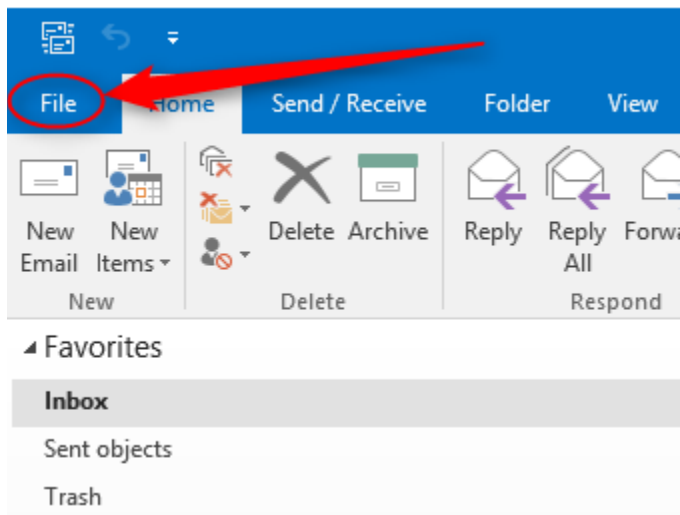
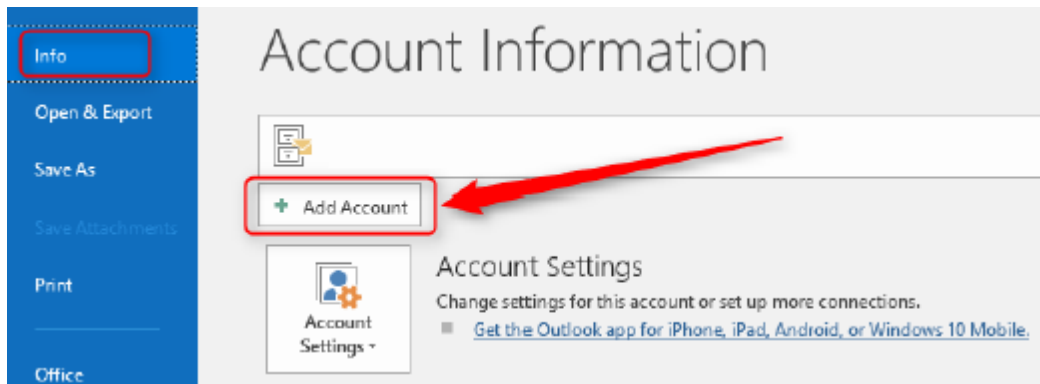


SMARTER MAIL setup pop3 account with SSL in Microsoft Outlook 2016

1. Launch your Microsoft Outlook 2016.
2. From Top left menu, click on **FILE** > make sure that **Info** is selected on the left > click on



Add Account.



3. Enter your full email address > click on "**Advanced options**" > tick the checkbox "**Let me set up my account manually**" then Connect.

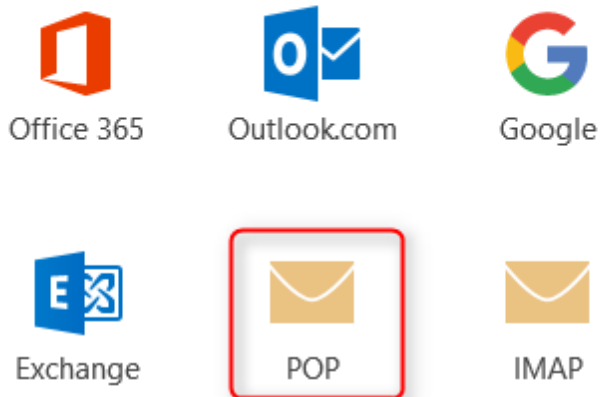
Welcome to Outlook

Enter an email address to add your account.

A screenshot of the Outlook account setup form. It shows an email address input field containing 'user@domain.com'. Below the field is an 'Advanced options' button (highlighted with a red box) with an upward arrow. Underneath is a checkbox labeled 'Let me set up my account manually' (highlighted with a red box) which is checked. At the bottom is a blue 'Connect' button (highlighted with a red box and a red arrow pointing to it).

