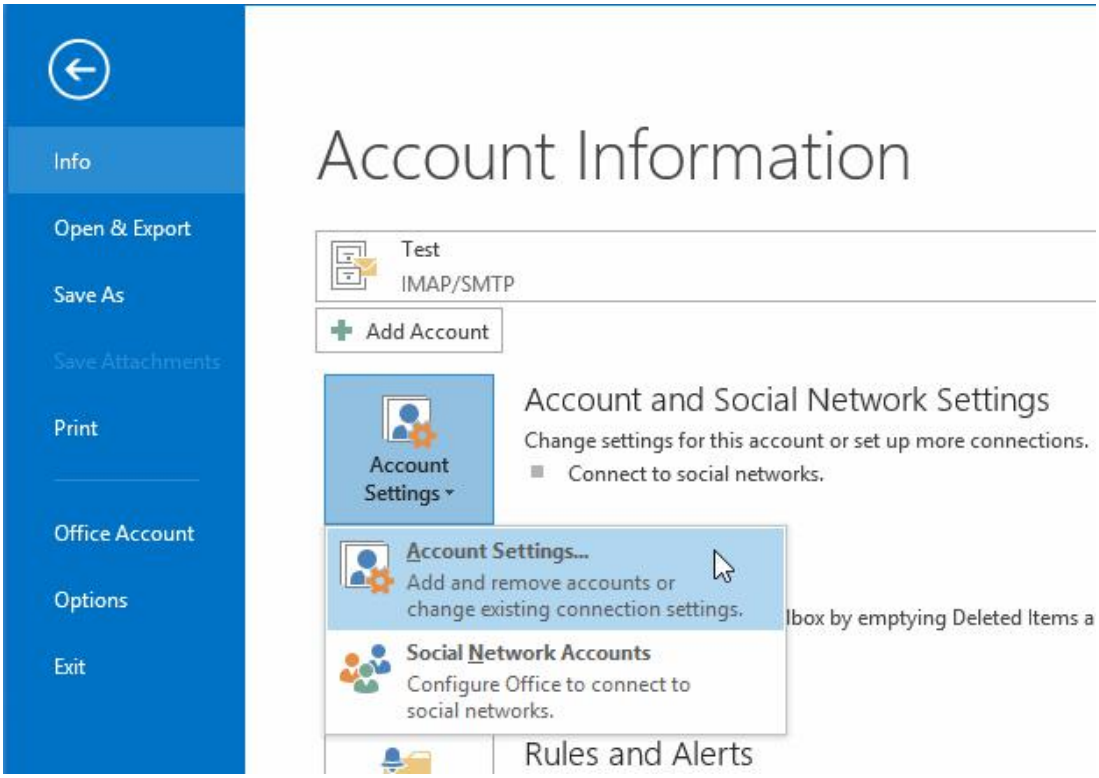
Setting Up Outlook 2013/ 2016 Using POP3

