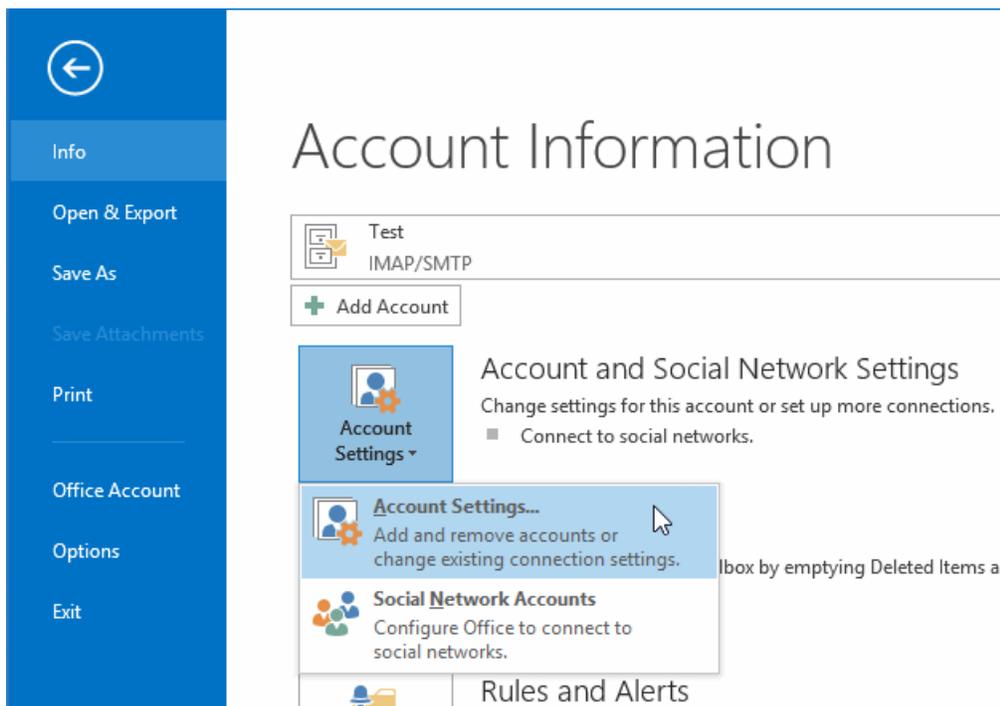


Setting Up Outlook 2013/ 2016 Using POP3

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

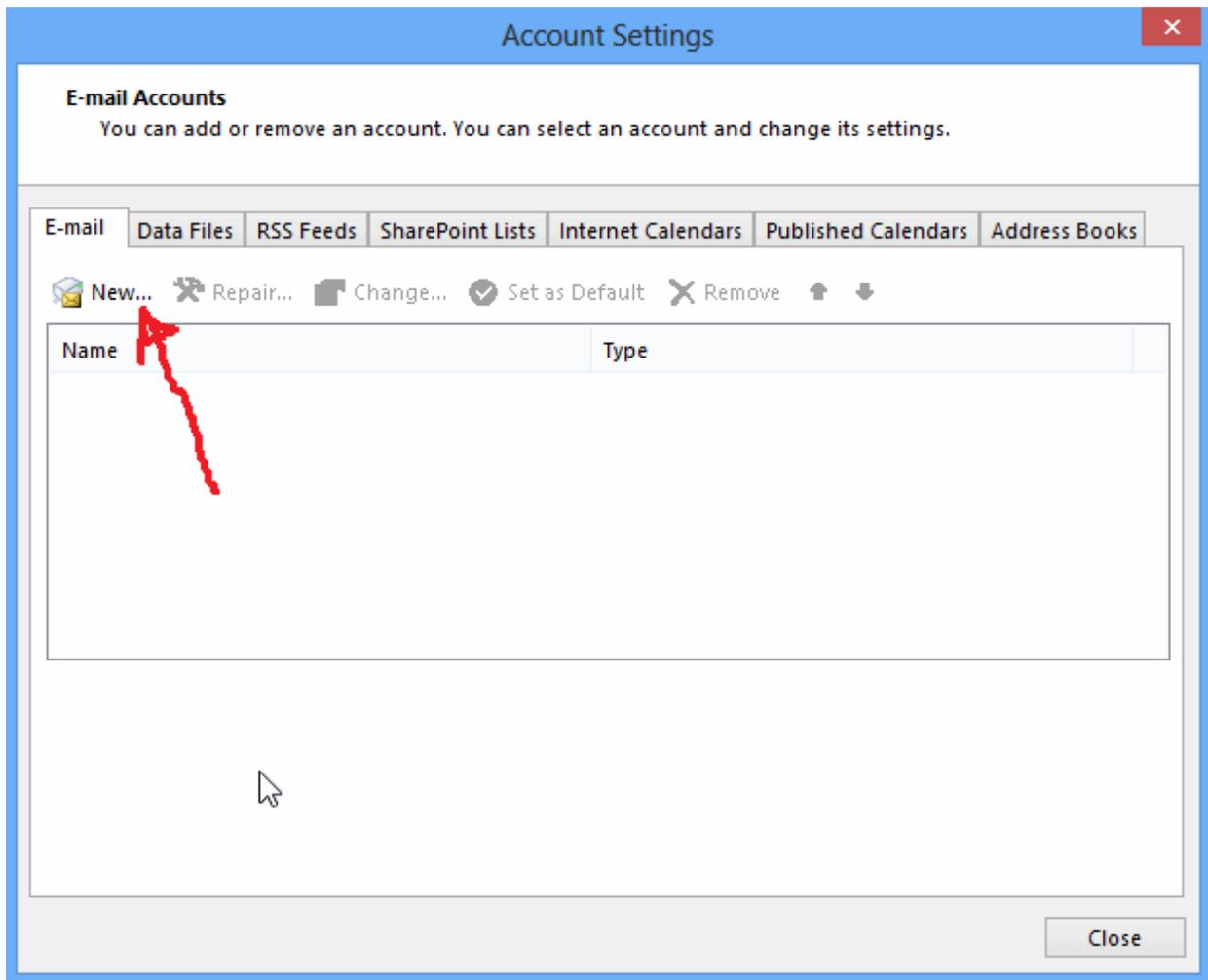
OPEN ACCOUNT SETTINGS

- 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.



