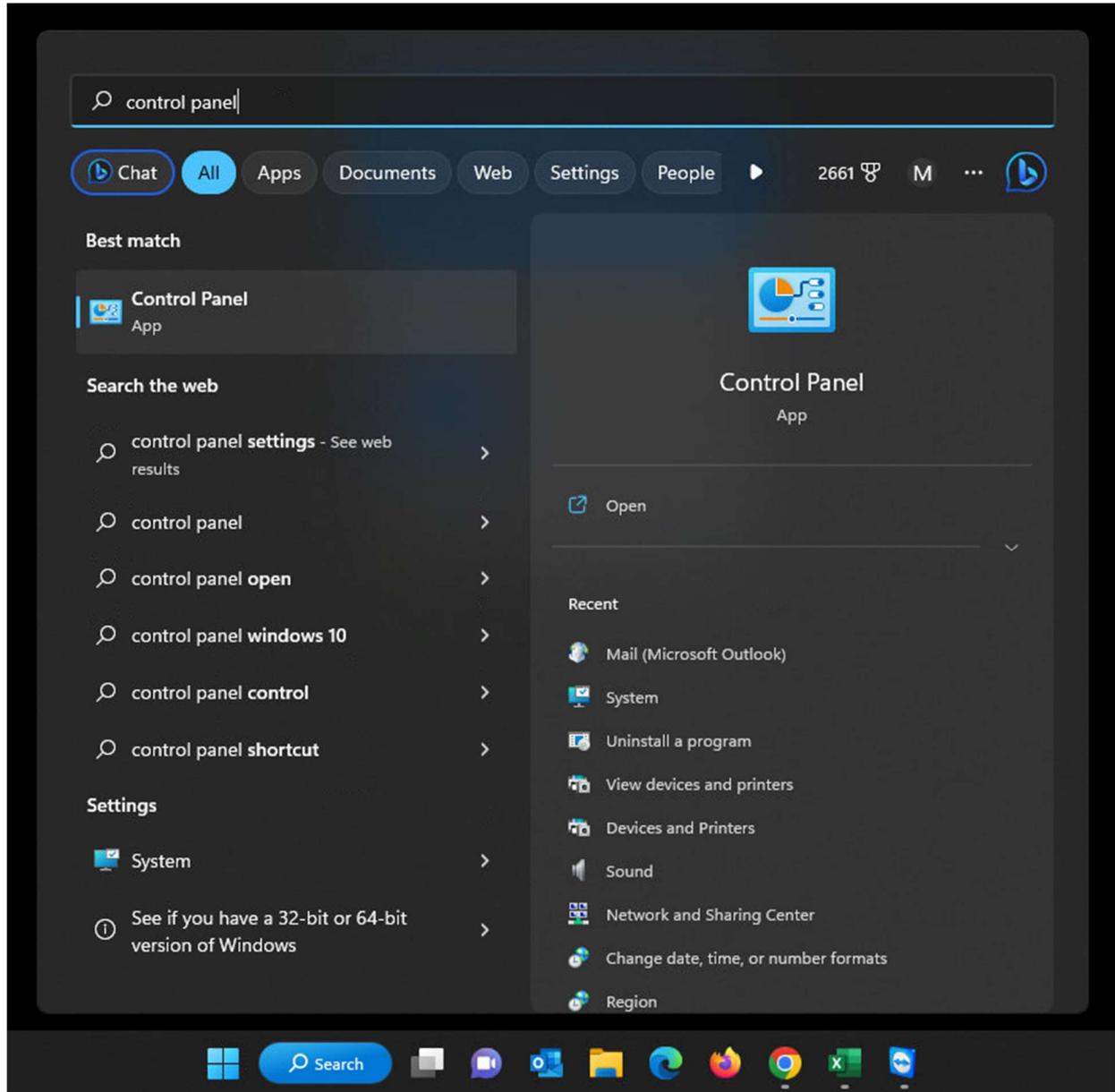


# Email Configuration Guide

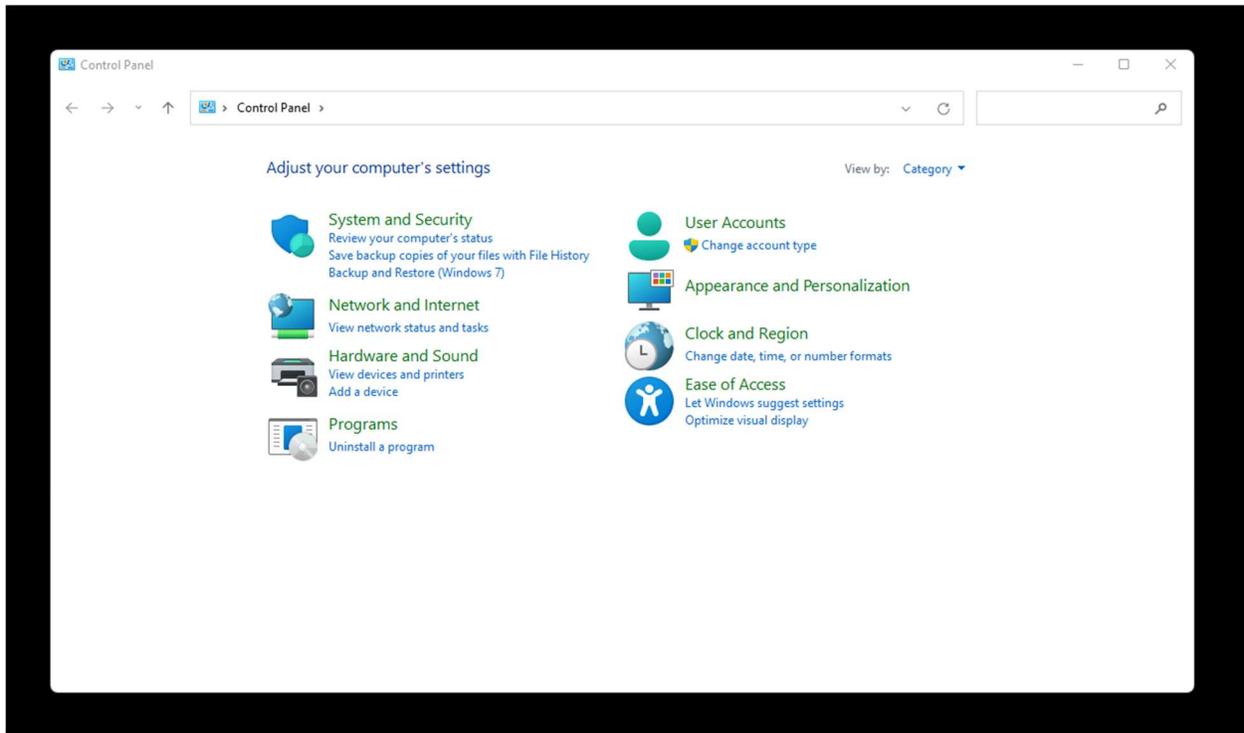
*For*

Microsoft Outlook on Windows 10/11

