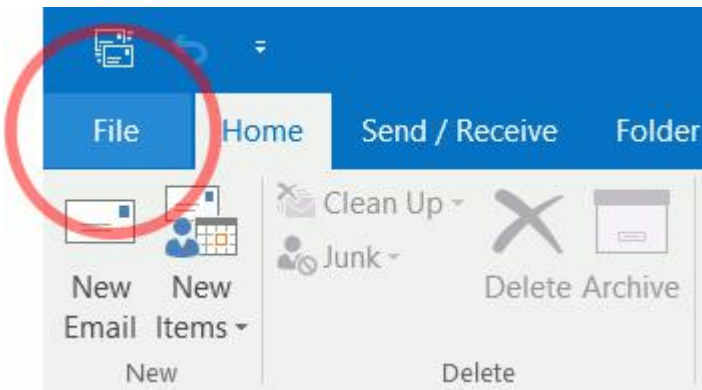# *Outlook 2016* Windows Manual Setup for POP3 MXB

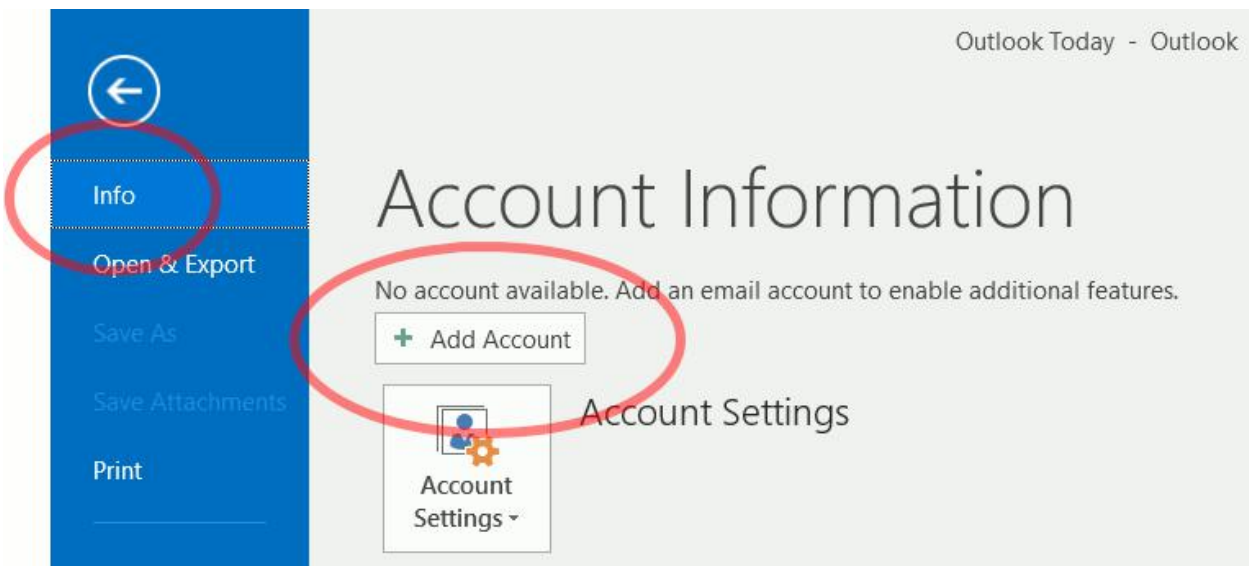## 1. Start the Microsoft Outlook program.

Use the Start menu to start Outlook 2016. If you've never used Outlook before, it will usually prompt you to create a new account. In that case, skip ahead to step 2.

If Outlook doesn't prompt you, click the **File** tab:

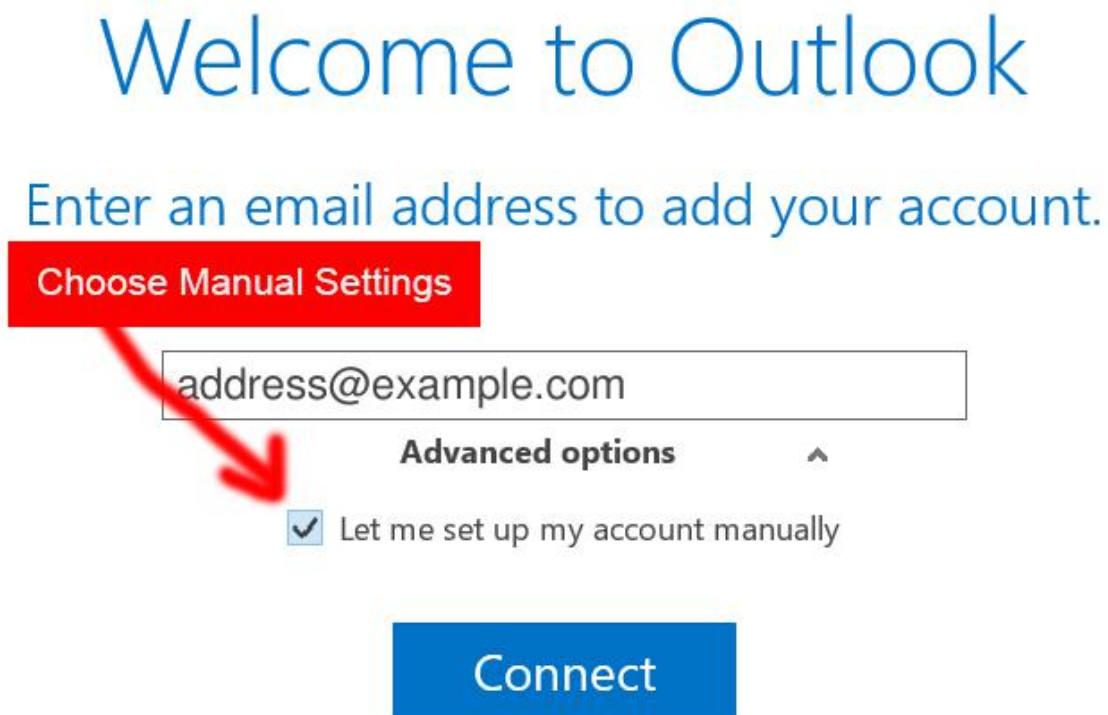Then make sure that **Info** is selected on the left and click the **Add Account** button:

2. The "Welcome to Outlook" window appears.

When this window appears:

- Enter your email address as address@example.com
- Click **Advanced Options**
- Click **Let me set up my account manually**

The window should look like this:

Welcome to Outlook

Enter an email address to add your account.

Choose Manual Settings

address@example.com

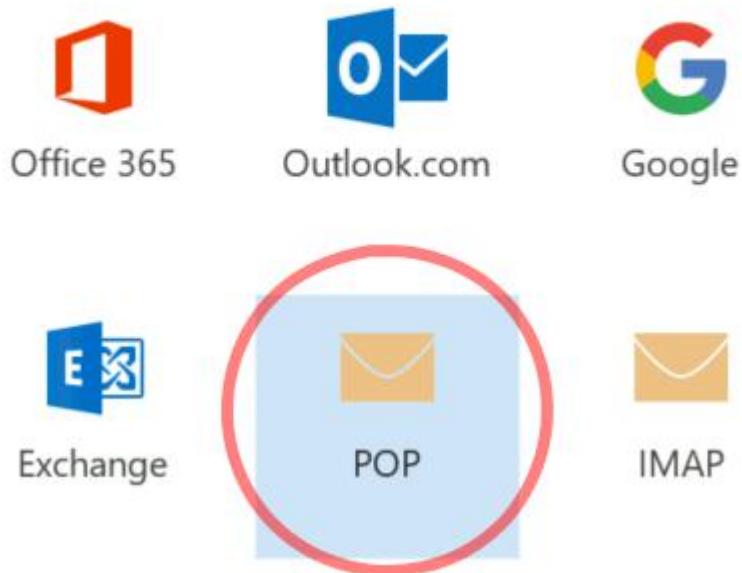**Advanced options** ⌃

☑ Let me set up my account manually

Connect

Then click **Connect**.

3. The "Choose Account Type" window appears.

The window looks like this:

Click **POP**.

4. The "POP Account Settings" window appears.

This is the window where you'll enter most of your account settings:

Incoming mail server: **mxb.w3i.email**

Incoming mail port: 995

This server requires an encrypted connection (SSL/TLS): **checked**

Outgoing mail server: **mxb.w3i.email**

Outgoing mail port: 465

Outgoing mail encryption method: SSL

Make sure that the two "Require logon using Secure Password Authentication (SPA)" checkboxes are **not** checked.

The window should look like this:

POP Account Settings

Incoming mail

Server mxb.w3i.email   Port 995

☑ This server requires an encrypted connection (SSL/TLS)

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server mxb.w3i.email   Port 465

Encryption method SSL

☐ Require logon using Secure Password Authentication (SPA)

Message delivery

☐ Use an existing data file   Browse...

Connect

Click **Connect**.

5. Outlook asks for your password.

Type the email password you chose when you created this email address:

Internet Email   ✕

Enter your user name and password for the following server.

Server	**mxb.w3i.email**
User Name:	address@example.com
Password:	

☑ Save this password in your password list

OK   Cancel

Check the **Save this password in your password list** box, then click **OK**.

Outlook **may ask for the password again** — if so, this is normal (it's asking for both the incoming and outgoing password, which are the same), so enter it again:

Internet Email   ✕

Enter your user name and password for the following server.

Server	**mxb.w3i.email**
User Name:	address@example.com
Password:	

☑ Save this password in your password list

OK   Cancel

Again check the **Save this password in your password list** box, then click **OK**.

6. Outlook setup is complete

You're finished! Try sending yourself a test email message to make sure it works.

Webmail Link

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