# OUTLOOK 2016 SETUP GUIDE

# BELxpress



Click on Outlook 2016 (see below).



#### Step 2

If this is the first time set up, you will see the welcome screen, click on "Next" to continue. Then you'll be asked to "Add and Email Account", tick "Yes" and click on "Next" button.

×

Welcome to Microsoft Outlook 2016

# 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 Ex Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveS accounts.	xchange sync
O you want to set up Outlook to connect to an email account? (● ites) ○ No	
< <u>B</u> ack <u>N</u> ext >	Cancel

If you already have an email account set up, you can add another email account by click on "**File**", then "Add Account" as shown below

E	Inbox - postmaster@be
Info	Account Information
Open & Export	postmaster@belxpress.com
Save As Save Attachments	+ Add Account
Print	Add an e-mail account or other connection. Change settings for this account or set up more connections.
or: .	Settings *

choose manadiscup and additional server types , check on merce
--

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	- A
○ E-mail <u>A</u> ccount		
Your Name:	Formula: Ellen Adama	
<u>E</u> -mail Address:	Example: ellen@contoso.com	
<u>P</u> assword: Retyrne Password:		
	Type the password your Internet service provider has given you.	
<u>Manual setup or ad</u>	ditional server types	
	< <u>B</u> ack Next >	Cancel

# Step 4

#### Kindly choose "POP or IMAP" and click on "Next"

Add Account	×
Choose Service	×
O Outlook.com or Exchange <u>A</u> ctiveSync 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	
< <u>B</u> ack <u>N</u> ext >	Cancel

Follow the setup as shown below to add email account information, then, click on "**More Settings**" (DO NOT click "Next" at this screen)

Add Account			×
POP and IMAP Accoun Enter the mail server	t Settings settings for your account.		1
User Information	Your name	Test Account Settings	
Your Name:	(John Lennon	We recommend that you tes the entries are correct.	IIVIAP VS POPS
Email Address:	eg.: john@beatles.com	your full email address	See comparison on
Server Information	click to select POP or IMA	P	the last page!
Account Type:	IMAP 🔍	and a second sec	
Incoming mail server:	eg.: mail.company.com	Automatically test acco	unt <u>s</u> ettings when Next
Outgoing mail server (SM	TP): eg.: mail.company.com	Your Incoming & Outgoing se	rver
Logon Information	in the first sector and a	(normally will be the same)	
User Name:	eg : john@heatles.com	assword	
Password:	in the build be	Mail to keep offline: All	
Carriera.		2 10 X 14 14	
	✓ Kemember password		
(SPA)	ecure Password Authentication		More Settings
		< <u>B</u> ack	Next > Cancel

CAUTION: If you are choosing POP3 as the account type, you can only set up your email in **ONE** computer or device. If you want to sync your email across multiple computers or devices (smartphone,

tablet), you **MUST** use <u>IMAP</u> access protocol.

You'll be on the "General" tab, specify your organization name and reply email address (when recipient reply your email)

Internet E-mail Settings	$\times$
General Outgoing Server Advanced	
Mail Account	_
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"	_
eg.: john@beatles.com	
Other User Information	- 1
Organization: eg.: BEL Technology Sdn Bhd	
Bepty E-mail: eg.: john@beatles.com	
OK Cance	1

#### Step 7

Click on "Outgoing Server" tab on the top.

#### **IMPORTANT: MUST** tick on **"My outgoing server (SMTP) requires authentication"**. Then, you

may manually specify your login (email address and password) OR just simply choose "Use same settings as my incoming mail server"

Internet E-mail Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
O Log on using	
User <u>N</u> ame:	
Password:	
Remember password	
Reguire Secure Password Authentication (SPA)	J
OK Can	cel

Click on "Advanced" tab on the top, change your "Outgoing server (SMTP)" to **587** (*Important*!). Then click on "OK" to go back to "Add Account" page

Internet E-mail Settings	×	Use <b>993</b> if SSL/TLS
General Outgoing Server Advanced		
Incoming server (IMAP): 143 Use Defaults		Choose 'None' if you do not possess an SSL
Use the following type of <u>encrypted</u> connection: None <u>Outgoing server (SMTP): 587</u> Use the following type of encrypted connection: None Server <u>T</u> imeouts Short I ong 1 minute		certificate for your domain (company). Chose SSL if your company has purchased SSL certificate for the domain
Folders Root <u>f</u> older path: Sent Items Do not save copies of sent items		Use <b>465</b> if SSL/TLS
Deleted Items Mar <u>k</u> items for deletion but do not move them automaticall Items marked for deletion will be permanently deleted whe the items in the mailbox are purged. Purge items when switching folders while online	y n	
ОК Can	cel	

TIPS: What is SSL certificate?

"The primary reason why **SSL** is used is to keep sensitive information sent across the Internet encrypted so that only the intended recipient can access it. *This is important* because the information you send on the Internet is passed from computer to computer to get to the destination server."

**NOTE:** Some Email Apps such as GMail or Outlook require SSL certificate nowadays in order to set up an email account on iOS (iPhone/iPad/iPod), it's strongly recommended getting the SSL certificate for your domain today.

Please do not hesitate to contact us (support@belxpress.com) for 'SSL for your domain'. Get your SSL today!

Further details - https://www.globalsign.com/en/ssl-information-center/what-is-an-ssl-certificate/

Click on "Next" to complete the settings...

Add Account		×
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.	×.
User Information		Test Account Settings
Your Name:	eg.: John Lennon	We recommend that you test your account to ensure that
Email Address:	eg.: john@beatles.com	the entries are conect.
Server Information		Test Assault Sattings
Account Type:	IMAP 🗸	Jest Account Settings
Incoming mail server:	eg.:mail.company.com	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>
Outgoing mail server (SMTP):	eg.:mail.company.com	
Logon Information		
User Name:	eg.: john@beatles.com	Mall An Issue officers All
Password:	******	Mail to keep offline: All
⊠ B	emember password	a a a a a a a a a a T
Reguire logon using Secur	re Password Authentication	
(SPA)		More Settings
		< <u>B</u> ack Next > Cancel

Click on "Close" once tested, then click "Finish" on the next screen

Test Account Settings		
Congratulations! All tests completed successfully. continue.	Click Close to	<u>S</u> top <u>C</u> lose
Tasks Errors		
Tasks Log onto incoming mail server (IMAP) Send test e-mail message	Status Completed Completed	
dd Account		>
You're all set! We have all the information we need to set up your account.		

You're done. Congratulation! You can start using your Outlook 2016 now



## IMAP vs POP3

Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3		IMAP	
•	Consumed less bandwidth (a bit faster if your Internet slow)	•	Consumed more bandwidth (a bit slower if your Internet slow)
•	Once retrieved, NO backup in the server ( <i>unless special settings</i> ). Less storage consumed in server if storage is your	•	Your mails (sent/received) will be stored in local computer/device and remote server (backup)
	concern.	•	You can use multiple computers and
•	Your mails will be stored in the local computer ONLY (unless special settings		devices (phone, tablet) to check/send your email (mail sync)
	supported)	٠	If you lost your computer/device, you can
•	Your mail will NOT SYNC if access with		always sync back your mails from remote
	different computers or devices (NOT		server (provided that your mails are not
	recommended for multiple devices)		deleted from your computer/device)

WARNING: **DO NOT** mix POP3 and IMAP for your multiple computers' setup in a single email

account. If either one of your computers or devices has been set up as POP3 access protocol, email-sync will **NOT** be working correctly. Bear in mind, **POP3 only for ONE computer or device**.