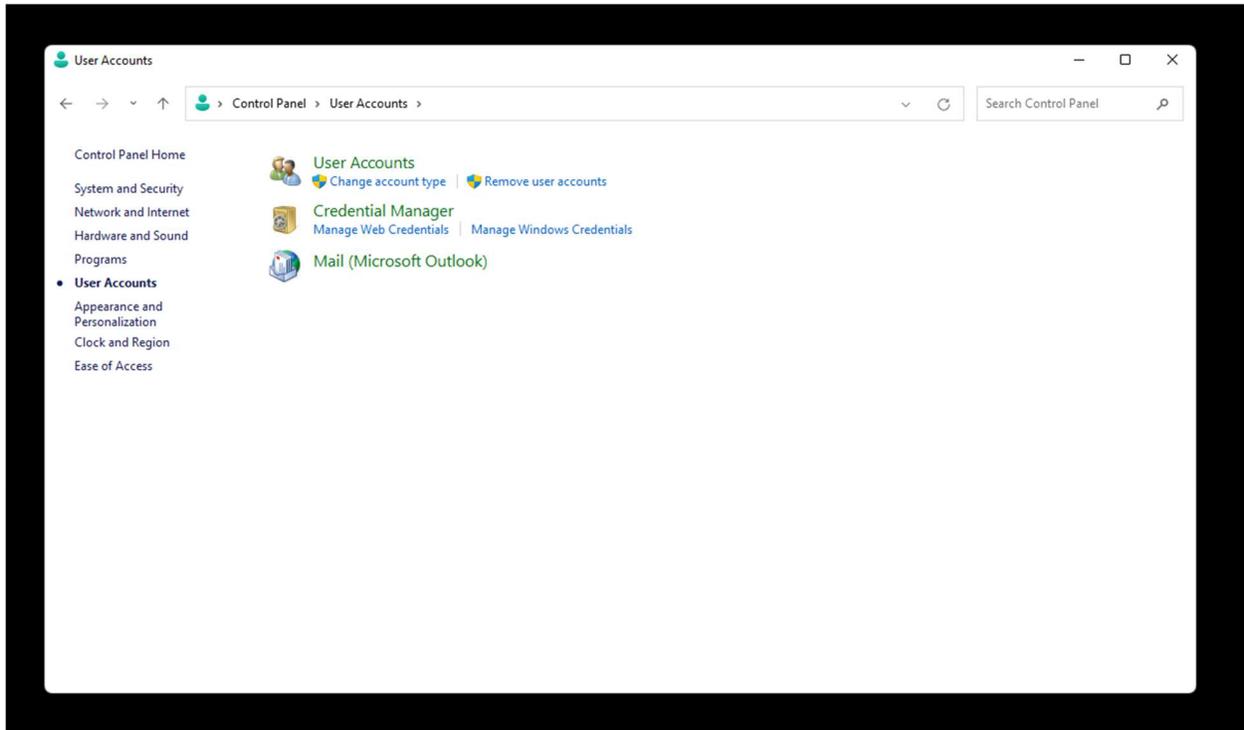
Step 1: On your PC/laptop desktop, click on the search bar (“Type here to search), and type in [Control Panel]. Click on [Control Panel].