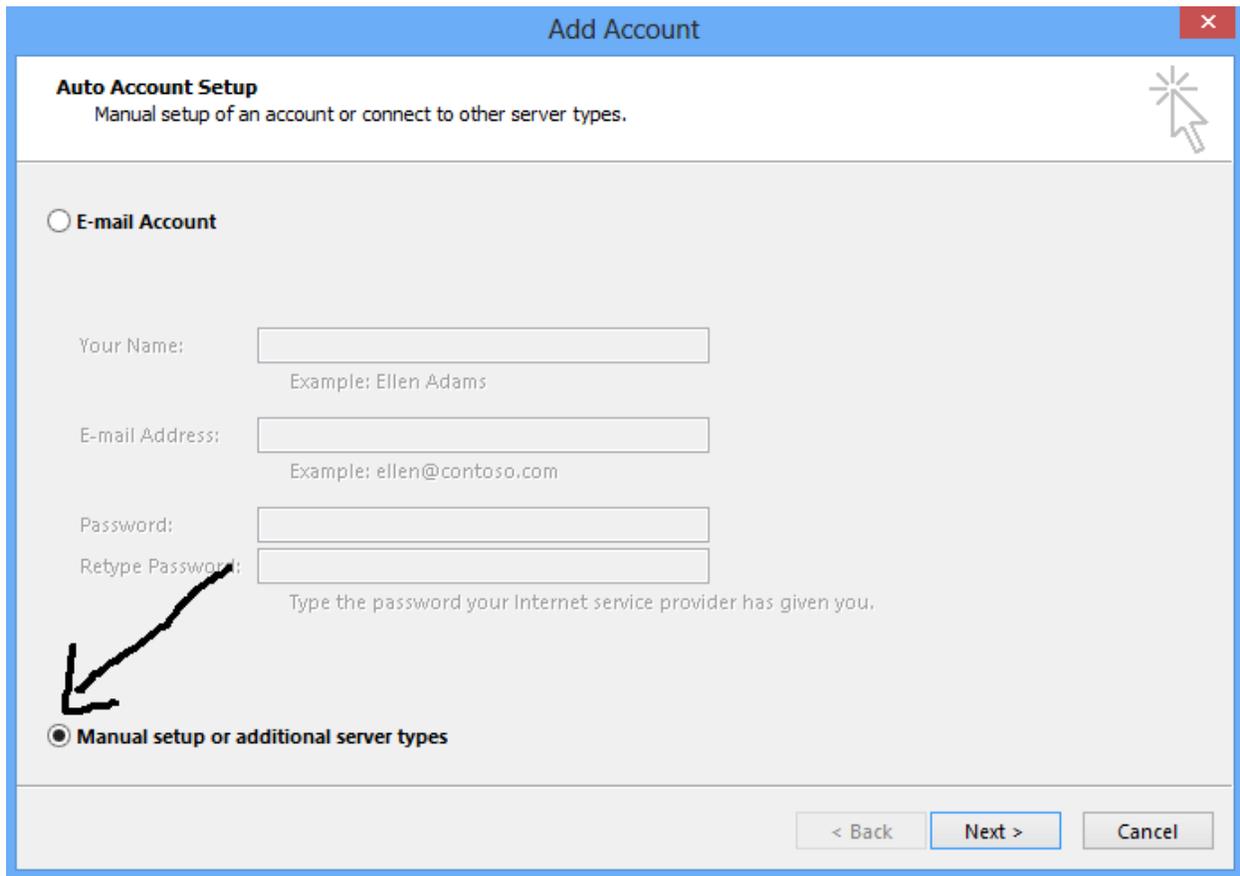
SETUP ACCOUNT SETTINGS

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:

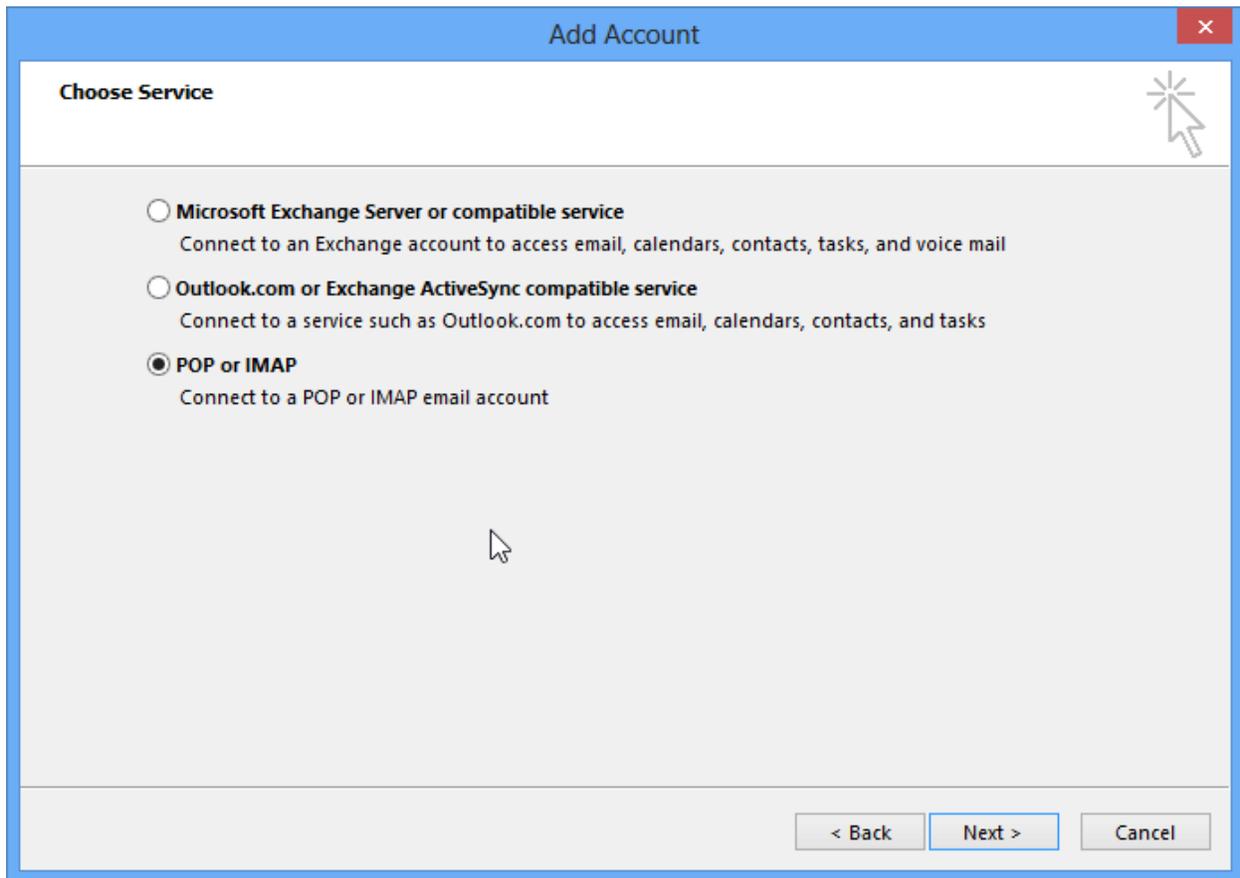
Retype Password:
Type the password your Internet service provider has given you.

