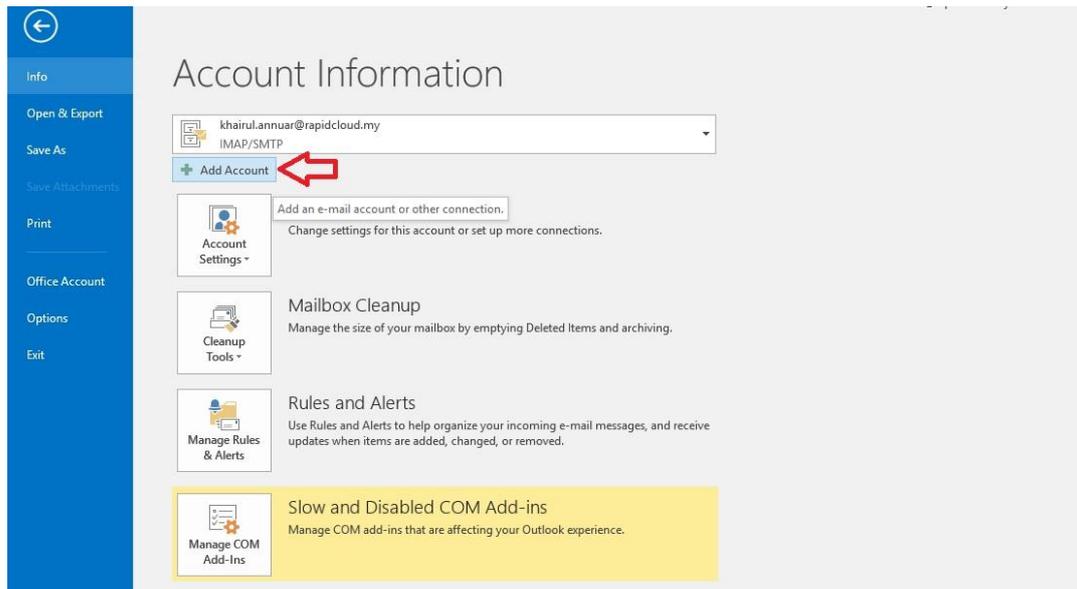
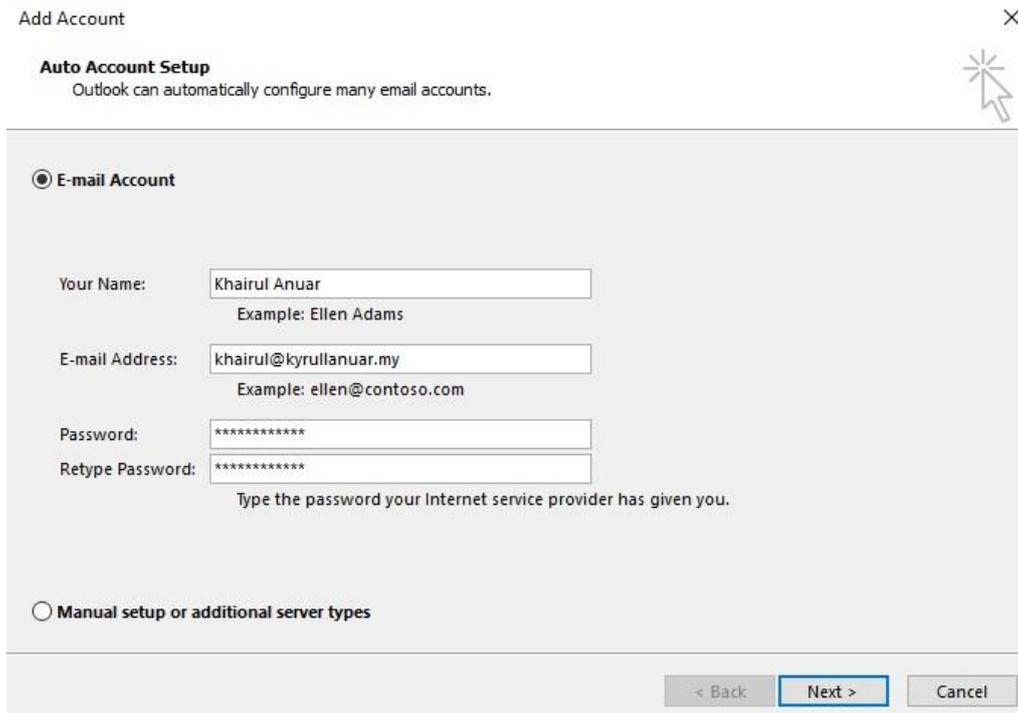


