

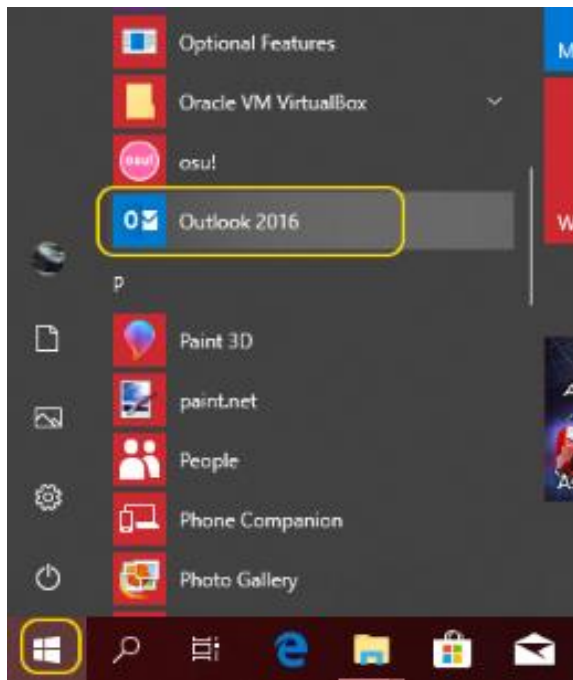
OUTLOOK 2016 SETUP GUIDE

BELxpress



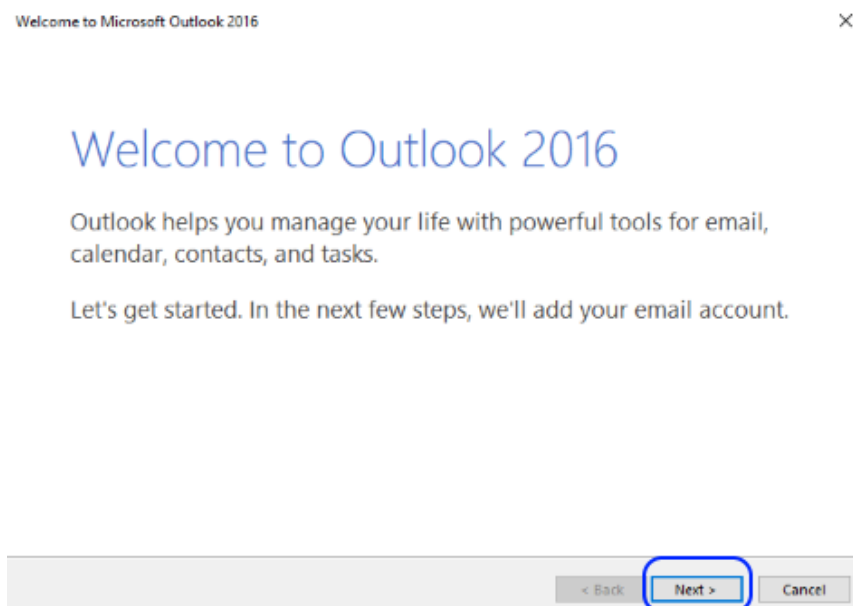
Step 1

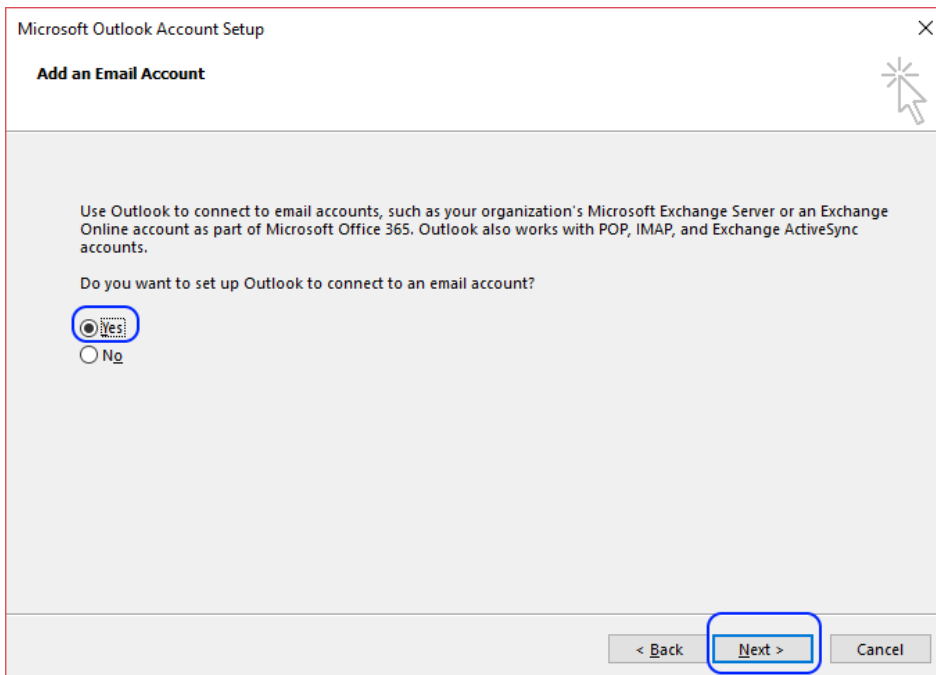
Click on Outlook 2016 (see below).