4. Choose account type, select **POP**.

Choose account type



5. Enter mail.domain.com for Incoming and Outgoing mail server (SMTP).
6. Check the checkbox "This server requires an encrypted connection (SSL/TLS)" for Incoming mail server.
Select "SSL/TLS" under Encryption method for Outgoing mail server.
7. Assign 995 for incoming port (POP3) and 465 for outgoing port (SMTP).

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

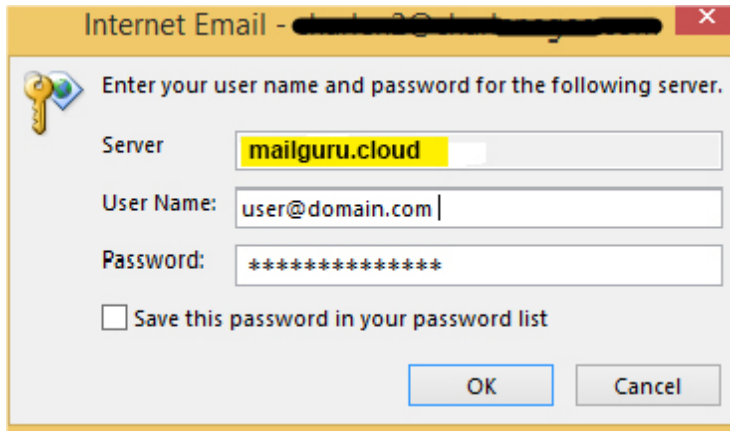
Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file



8. Enter password for your email address then Click OK.



9. Account setup is complete. Lastly, check the checkbox if you want to setup outlook mobile on your phone then click OK.

Your email account now is ready to use.

Adding **[REDACTED]**
Account setup is complete

OK

Set up Outlook Mobile on my phone, too

Note: If you wish to edit the Account Setting , you may proceed with below step

1. File> Account Setting> Double click your email address> More Settings

Change Account [X]

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: user
Email Address: user@domain.com

Server Information
Account Type: POP3
Incoming mail server: mailguru.cloud
Outgoing mail server (SMTP): mailguru.cloud

Logon Information
User Name: user@domain.com
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.
Test Account Settings ...
 Automatically test account settings when Next is clicked

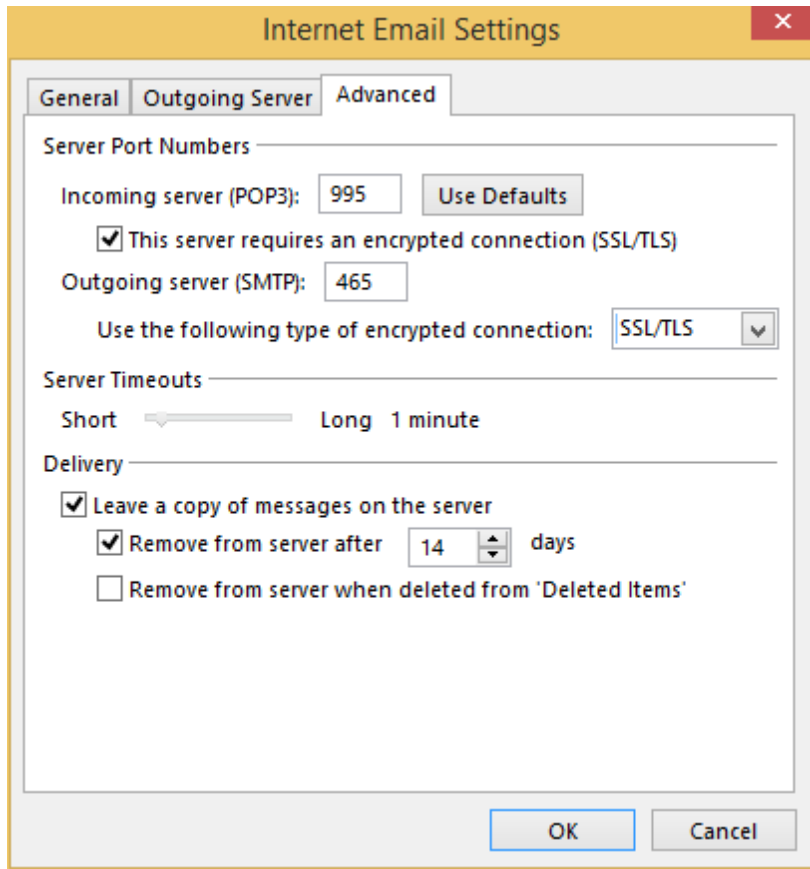
More Settings ...

