

Welcome to Microsoft Outlook 2016



# Welcome to Outlook 2016

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

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Microsoft Outlook Account Setup



**Add an Email Account**



Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

☒ **Yes**

☐ **No**

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## 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

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Add Account



Choose Service



- ☐ 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

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## Add Account



### POP and IMAP Account Settings

Enter the mail server settings for your account.



#### User Information

Your Name: Lê Trần Hải Nam

Email Address: nam\_lth@baohiembaolong.vn

#### Server Information

Account Type: POP3

Incoming mail server: mail.baohiembaolong.vn

Outgoing mail server (SMTP): mail.baohiembaolong.vn

#### Logon Information

User Name: nam\_lth

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.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

#### Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Browse

More Settings ...

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Internet E-mail Settings

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

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