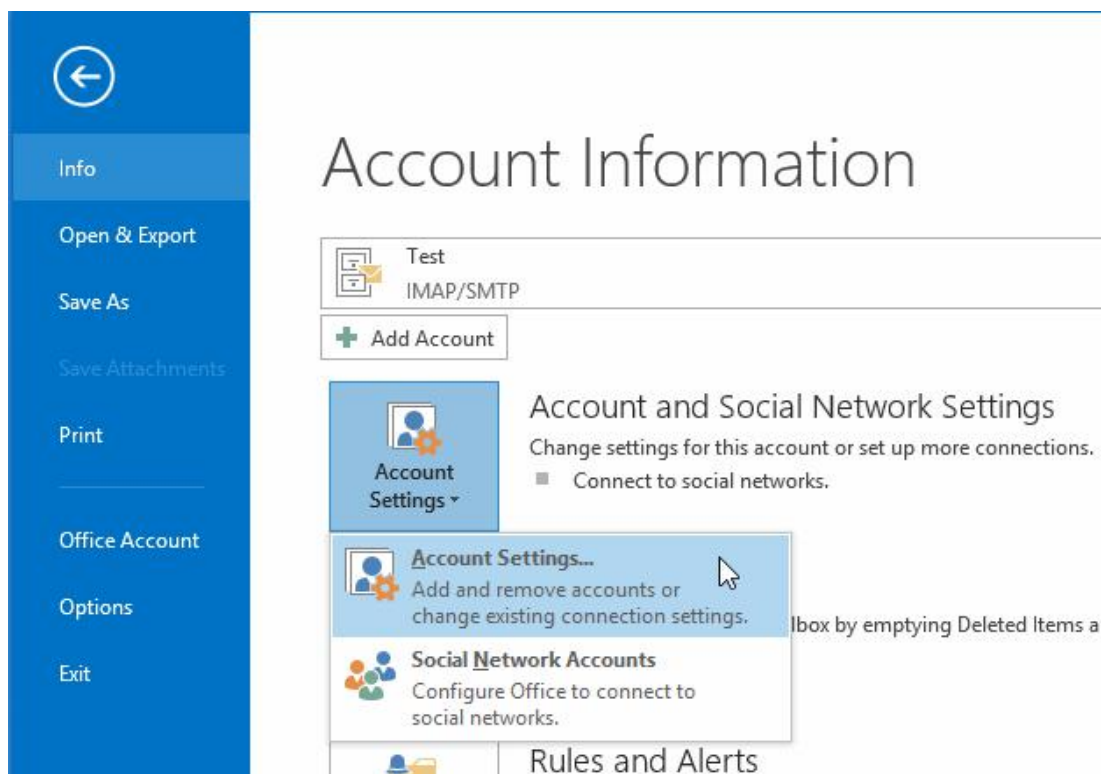


# Setting Up Outlook 2013/ 2016 Using POP3

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

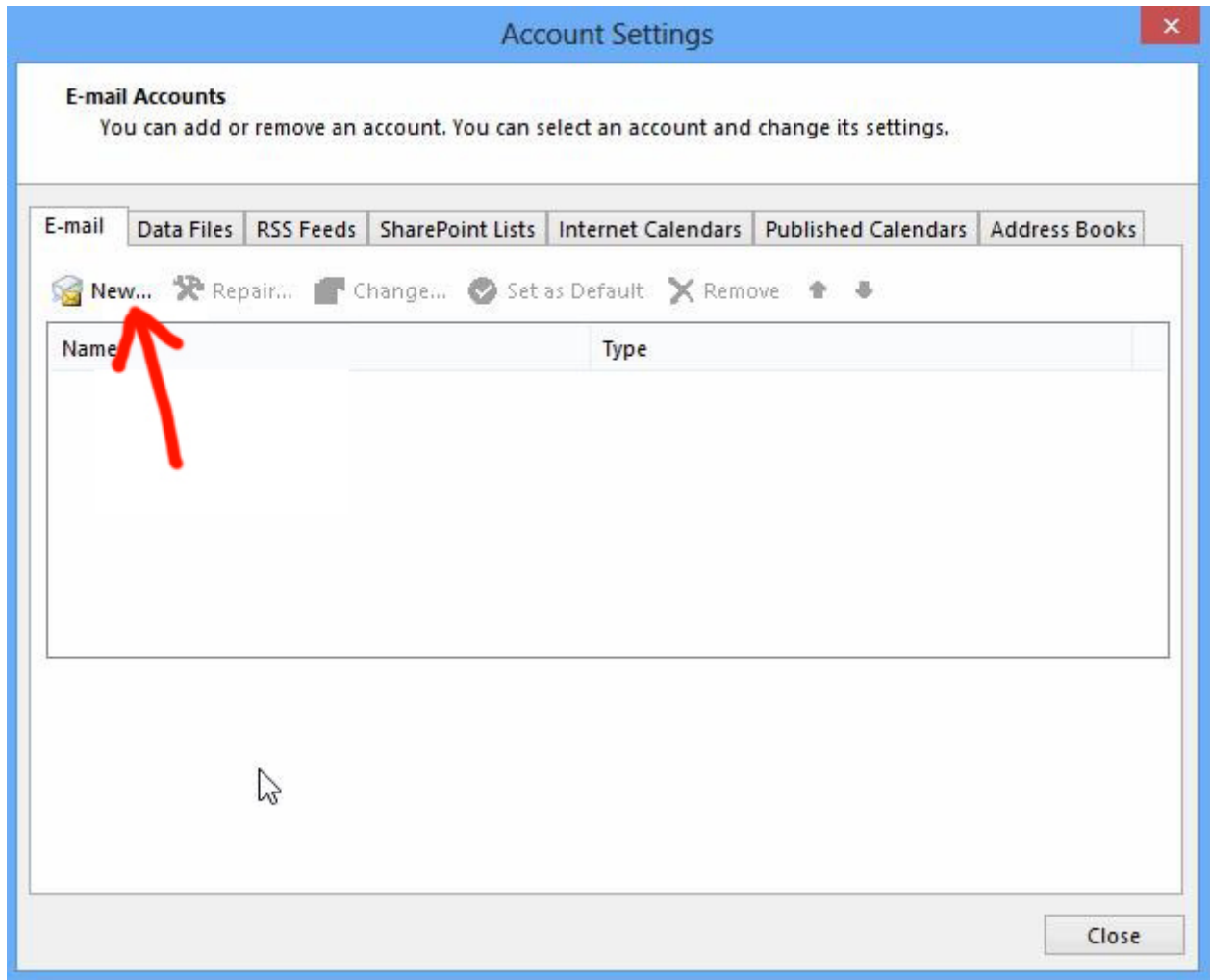
## OPEN ACCOUNT SETTINGS

- 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.