Setup Email at Microsoft Office Outlook 2016



1. Click **Files** tab – Under **Info** tab – Click **Add Account**

The screenshot shows the 'Add Account' dialog box. At the top, it says 'Add Account' with a close button. Below that is 'Auto Account Setup' with a sub-note: 'Outlook can automatically configure many email accounts.' The 'E-mail Account' radio button is selected. The form contains the following fields:

- Your Name: khairul Anuar (Example: Ellen Adams)
- E-mail Address: khairul@kyrullanuar.my (Example: ellen@contoso.com)
- Password: [masked with asterisks]
- Retype Password: [masked with asterisks]

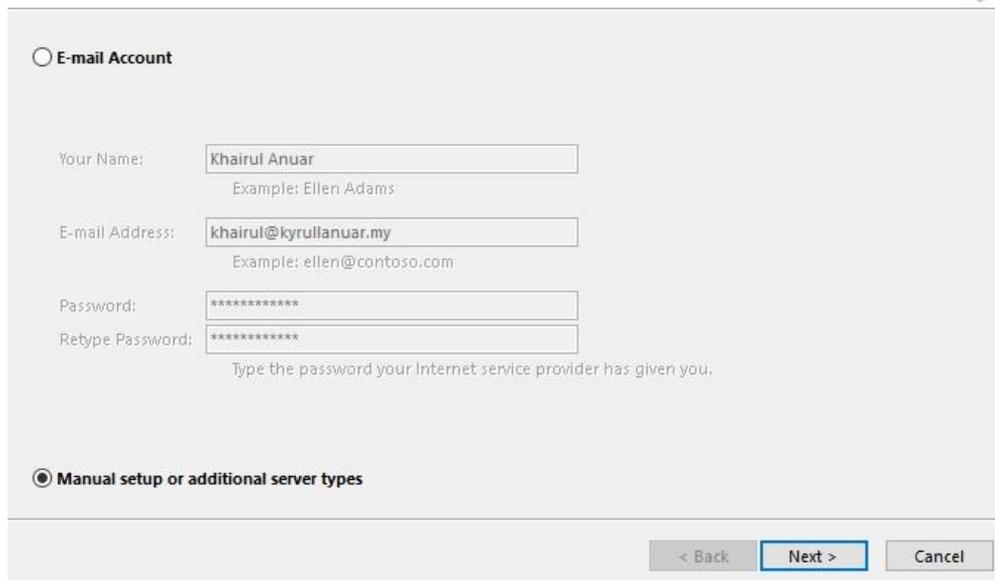
A note below the password fields says: 'Type the password your Internet service provider has given you.' At the bottom, there is a 'Manual setup or additional server types' radio button and three buttons: '< Back', 'Next >', and 'Cancel'.

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

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

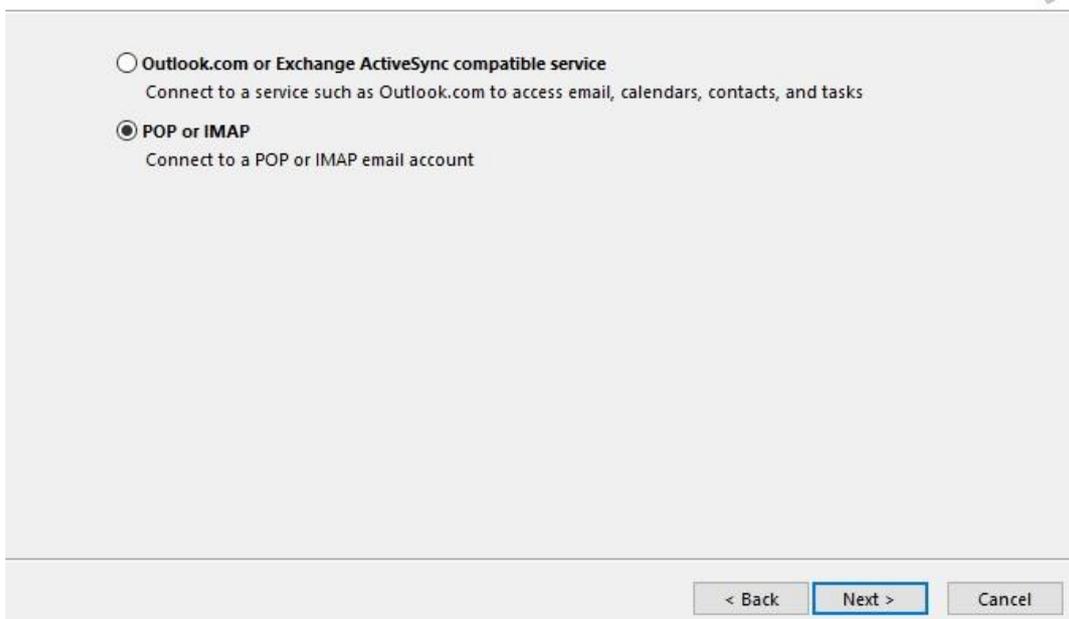
Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