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using POP3

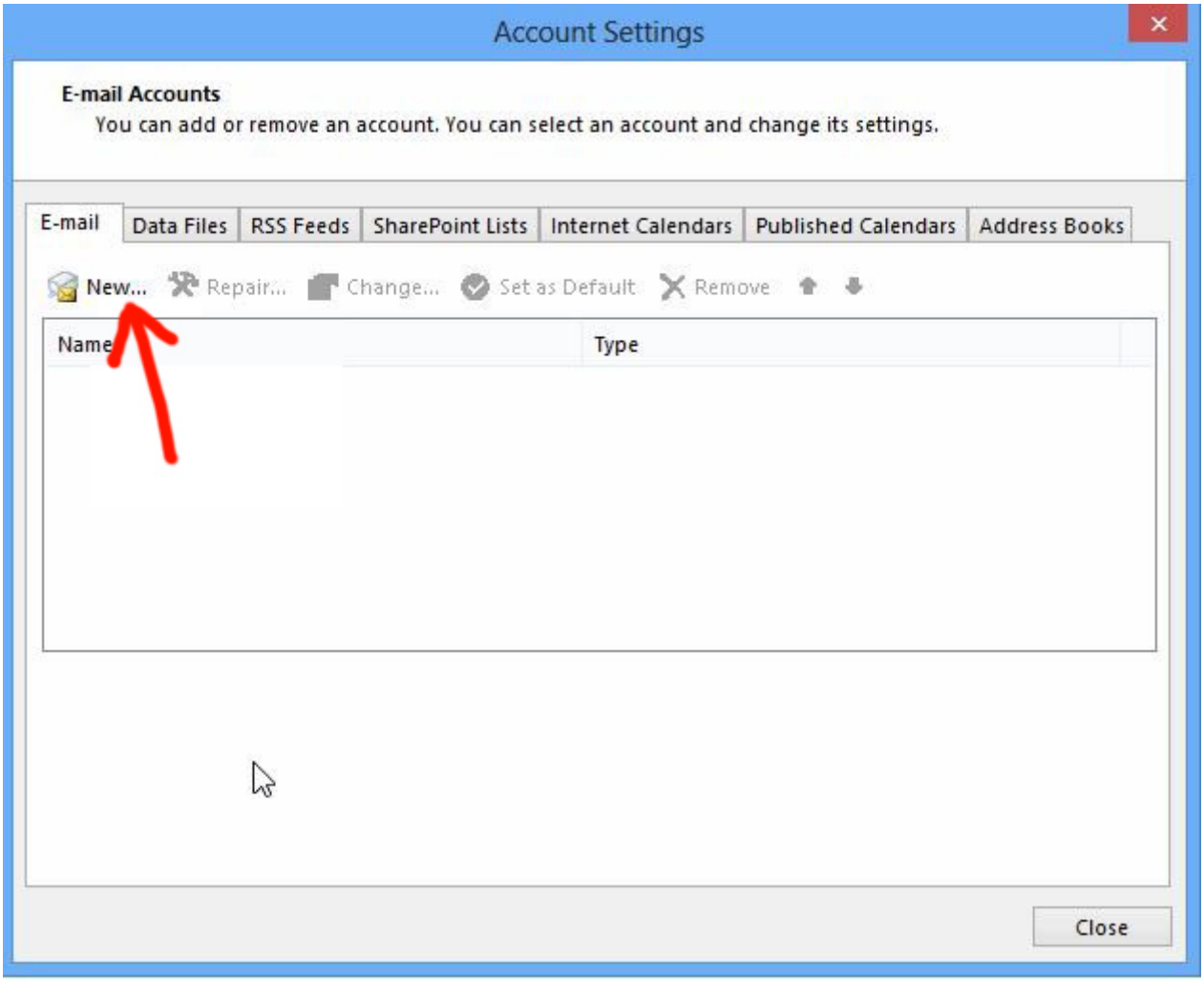
OPEN ACCOUNT SETTINGS

- In Outlook 2013 or 2016 go up to the upper left and click **File**, then go to **Info** - **Account and Social Network Settings** - **Account Settings** to open the Account Settings window.
- Click the **Email** tab if not already selected.