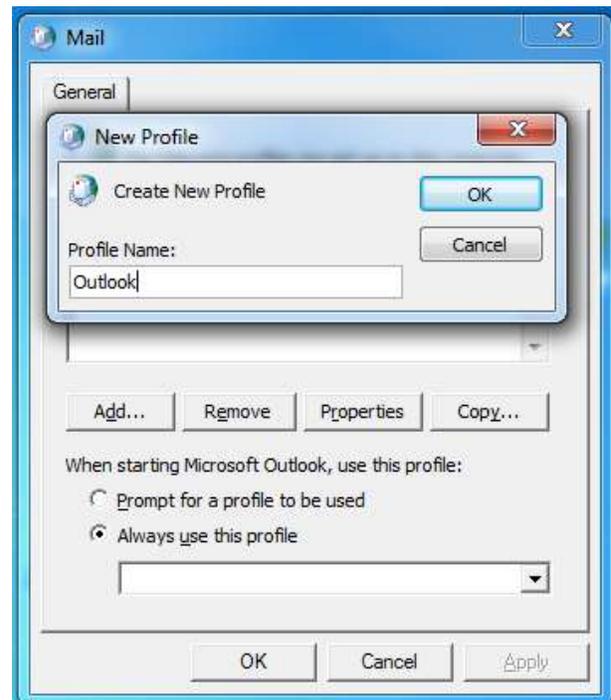
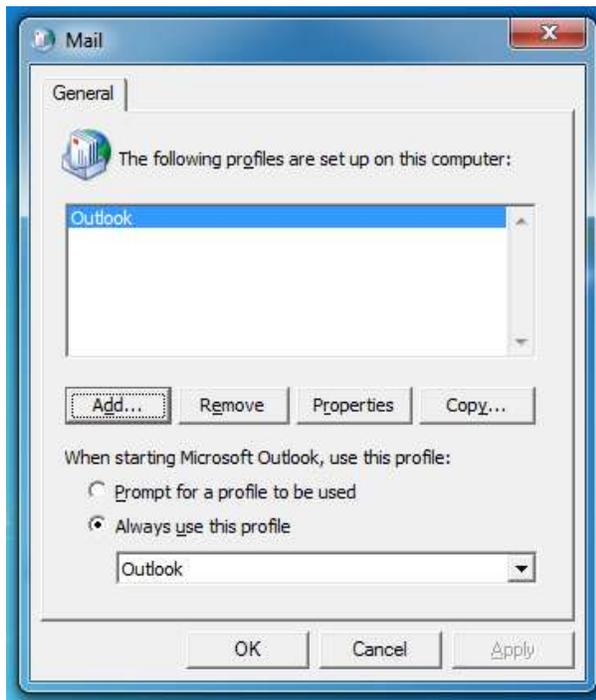
Step 2: The [Control Panel] window will open up. Click on [User Accounts].



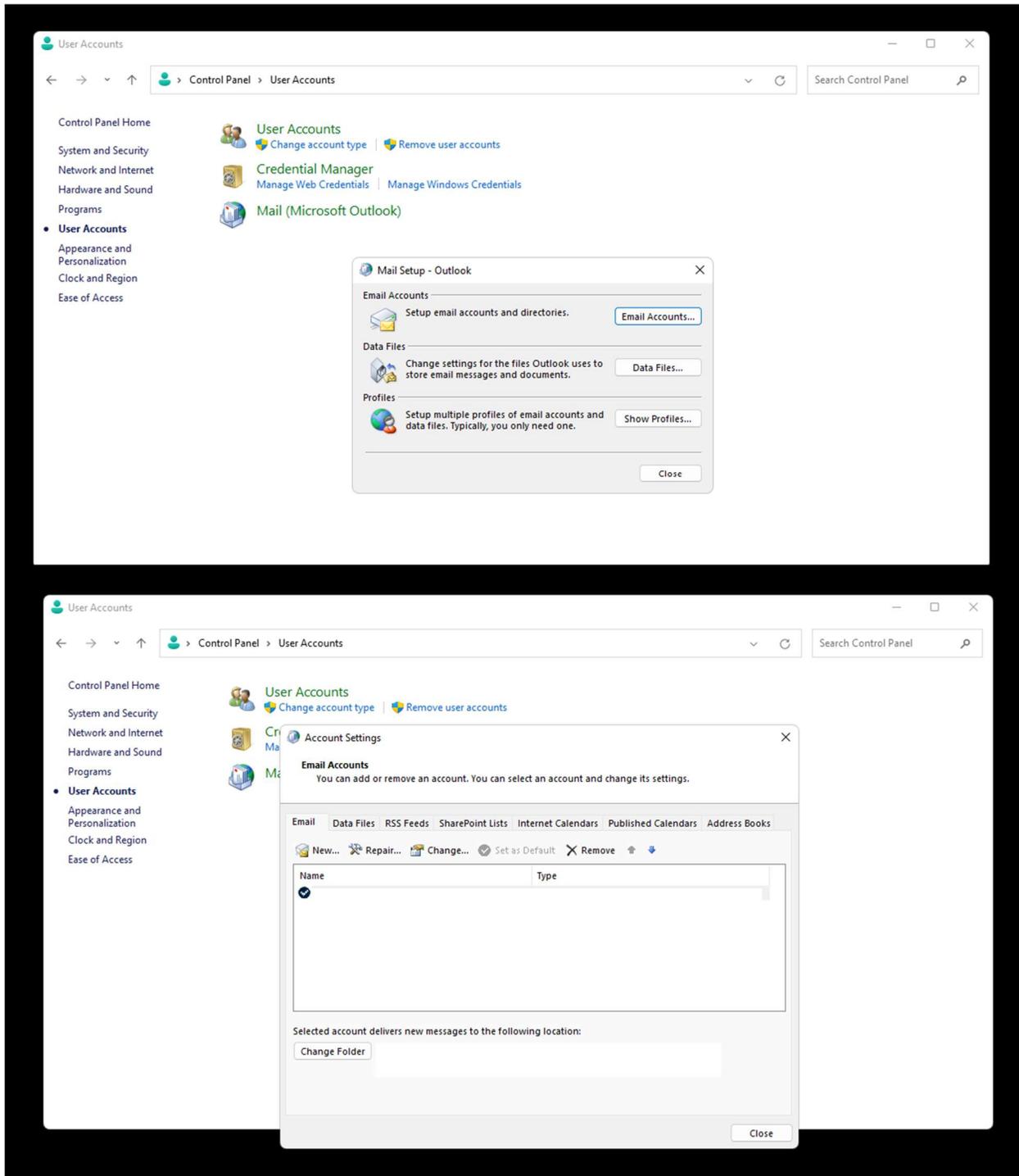
Step 3: Click on [Mail (Microsoft Outlook)] or [Mail (Microsoft Outlook20XX) (32-bit)] (XX refers to the version of your Microsoft Office).



