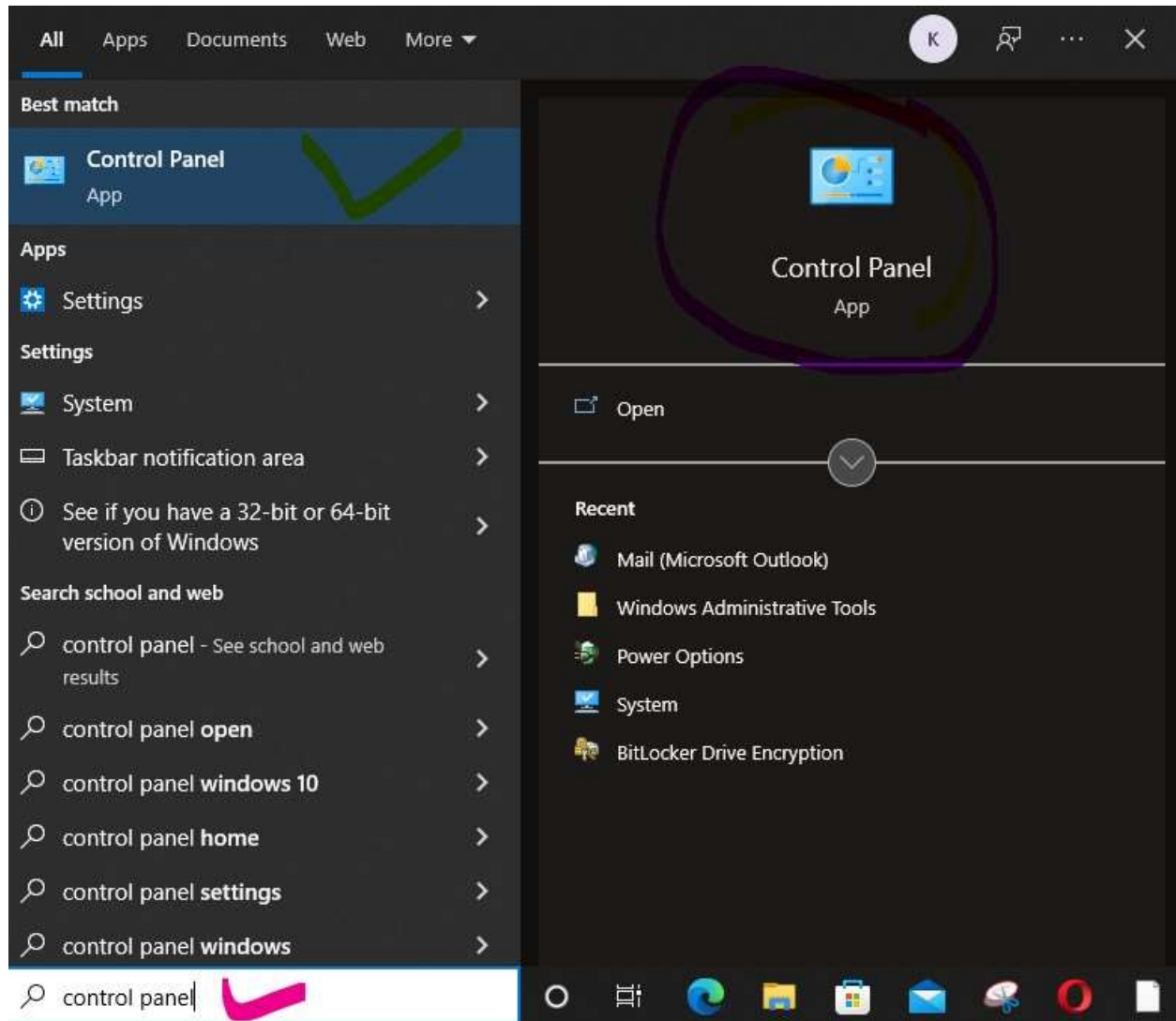
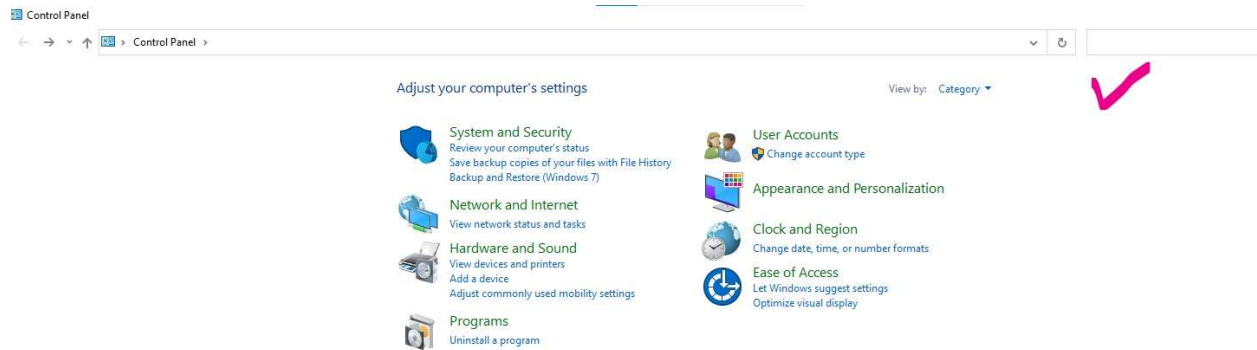