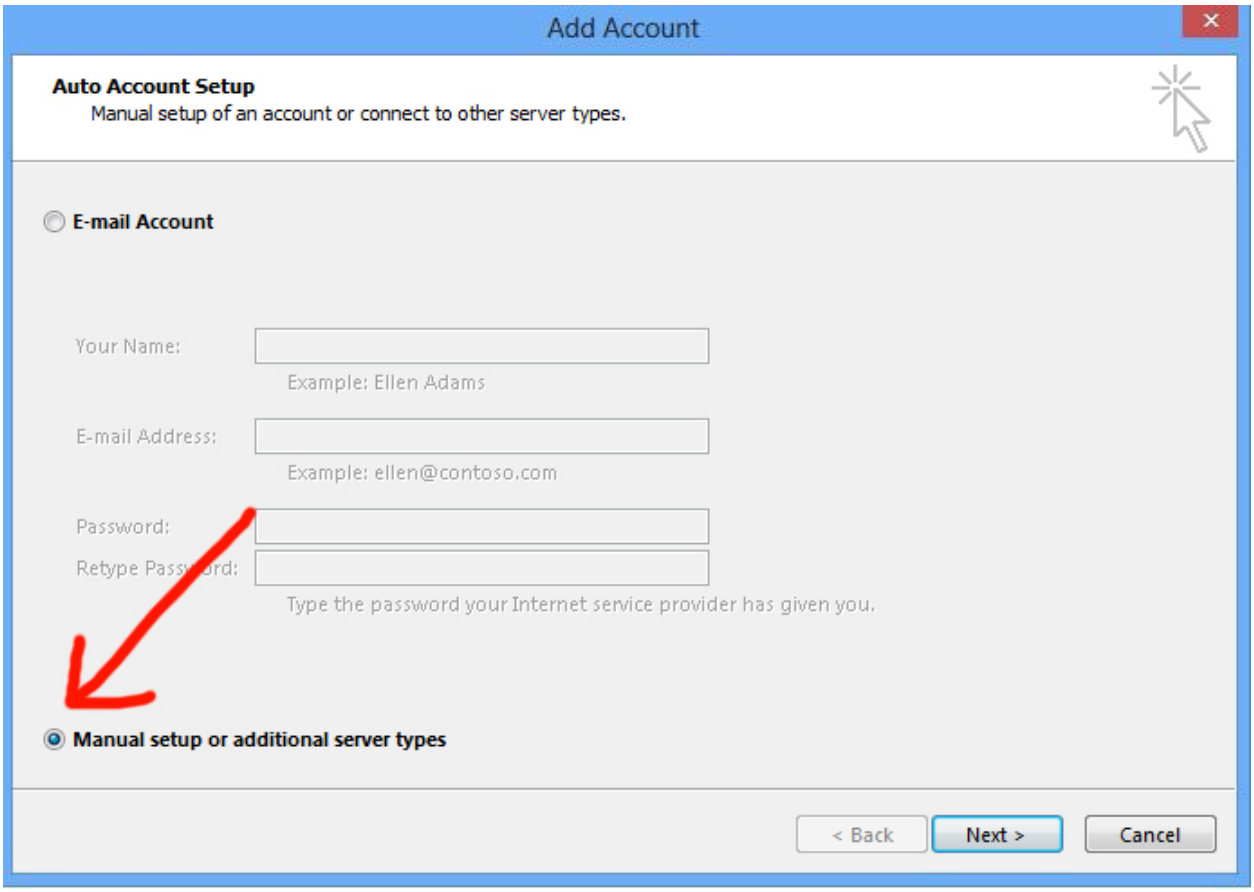
SETUP ACCOUNT SETTINGS

Click the **New...** button.



