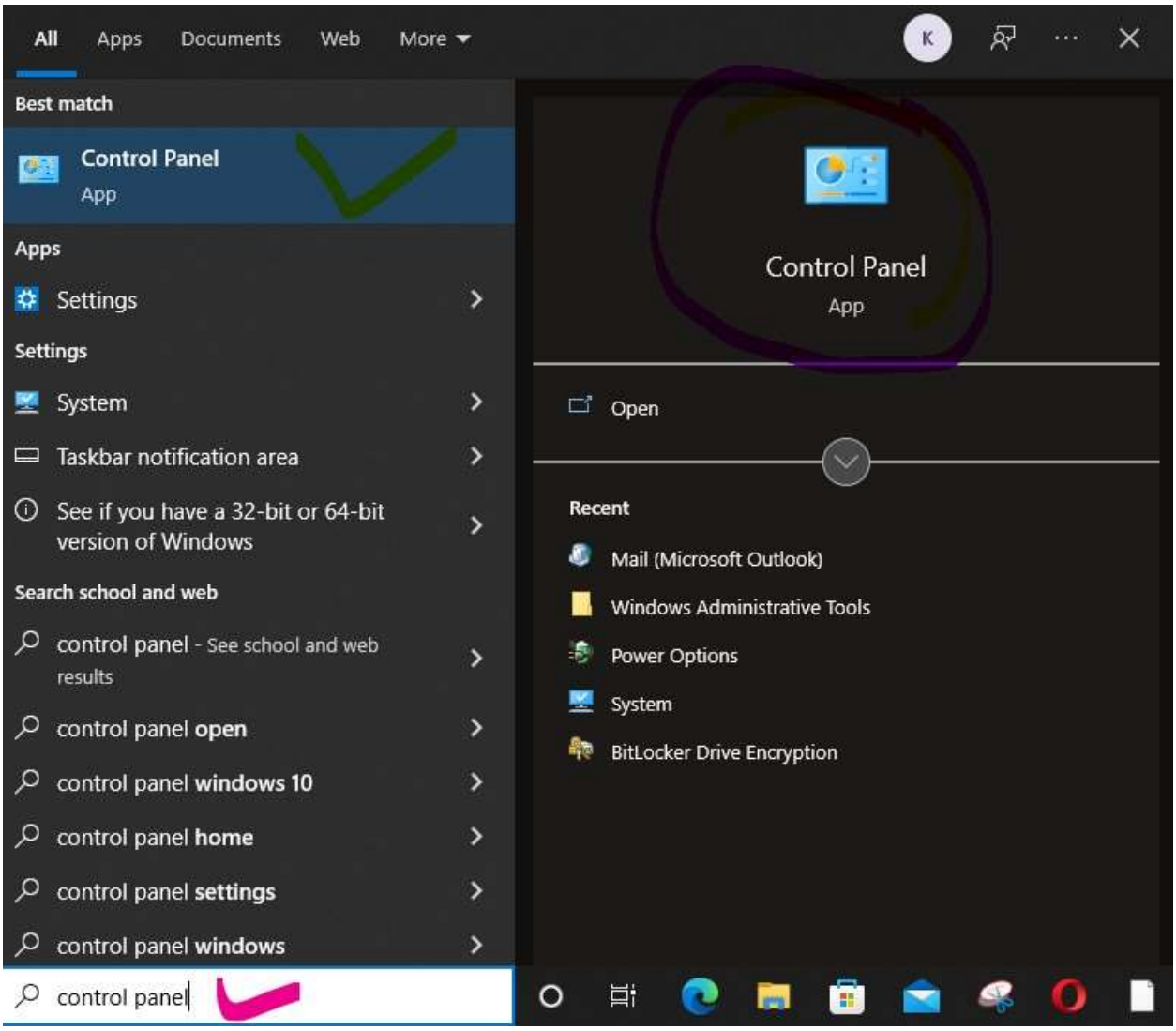
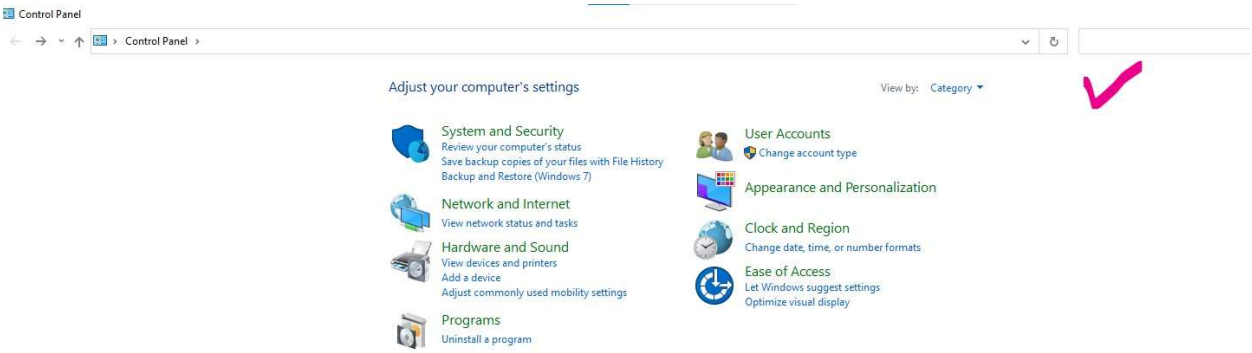
How to Setup Outlook using POP3