How to Setup Outlook using POP3

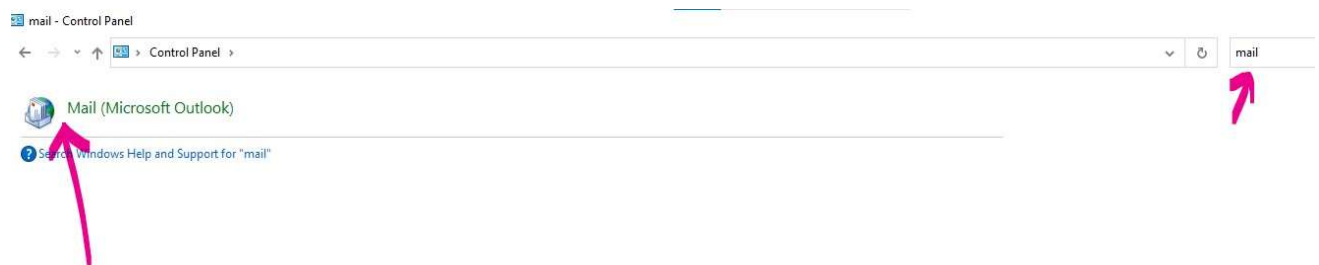
1. Search for **Control Panel** in your **search** area in the **TASK BAR**, and **click to open Control Panel**



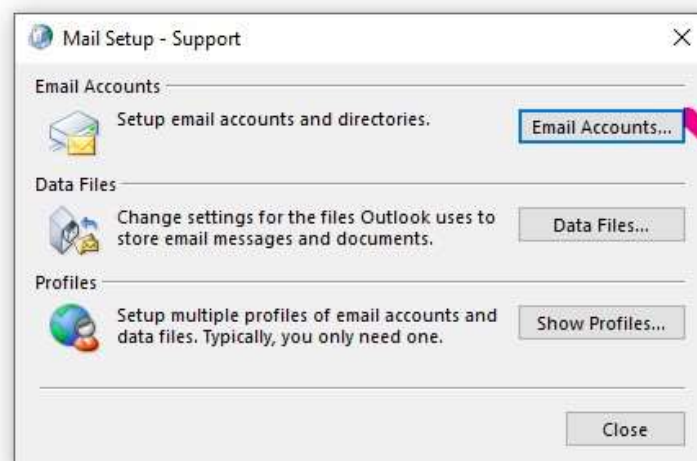
2. The following **control panel** windows open with a **SEARCH** box on the **right top corner**