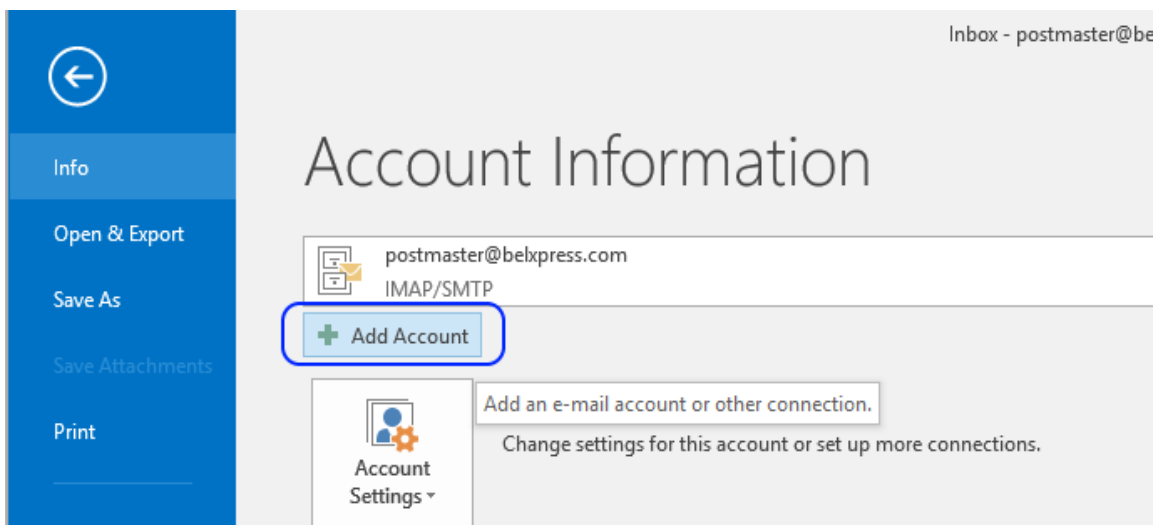
Step 2

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.





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



Step 3

Choose “**Manual setup and additional server types**”, click on “Next”

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:
Re-type Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Step 4

Kindly choose “**POP or IMAP**” and click on “Next”

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

< Back **Next >** Cancel

Step 5

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 Account Settings
Enter the mail server settings for your account.

User Information

Your Name: John Lennon

Email Address: eg.: john@beatles.com

Server Information

Account Type: IMAP

Incoming mail server: eg.: mail.company.com

Outgoing mail server (SMTP): eg.: mail.company.com

Logon Information

User Name: eg.: john@beatles.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

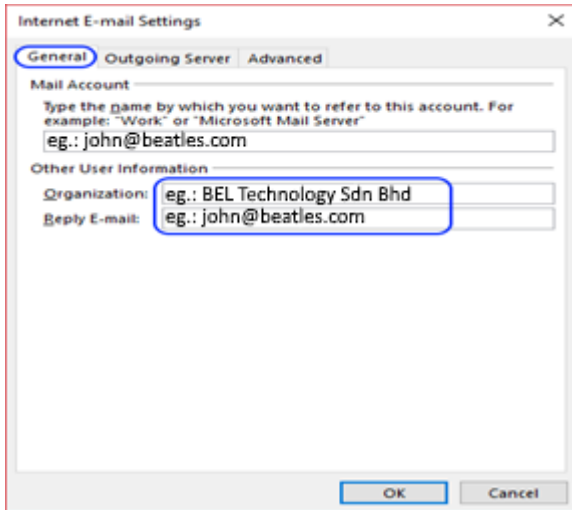
More Settings ...

< Back 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 IMAP access protocol.