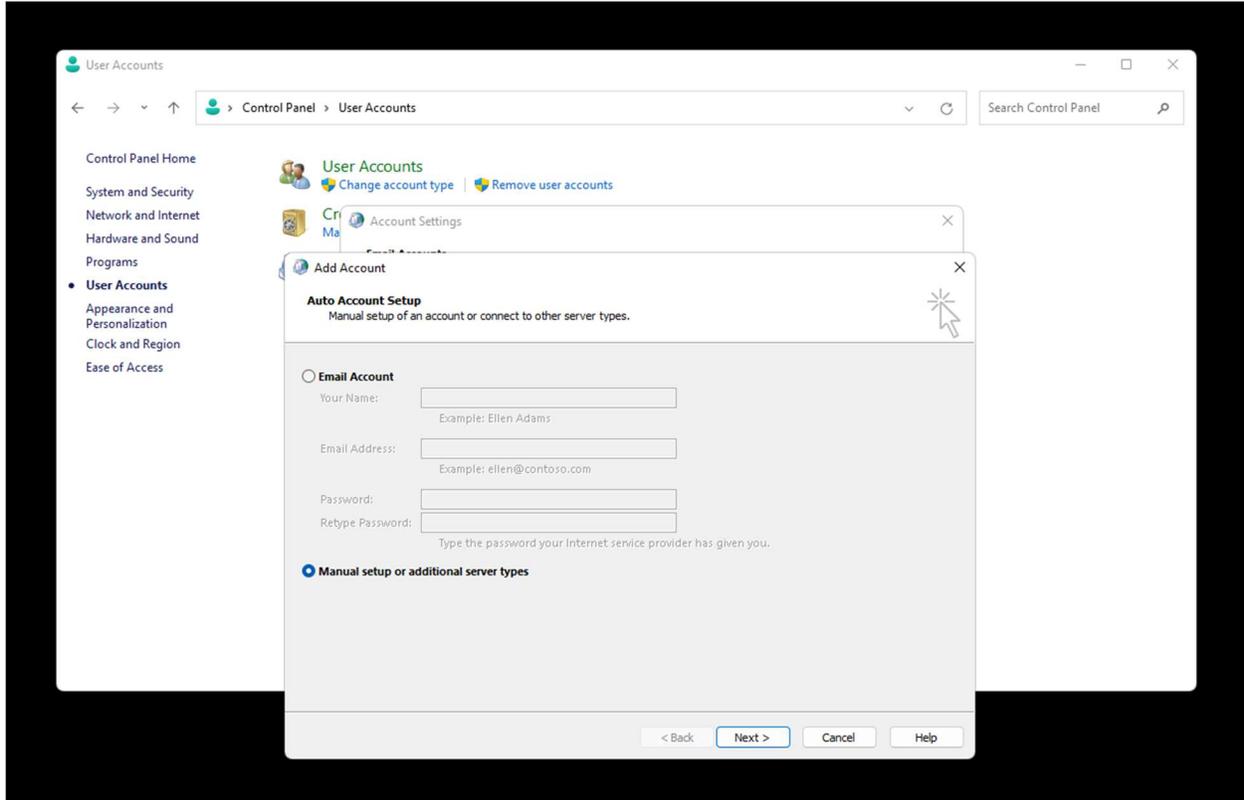
Step 4: If you have never created any email accounts on your Outlook before, the following Window will appear. Click on [Add], and enter [Outlook] in the profile field. Click [OK] and go to Step 6.



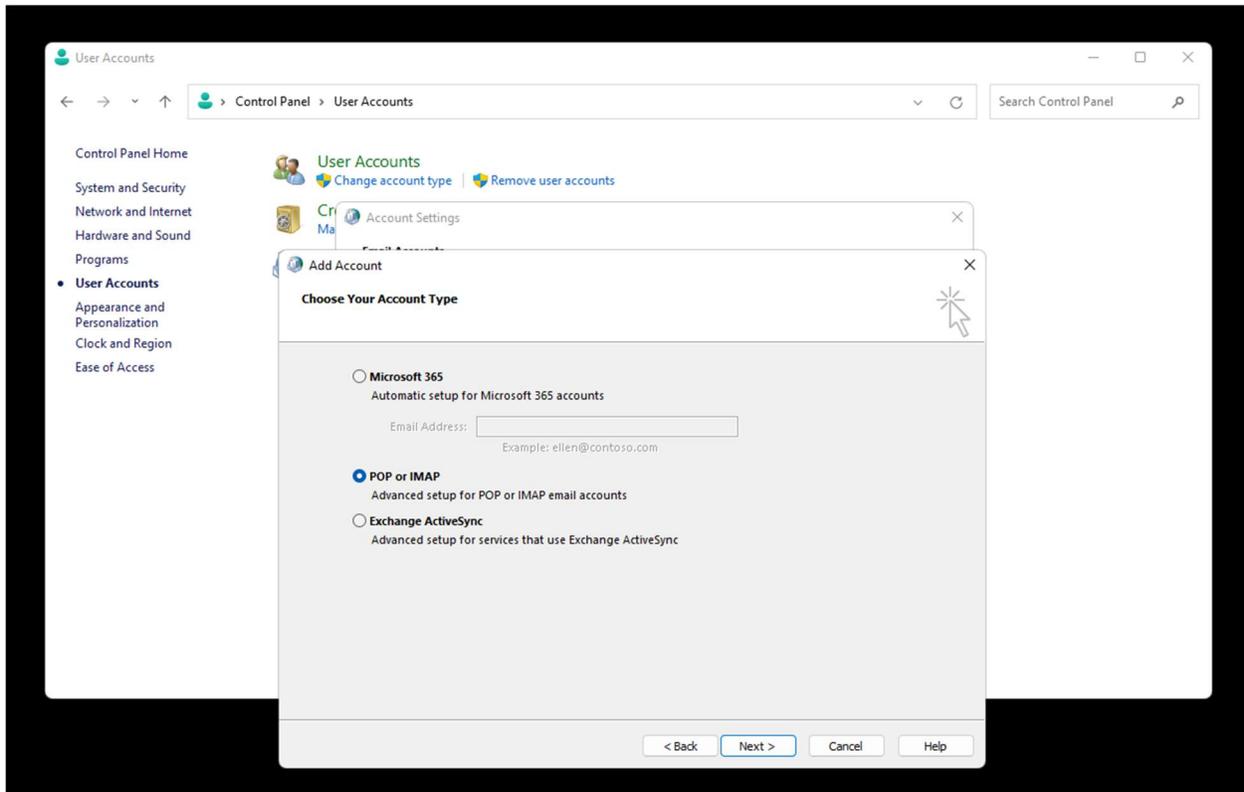
Step 5: If you have created email accounts before, the following window will appear. Click on [Email Accounts], and the bottom window will appear. Click on [New].