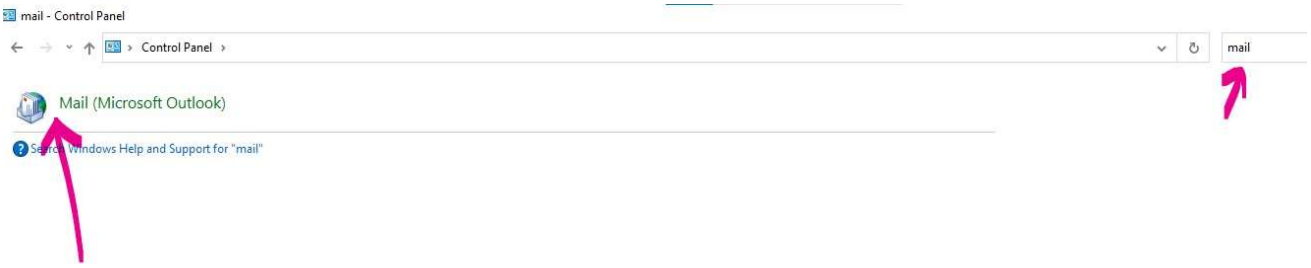
1. **Search for Control Panel in your search area in the TASK BAR, and click to open Control Panel**



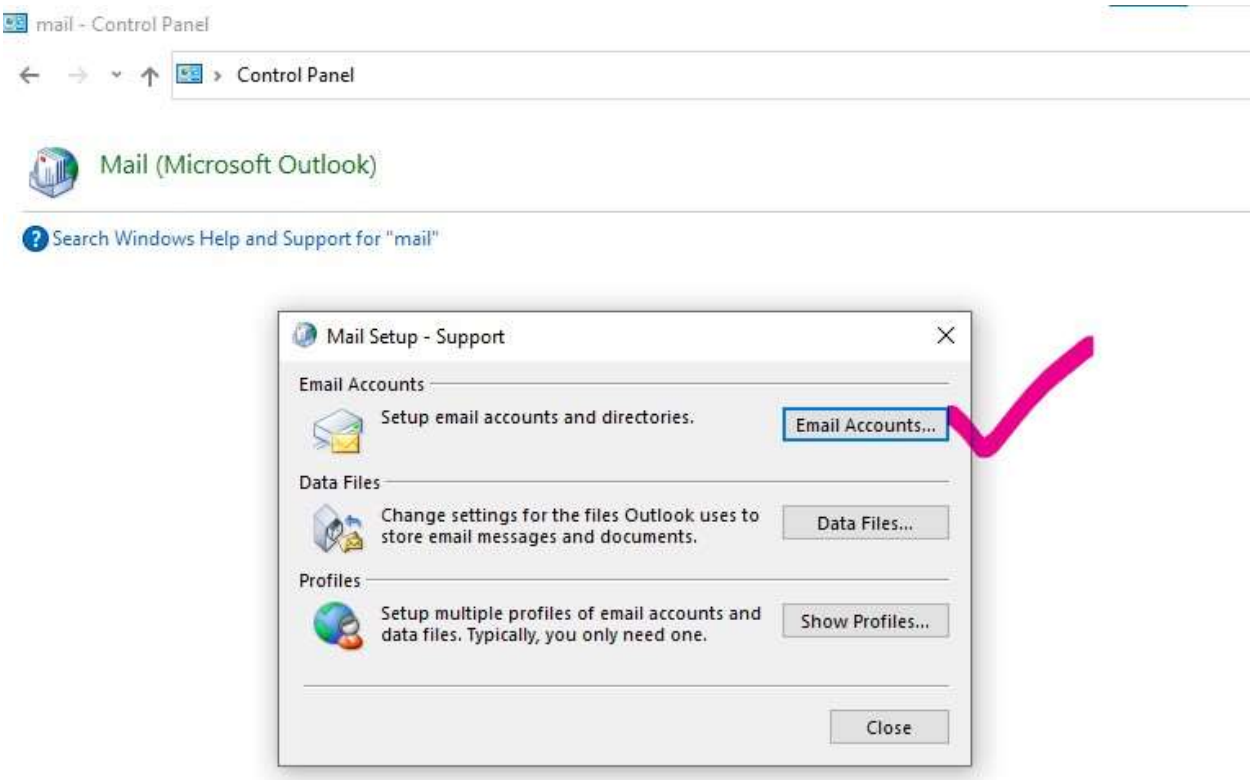
2. The following control panel windows open with a SEARCH box on the right top corner



