This is an beta website by <u>Inclusive Bytes CIC</u>, The aim is to create one location for digital resources in Oldham.



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## Adding a POP3 or IMAP email account to Microsoft Outlook

Click Start, Type "Control" and click on "Control Panel



Click on "Mail (Microsoft Outlook)



Then click "Email Accounts"



## Then Click "New"

mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Publish
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You will now have access to the traditional Outlook add email screen.

Fill in the boxes and choose "Manual setup or additional server types"

Auto Account Setup Outlook can automa	atically configure many email accounts.
O Email Account	
Your Name:	Example: Ellen Adams
Email Address:	
l	Example: ellen@contoso.com
Password:	
Retype Password:	Type the password your Internet service provider has given you.
O Manual setup or ad	ditional server types

Choose POP or IMAP then click "Next"

Choose Your Account Type				苶
O Microsoft 365				
Automatic setup for	Microsoft 365 accounts			
Email Address:				
	Example: ellen@conto	so.com		
O POP or IMAP				
Advanced setup for	POP or IMAP email account	s		
O Exchange ActiveSyn	c			
Advanced setup for	services that use Exchange	ActiveSync		

Add your configuration details and then click "Next".

_	Enter the mail server setti	ngs for your account.	47
	User Information		Test Account Settings
	Your Name:		We recommend that you test your account to ensure that
	Email Address:		the entries are concer.
-	Server Information		Test Account Settings
ele	Account Type:	POP3 🗸	Automatically test account settings when Next
	Incoming mail server:		is clicked
	Outgoing mail server (SMTP):		Deliver new messages to:
	Logon Information		New Outlook Data File
	User Name:		<ul> <li>Existing Outlook Data File</li> </ul>
	Password:		Browse
	C R	member password	
	Require logon using Secur (SPA)	e Password Authentication	A loss of all loss of
			More Settings

Made with the help and support of <u>Inclusive Bytes CIC</u>

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