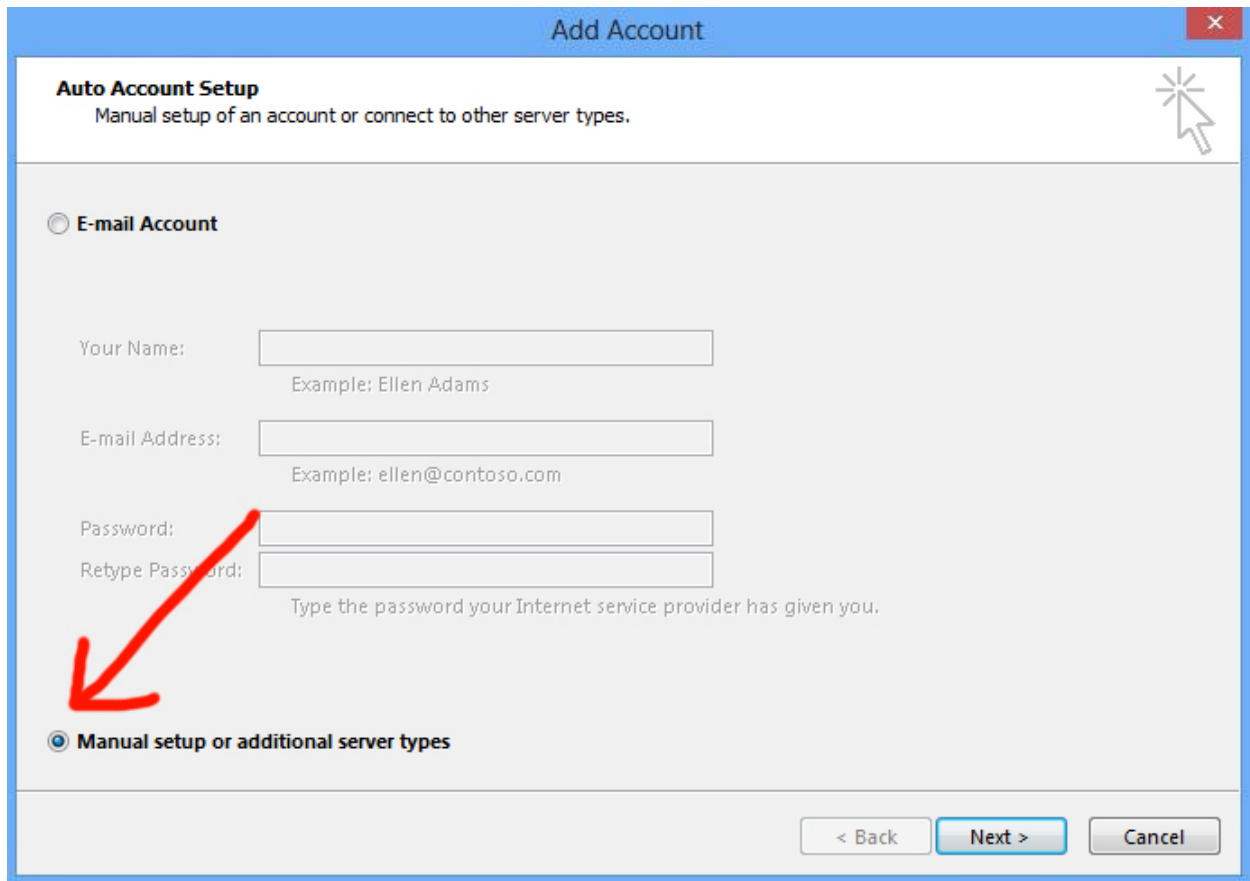
## SETUP ACCOUNT SETTINGS

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



## ACCOUNT SETUP

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



**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