ACCOUNT SETUP

Select **Manual setup or additional server types** and click **Next.**



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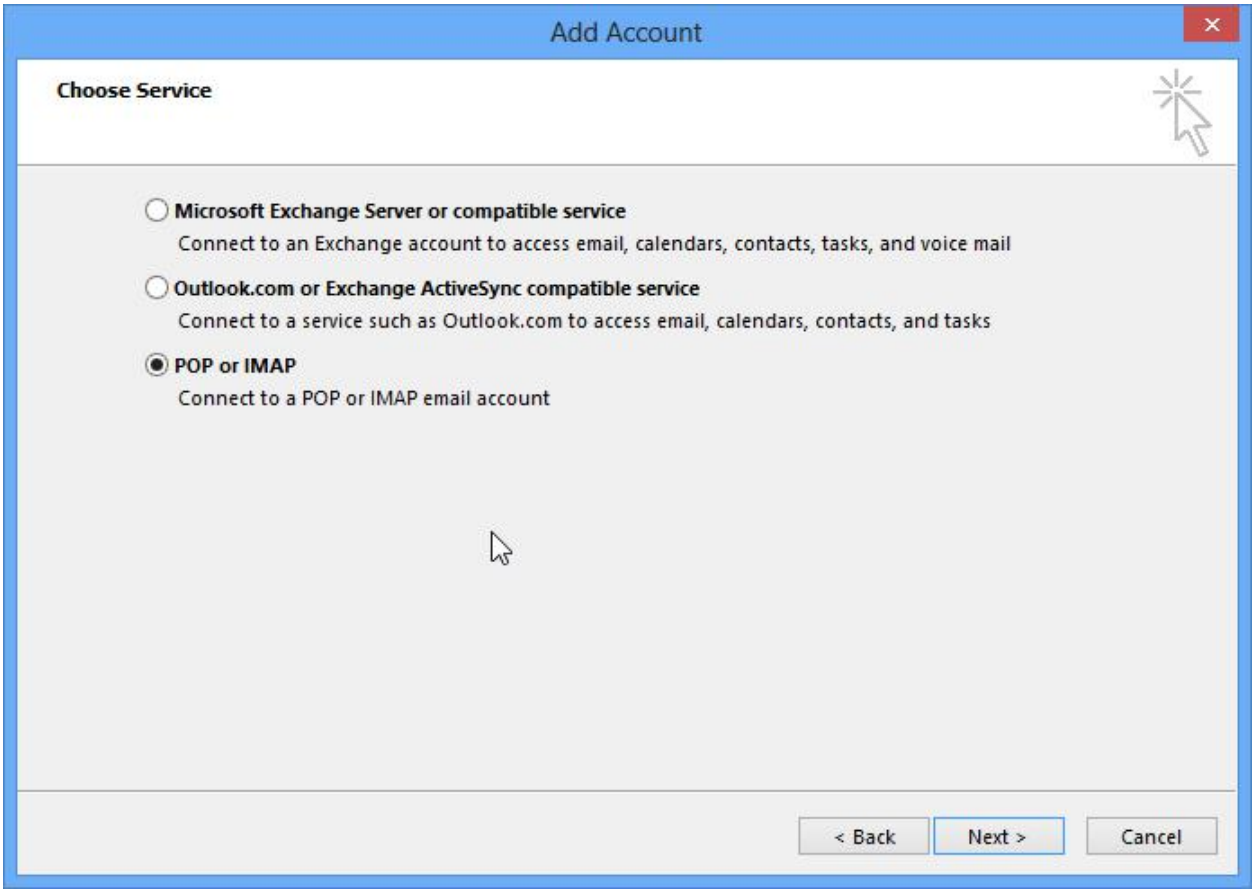
CHOOSE POP3

Select **POP or IMAP** and then click **Next** in the Add Account window.