Step 6: The following window will pop out. Choose [Manual setup or additional server types], and click on [Next].



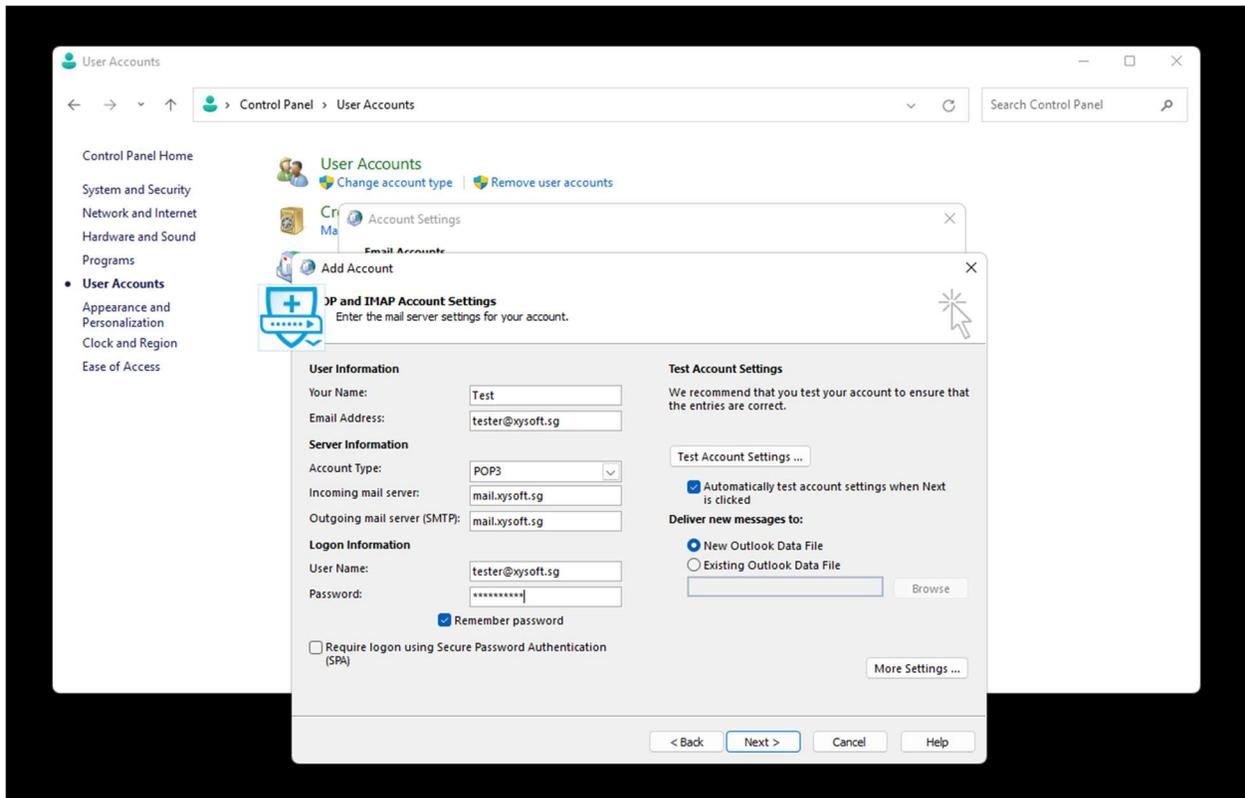
## Step 7: Choose [POP or IMAP].