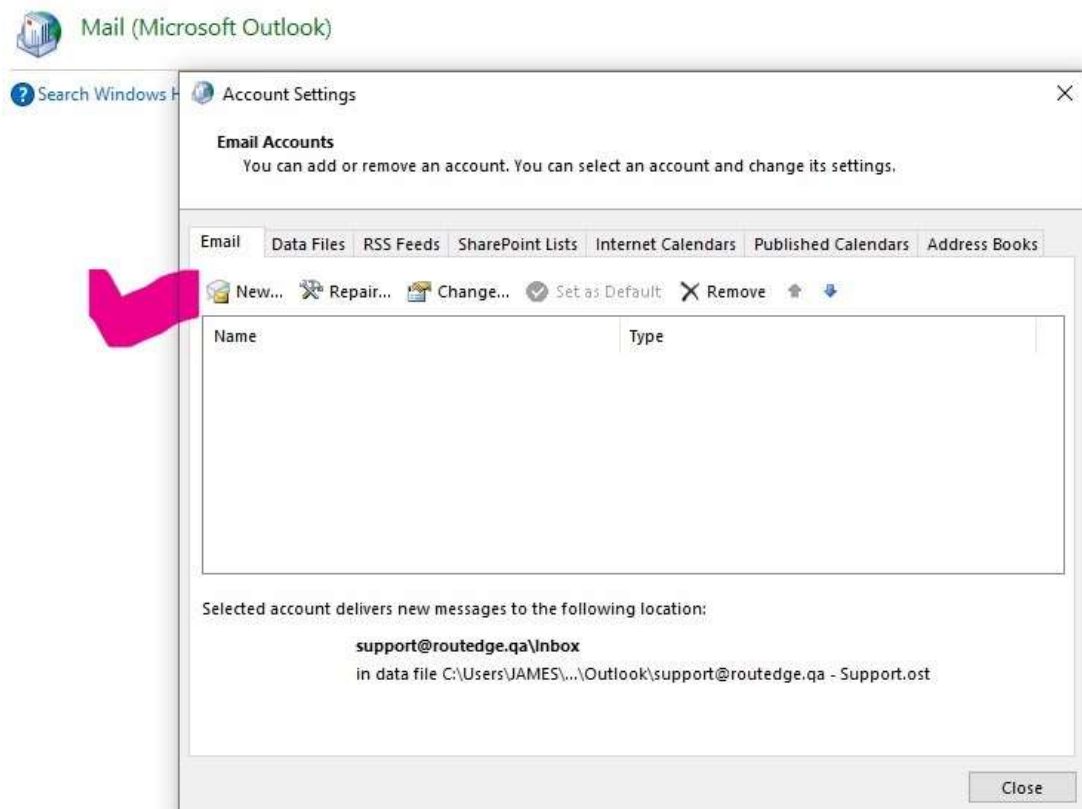
3. Type "**mail**" in the task bar and you will get a Microsoft Outlook **Mail button**



4. Click on the **Mail button** and Mail setup Windows open, click on **Email Accounts**



5. Email Accounts Window opens and click “New” to add a new email account



6. Auto account setup windows opens and choose the down below option, **Manual Setup**

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

Email 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** Help

7.This Window please choose **POP or IMAP** option and click Next

Add Account

Choose Your Account Type

☐ **Microsoft 365**
Automatic setup for Microsoft 365 accounts
Email Address:
Example: ellen@contoso.com

☒ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

☐ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

8. Please fill your email id and password details in the Account settings page

Incoming and outgoing mail server will be – **w3icloud.com**

**** Try to copy and paste your passwords without any empty space on left and right side and all Capital Small letters really matter here.**

Add Account [Close]

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:

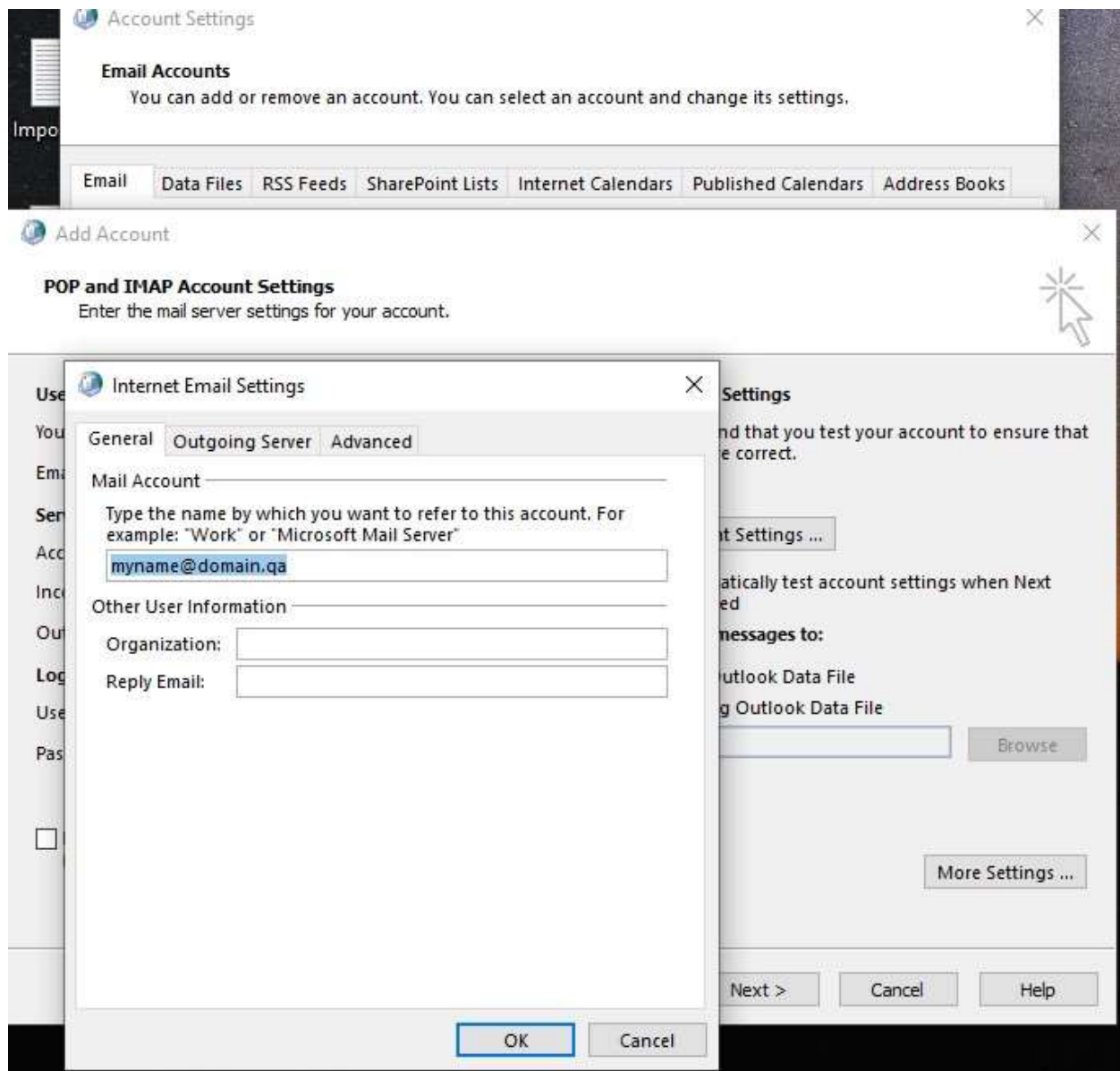
☒ New Outlook Data File

☐ Existing Outlook Data File

✓

< Back **Next >** Cancel Help

