

Welcome To Outlook

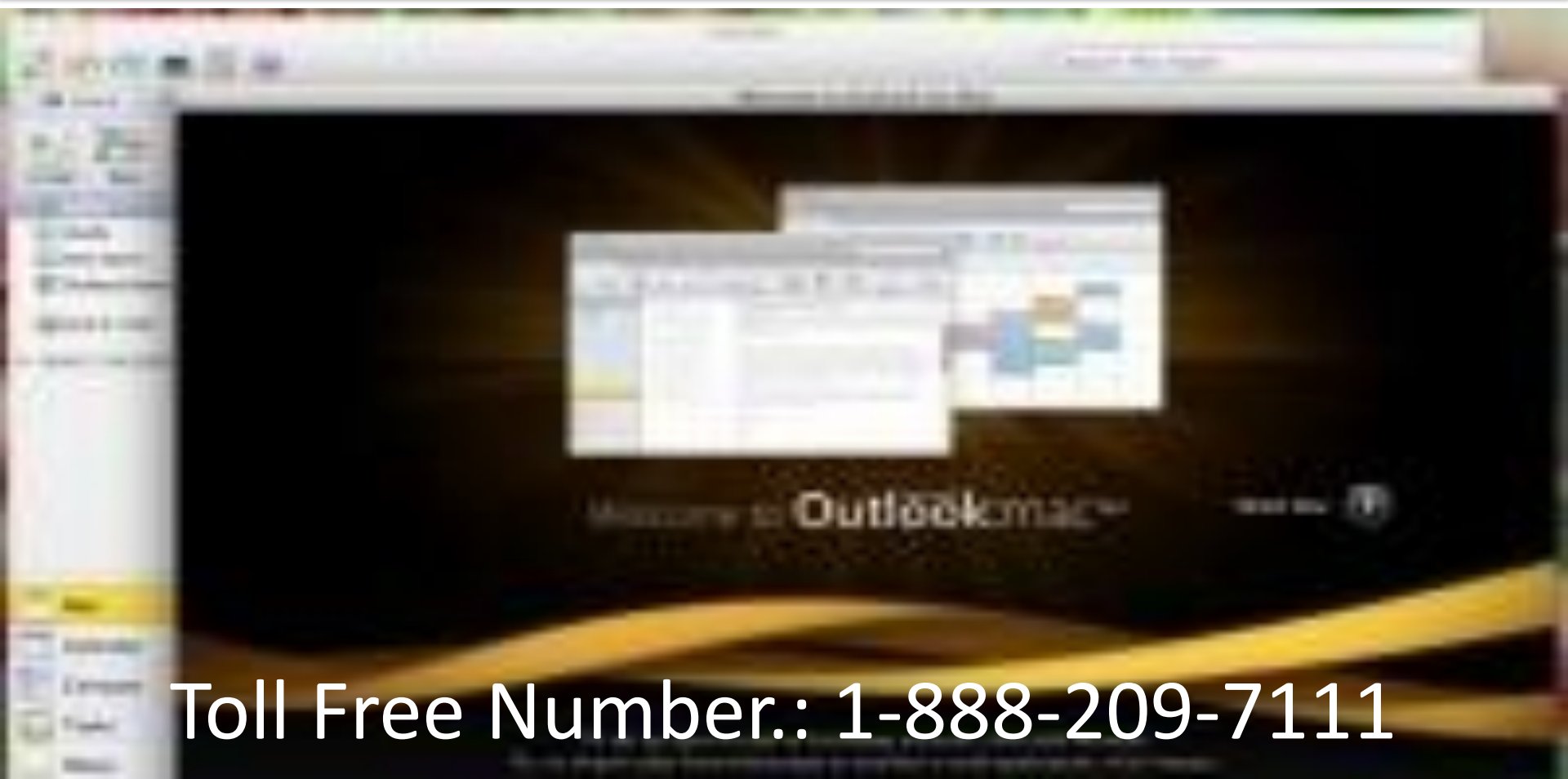


Now We See How
to CONFIGURE
OUTLOOK

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