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

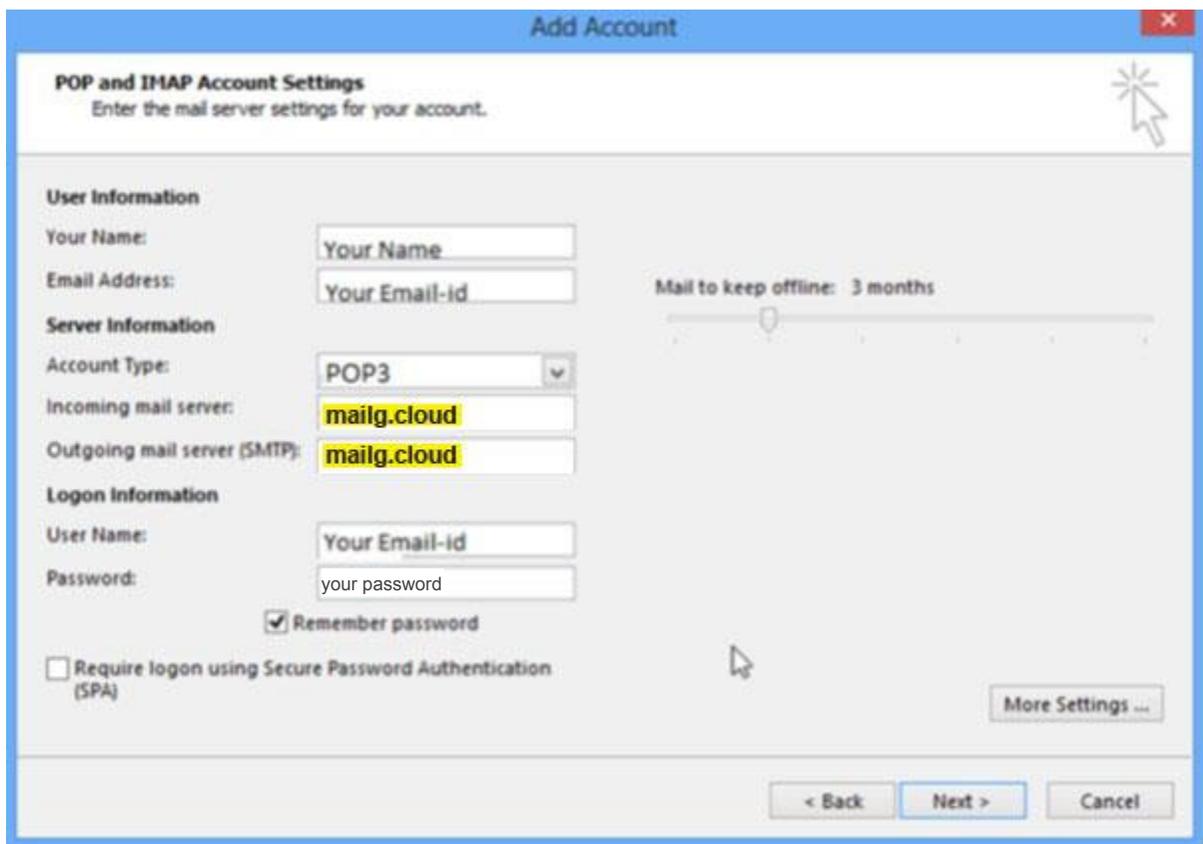
< Back Next > Cancel

ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your Email-id **email address**
- **Account Type:** POP3
- **Incoming mail server:** **mailg.cloud**

- **Outgoing mail server:**
 - , enter **mailg.cloud**
- **User Name:** your Email-id (Complete email address)
- **Password:** your password
 - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.