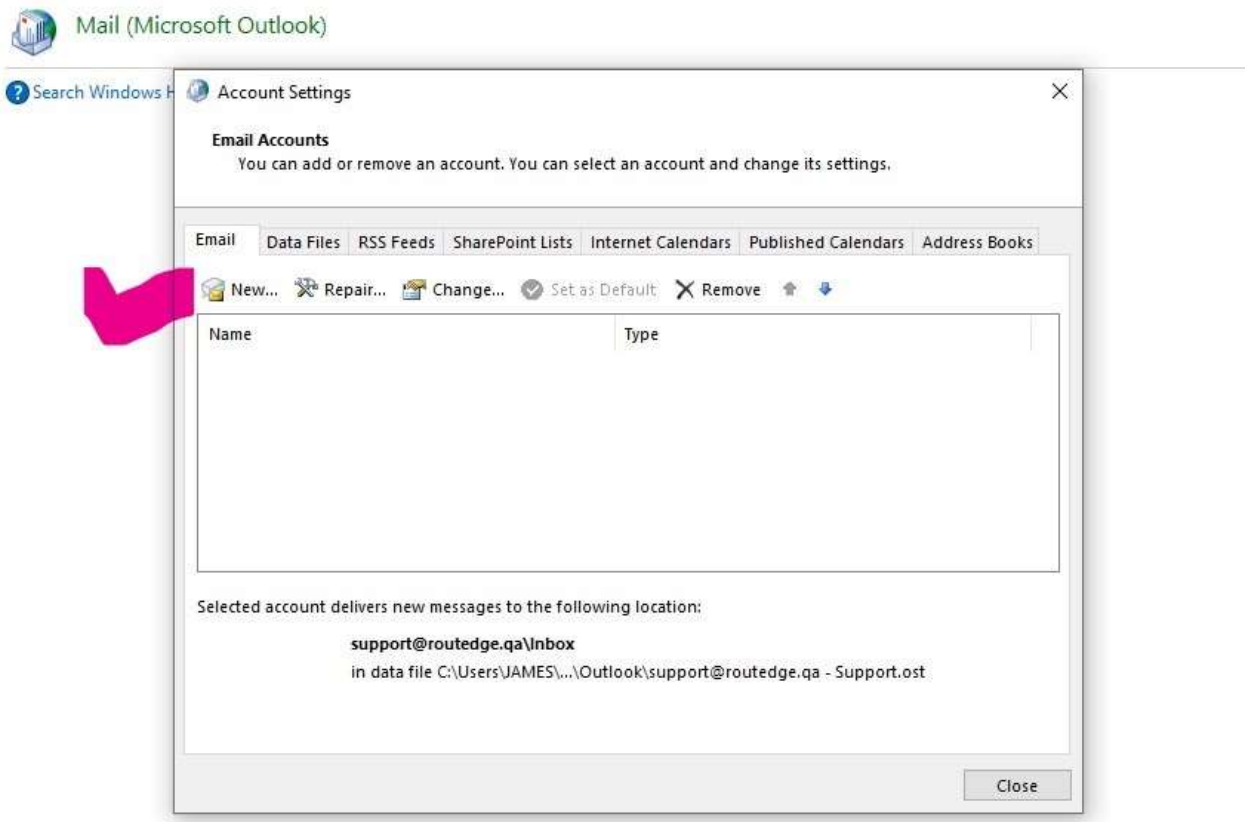
3. Type "mail" in the task bar and you will get a Microsoft Outlook Mail button



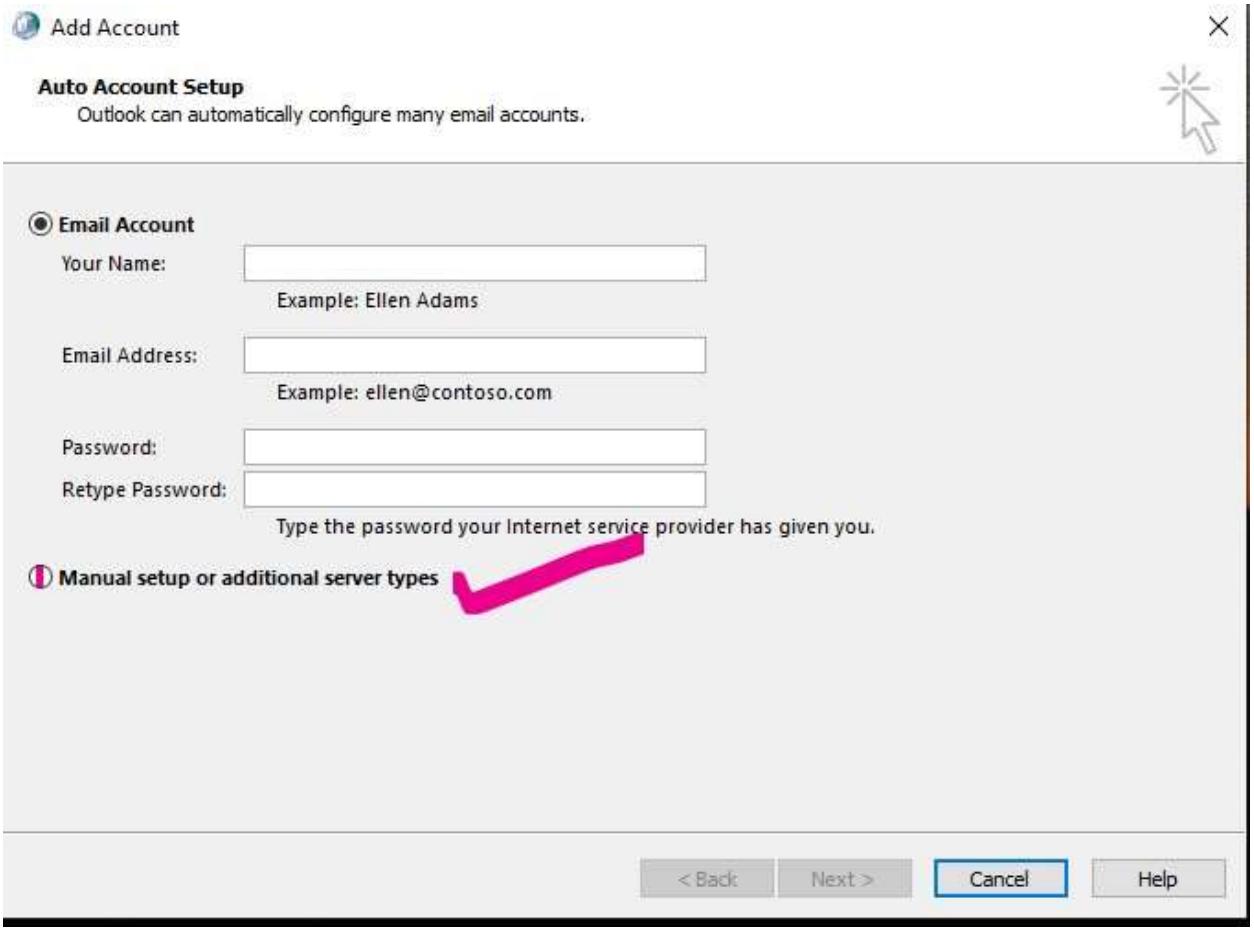
4.Click on the Mail button and Mail setup Windows open, click on Email Accounts



