

# Welcome To Outlook

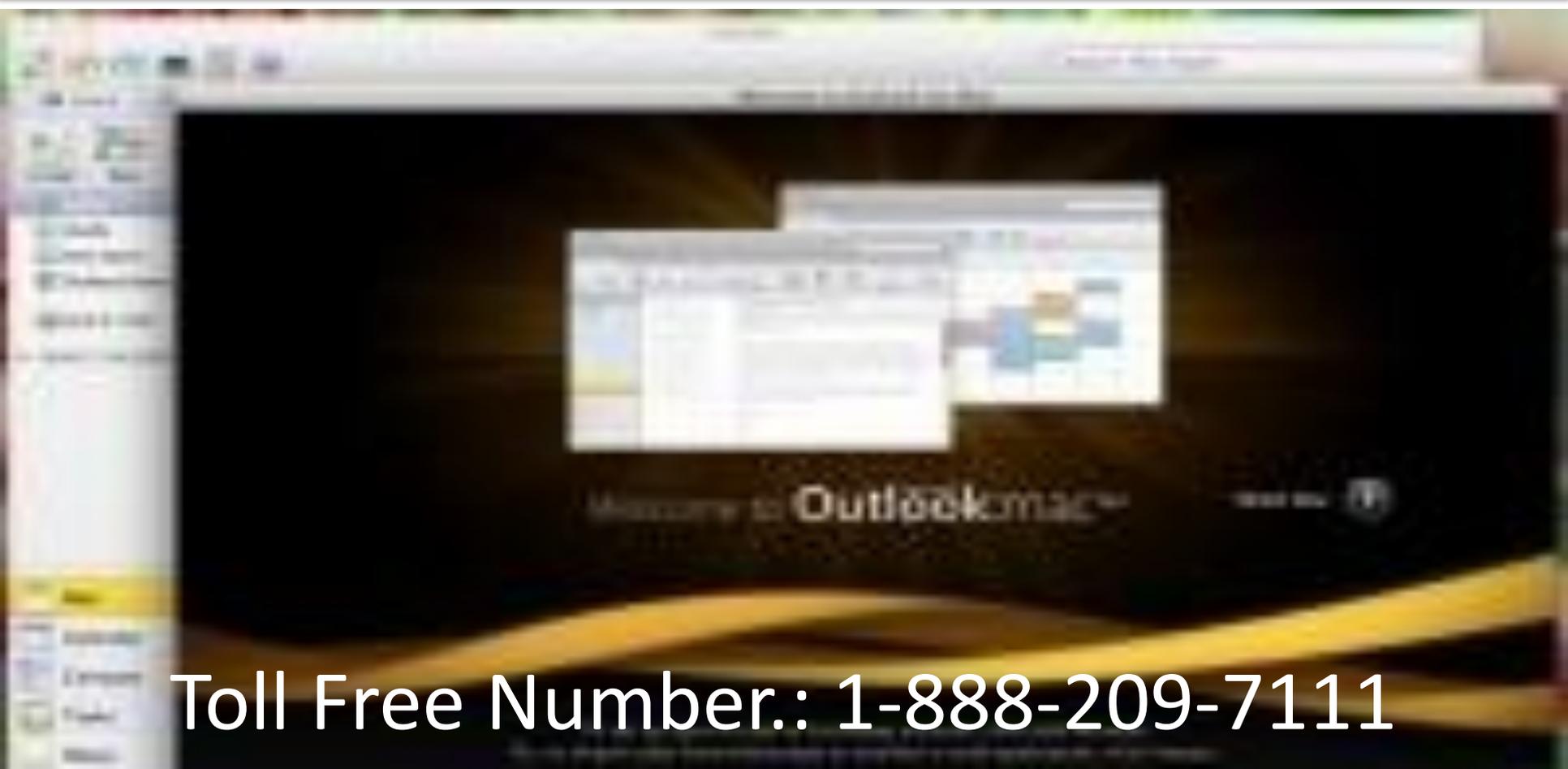


Now We See How  
to CONFIGURE  
OUTLOOK

Toll Free Number.: **1-888-209-7111**