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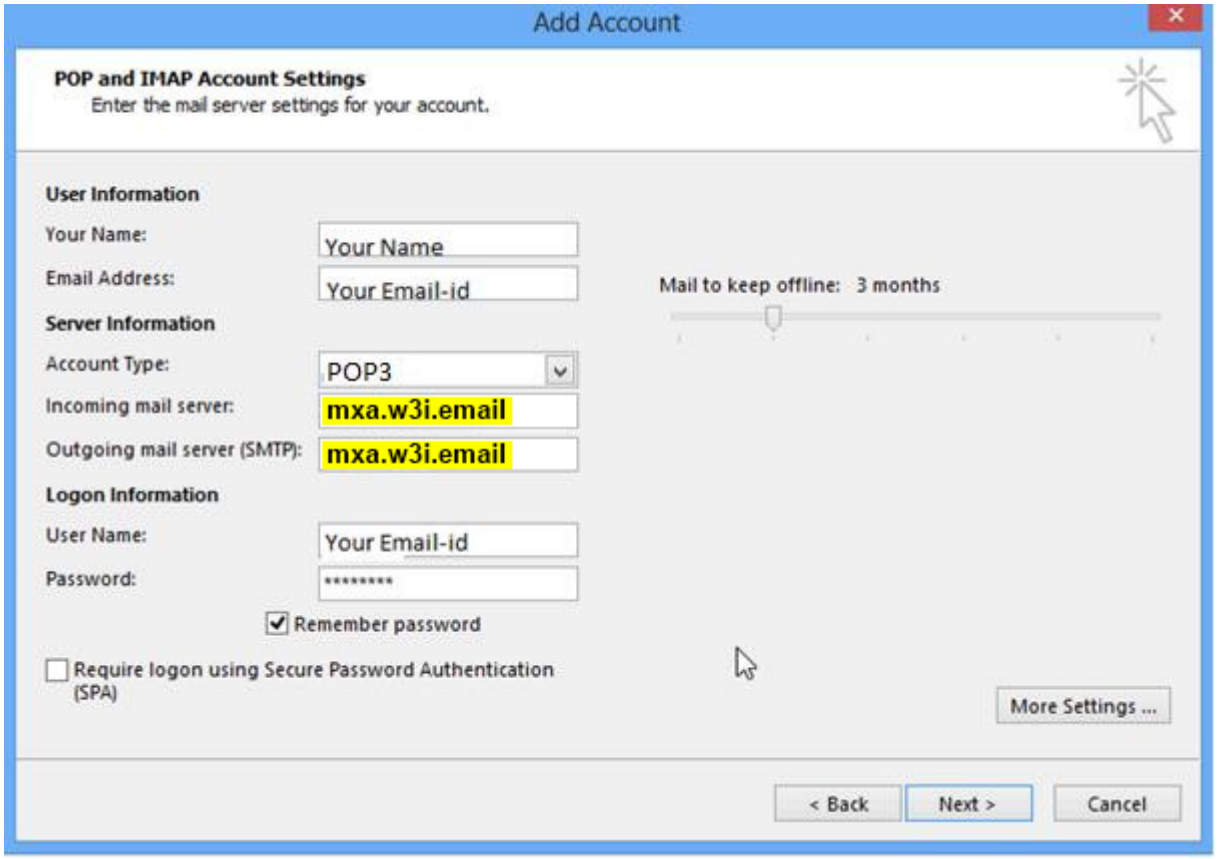
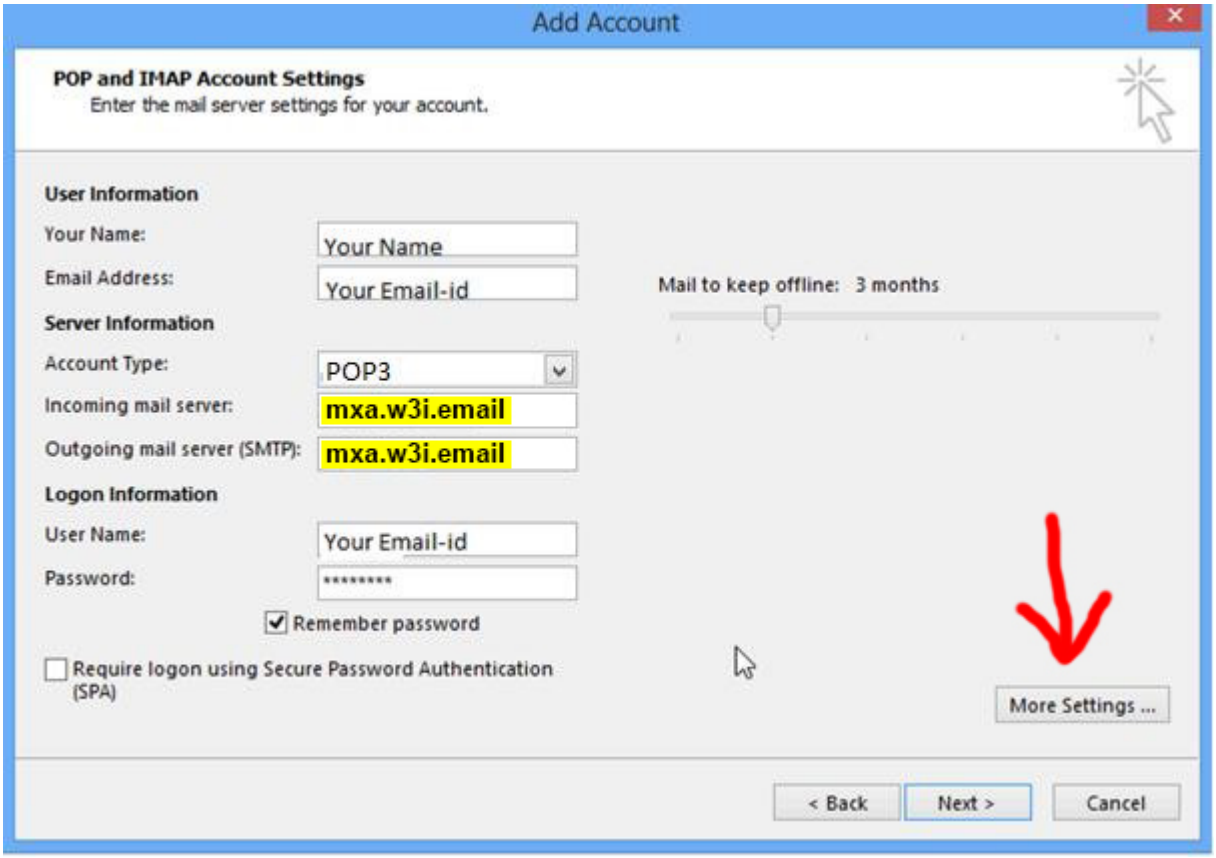
ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your xxxxx@ccccc.qa email address
- **Account Type: POP3**
- **Incoming mail Server: mxa.w3i.email**
- **Outgoing mail server:**
  - , enter **mxa.w3i.email**
- **User Name:** xxxxx@ccccc.qa (Complete email-id)
- **Password:** *********
  - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.