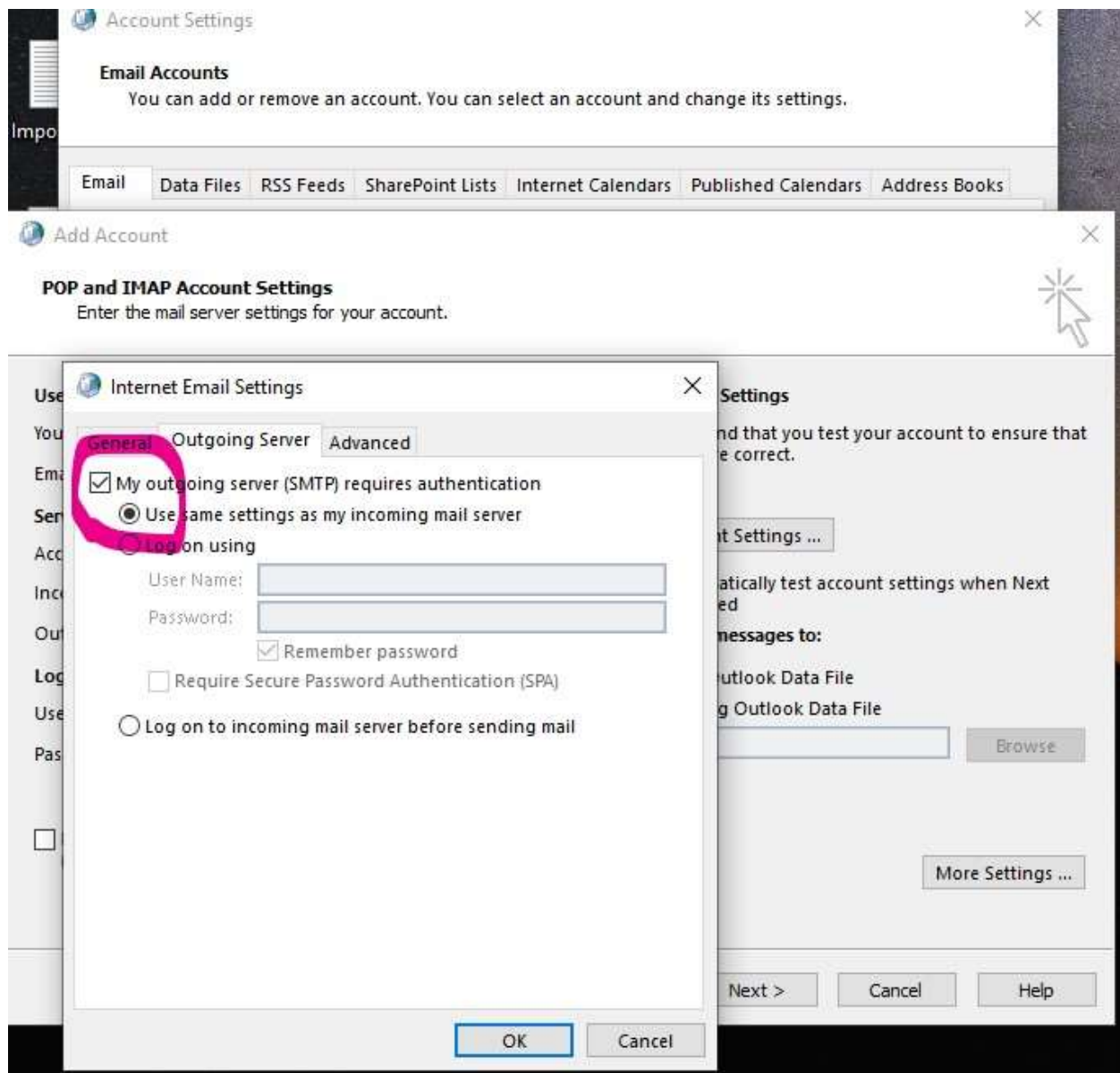
9. Click on More Settings, skip General section as it is