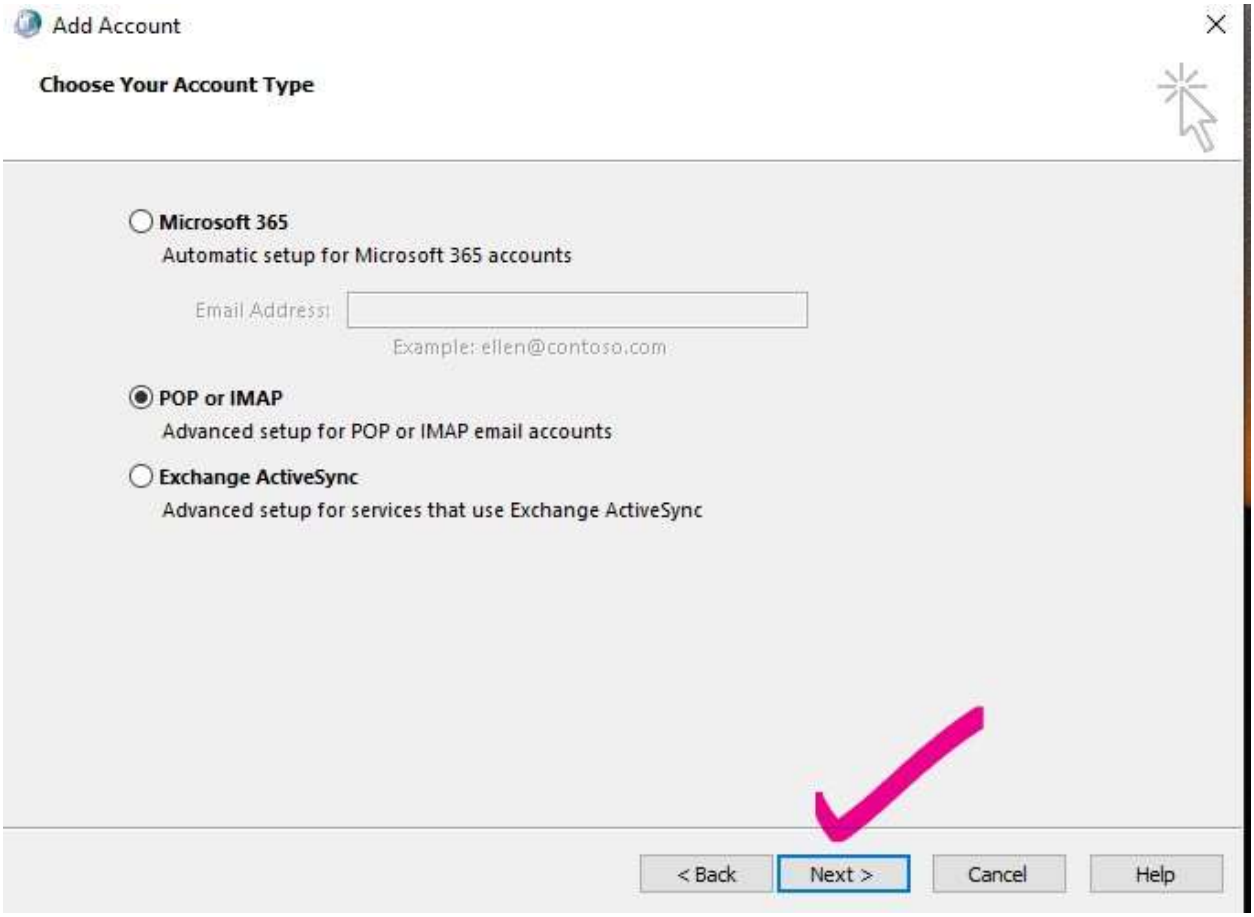
5. Email Accounts Window opens and click “New” to add a new email account



