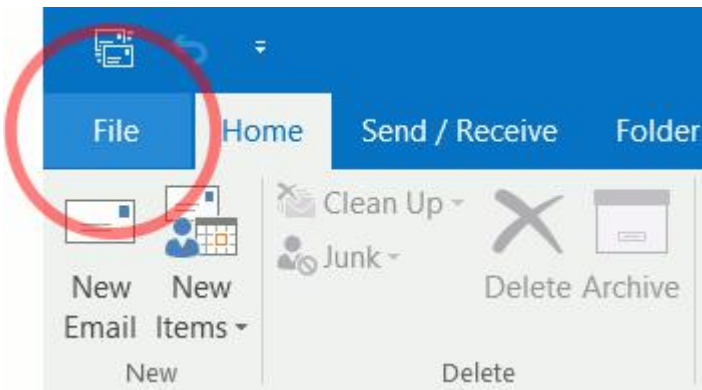


# Outlook 2016 Windows Manual Setup for POP3 MXA

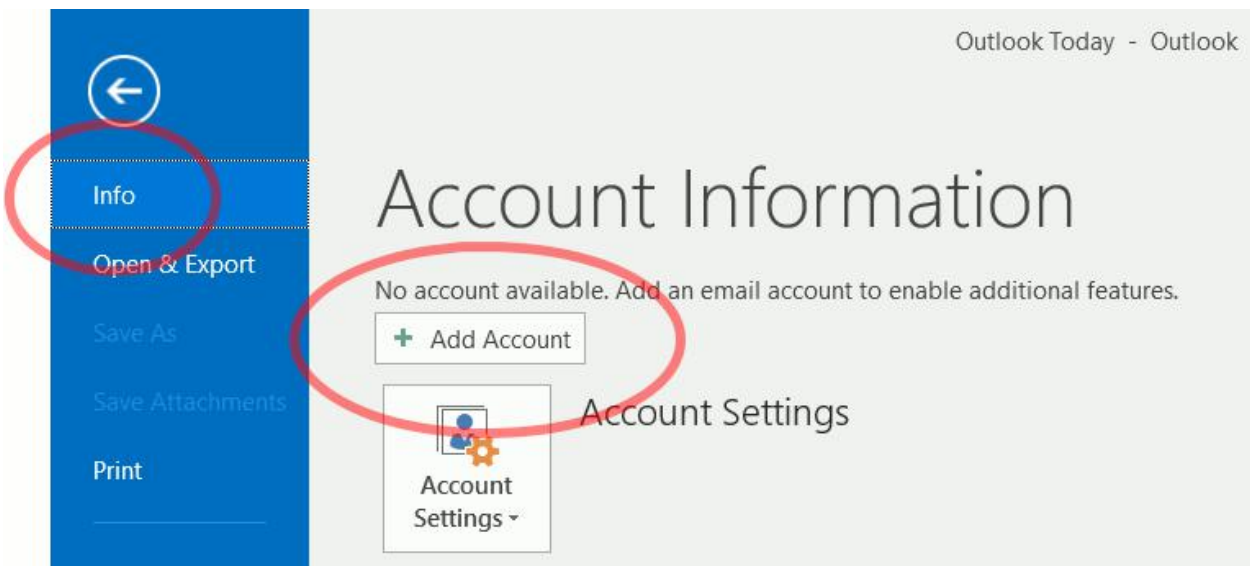
## 1. Start the Microsoft Outlook program.

Use the Start menu to start Outlook 2016. If you've never used Outlook before, it will usually prompt you to create a new account. In that case, [skip ahead to step 2](#).