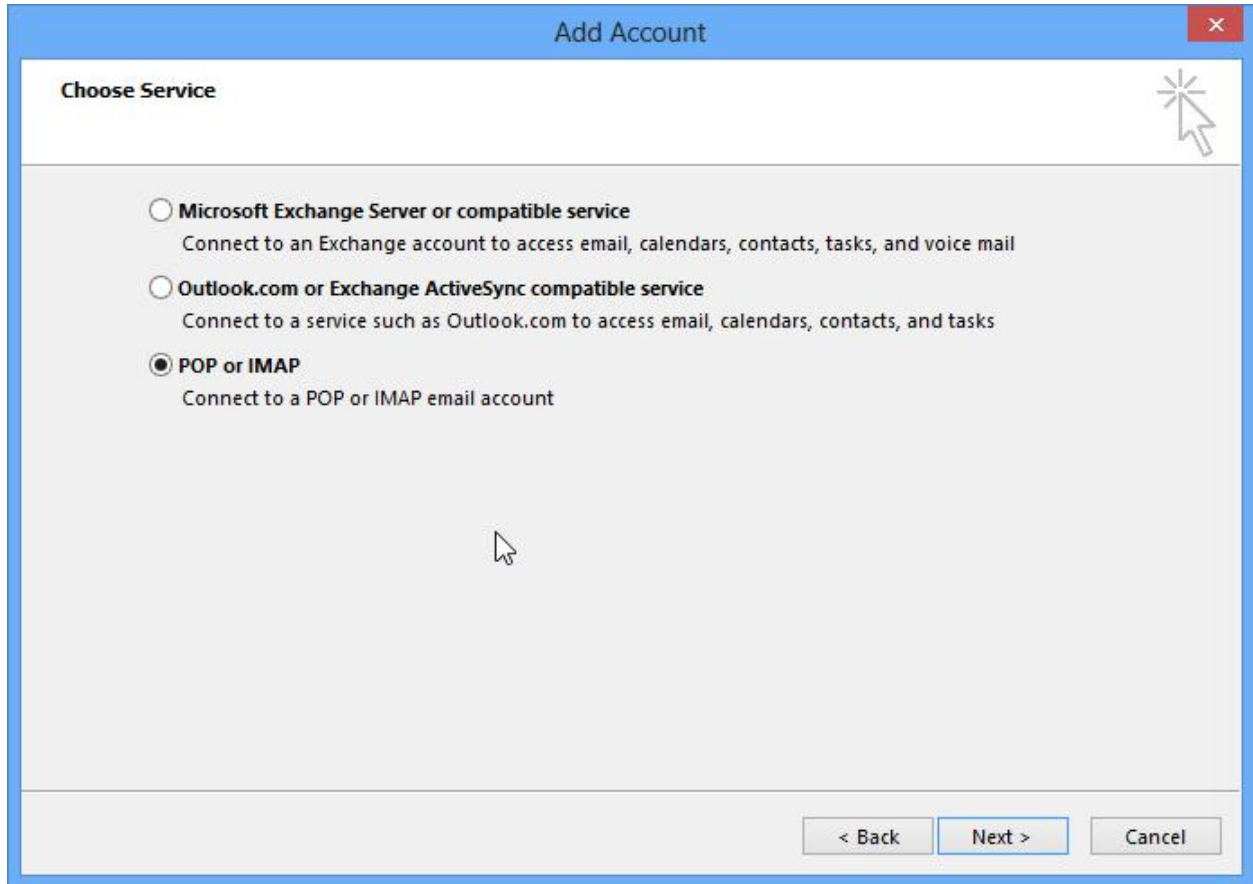
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

## CHOOSE POP3

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



The screenshot shows a window titled "Add Account" with a close button