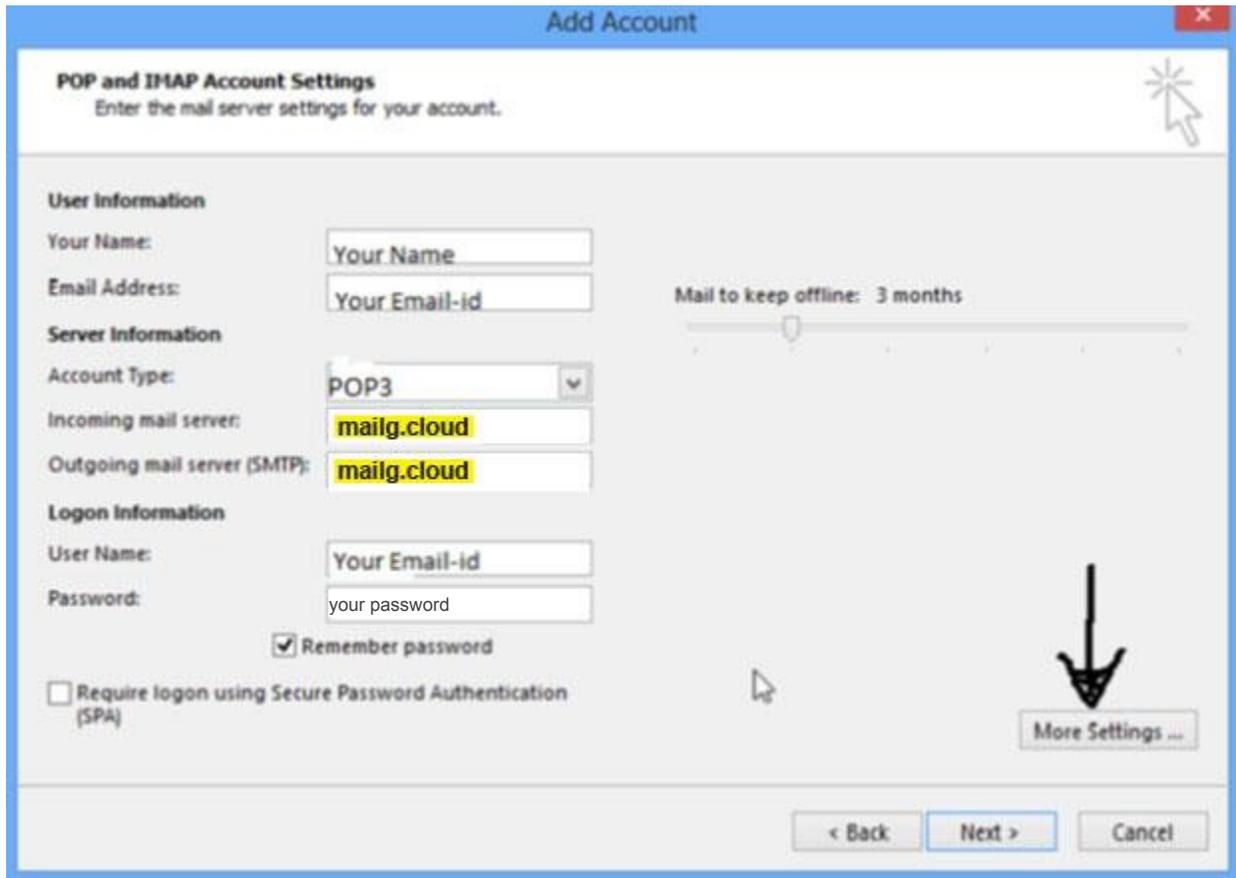
The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog box has a blue title bar with the text 'Add Account' and a close button (X) in the top right corner. Below the title bar, the text 'POP and IMAP Account Settings' is displayed, followed by the instruction 'Enter the mail server settings for your account.' and a help icon (question mark) in the top right corner.