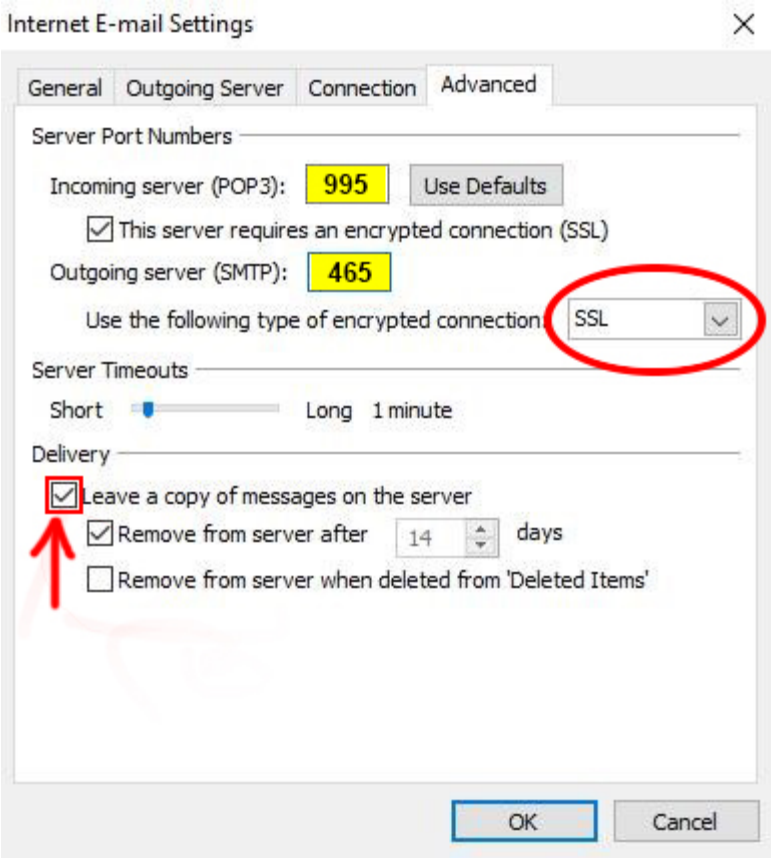


- Select **More Settings ...**



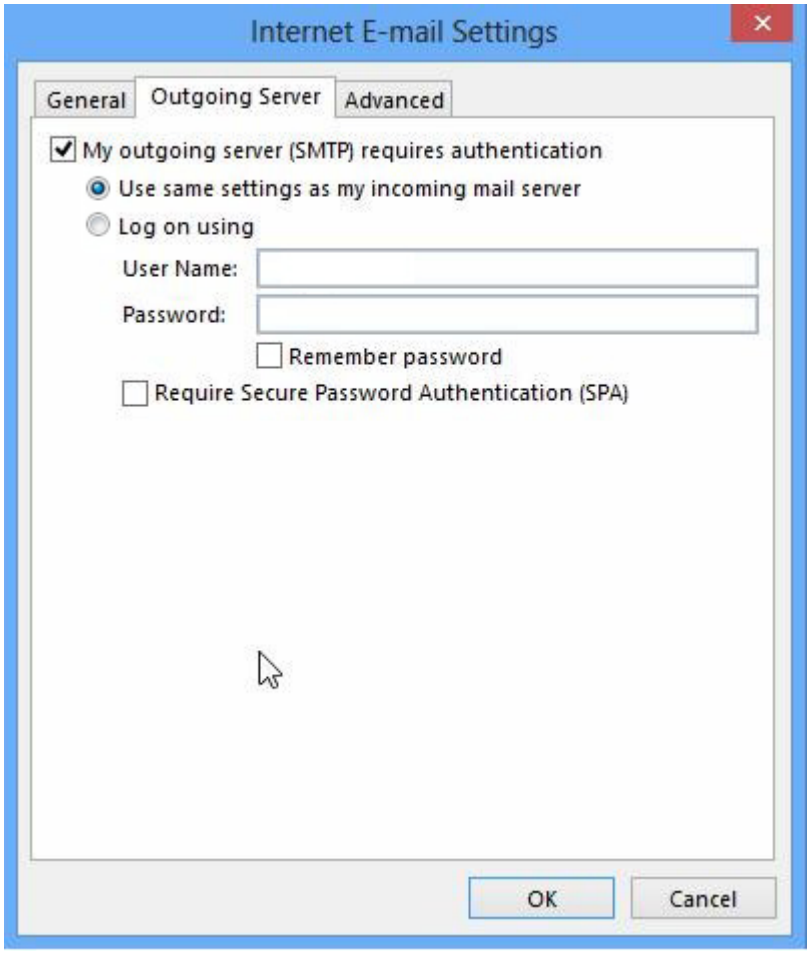
INTERNET EMAIL SETTINGS - ADVANCED

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (POP3). The port number will change from 110 to 995
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).
- Enter **465** in the outgoing server (SMTP) field.
- Tick Leave a copy of message on the server



INTERNET EMAIL SETTINGS OUTGOING SERVER

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check **My outgoing server (SMTP) requires authentication.**
- Select **OK** and **Next**



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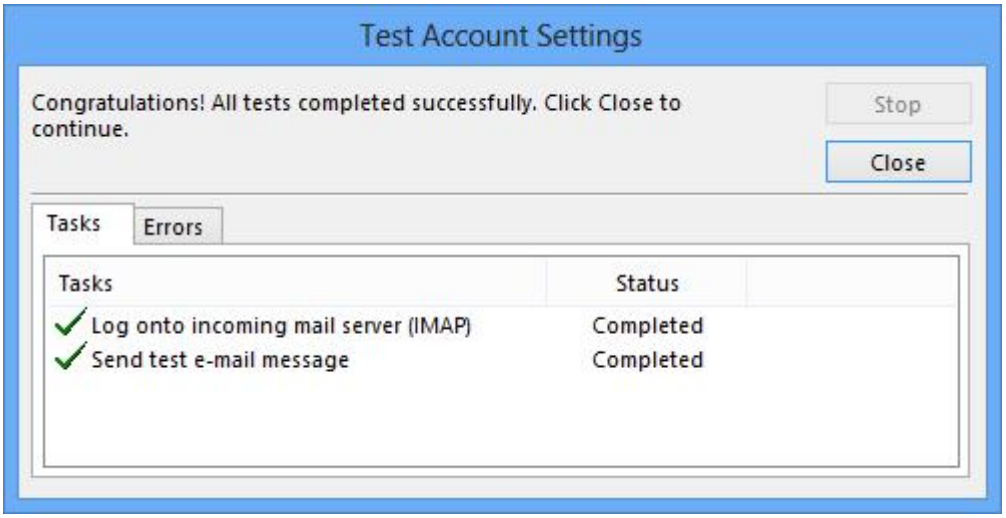
TEST ACCOUNT SETTINGS

- Once Log onto incoming mail server (POP#) and Send test email message tests are completed, click **Close**.
- Click **Finish**



Webmail Link

https://webmail.mxa.w3i.email/login.php