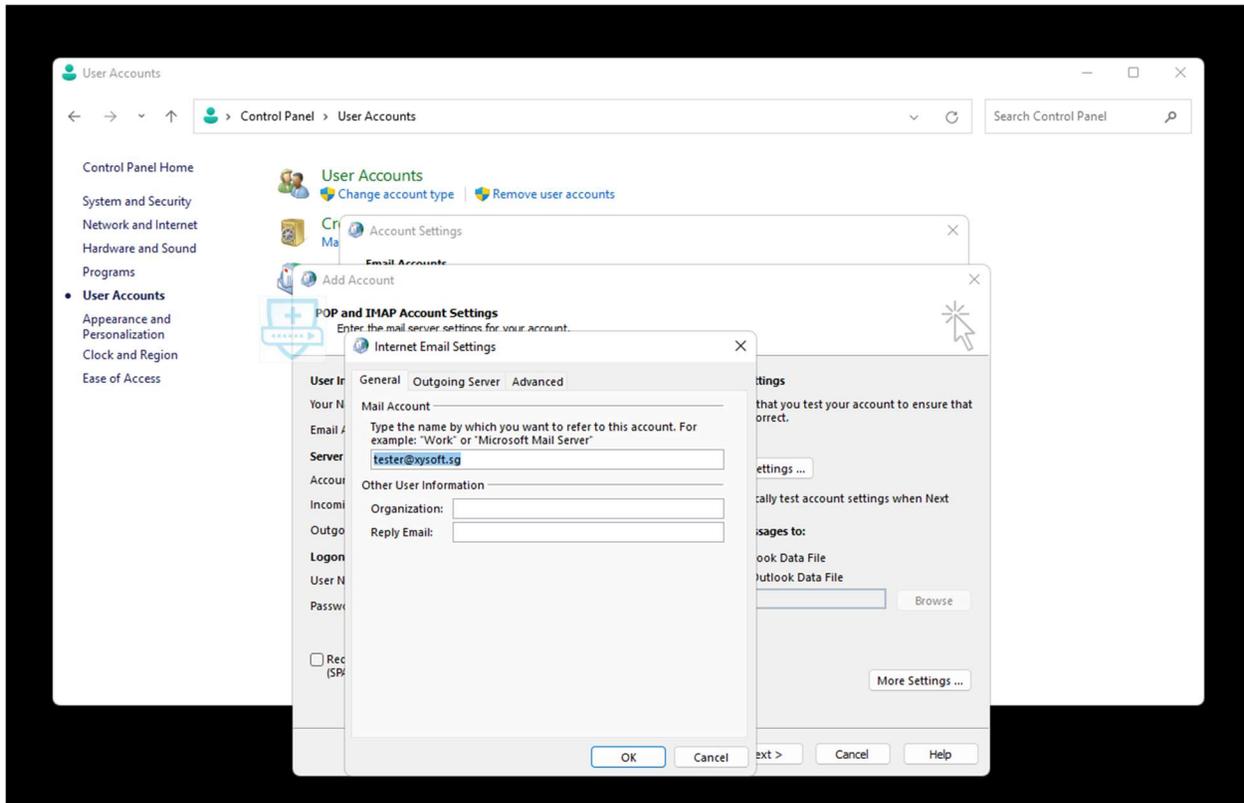
Step 8: Enter your details into the necessary field, for incoming and outgoing mail server, please refer to the last page for details.

After you are done, click on [More Settings].

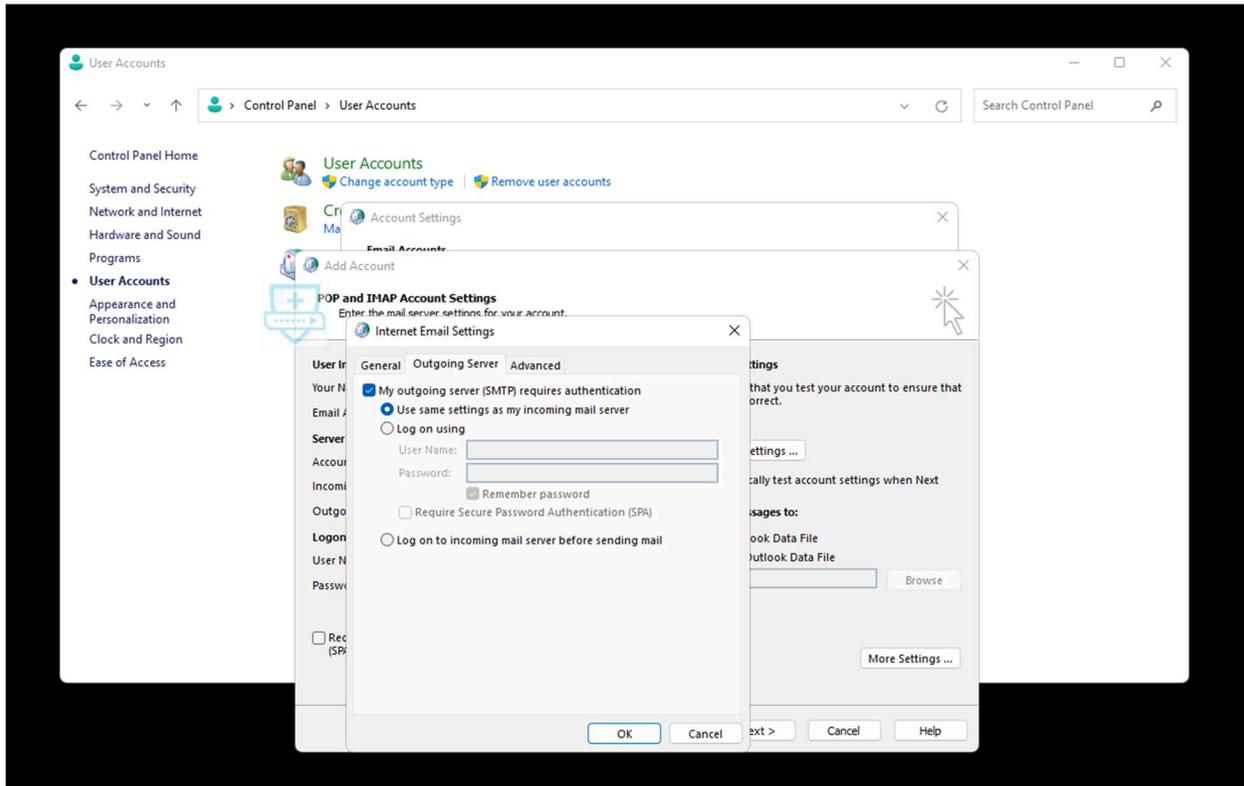
\*Note: Please enter your email in full for [Email Address], and [Username].