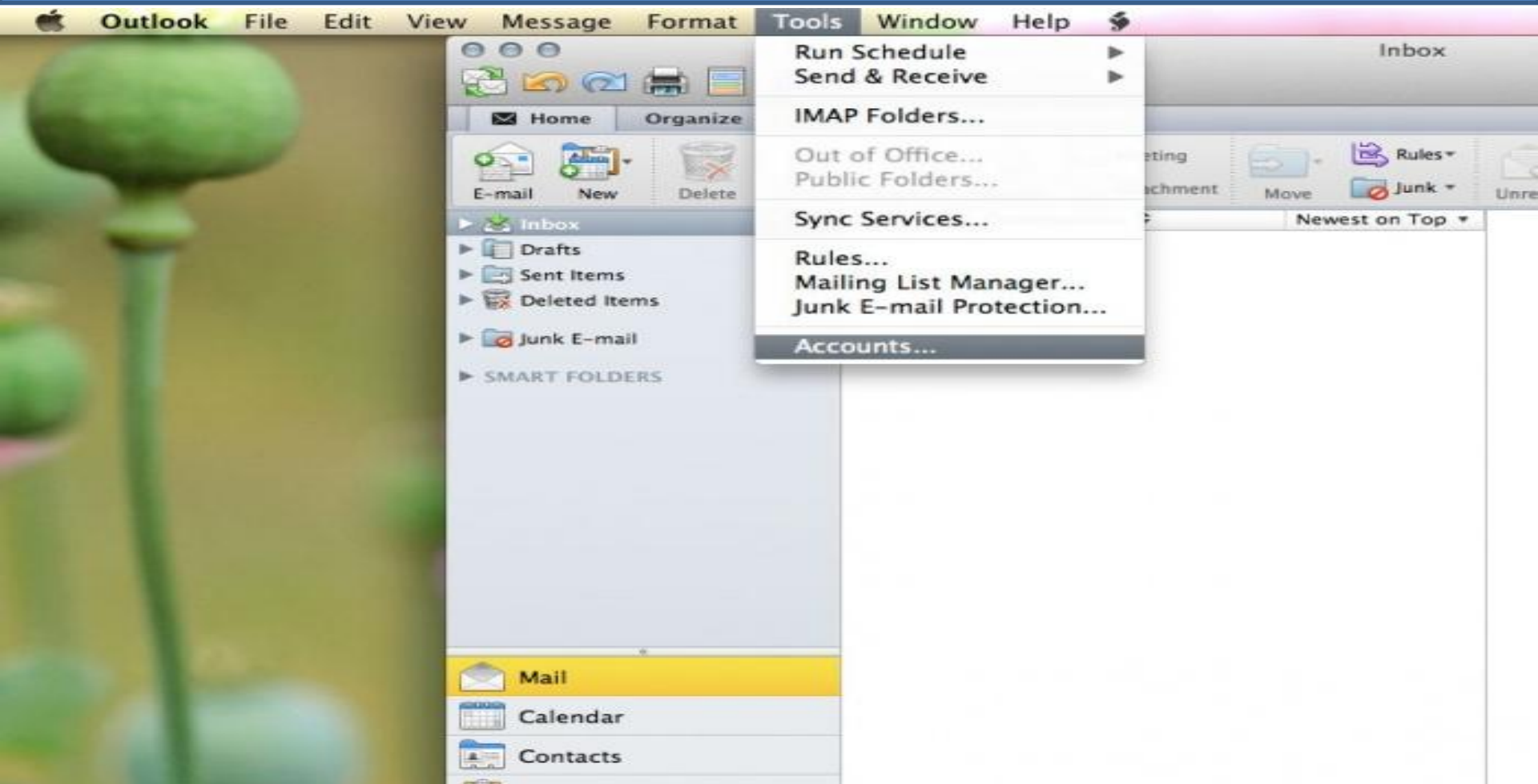


Open Outlook .If this is your first time using Outlook, you'll see a welcome banner like the one in Figure 1.