Step 6

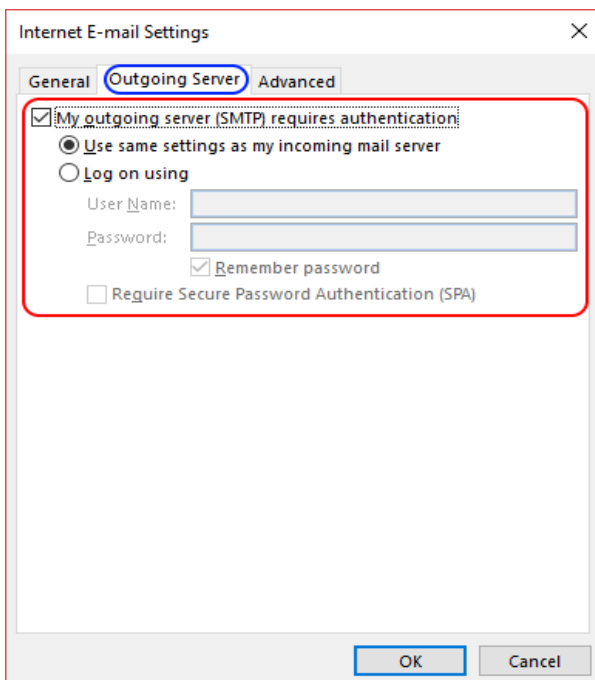
You'll be on the "General" tab, specify your organization name and reply email address (when recipient reply your email)



Step 7

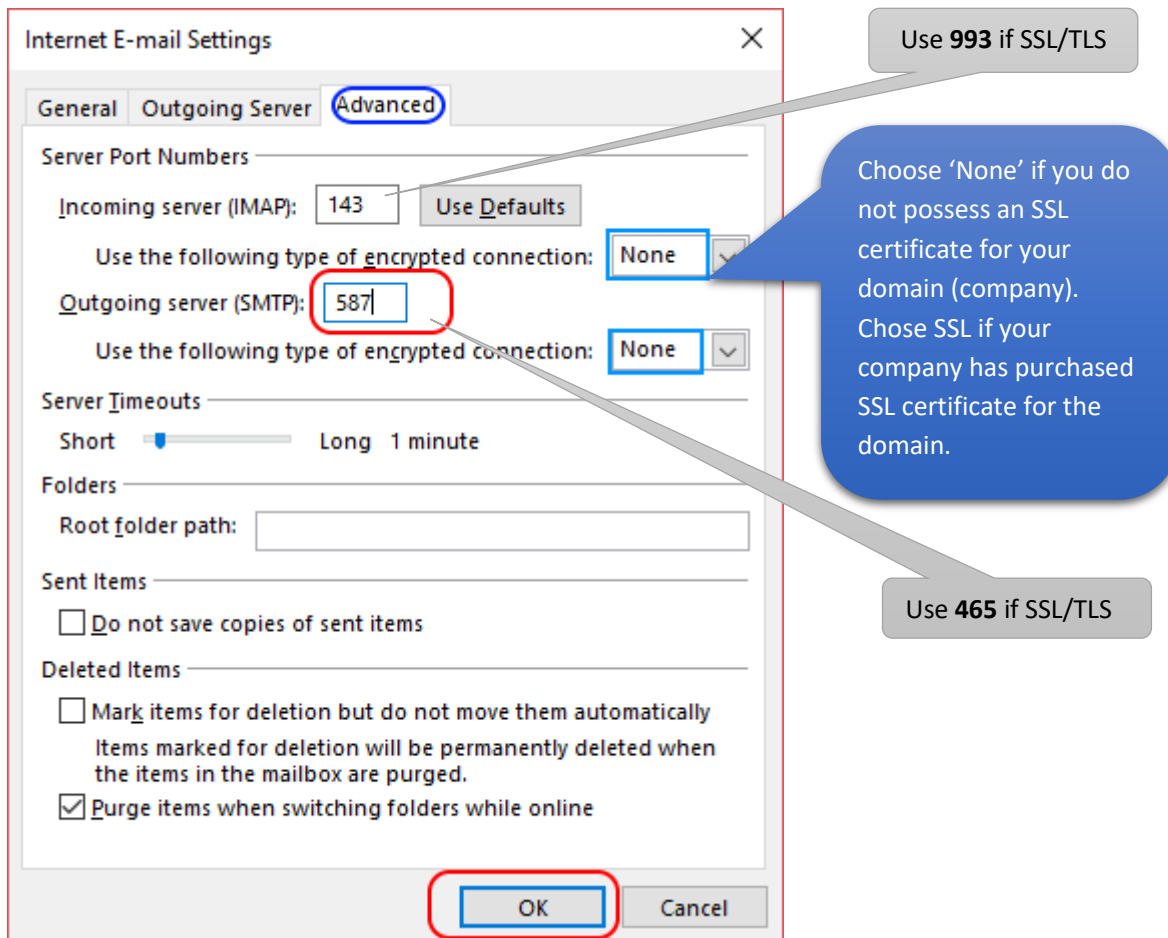
Click on "Outgoing Server" tab on the top.

