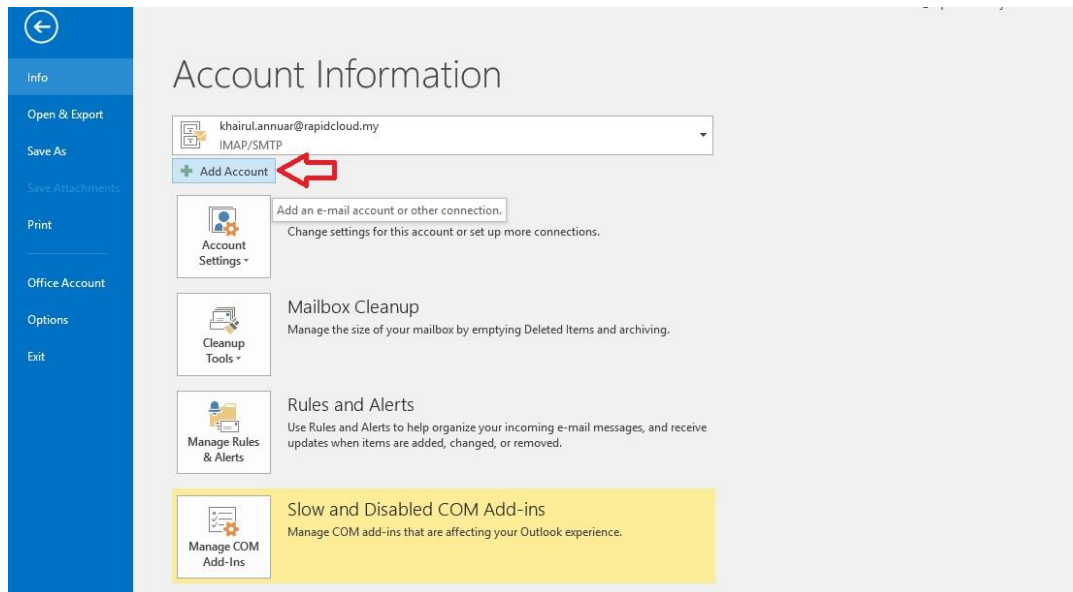
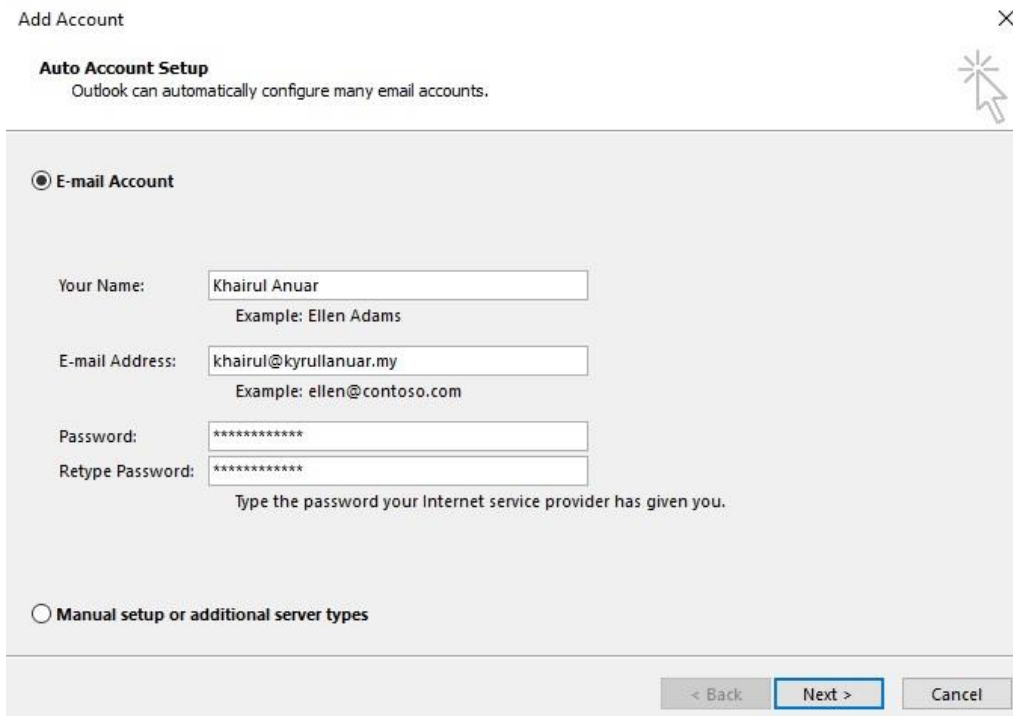