The settings are organized into several sections:

- User Information:** Includes 'Your Name' and 'Email Address' fields, both containing placeholder text 'Your Name' and 'Your Email-id' respectively.
- Server Information:** Includes 'Account Type' (set to 'POP3'), 'Incoming mail server' (set to 'mailg.cloud'), and 'Outgoing mail server (SMTP)' (set to 'mailg.cloud').
- Logon Information:** Includes 'User Name' (set to 'Your Email-id') and 'Password' (set to 'your password'). There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.

Additional features include a 'Mail to keep offline' slider set to '3 months', a 'More Settings ...' button, and navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

Select More Settings ...



The screenshot shows a window titled "Add Account" with a close button 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." Below this, there are several sections of input fields:

- User Information:** "Your Name:" (text box with "Your Name"), "Email Address:" (text box with "Your Email-id").
- Server Information:** "Account Type:" (dropdown menu showing "POP3"), "Incoming mail server:" (text box with "mailg.cloud"), "Outgoing mail server (SMTP):" (text box with "mailg.cloud").
- Logon Information:** "User Name:" (text box with "Your Email-id"), "Password:" (text box with "your password").

Additional options include a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". To the right of the "Server Information" section, there is a slider for "Mail to keep offline: 3 months". At the bottom right, there is a "More Settings ..." button with a downward arrow pointing to it. At the very bottom of the window 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

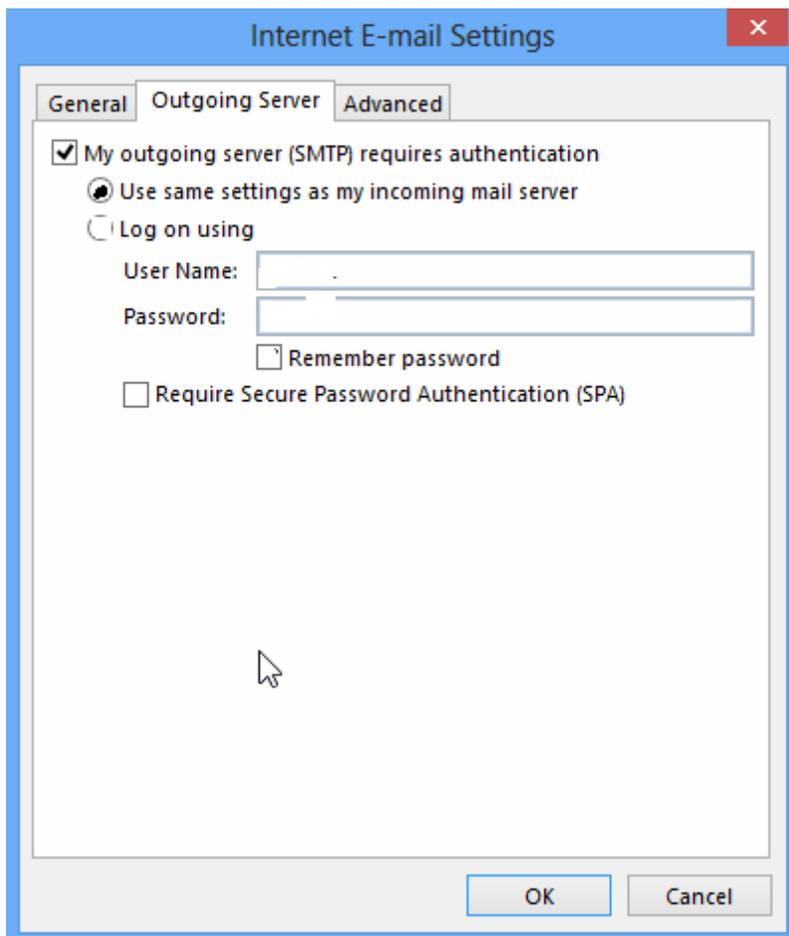
Leave a copy of messages on the server

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 "My outgoing server (SMTP) requires authentication" checkbox is checked. Underneath, the "Use same settings as my incoming mail server" radio button is selected. The "Log on using" section is unselected. There are input fields for "User Name:" and "Password:", with a "Remember password" checkbox below the password field. The "Require Secure Password Authentication (SPA)" checkbox is also unselected. At the bottom, 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**

