

POP3

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

User Information
Your Name:
Email Address: Mail to keep offline: All

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password: ☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

< Back Next > Cancel

Internet E-mail Settings

General Outgoing Server Advanced

☒ My outgoing server (SMTP) requires authentication
☐ Use same settings as my incoming mail server
☐ Log on using
User Name:
Password: ☒ Remember password
☐ Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General Outgoing Server Advanced

Server Port Numbers
Incoming server (POP3): Use Defaults
☐ 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 14 days
☐ Remove from server when deleted from 'Deleted Items'

OK Cancel

Test Account Settings
Outlook is testing the account settings you entered.

Tasks Errors

Tasks	Status
Log onto incoming mail server (POP3)	Completed
Send test e-mail message	In Progress

Logon Info: Internet Security Warning
User Name:
Password:
A certificate chain processed, but terminated in a root certificate which is not trusted by the trust provider.

Do you want to continue using this server?

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IMAP

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

User Information
Your Name:
Email Address: Mail to keep offline: All

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password: ☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

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Internet E-mail Settings

General Outgoing Server Advanced

☒ My outgoing server (SMTP) requires authentication
☐ Use same settings as my incoming mail server
☐ Log on using
User Name:
Password: ☒ Remember password
☐ Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General Outgoing Server Advanced

Server Port Numbers
Incoming server (IMAP): Use Defaults
Use the following type of encrypted connection:
Outgoing server (SMTP):
Use the following type of encrypted connection:

Server Timeouts
Short: Long: 1 minute

Folders
Root folder path:

Sent Items
☐ Do not save copies of sent items

Deleted Items
☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
☒ Purge items when switching folders while online

OK Cancel

Test Account Settings
Outlook is testing the account settings you entered.

Tasks Errors

Tasks	Status
Log onto incoming mail server (POP3)	Completed
Send test e-mail message	In Progress

Logon Info: Internet Security Warning
User Name:
Password:
A certificate chain processed, but terminated in a root certificate which is not trusted by the trust provider.

Do you want to continue using this server?

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