10. Tick to select Outgoing Server section as

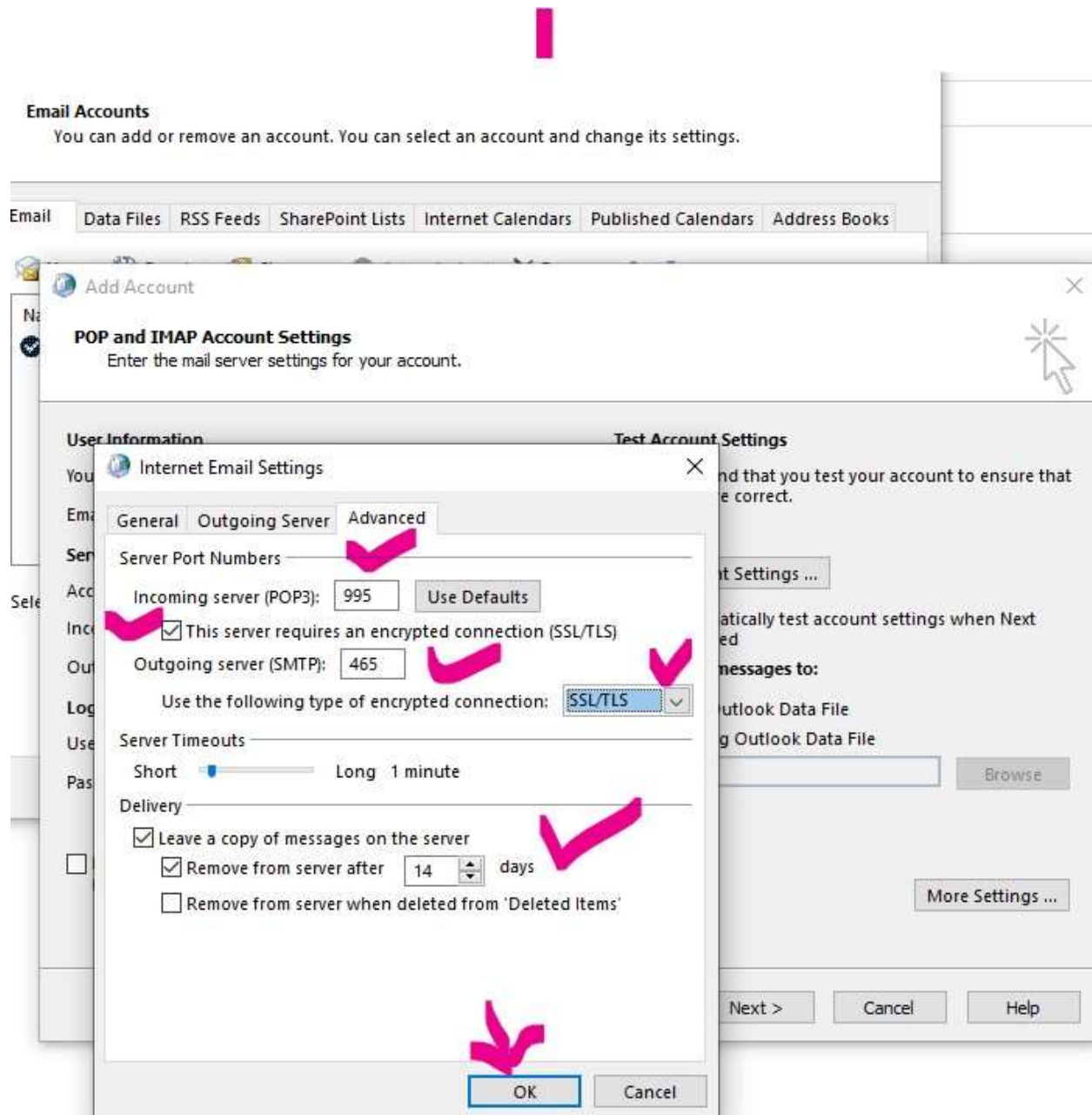
My Outgoing Server SMTP requires Authentication,

This is most important for sending emails



11. Click Advanced

Make sure that all settings as below for secured email sending, then click **“OK”**



12. Click “Next” to verify settings

Account Settings

Email Accounts
You can add or remove an account. You can select an account and change its 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)

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

13. If you are getting a **Completed Status** like below then all well and you can add **more email-id's** same way.