in the top right corner. The main area is titled "Choose Service" and contains three radio button options:

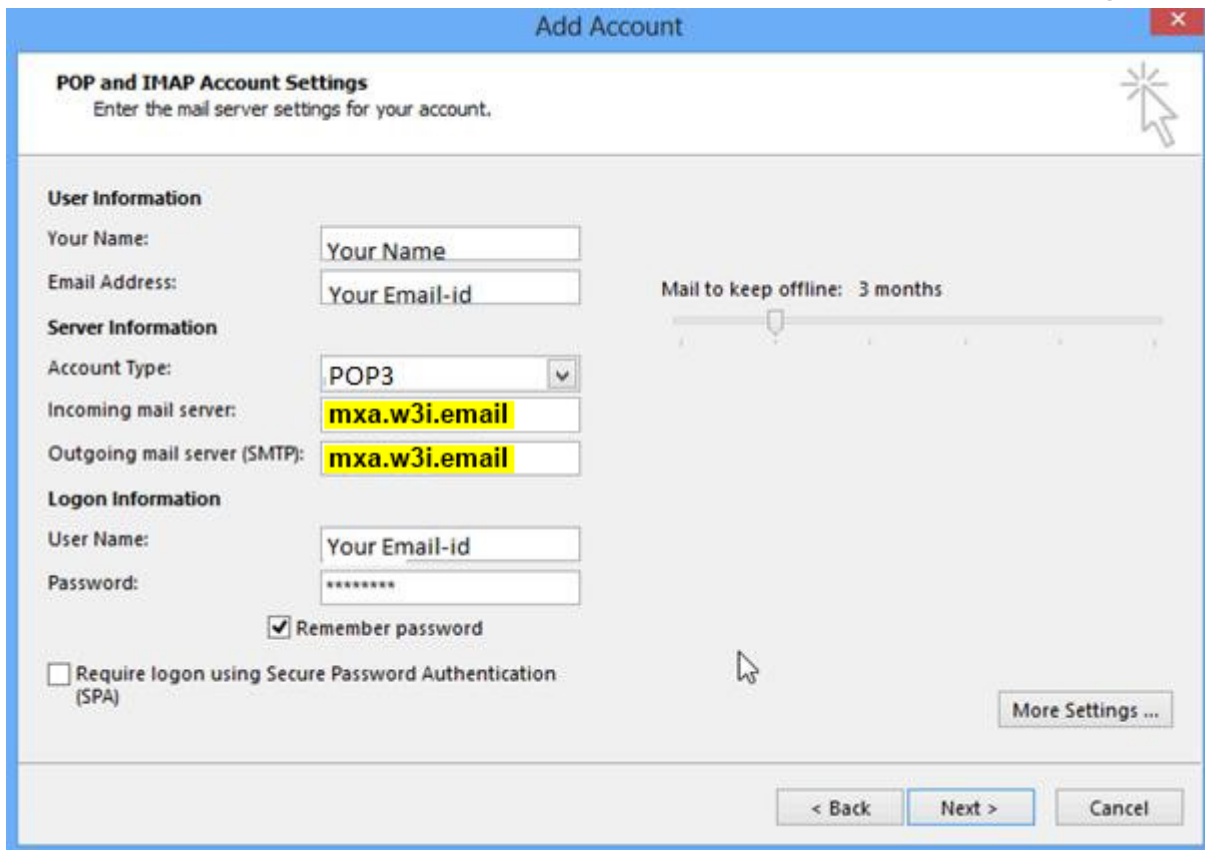
- Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**  
Connect to a POP or IMAP email account

