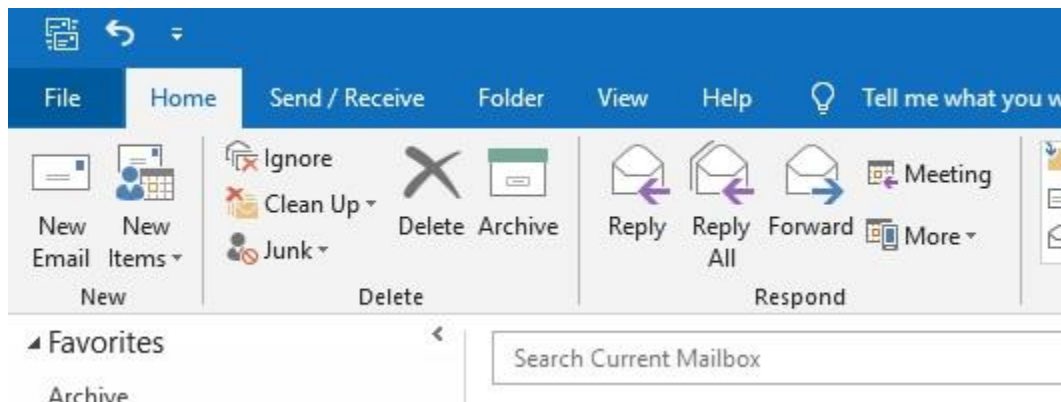
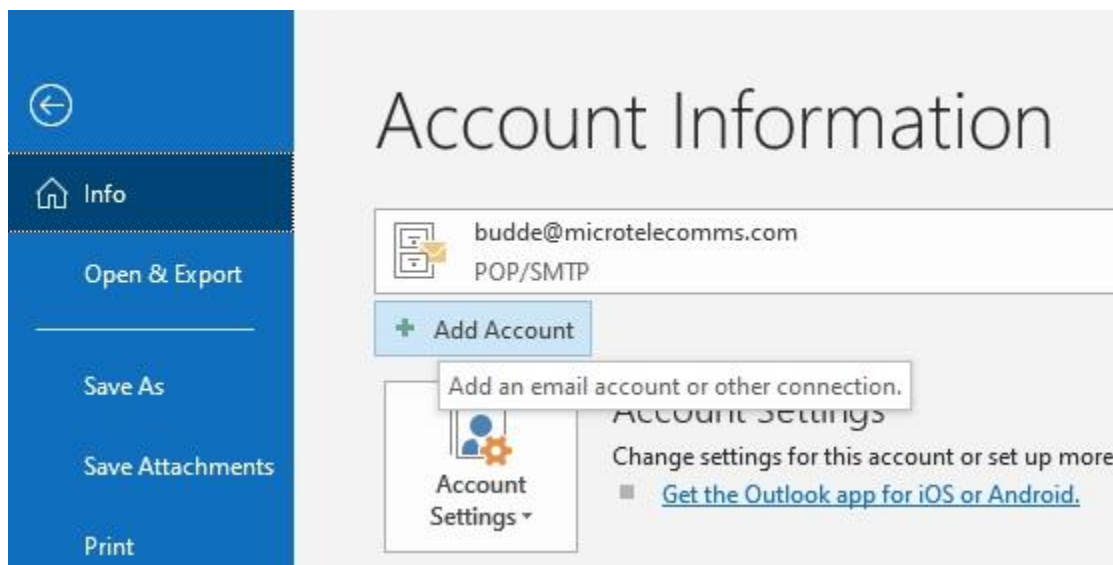


