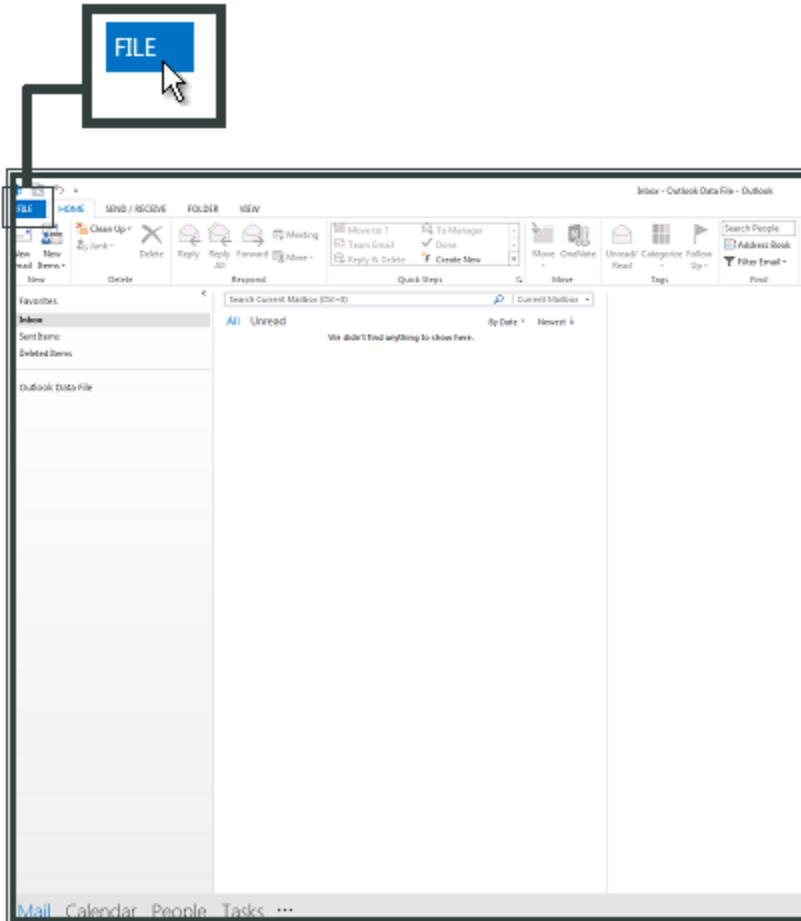


How to configure account in Microsoft Outlook 2013?

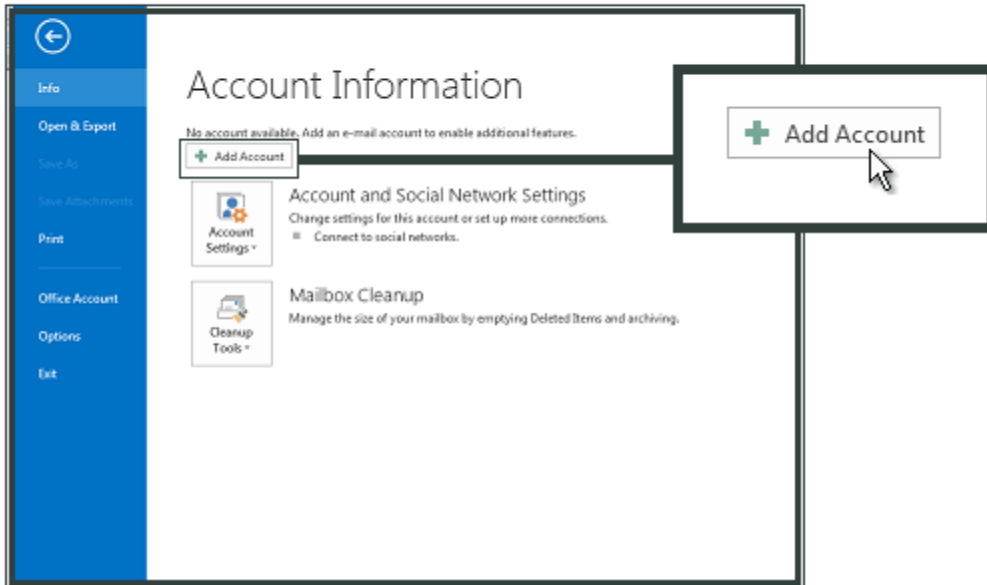
To setup your **Outlook 2013** to handle your new POP3 e-mail account, please follow the instruction below:-

