

Setup Email at Microsoft Office Outlook 2016

Œ	
	Account Information
Open & Export	khairulannuar@rapidcloud.my MAP/SMTP
Save As	+ Add Account
Print	Add an e-mail account or other connection. Change settings for this account or set up more connections. Settings 7
Office Account	Jeungs
Options Exit	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving. Cleanup Tools -
	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.
	Slow and Disabled COM Add-ins Manage COM add-ins that are affecting your Outlook experience. Add-Ins

1. Click Files tab-Under Info tab-Click Add Account

Outlook can autor			
E-mail Account			
Your Name:	Khairul Anuar	T	
	Example: Ellen Adams		
E-mail Address:	khairul@kyrullanuar.my		
	Example: ellen@contoso.com	_	
Password:	*****]	
Retype Password:	*****		
	Type the password your Internet service prov	ider has given you.	
Manual setup or a	ditional server types		

2. Fill up Email account details (Your Name, Email Address, Password).

Add Account		×
Auto Account Setu Manual setup of a	account or connect to other server types.	×
O E-mail Account		
Your Name:	Khairul Anuar	
	Example: Ellen Adams	
E-mail Address:	khairul@kyrullanuar.my	
Password	********	
Retype Password:	*****	
	Type the password your Internet service provider has given you.	
Manual setup or a	dditional server types	

3. Choose Manual setup or additional server types. Click Next

Add Account	×
Choose Service	×
Outlook.com or Exchange ActiveSync compatible service	
 POP or IMAP Connect to a POP or IMAP email account 	1585
< Back	Next > Cancel

4. Choose POP or IMAP. Click Next.



User Information		Test Account Settings
Your Name:	Khairul Anuar	We recommend that you test your account to ensure that
Email Address:	khairul@kyrullanuar.my	the entries are correct.
Server Information		
Account Type:	POP3	lest Account Settings
Incoming mail server:	mail.kyrullanuar.my	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.kyrullanuar.my	Deliver new messages to:
Logon Information	1	New Outlook Data File
User Name:	khairul@kyrullanuar.my	O Existing Outlook Data File
Password:	******	Browse
R	emember password	
Require logon using Secu	re Password Authentication	
(SPA)		More Settings

5. Fill up User Information, Server Information and Logon information. Server Information

Account Type: User can choose Type as per below

- **POP3** (download email to the local PC. For backup purpose, tick Leave a copy of messages in the server. **Refer image 7**).
- IMAP (It will sync with a server. Delete from outlook, it will delete on the server.

Incoming mail server: **mail.yourdomain.com** Outgoing mail server (SMTP): **mail.yourdomain.com**

Click More Settings ...



General	Outgoing Se	rver	Advanced			
My or	utgoing server	r (SM	TP) requires	authent	ication	
ΟU	se same settin	gs as	my incomi	ng mail s	erver	
OLO	og on using					
U	ser Name: 🚺					
P	assword:					
	2	Rem	ember pass	word		
Ē	Require Sec	ure P	assword Au	thentica	tion (SPA)	
Ote	og on to incon	ning	mail server l	before se	ending ma	il

6. Under Outgoing Server tab, tick My outgoing server (SMTP) requires authentication. Choose Use same settings as my incoming mail server.

Selleral	Outgoing Server	Advanced				
Server P	ort Numbers ——	2		50		
Incom	ing server (POP3):	110	Use De	faults		
	This server requires	an encrypt	ed con	nection (SSL)	
Outgo	ing server (SMTP):	587				
Us	e the following typ	e of encrypt	ed con	nection:	None	~
Server Ti	meouts		010111011000			
Short		Long 10 mi	nutes			
Delivery						
Lea	ve a copy of messa	ges on the s	erver			
	Remove from serve	rafter 14	4	days		
	Remove from serve	r when dele	ted fro	m 'Delete	d Items'	

7. Under Advanced tab, Server Port Numbers.

Incoming server port POP3: 110 IMAP: 143 Outgoing server (SMTP): 587

Server Timeouts drag to long.

Delivery tick Leave a copy of messages on the server. Click OK.

Add Accou	nt			>
POP and IMAP Account Settings Enter the mail server settings for your account.		×.		
User Infor	mation		Test Account Setting	s
Your Name	8)	Khairul Anuar	We recommend that	you test your account to ensure that
<u>E</u> mail Add	ress:	khairul@kyrullanuar.my	the entries are correc	
Server Information		Test Account Sattin	05	
Account Ty	ne	nom	Test Account Setting	<u> </u>
Incoming	Test Account	Settings		tings when Next
<u>O</u> utgoing	Congratulatio	ns! All tests completed successfully	. Click Close to	Stop
Logon Inf	continue.			Close
User Name				
<u>P</u> assword:	lasks Err	ors	norman P	Browse
	Tasks		Status	
Require	✓ Log ont	o incoming mail server (POP3)	Completed	
(SPA)	V Jena te	se contan message	completed	More Settings

5

8. Click **Next** button. It will test account connection. Status must be **Completed**.

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
	Add another account
-< Back	Finish
9. Click Finish . Setup done.	