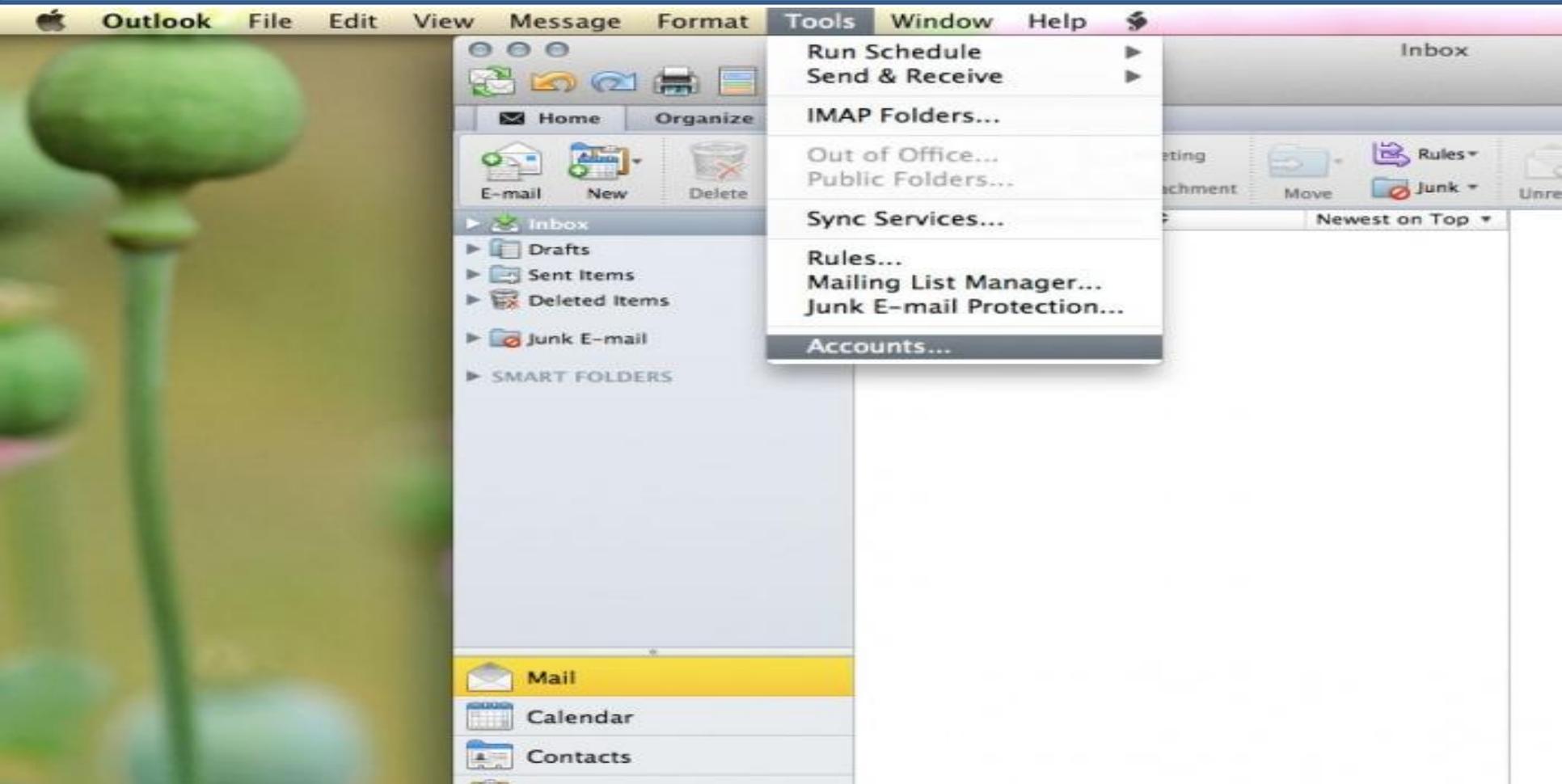


Open Outlook .If this is your first time using Outlook, you'll see a welcome banner like the one in Figure 1.