1. Open **Outlook** and select **File**.

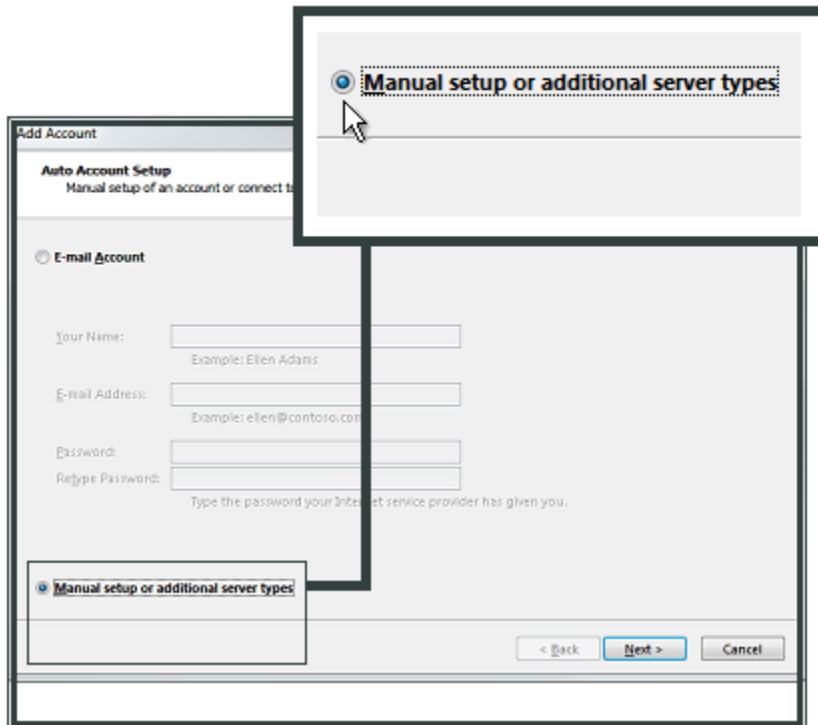




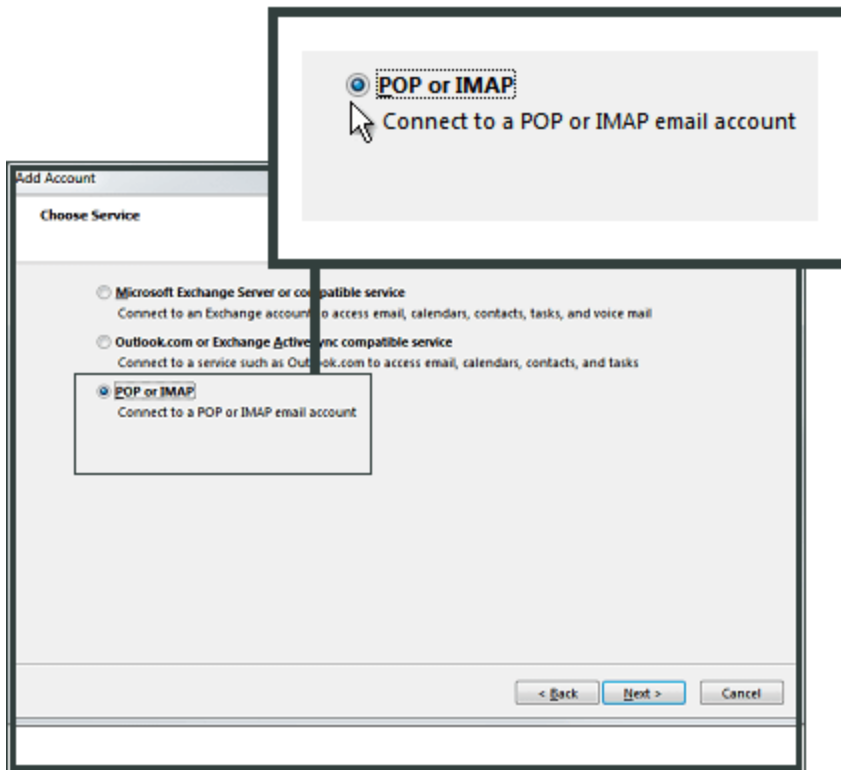
2. Click **Add Account**.