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



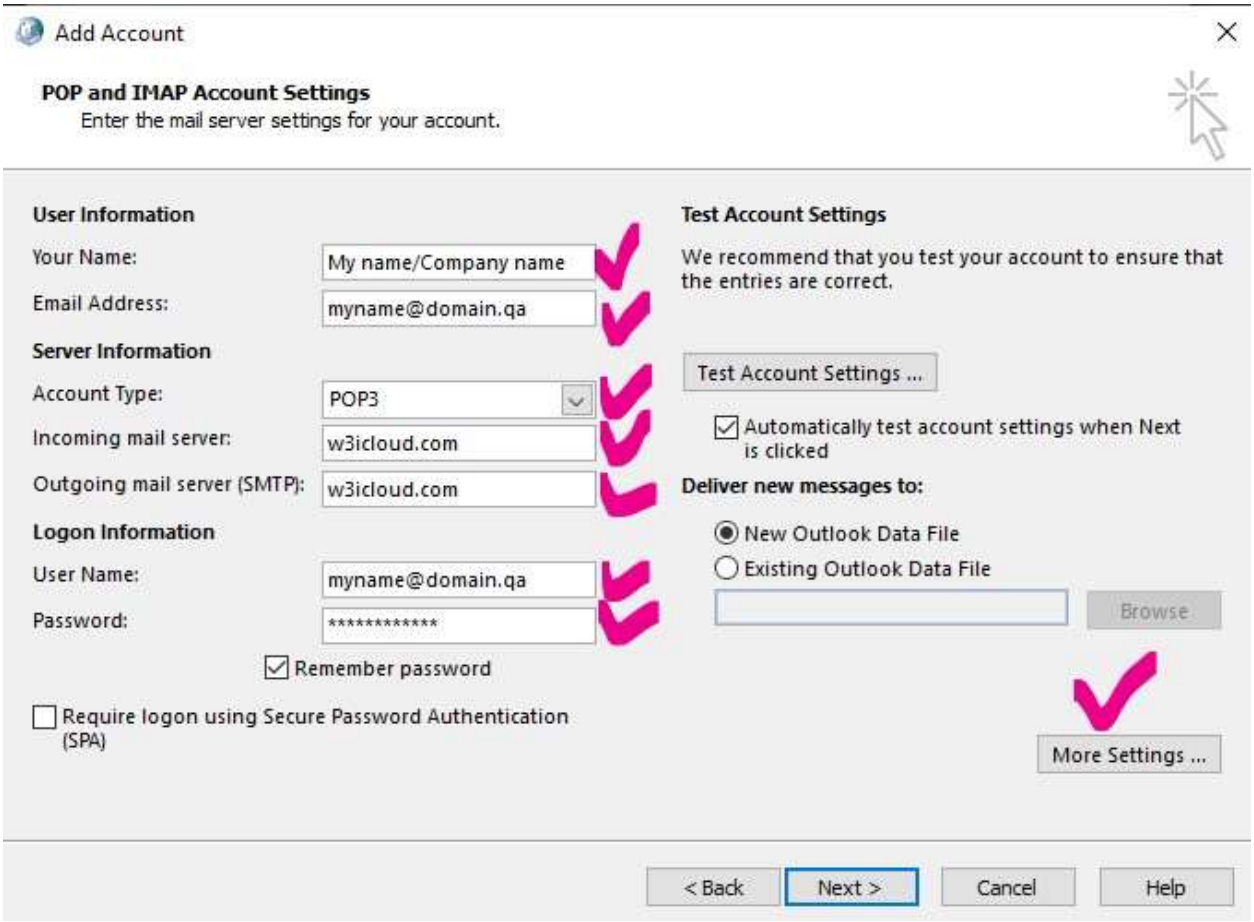
7.This Window please choose POP or IMAP option and click Next



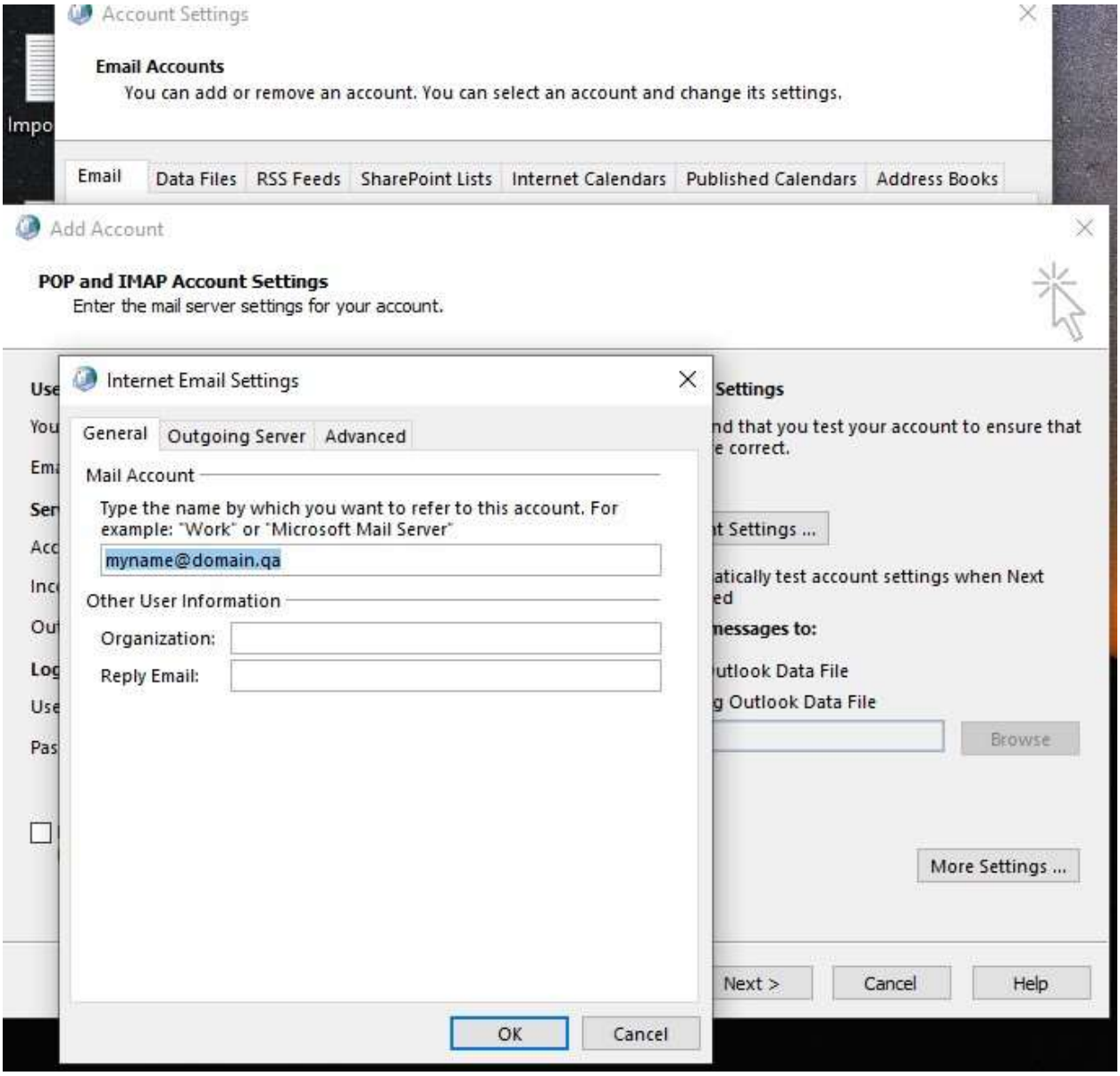
8. Please fill your email id and password details in the Account settings page