HOW TO CONFIGURE MICROSOFT OUTLOOK (2013/2016) POP3 EMAIL ACCOUNT STEP-BY-STEP GUIDE

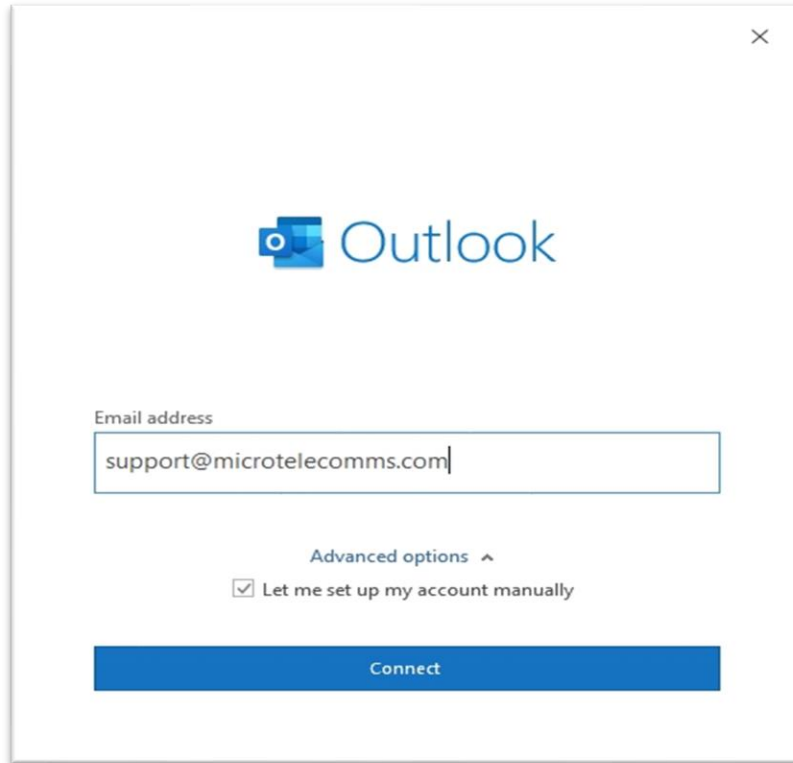
Step 1: Open outlook application on your computer and click on "File" menu



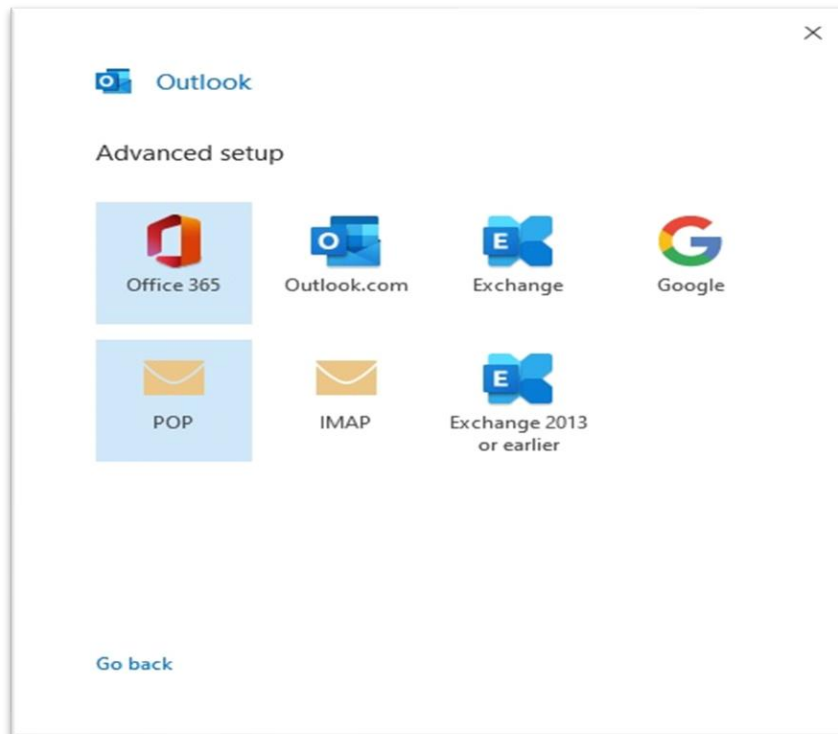
Step 2: The following window will appear. Click on "+Add Account" button



Step 3: The following window will pop-up. Enter your email address provided by your administrator and Click on **“Advanced Options”**. Check the box **“Let me set up my account manually”** and click on **“Connect”** button



Step 4: The following window will pop-up. Click on **“POP”**.



Step 5: The following “POP Account Settings” window will appear. In “incoming mail” type “mail.yourdomainname.com” e.g. mail.microtelecomms.com. Type the same settings on “Outgoing mail” and then click on “Next” button

POP Account Settings
support@microtelecomms.com (Not you?)