## Setup Email at Microsoft Office Outlook 2016



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 (X). Below is the 'Auto Account Setup' section, which states 'Outlook can automatically configure many email accounts.' and has a help icon. The 'E-mail Account' radio button is selected. The form contains the following fields: 'Your Name' (with 'Khairul Anuar' entered and 'Example: Ellen Adams' below it), 'E-mail Address' (with 'khairul@kyrullanuar.my' entered and 'Example: ellen@contoso.com' below it), 'Password' (with '\*\*\*\*\*' entered), and 'Retype Password' (with '\*\*\*\*\*' entered). A note says 'Type the password your Internet service provider has given you.' At the bottom, there is an unselected 'Manual setup or additional server types' radio button and three buttons: '< Back', 'Next >' (highlighted with a blue border), 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**

&lt; Back

Next &gt;

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

&lt; Back

Next &gt;

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

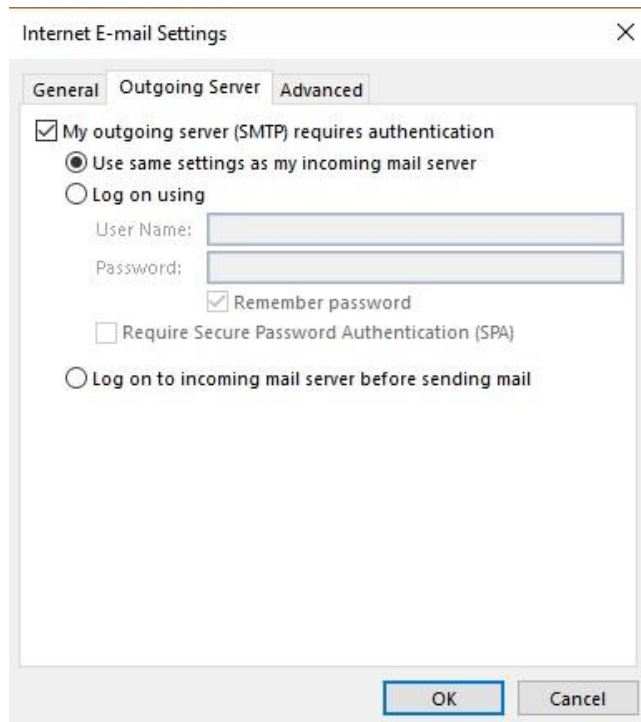
5. Fill up **User Information**, **Server Information** and **Logon information**.  
**Server Information**

Account Type: User can choose Type as per below

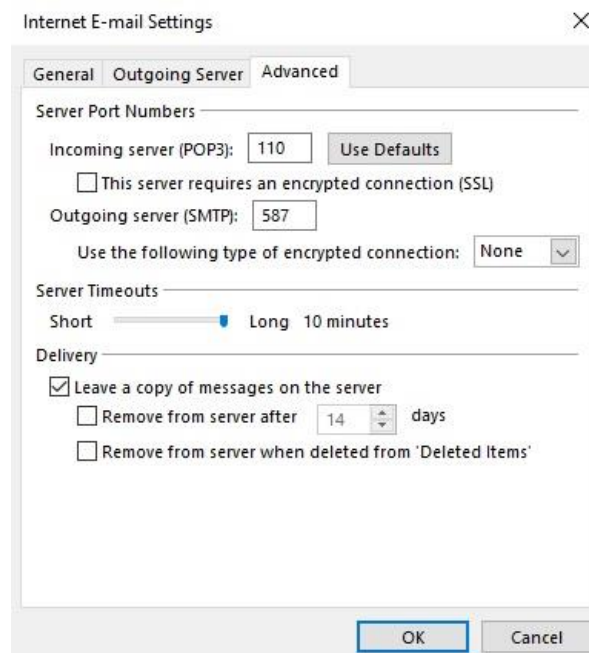
- **POP3** (download email to the local PC. For backup purpose, tick Leave a copy of messages in the server. **Refer image 7**).
- **IMAP** (It will sync with a server. Delete from outlook, it will delete on the server.

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:   
Incoming:   
Outgoing:   
Logon Info:  
User Name:   
Password:   
☐ Require (SPA)

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

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	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.