

Setting Up Outlook 2013/ 2016 Using IMAP

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using Internet Message Access Protocol (IMAP).

OPEN ACCOUNT SETTINGS

- In Outlook 2013 or 2016 go up to the upper left and click File, then go to Info - Account and Social Network Settings - Account Settings to open the Account Settings window.
- Click the **Email** tab if not already selected.





SETUP ACCOUNT SETTINGS

Click the **New...** button.

		Account Settings		×
E-mail / You	E-mail Accounts You can add or remove an account. You can select an account and change its settings.			
E-mail	Data Files RSS Feeds SharePoir	nt Lists Internet Calendars	Published Calendars	Address Books
S New	. 🛠 Repair 👕 Change (🕑 Set as Default 🛛 🗙 Remo	ove 🕈 🖶	
Name	1	Туре		
	1			
	A second			
	\square			
				Close



ACCOUNT SETUP

Select Manual setup or additional server types and click Next.

	Add Account	×
Auto Account Setur Manual setup of a	n account or connect to other server types.	× K
) E-mail Account		
Your Name;	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or ac	dditional server types	
	< Back Next >	Cancel



CHOOSE IMAP

Select **POP or IMAP** and then click **Next** in the Add Account window.

Add Account	×
Choose Service	× Z
O Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	
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	
ß	
< Back Next >	Cancel



ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- Your Name: your full name, including spaces and capitalization
- Email address: your xxxxx@ccccc.qa email address
- Account Type: IMAP
- Incoming mail server: mailguru.cloud
- Outgoing mail server:
 - o , enter mailguru.cloud
- User Name: xxxxx@ccccc.qa (Complete email-id)
- Password: *******
 - If you enter your password and check the **Remember password** box,
 Outlook will not request it each time you log on.



Add Account			
POP and IMAP Account Set Enter the mail server setti	t tings ngs for your account.	×	
User Information			
Your Name:	Your Name		
Email Address:	Your Email-id	Mail to keep offline: 3 months	
Server Information		· · · · · · · · · · · · · · · · · · ·	
Account Type:	IMAP 🗸		
Incoming mail server:	mailguru.cloud		
Outgoing mail server (SMTP):	mailguru.cloud		
Logon Information			
User Name:	Your Email-id		
Password:	******		
Remember password			
Require logon using Secur (SPA)	e Password Authentication	More Settings	
		< Back Next > Cancel	

Select More Settings ...

Doma	insouri
	Domain
	Resellers
	Destination

Add Account			
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.	×.	
User Information			
Your Name:	Your Name		
Email Address:	Your Email-id	Mail to keep offline: 3 months	
Server Information			
Account Type:	IMAP 🗸		
Incoming mail server:	mailguru.cloud		
Outgoing mail server (SMTP):	mailguru.cloud		
Logon Information			
User Name:	Your Email-id		
Password:	******		
Require logon using Secur (SPA)	emember password re Password Authentication	More Settings	
		< Back Next > Cancel	

INTERNET EMAIL SETTINGS – ADVANCED

- Click the **Advanced** tab.
- Select SSL from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).
- Enter **465** in the outgoing server (SMTP) field.



Internet E-mail 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): 465			
Use the following type of encrypted connection: SSL 🗸			
Server Timeouts			
Short Cong 1 minute			
Folders			
Root folder path:			
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			

INTERNET EMAIL SETTINGS OUTGOING SERVER

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check My outgoing server (SMTP) requires authentication.
- Select **OK** and **Next**

Don		
	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)	
	L o	
	OK Cancel	

TEST ACCOUNT SETTINGS

- Once Log onto incoming mail server (IMAP) and Send test email message tests are completed, click **Close**.
- Click Finish



Test Account Settings			
Congratulations! All tests completed successfully. Click Close to continue.		Stop Close	
Tasks Errors Tasks Status			
✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Completed Completed		