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

## ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your xxxxx@cccc.qa email address
- **Account Type:** **POP3**
- **Incoming mail Server:** **mx.w3i.email**
- **Outgoing mail server:**
  - , enter **mx.w3i.email**
- **User Name:** xxxxx@cccc.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.



**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:

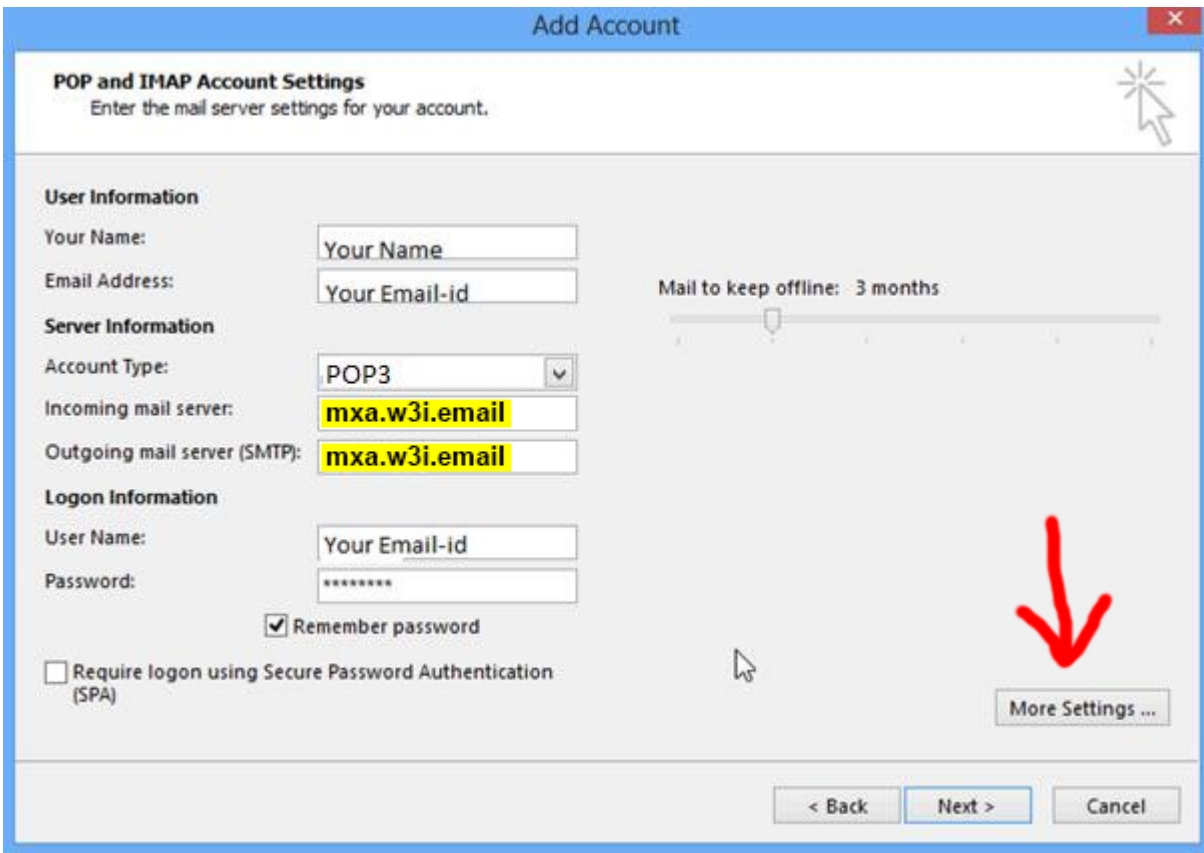
Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 3 months