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

Add Account

Choose Service

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

4. Choose **POP or IMAP**. Click **Next**.

Add Account ×

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

User Information

Your Name:

Email Address:

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)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

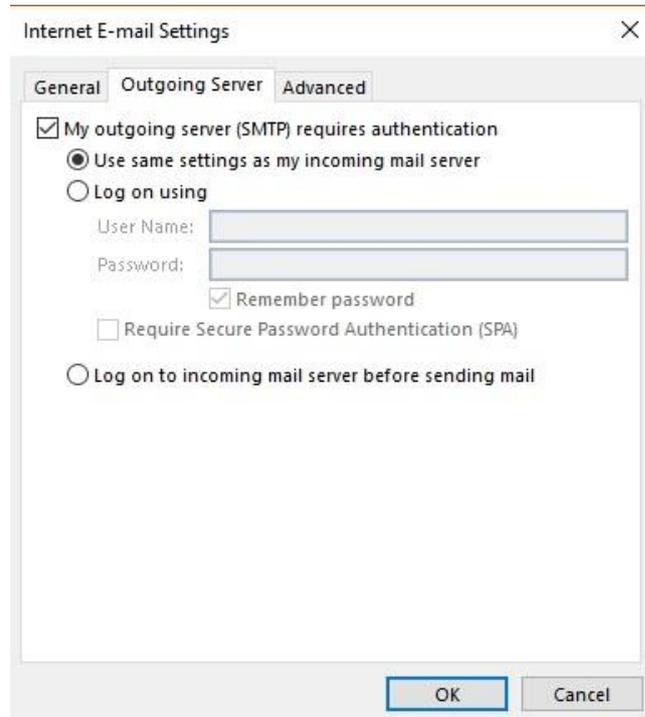
5. Fill up **User Information**, **Server Information** and **Logon information**.
Server Information

Account Type: User can choose Type as per below

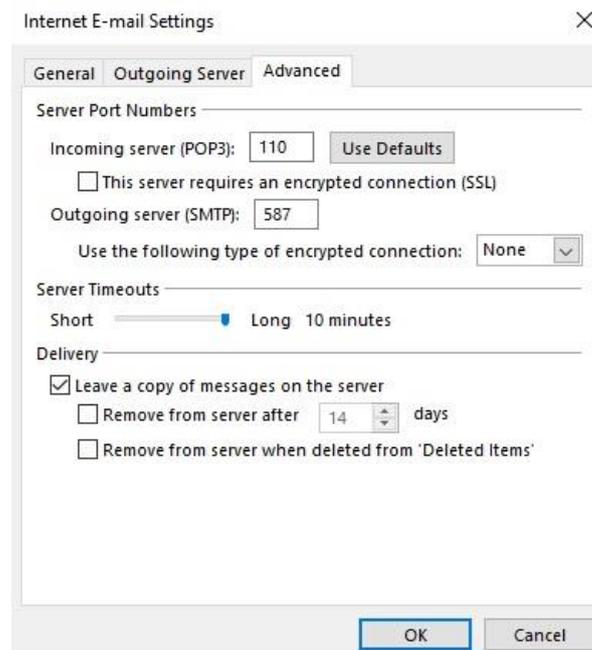
- **POP3** (download email to the local PC. For backup purpose, tick Leave a copy of messages in the server. **Refer image 7**).
- **IMAP** (It will sync with a server. Delete from outlook, it will delete on the server).

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

Click **More Settings ...**



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



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 Account ×

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

User Information
Your Name:
Email Address:

Server Information
Account Type:

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

Logon Info
User Name:
Password:

Require (SPA)

Test Account Settings
Congratulations! All tests completed successfully. Click Close to continue.

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

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.

9. Click **Finish**. Setup done.