

# **Email Configuration Guide**

For

## Microsoft Outlook on Windows 10/11



Step 1: On your PC/laptop desktop, click on the search bar ("Type here to search), and type in [Control Panel]. Click on [Control Panel].

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		System and Security Review your computer's status Sackup and Restore (Windows 7)Network and Internet View network status and tasksNetwork and Internet View devices and printers Add a devicePrograms Uninstall a program	<ul> <li>User Accounts</li> <li>Change account type</li> <li>Appearance and Personalization</li> <li>Clock and Region Change date, time, or number formats</li> <li>Ease of Access Let Windows suggest settings Optimize visual display</li> </ul>	



Step 3: Click on [Mail (Microsoft Outlook)] or [Mail (Microsoft Outlook20XX) (32bit)] (XX refers to the version of your Microsoft Office).





Step 4: If you have never created any email accounts on your Outlook before, the following Window will appear. Click on [Add], and enter [Outlook] in the profile field. Click [Ok] and go to Step 6.

Mail	Mail X
General The following profiles are set up on this computer: Outbook	General  New Profile  Create New Profile  OK  Profile Name:  Cancel  Outlook
Add     Remove Properties Copy  When starting Microsoft Outlook, use this profile:     Prompt for a profile to be used     Always use this profile     Outlook	Add Remove Properties Copy When starting Microsoft Outlook, use this profile: C Prompt for a profile to be used Always use this profile
OK Cancel Apply	OK Cancel Apply



Step 5: If you have created email accounts before, the following window will appear. Click on [Email Accounts], and the bottom window will appear. Click on [New].





Step 6: The following window will pop out. Choose [Manual setup or additional server types], and click on [Next].

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## Step 7: Choose [POP or IMAP].

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•	Control Panel Home System and Security Network and Internet Hardware and Sound Programs <b>User Accounts</b> Appearance and Personalization Clock and Region Ease of Access	Ser Account Ser Account Ser Change Account Type Add Account Type Microsoft 365 Automatic setup for Microsoft 365 accounts Example: ellen@contoso.com O PO or IMAP Advanced setup for POP or IMAP email accounts Cachange ActiveSync Advanced setup for services that use Exchange ActiveSync			
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Step 8: Enter your details into the necessary field, for incoming and outgoing mail server, please refer to the last page for details.

After you are done, click on [More Settings].

\*Note: Please enter your email in full for [Email Address], and [Username].







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Step 10: Check [My outgoing server (SMTP) requires authentication], and select [Use same settings as my incoming mail server]. When done, go to the [Advanced] tab.

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Step 11: Under [Advanced] tab, enter the following details.

If the email account is setup as POP, the incoming server (POP3) port number is 995.

If the email is setup as IMAP, the incoming server (IMAP) port number is **993**.

For incoming server, check [This server requires an encrypted connection (SSL/TLS)]

Outgoing server (SMTP) port number for both POP and IMAP is **465**.

For outgoing server, select [SSL/TLS] for [Use the following type of encrypted connection].

When done, click [Ok].





Step 12: Click on [Next], and the [Test Account Settings] window will pop out. If the details are entered correctly, the test will be successful. Click [Close] after the test is successful.

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Control Panel Hom System and Security Network and Intern Hardware and Soun Programs • User Accounts Appearance and Personalization Clock and Region Ease of Access	et a	User Accounts Cr Change account by Cr Account Setti Fmil Account Test Account Settings Congratulations! All tests continue. Tasks Congratulations! All tests Congratulations! Congratulati	e Remove user ngs completed successfully. mail server (POP3) sage tester@xysoft.sg issuesser Remember password Authen	accounts Click: Close to Status Completed Completed Completed titication	Stop Close	s test your account to e  t account settings wher pc Data File Kora Se	× × nsure that n Next krowse		
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Step 13: Email account for Outlook has been set up successfully when you see the following window.

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Control Panel Home System and Security Network and Internet Hardware and Sound Programs • User Accounts Appearance and Personalization Clock and Region Ease of Access	<ul> <li>User Accounts</li> <li>Change account type Semove user accounts</li> <li>Ma Account Settings</li> <li>Ensil Account</li> <li>Add Account</li> <li>You're all set!</li> <li>We have all the information we need to set up your account.</li> </ul>	×	
	🗌 Set up Outlook Mobile on my phone, too	Add another account	
	< Back	Finish Help	



## **KEY INFORMATION**

## Your\_Domain

example.com

### **Email Address**

name@example.com

#### **Server Information**

Incoming mail server: mail.example.com

Outgoing mail server: mail.example.com

## Logon Information

User Name: < email address >

Password: < email password >

## More Settings (Advanced)

Incoming server (POP3) port: 995

Incoming server (IMAP) port: 993

Outgoing server (SMTP) port (for both POP3 or IMAP): 465

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