Incoming mail
Server mail.microtelecomms.com Port 110
 This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server mail.microtelecomms.com Port 25
Encryption method None
 Require logon using Secure Password Authentication (SPA)

Message delivery
 Use an existing data file
Browse...

Go back Next

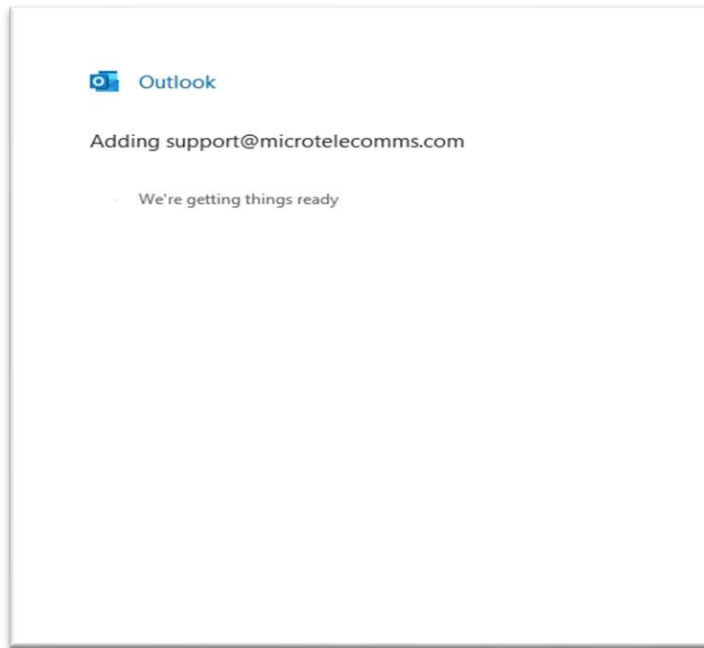
Step 6: The following window will pop-up, and your password for your email address account. Click on “Connect” button.

POP Account Settings
support@microtelecomms.com (Not you?)

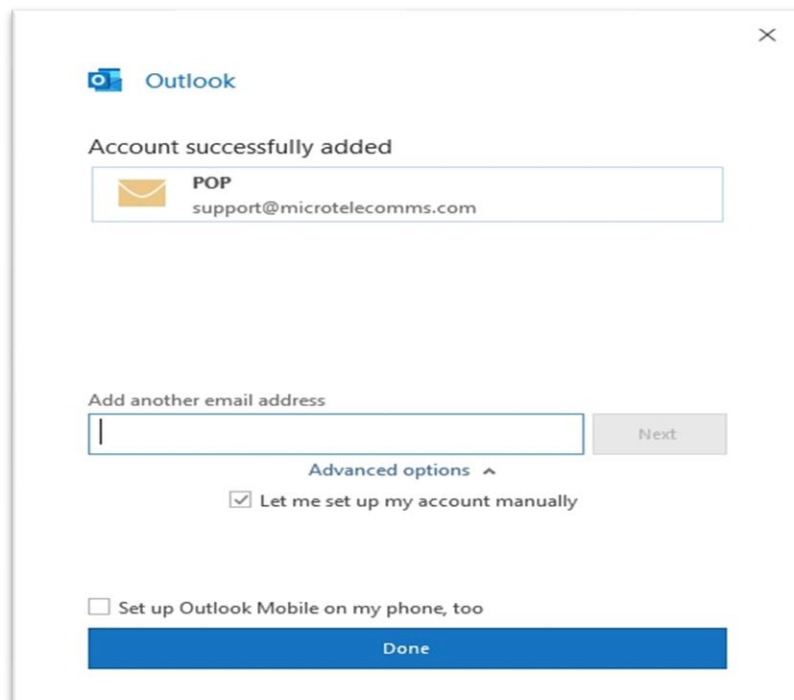
Password

Go back Connect

Step 7: The following window will appear indicating that your outlook email account is being set-up.



Step 8: The following window will appear indicating that your outlook account has been successfully added/configured.



Step 9: Click on **“Done”** button. Close outlook and reopen, YOU ARE DONE!