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.**



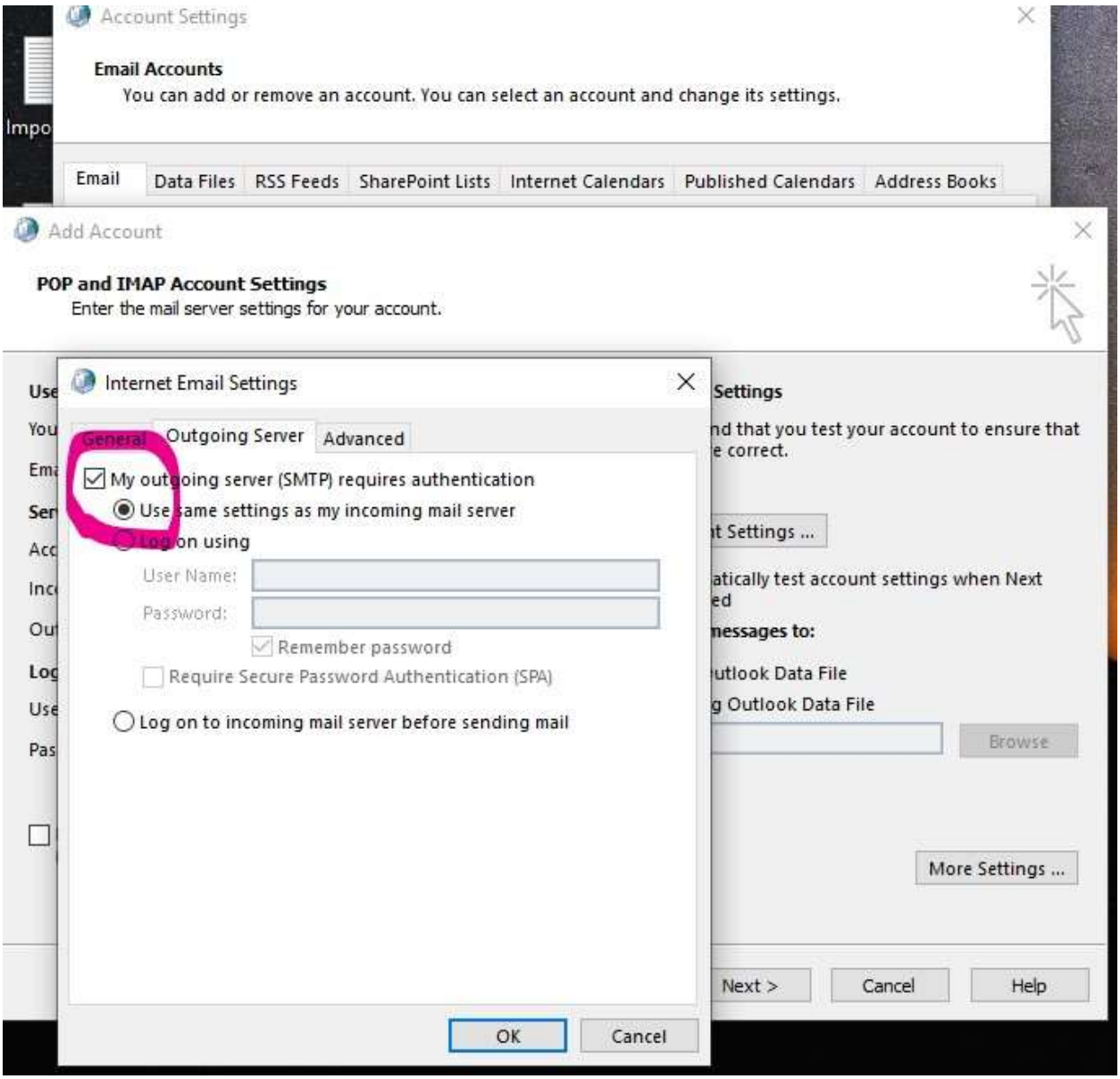
9. Click on More Settings, skip General section as it is