3. Check **Manual** setup or additional server types and click **Next**



4. Select **POP** and click **Next**



5. In **Add Account**

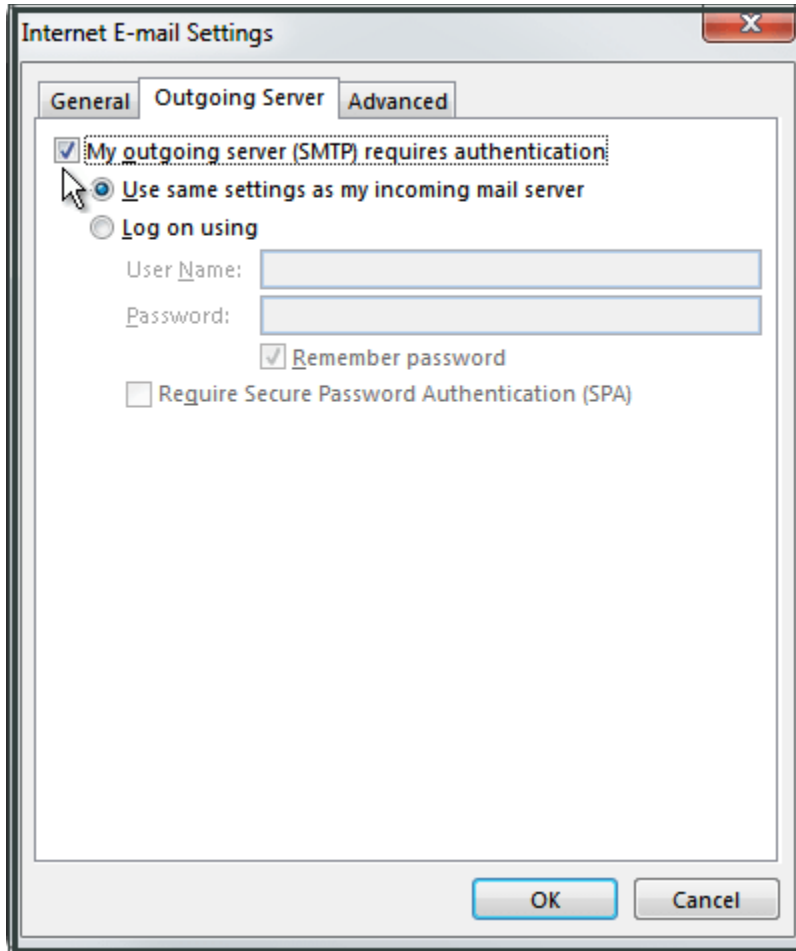
- Enter **Your Name** and **E-mail Address**
- Select **POP3** for **Account Type**
- For **Incoming mail server (POP)**, enter **mail.example.com**.
- For **Outgoing mail server (SMTP)**, enter **mail.example.com**.
- In **Logon Information** enter the **e-mail address** and **password** that you created in the control panel

The screenshot shows the 'Add Account' wizard with the following fields and values:

Section	Field	Value
User Information	Your Name	Your Name
	Email Address	mail@example.com
Server Information	Account Type	POP3
	Incoming mail server	mail.example.com
	Outgoing mail server (SMTP)	mail.example.com
Logon Information	User Name	mail@example.com
	Password	*****
	Remember password	<input checked="" type="checkbox"/>