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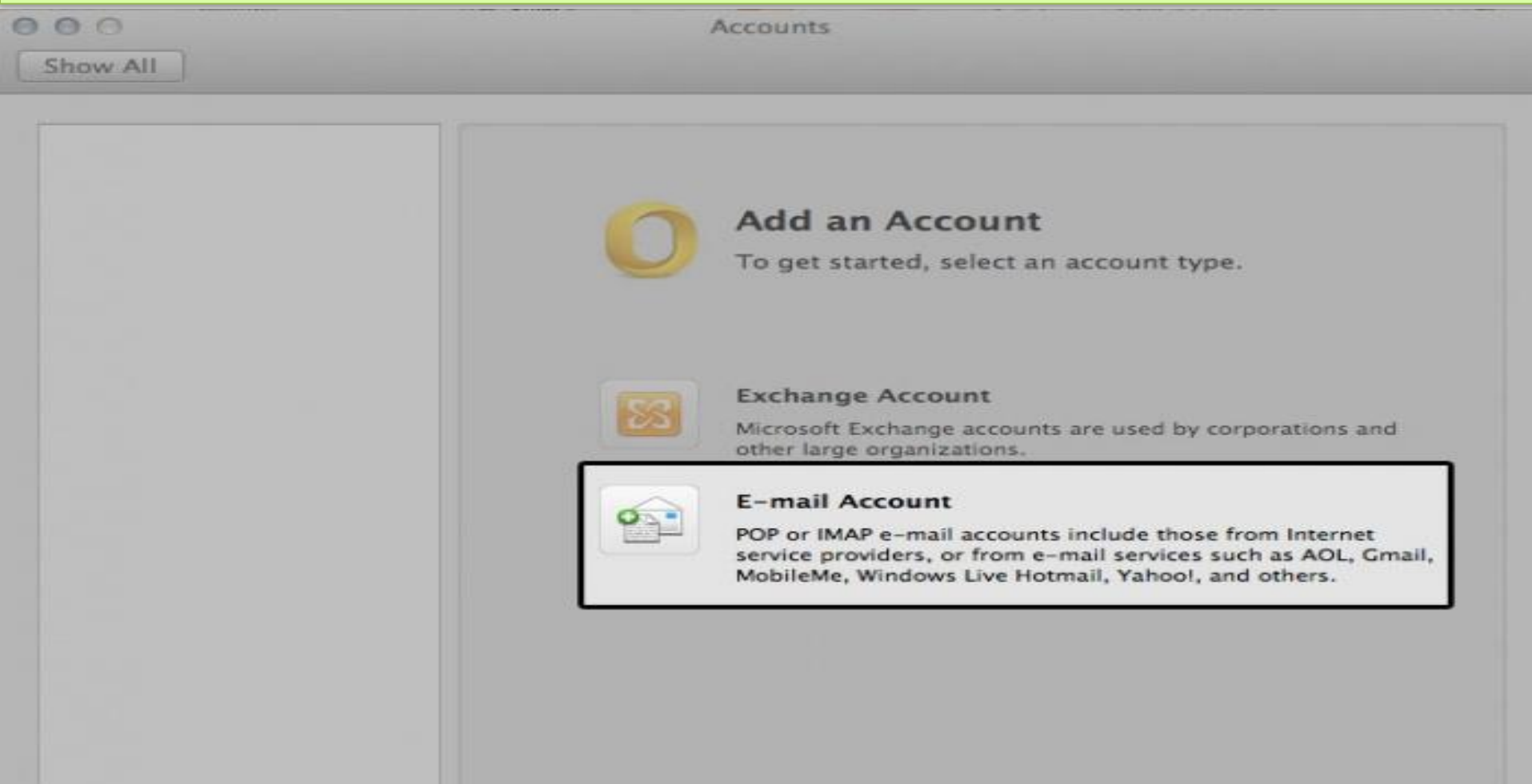
If you are adding another email account to Outlook, from the top menu, click on Tools. Then click on Accounts. See Figure 2.



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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: 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

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 screenshot shows the 'Settings for: mail.dv-example.com' dialog box in Outlook. The 'Authentication' dropdown is set to 'Use Incoming Server Info'. The 'User name' and 'Password' fields are empty. The 'Unqualified domain' is set to 'example.com'. Below the dialog, the main settings window shows the 'Incoming server' as 'mail.dv-example.com' on port '143'. The 'Outgoing server' is also 'mail.dv-example.com' on port '25'. There are checkboxes for 'Override default port', 'Use SSL to connect (recommended)', and 'Always use secure password'. A 'More Options...' button is visible at the bottom of the outgoing server section. A link to 'Learn about IMAP settings' is present in the bottom left, and an 'Advanced...' button is in the bottom right.

Settings for: mail.dv-example.com

Authentication: Use Incoming Server Info

User name:

Password:

Unqualified domain: example.com

[Learn about IMAP settings](#) Cancel OK

Password:

Incoming server: mail.dv-example.com : 143

☐ Override default port

☐ Use SSL to connect (recommended)

☐ Always use secure password

Outgoing server: mail.dv-example.com : 25

☐ Override default port

☐ Use SSL to connect (recommended)

More Options...

[Learn about IMAP account settings](#) Advanced...

Thank You For
Watching
Outlook Toll Free
NUMBER
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