Step 9: The following window will pop out. Go to the [Outgoing Server] tab.



Step 10: Check [My outgoing server (SMTP) requires authentication], and select [Use same settings as my incoming mail server]. When done, go to the [Advanced] tab.



Step 11: Under [Advanced] tab, enter the following details.

If the email account is setup as POP, the incoming server (POP3) port number is 995.

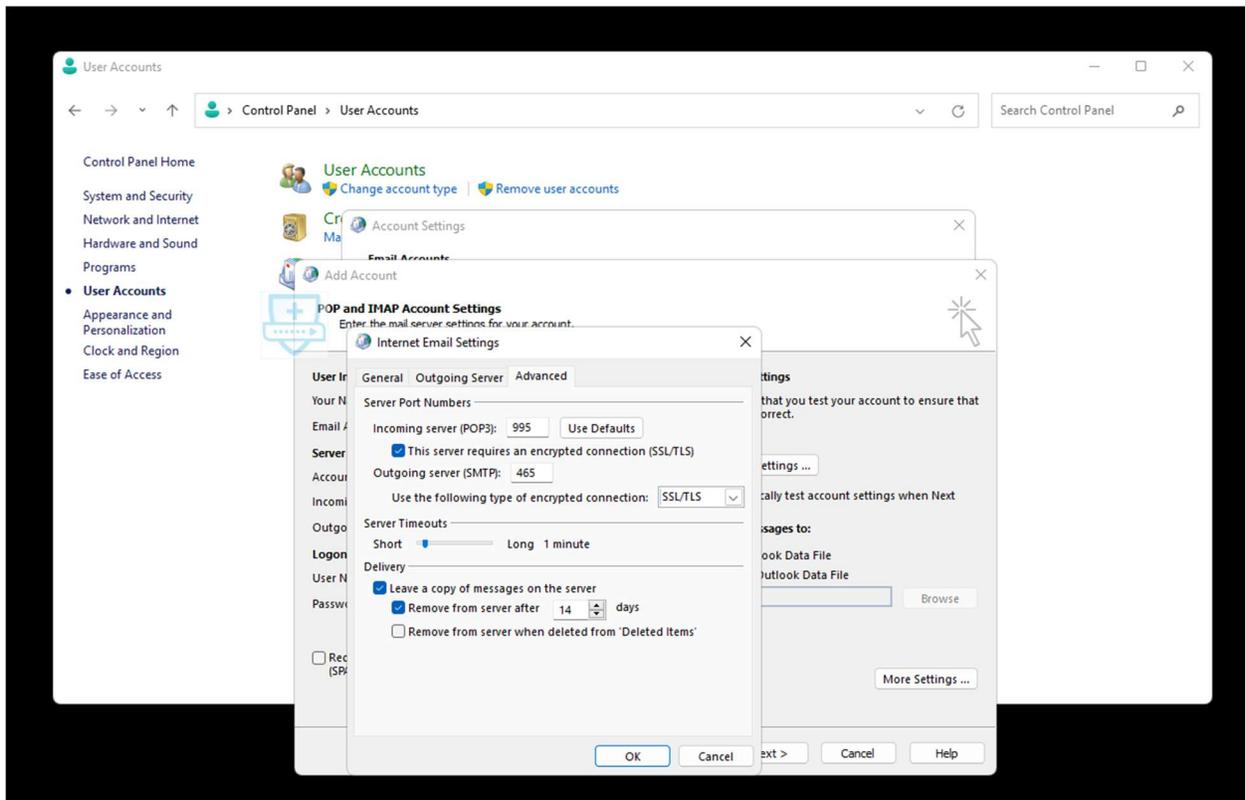
If the email is setup as IMAP, the incoming server (IMAP) port number is **993**.

For incoming server, check [This server requires an encrypted connection (SSL/TLS)]

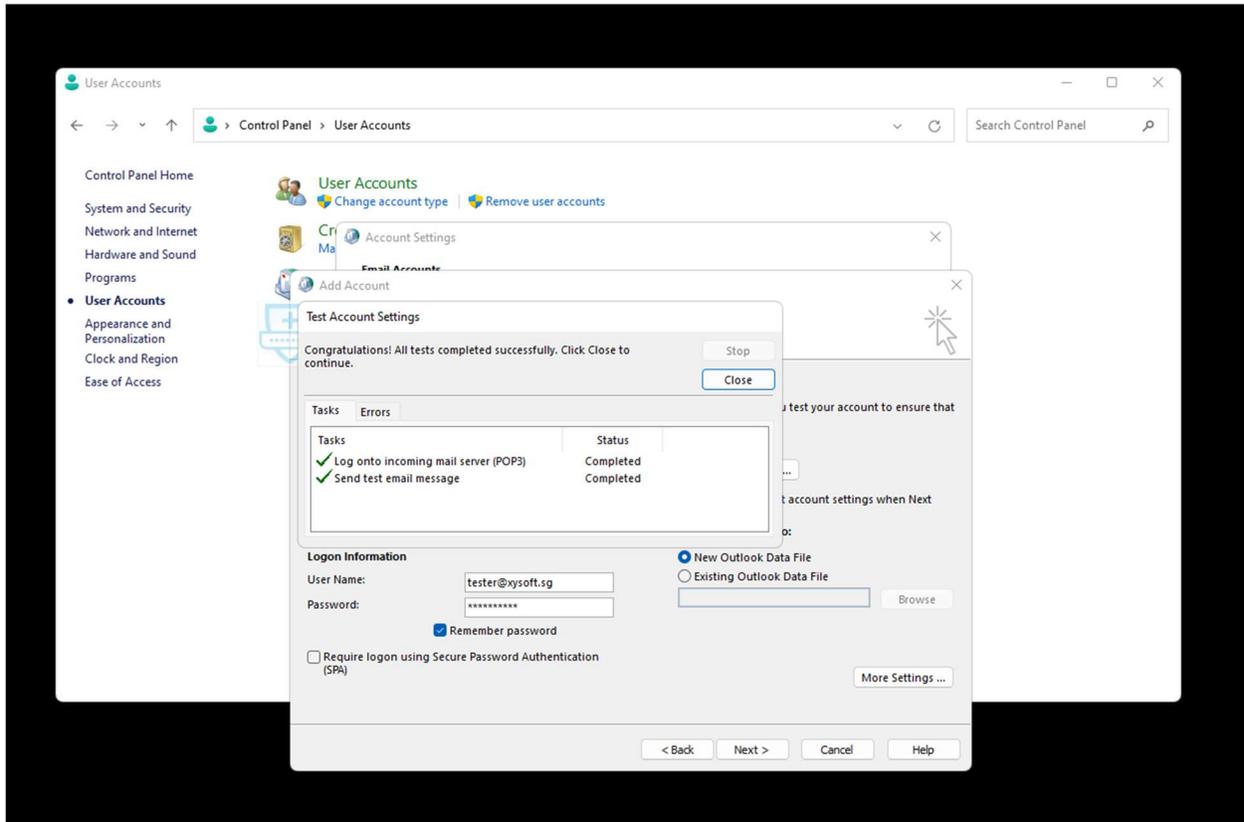
Outgoing server (SMTP) port number for both POP and IMAP is **465**.