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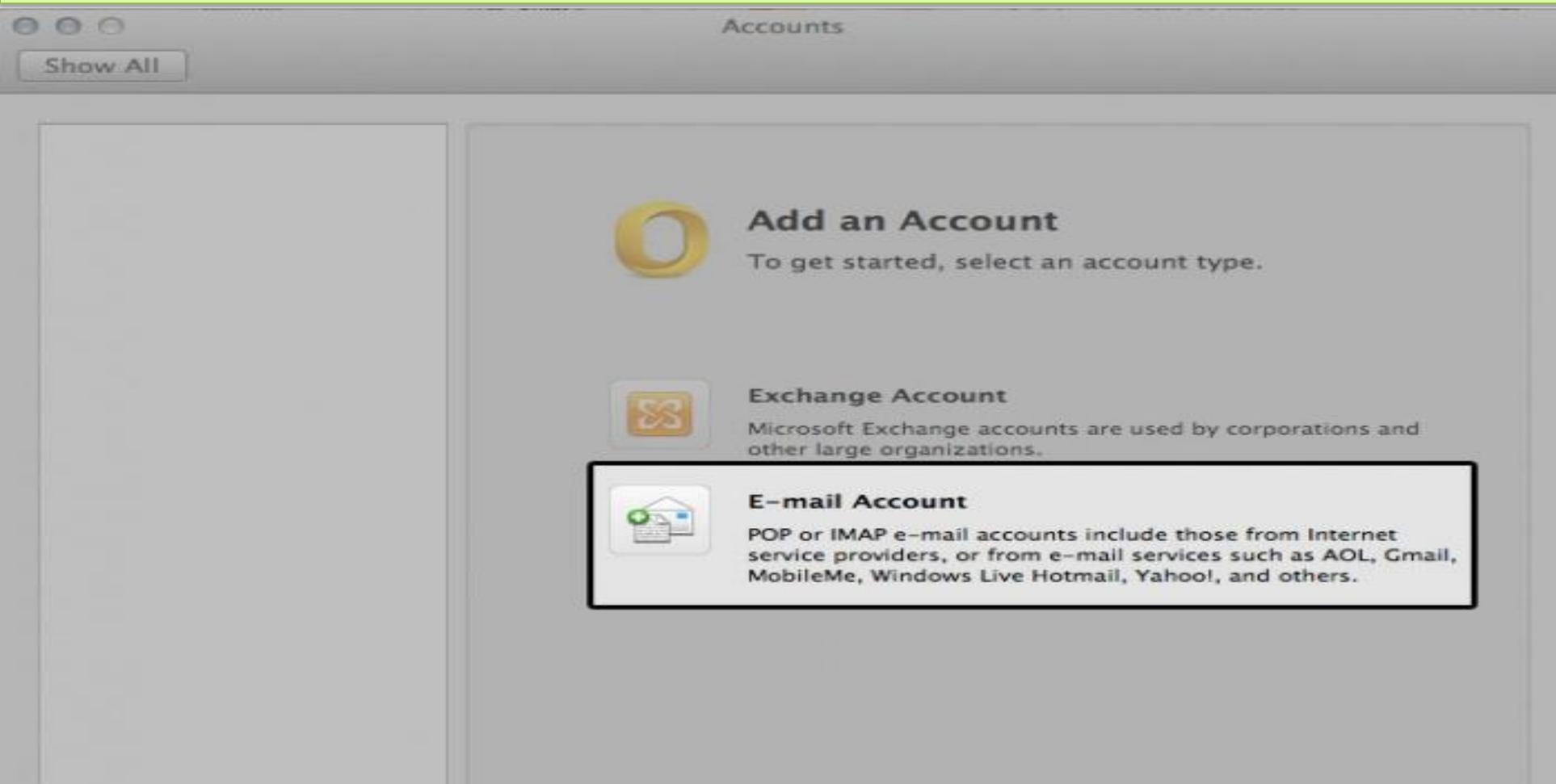
If you are adding another email account to Outlook, from the top menu, click on Tools. Then click on Accounts. See Figure 2.



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Click on the Email Account icon, see Figure 3.

Outlook Technical Support Helpline Number 1-888-209-7111



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- This window is where you enter your email information, see Figure 4 below.  
Enter Your Name as you want it to appear.  
Enter your full email address username@example.com in the Email address: field.  
Select POP3 or IMAP. We recommend IMAP.

### Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server:  :

Override default port

Use SSL to connect (recommended)

Outgoing server:  :

Override default port

Use SSL to connect (recommended)

# Email account information

## Entering

Enter mail.example.com in the Incoming mail (POP3, IMAP) server: field.

Enter mail.example.com in the Outgoing mail (SMTP) server: field. To avoid common authentication issues with Outlook, we strongly advise using SSL and port 465 for SMTP connections.

Enter your full email address, username@example.com, in the User Name field.

Enter your email password in the Password: field.

Next, we'll configure your Outgoing server settings

### Enter your account information.

E-mail address: amy@dv-example.com

Password: .....

Configure automatically

User name:

Type: IMAP

Incoming server: mail.dv-example.com : 993

Override default port

Use SSL to connect (recommended)

Outgoing server: mail.dv-example.com : 465

Override default port

Use SSL to connect (recommended)

Cancel

Add Account

Now we'll configure your Outgoing server settings. Click on the More Options... button. For Authentication, select Use Incoming Server Info. **To avoid common authentication issues with Outlook, we strongly advise using SSL and port 465 for SMTP connections.** Click OK to save your settings.

The image shows two overlapping dialog boxes from an email client. The top dialog, titled "Settings for: mail.dv-example.com", is for authentication. It has a dropdown menu set to "Use Incoming Server Info", and fields for "User name:", "Password:", and "Unqualified domain:" (containing "example.com"). It includes "Cancel" and "OK" buttons and a link to "Learn about IMAP settings".

The bottom dialog is for server settings. It has a "Password:" field with masked characters. The "Incoming server:" is "mail.dv-example.com" with port "143". It has three unchecked checkboxes: "Override default port", "Use SSL to connect (recommended)", and "Always use secure password". The "Outgoing server:" is "mail.dv-example.com" with port "25". It has two unchecked checkboxes: "Override default port" and "Use SSL to connect (recommended)", followed by a "More Options..." button. It includes a link to "Learn about IMAP account settings" and an "Advanced..." button.

Thank You For  
Watching  
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