• **Select More Settings ...**



**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)

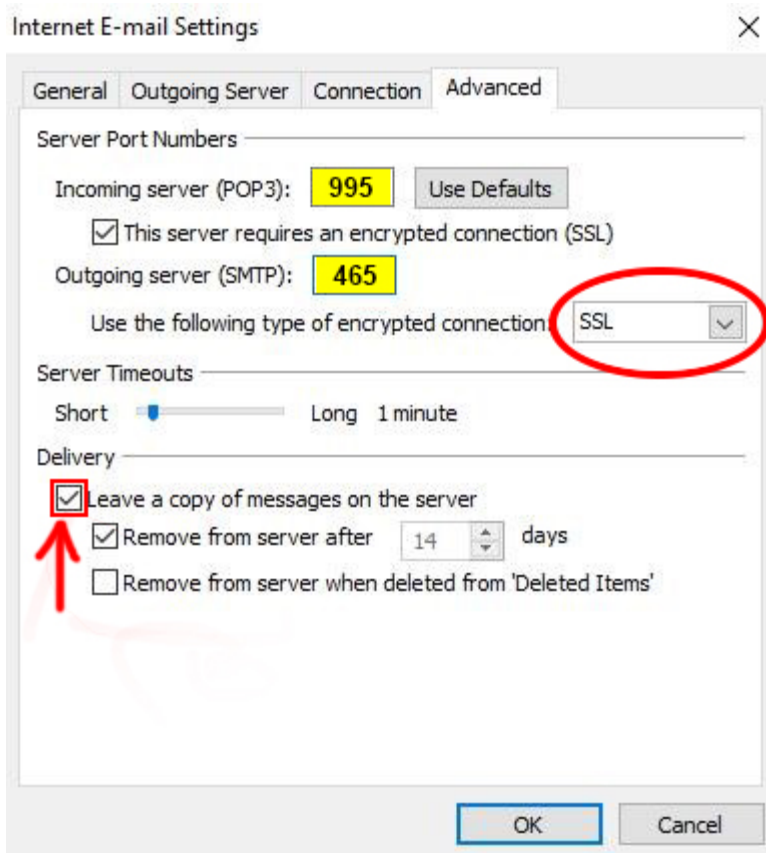
Mail to keep offline: 3 months

**More Settings ...**

< Back   Next >   Cancel

## 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 E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (POP3): **995** Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): **465**