10. Tick to select Outgoing Server section as

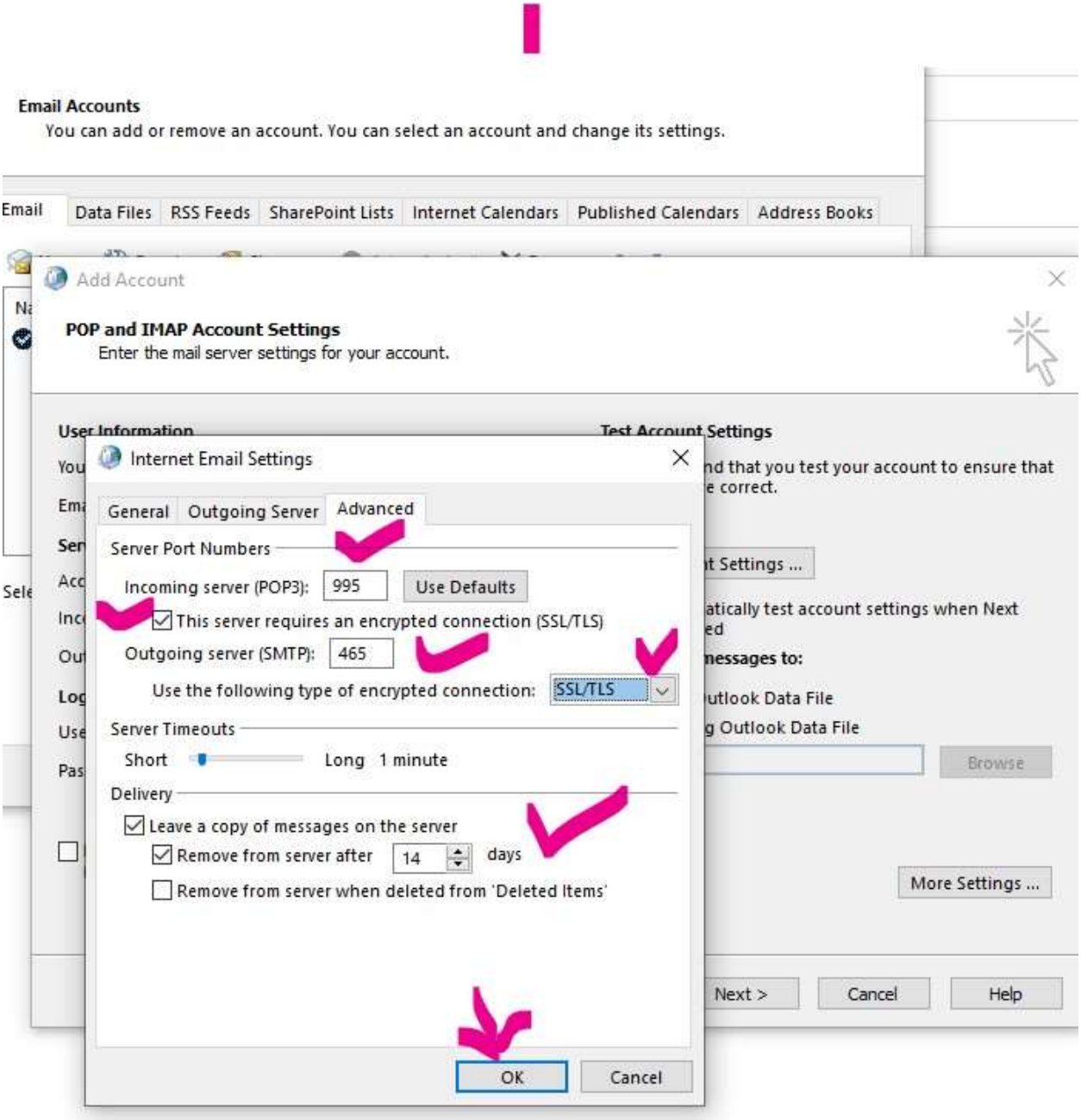
My Outgoing Server SMTP requires Authentication,