< Back Next > Cancel Help

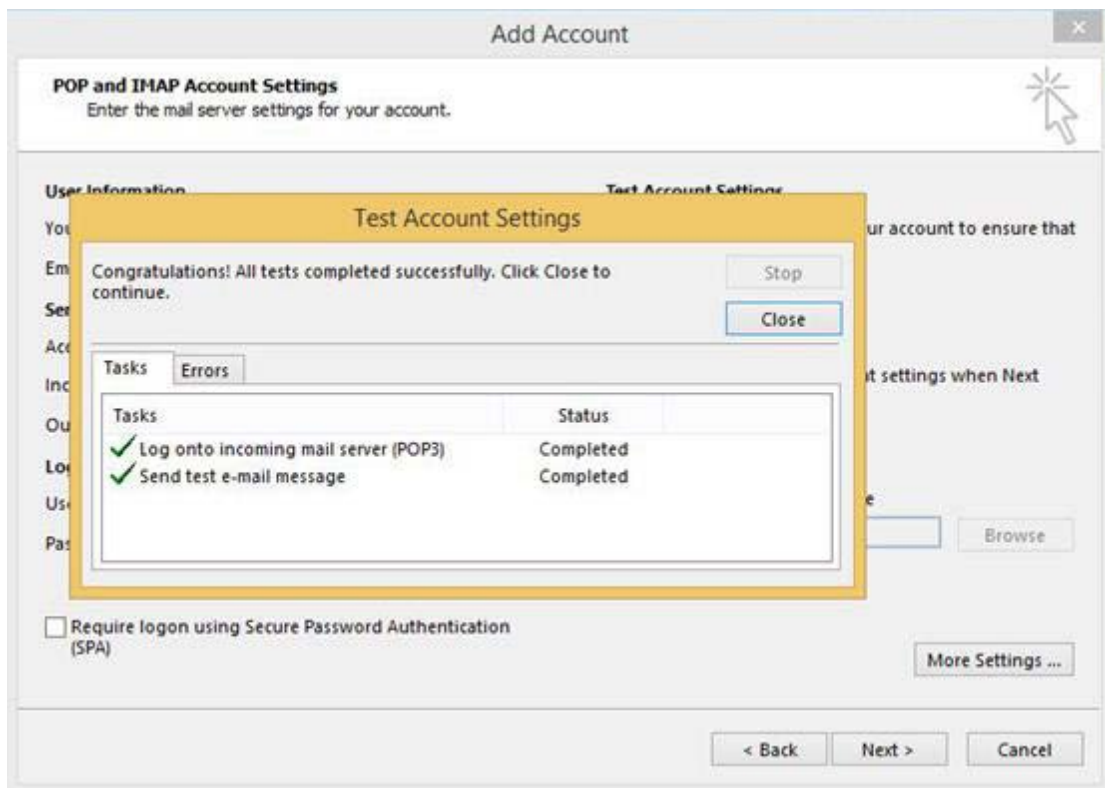
2. Click on Outgoing server tab to check on "My outgoing server (SMTP) requires authentication" as it is our currently mail server policy to allow sending from mail client.



3. Click on Advanced tab and you can edit your port setting here.
4. By default, system will select the option "Leave a copy of messages on the server" as a backup. Click OK.



5. After edit click OK, it will return to the Add account setting. Click on Next and click on Close after the Test Account Settings has been done.



6. Your email account in Microsoft Outlook 2016 is ready to use.