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"**



Step 8

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



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/>

Step 9

Click on “Next” to complete the settings...

Add Account

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

User Information
Your Name: eg.: John Lennon
Email Address: eg.: john@beatles.com

Server Information
Account Type: IMAP
Incoming mail server: eg.:mail.company.com
Outgoing mail server (SMTP): eg.:mail.company.com

Logon Information
User Name: eg.: john@beatles.com
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
Mail to keep offline: All

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

Test Account Settings

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

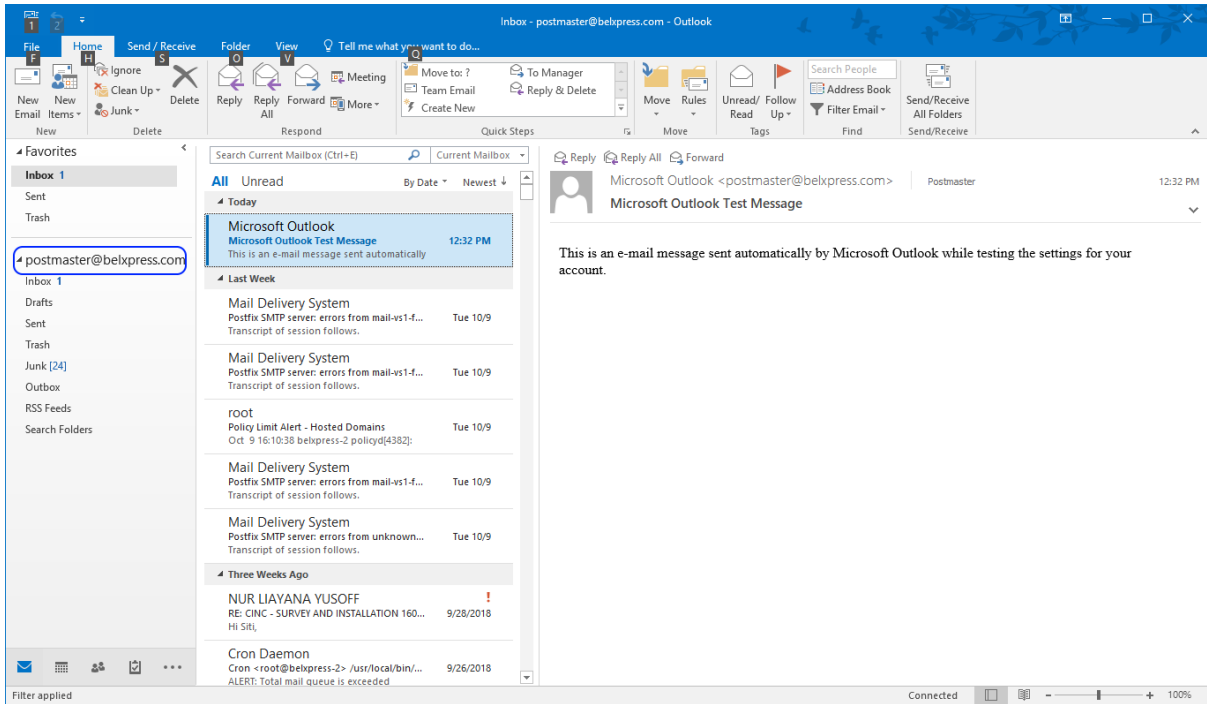
Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Add Account

You're all set!
We have all the information we need to set up your account.

Step 10

You're done. Congratulations! 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
<ul style="list-style-type: none">• Consumed less bandwidth (a bit faster 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 concern.• Your mails will be stored in the local computer ONLY (<i>unless special settings supported</i>)• Your mail will NOT SYNC if access with different computers or devices (NOT recommended for multiple devices)	<ul style="list-style-type: none">• Consumed more bandwidth (a bit slower if your Internet slow)• Your mails (sent/received) will be stored in local computer/device and remote server (backup)• You can use <u>multiple computers and devices</u> (phone, tablet) to check/send your email (mail sync)• If you lost your computer/device, you can always sync back your mails from remote server (<i>provided that your mails are not deleted from your computer/device</i>)

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**.