For outgoing server, select [SSL/TLS] for [Use the following type of encrypted connection].

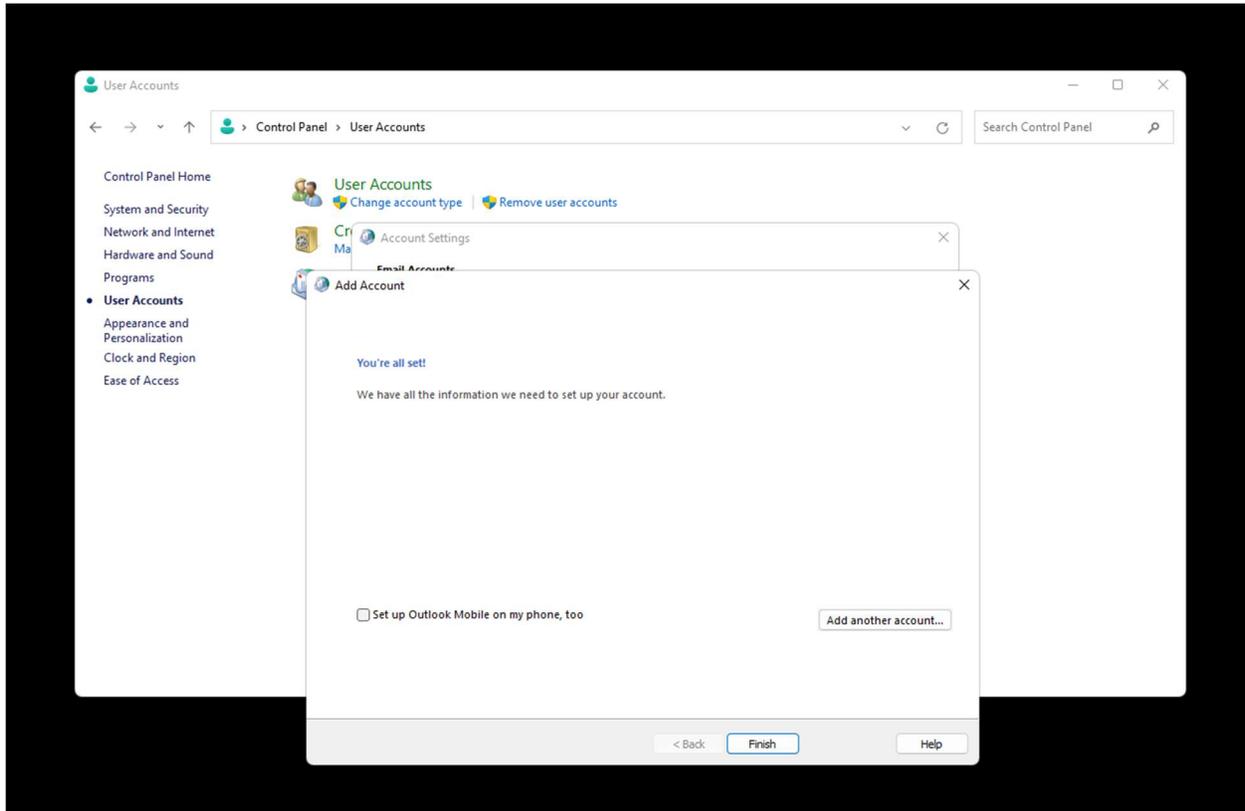
When done, click [Ok].



Step 12: Click on [Next], and the [Test Account Settings] window will pop out. If the details are entered correctly, the test will be successful. Click [Close] after the test is successful.



Step 13: Email account for Outlook has been set up successfully when you see the following window.



## **KEY INFORMATION**

### **Your\_Domain**

example.com

### **Email Address**

name@example.com

### **Server Information**

Incoming mail server: mail.example.com

Outgoing mail server: mail.example.com

### **Logon Information**

User Name: < email address >

Password: < email password >

### **More Settings (Advanced)**

Incoming server (POP3) port: 995

Incoming server (IMAP) port: 993

Outgoing server (SMTP) port (for both POP3 or IMAP): 465

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