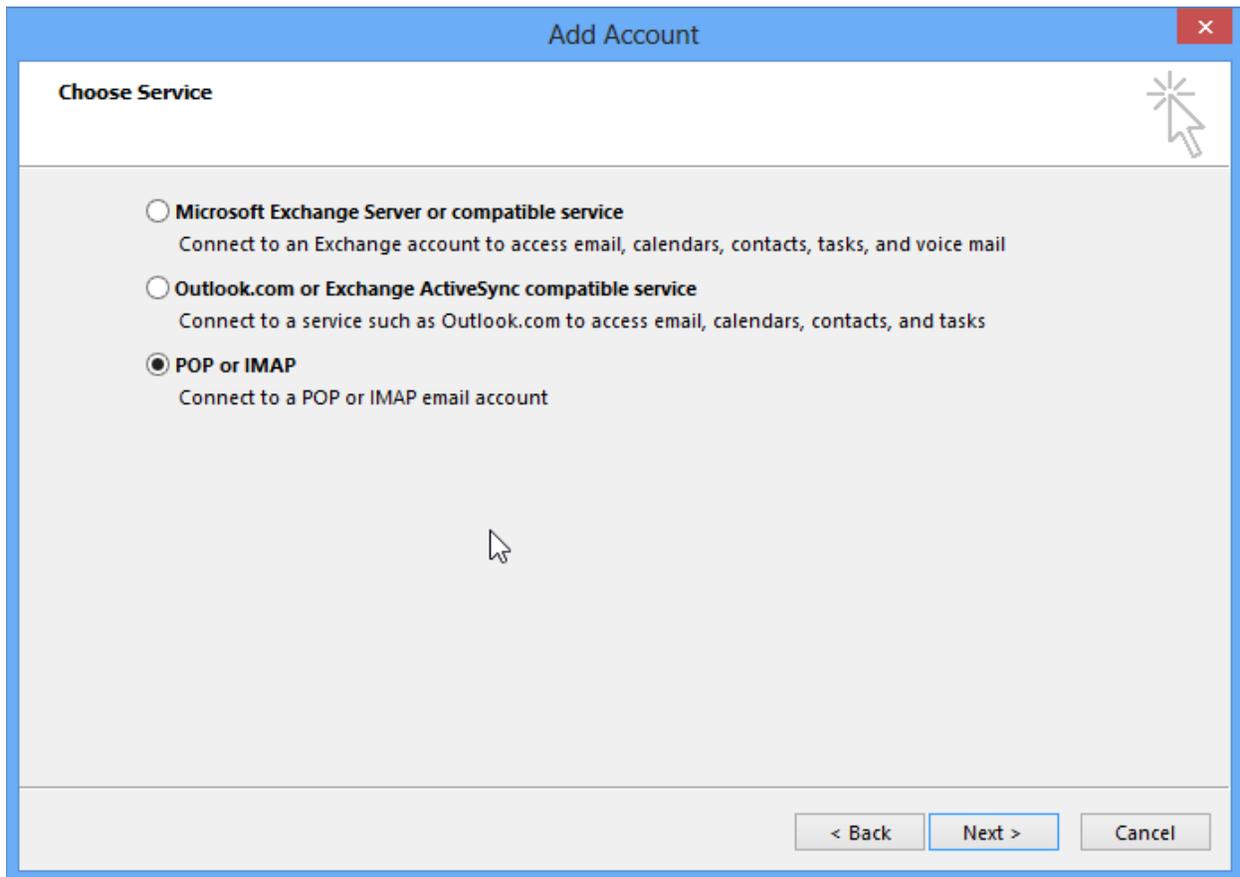
Retype Password:   
Type the password your Internet service provider has given you.

