Welcome to Outlook 2016

Outlook helps 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.

[< Back] [Next >] [Cancel]

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

< Back   Next >   Cancel

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

○ **Email Account**

Your Name:
[   ]
Example: Ellen Adams

Email Address:
[   ]
Example: ellen@contoso.com

Password:
[   ]

Retype Password:
[   ]
Type the password your Internet service provider has given you.

◉ **Manual setup or additional server types**

[< Back] [Next >] [Cancel]

Add Account   ✕

Choose Your Account Type

◯ **Office 365**

    Automatic setup for Office 365 accounts

    Email Address: [_____]

              Example: ellen@contoso.com

◉ **POP or IMAP**

    Advanced setup for POP or IMAP email accounts

◯ **Exchange ActiveSync**

    Advanced setup for services that use Exchange ActiveSync

                   [< Back]   [Next >]   [Cancel]

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: `Test AWD`

Email Address: `test@awd.sk`

Server Information

Account Type: `POP3` ⌄

Incoming mail server: `mail.awd.sk`

Outgoing mail server (SMTP): `mail.awd.sk`

Logon Information

User Name: `test@awd.sk`

Password: `********`

☑ Remember password

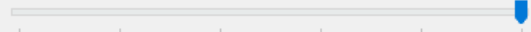☐ Require logon using Secure Password Authentication (SPA)

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 ...]

[< Back] [Next >] [Cancel]

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Add Account   ✕

POP and IMAP Account Settings
  Enter the mail server settings for your account.

User Information   **Test Account Settings**

Your Name: Test AWD   We recommend that you test your account to ensure that
                                       the entries are correct.
Email Address: test@awd.sk

Server Information

Account Type: IMAP   [Test Account Settings ...]

Incoming mail server: mail.awd.sk   ☑ Automatically test account settings when Next is
                                               clicked
Outgoing mail server (SMTP):   mail.awd.sk

Logon Information

User Name: test@awd.sk

Password: ********   Mail to keep offline: All

                  ☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

                                                        [More Settings ...]

                                       [< Back] [Next >] [Cancel]

Internet Email Settings ✕

General | Outgoing Server | Advanced

Mail Account

Type the <u>n</u>ame by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

`test@awd.sk`

Other User Information

<u>O</u>rganization: [   ]

<u>R</u>eply Email: [   ]

[OK]   [Cancel]

Internet Email 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]

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Internet Email Settings   ✕

General **Outgoing Server** **Advanced**

Server Port Numbers

Incoming server (IMAP): [993] [Use Defaults]

  Use the following type of encrypted connection: [SSL ▾]

Outgoing server (SMTP): [2525]

  Use the following type of encrypted connection: [TLS ▾]

Server Timeouts

Short ━●━━━━━━   Long   1 minute

Folders

Root folder path: [INBOX]

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically

  Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☑ Purge items when switching folders while online

[OK] [Cancel]

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

Add Account   ✕

You're all set!

We have all the information we need to set up your account.

Add another account...

< Back   Finish