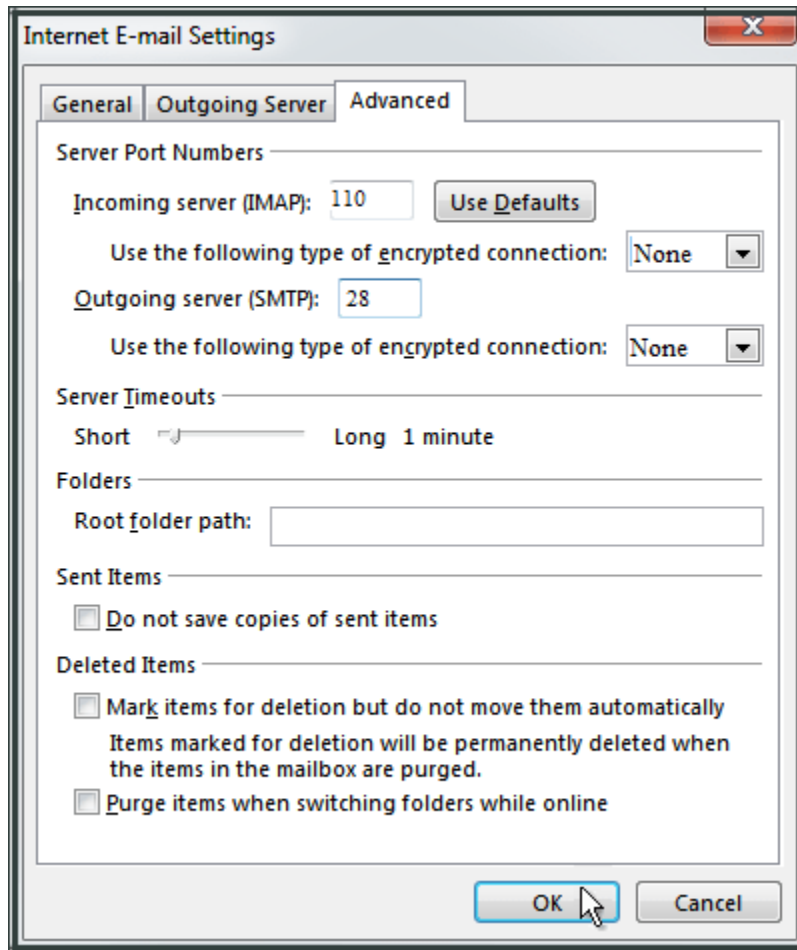
Additional fields in the main window include: 'Require logon using Secure Password Authentication (SPA)' (unchecked), 'More Settings ...' button, and navigation buttons '< Back', 'Next >', and 'Cancel'.

6. Click **More Settings...**
7. Select **Outgoing Server** and check **My outgoing server (SMTP) requires authentication**.



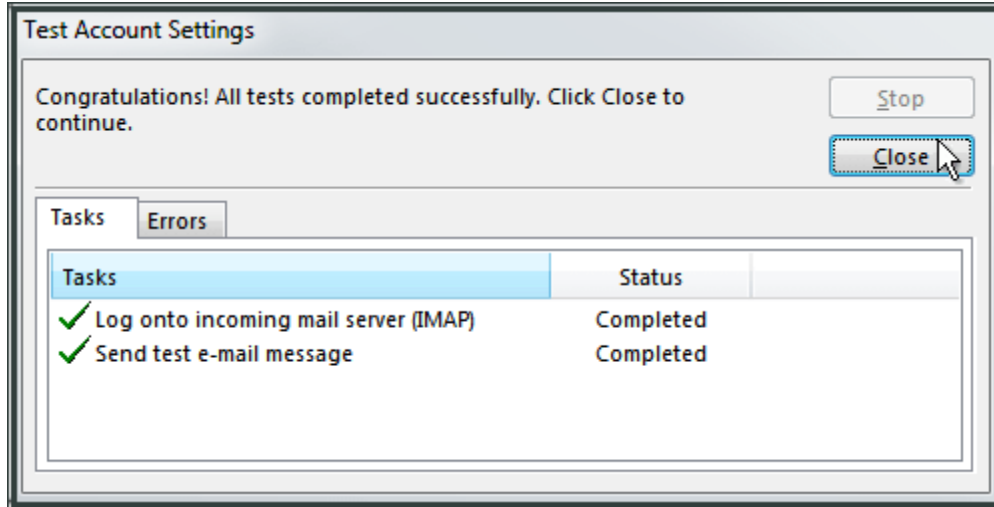
8. Select **Advanced**.

- For **Incoming server (POP3)** enter **110**.
- For **Incoming server (SMTP)** enter **28**.





9. Click **Close**.



10. You have now set up your account in Microsoft Outlook 2013. Click **Finish**.