If Outlook doesn't prompt you, click the **File** tab:



Then make sure that **Info** is selected on the left and click the **Add Account** button:

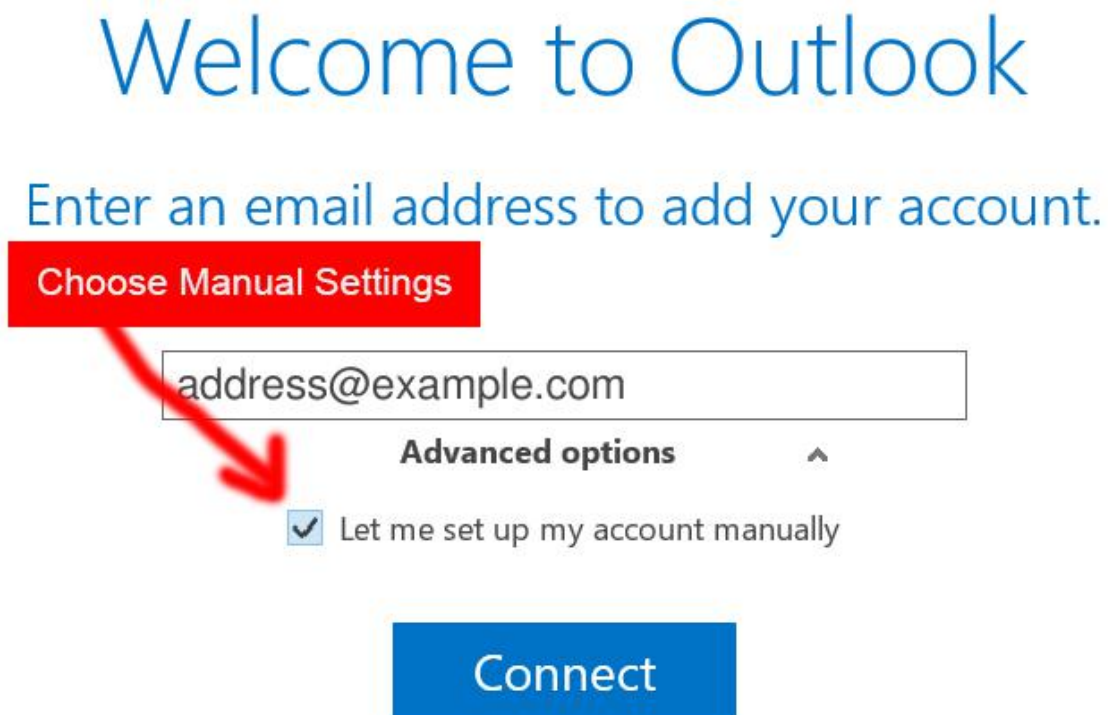


## 2. The “Welcome to Outlook” window appears.

When this window appears:

- Enter your email address as
- Click **Advanced Options**
- Click **Let me set up my account manually**

The window should look like this:



Welcome to Outlook

Enter an email address to add your account.

**Choose Manual Settings**

**Advanced options** ^

Let me set up my account manually

**Connect**

Then click **Connect**.

### 3. The “Choose Account Type” window appears.

The window looks like this:

## Choose account type



Office 365



Outlook.com



Google



Exchange



POP



IMAP

Click **POP**.

## 4. The “POP Account Settings” window appears.

This is the window where you’ll enter most of your account settings:

Incoming mail server:

Incoming mail port:

This server requires an encrypted connection (SSL/TLS):  **checked**

Outgoing mail server:

Outgoing mail port:

Outgoing mail encryption method:

Make sure that the two “Require logon using Secure Password Authentication (SPA)” checkboxes are **not** checked.

The window should look like this:

## POP Account Settings

### Incoming mail

Server  Port

This server requires an encrypted connection (SSL/TLS)

Require login using Secure Password Authentication (SPA)

### Outgoing mail

Server  Port

Encryption method

Require login using Secure Password Authentication (SPA)

### Message delivery

Use an existing data file


[Connect](#)

Click **Connect**.

## 5. Outlook asks for your password.

Type the [email password](#) you chose when you created this email address:

Internet Email ✕

 Enter your user name and password for the following server.

Server:

User Name:


Password:

Save this password in your password list

Check the **Save this password in your password list** box, then click **OK**.

Outlook **may ask for the password again** — if so, this is normal (it's asking for both the incoming and outgoing password, which are the same), so enter it again:

Internet Email ✕

 Enter your user name and password for the following server.

Server:

User Name:

Password:

Save this password in your password list

Again check the **Save this password in your password list** box, then click **OK**.

## 6. Outlook setup is complete

You're finished! Try sending yourself a test email message to make sure it works.

## Webmail Link

<https://webmail.mxa.w3i.email/login.php>