This is most important for sending emails

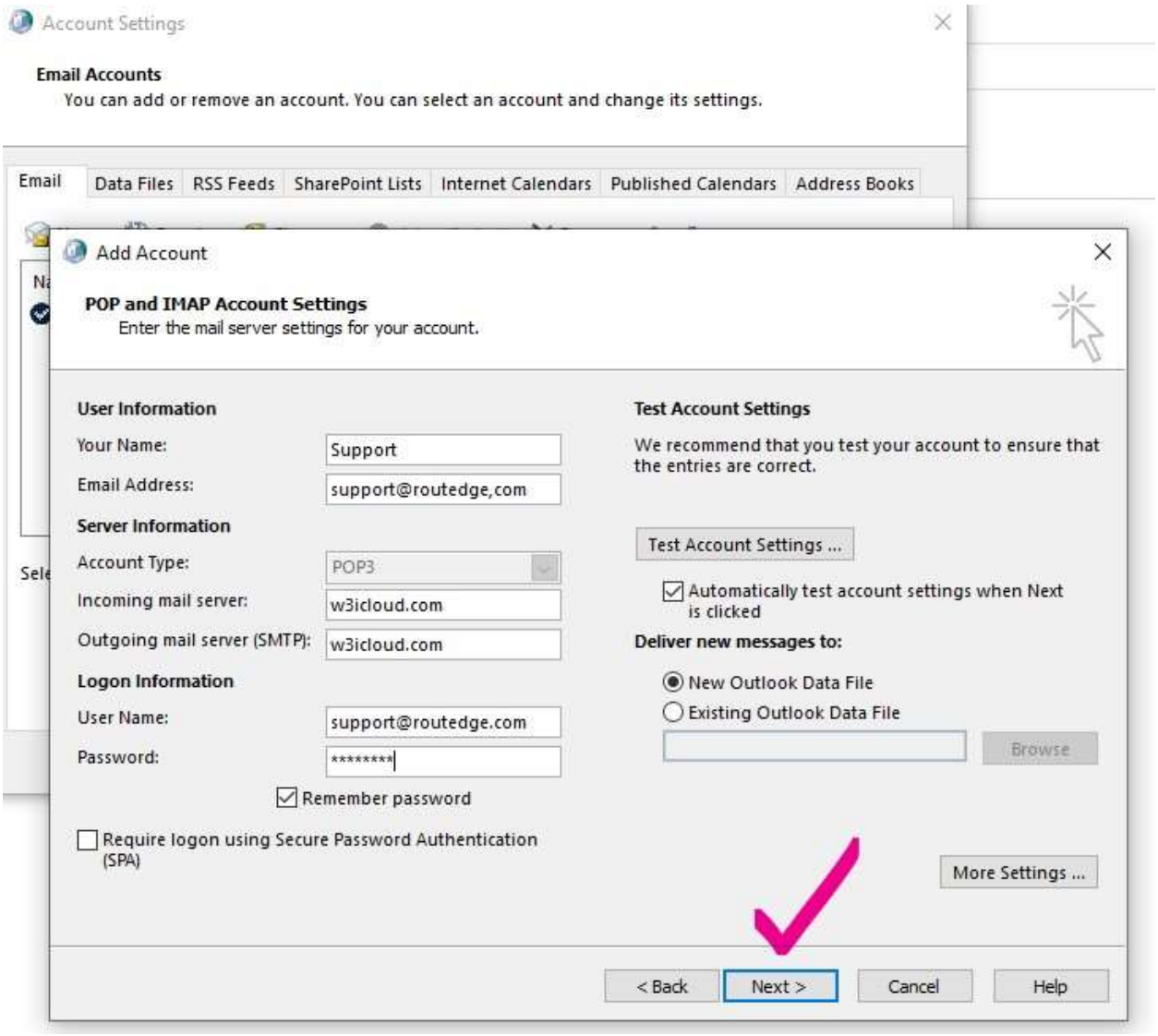
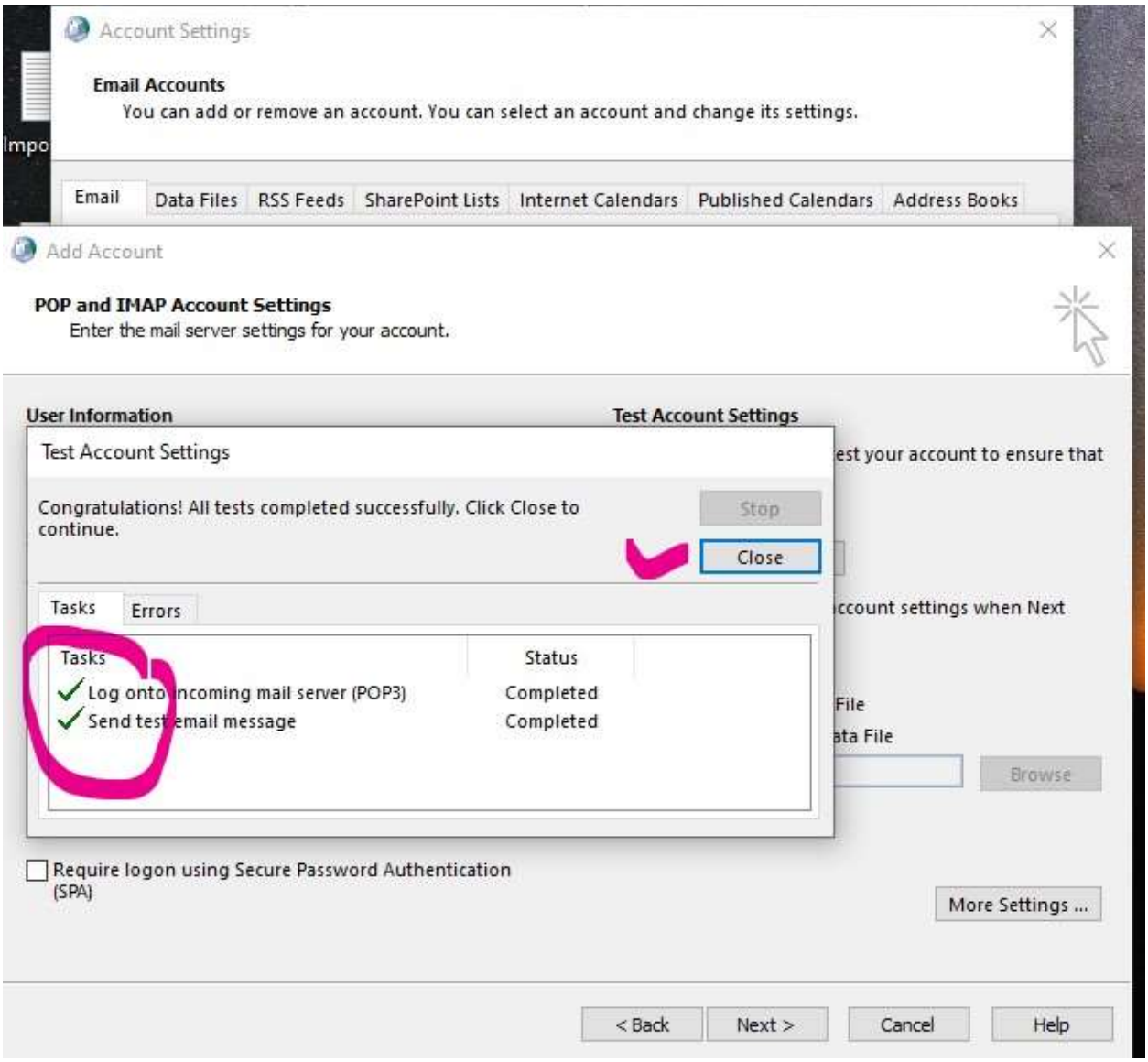


11. Click Advanced

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



12. Click “Next” to verify settings



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