**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

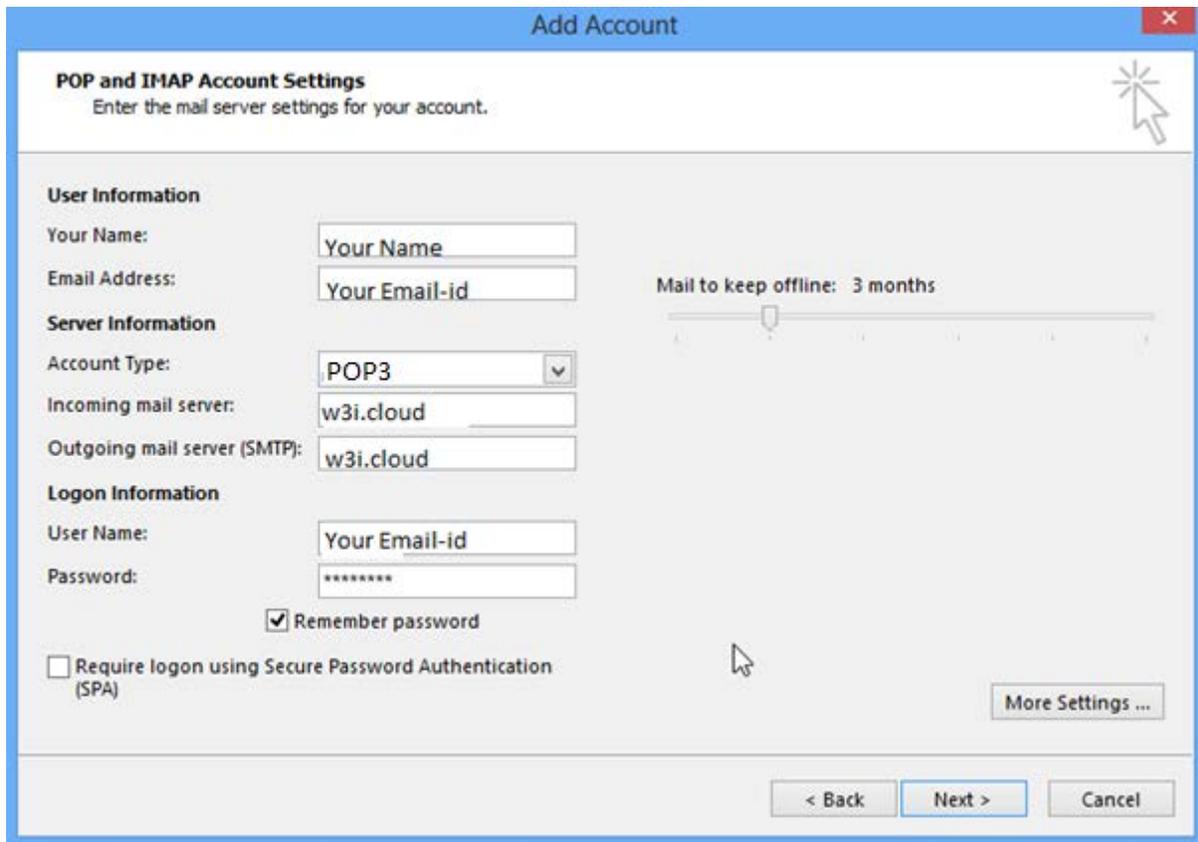
< Back   Next >   Cancel

## 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 window title is 'Add Account' with a close button (X) in the top right corner. Below the title bar, the text reads 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' There is a help icon (a star with a mouse cursor) in the top right corner of the dialog.

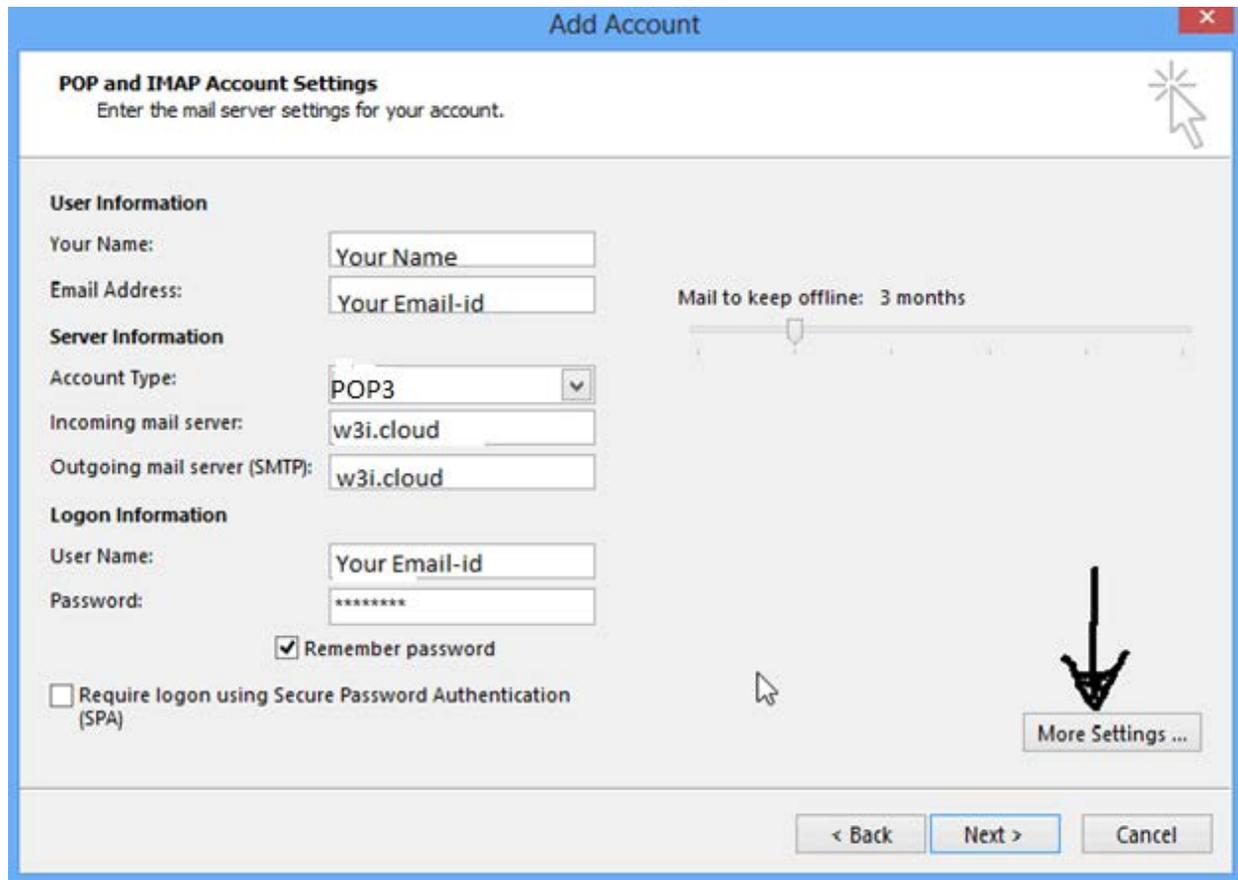
The settings are organized into several sections:

- 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 control for 'Mail to keep offline: 3 months'.

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also present on the right side.

## Select More Settings ...



The screenshot shows a window titled "Add Account" with a close button in the top right corner. Below the title bar, the text "POP and IMAP Account Settings" is displayed, followed by the instruction "Enter the mail server settings for your account." A mouse cursor is pointing at a star icon in the top right corner of the settings area.

The settings are organized into several sections:

- User Information:** "Your Name:" (text box with "Your Name"), "Email Address:" (text box with "Your Email-id").
- Server Information:** "Account Type:" (dropdown menu with "POP3"), "Incoming mail server:" (text box with "w3i.cloud"), "Outgoing mail server (SMTP):" (text box with "w3i.cloud").
- Logon Information:** "User Name:" (text box with "Your Email-id"), "Password:" (text box with "\*\*\*\*\*"), and a checked checkbox for "Remember password".
- Below the logon information, there is an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- To the right of the server information, there is a slider for "Mail to keep offline: 3 months".

At the bottom right, there is a button labeled "More Settings ..." with a large black arrow pointing down towards it. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

## 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):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Delivery

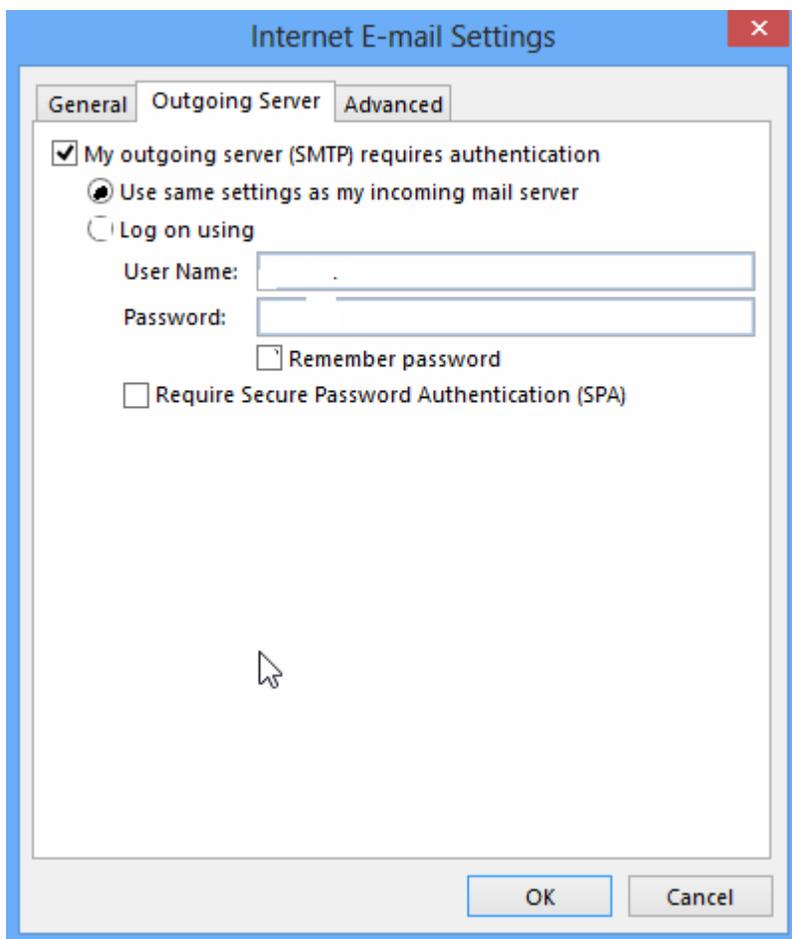
Leave a copy of messages on the server

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**



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "General" tab is also visible. The "Advanced" tab is not selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Below it, the "Use same settings as my incoming mail server" radio button is selected. The "Log on using" radio button is unselected. There are two text input fields for "User Name:" and "Password:". Below these fields, the "Remember password" checkbox is unselected. The "Require Secure Password Authentication (SPA)" checkbox is also unselected. At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

## TEST ACCOUNT SETTINGS

- Once Log onto incoming mail server (POP#) and Send test email message tests are completed, click **Close**.
- Click **Finish**

