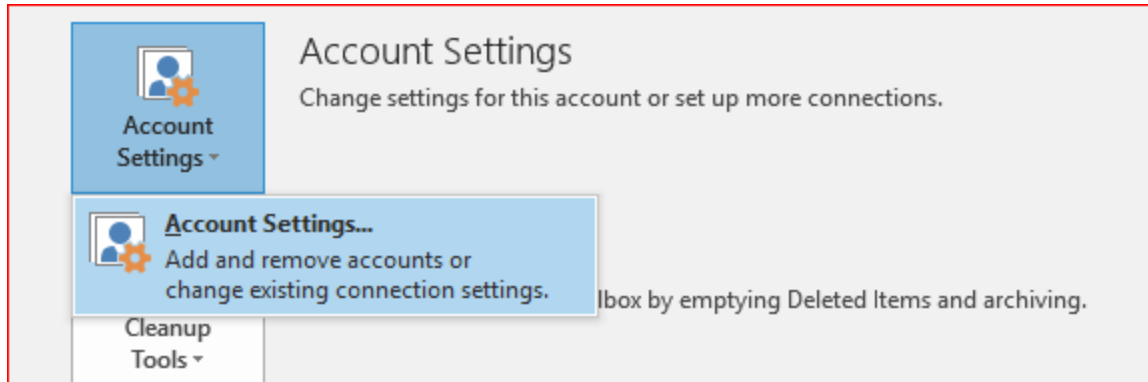
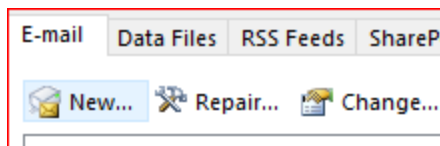


Outlook 2016

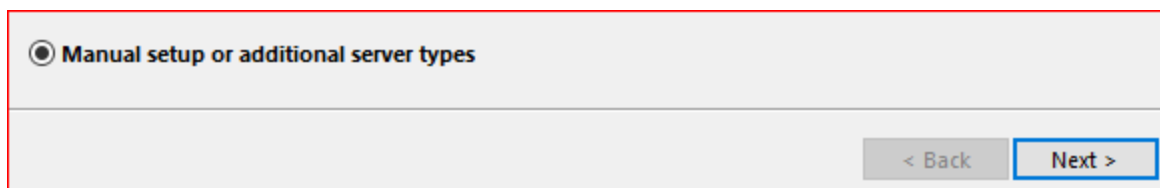
1. Account settings



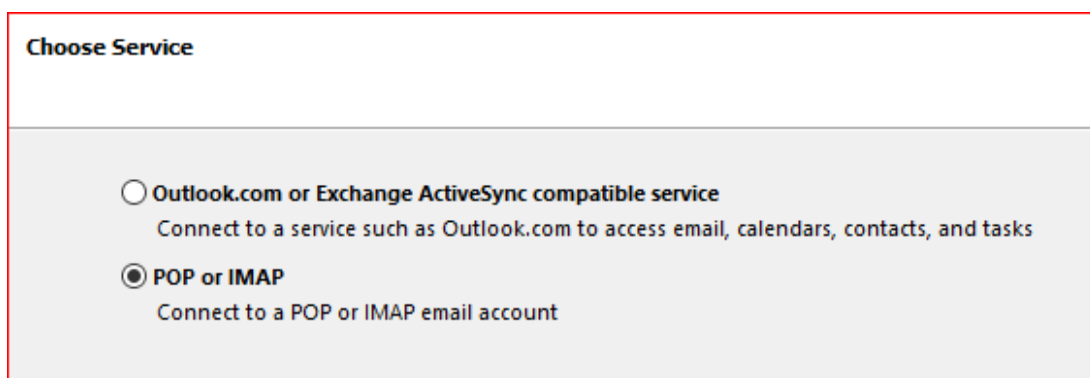
2. Click New...



3. Choose Manual setup or additional server types and click Next



4. Choose POP or IMAP and click Next



5. Fill up details as per below. Incoming and Outgoing mail server follow details server configuration email that you received from Support. Once done, click More Settings...

6. Under OutgoingServer tab, tick My outgoing server (SMTP) requires authentication.

7. Follow details as per below for SSL connection.

Internet E-mail Settings

General Outgoing Server Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

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

8. Click OK and Done.