Use the following type of encrypted connection: **SSL**

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

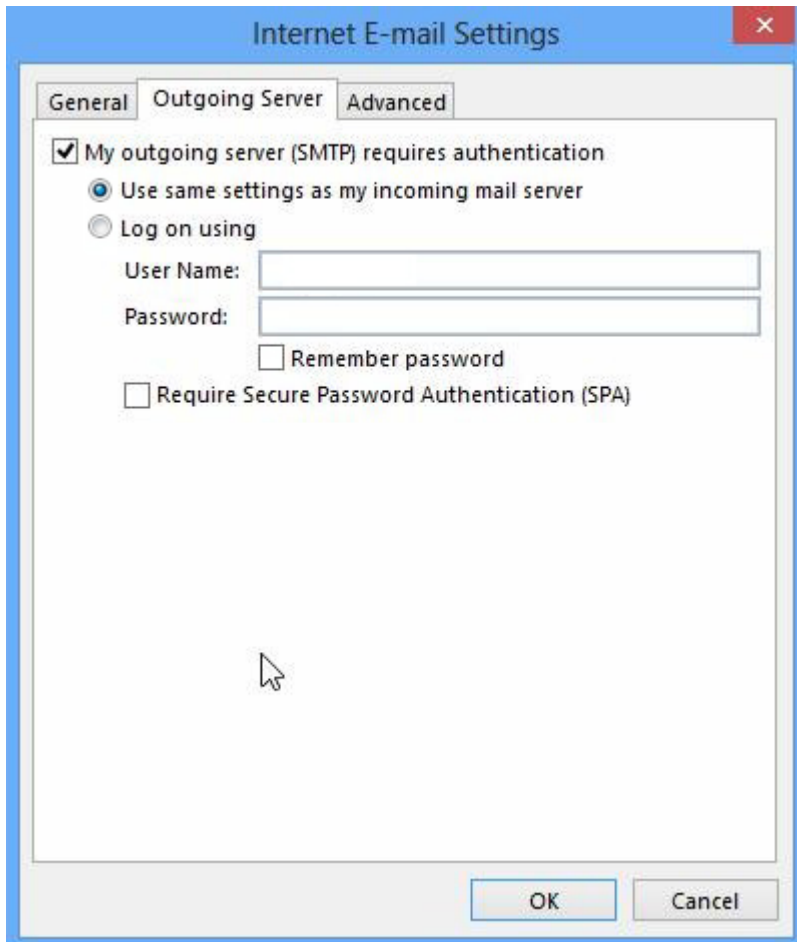
Remove from server after 14 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

## 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**

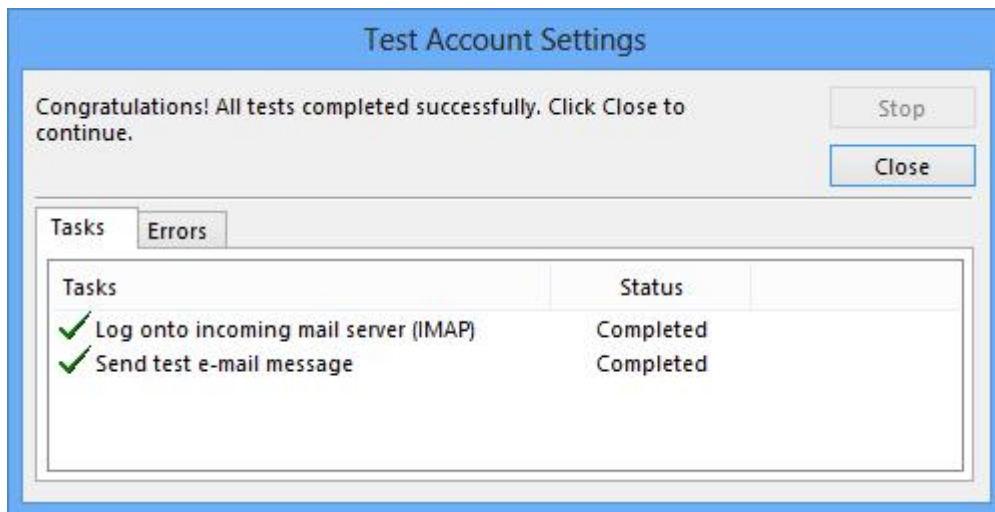


The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "General" tab is also visible. The "Advanced" tab is not selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Under this checkbox, the "Use same settings as my incoming mail server" radio button is selected. The "Log on using" radio button is unselected. Below the "Log on using" radio button, there are two text input fields: "User Name:" and "Password:". Below the "Password:" field, there is a "Remember password" checkbox, which is unselected. Below the "Remember password" checkbox, there is a "Require Secure Password Authentication (SPA)" checkbox, which is unselected. At the bottom of the dialog box, there are "OK" and "Cancel" buttons.



## 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>