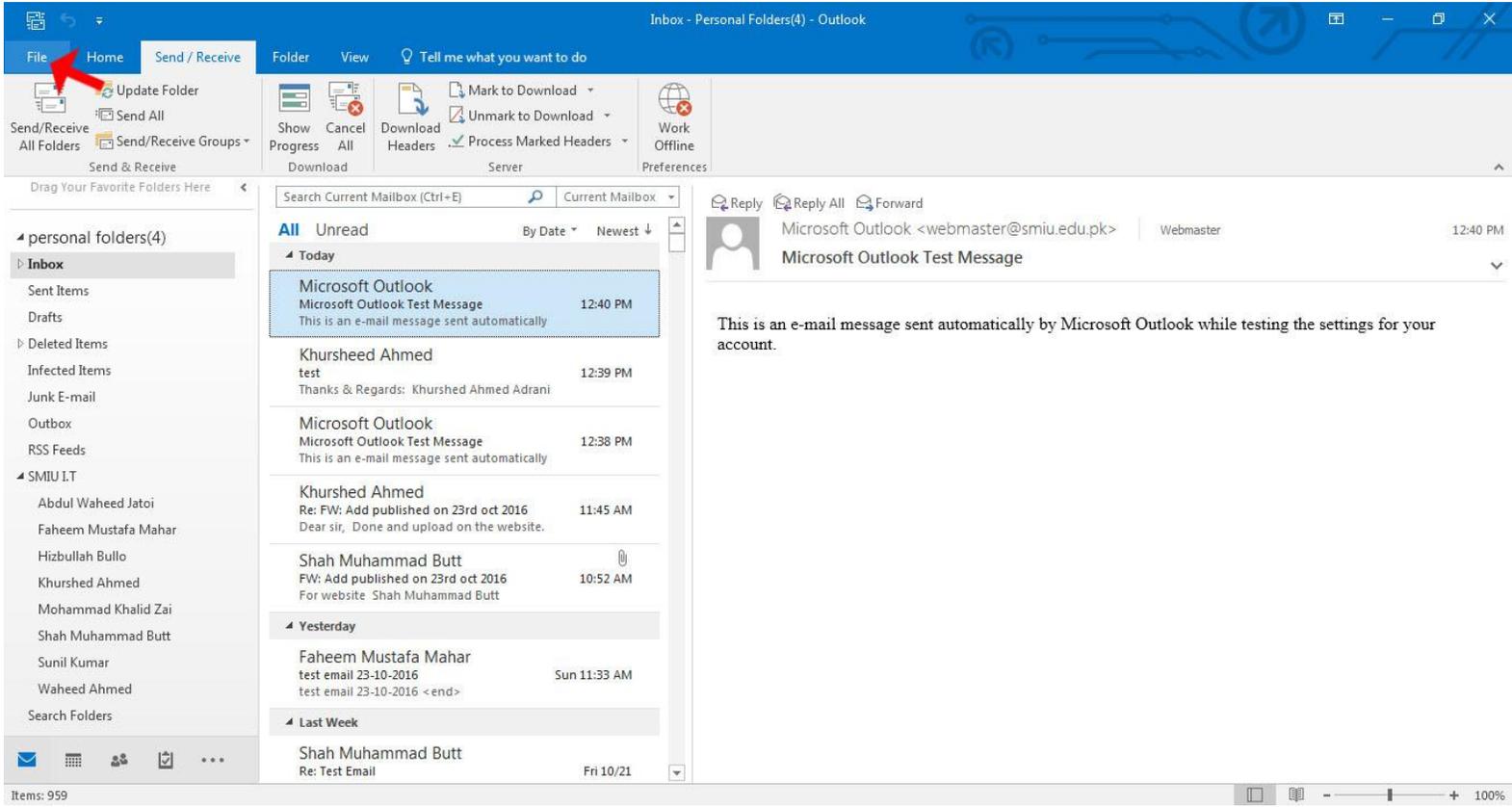
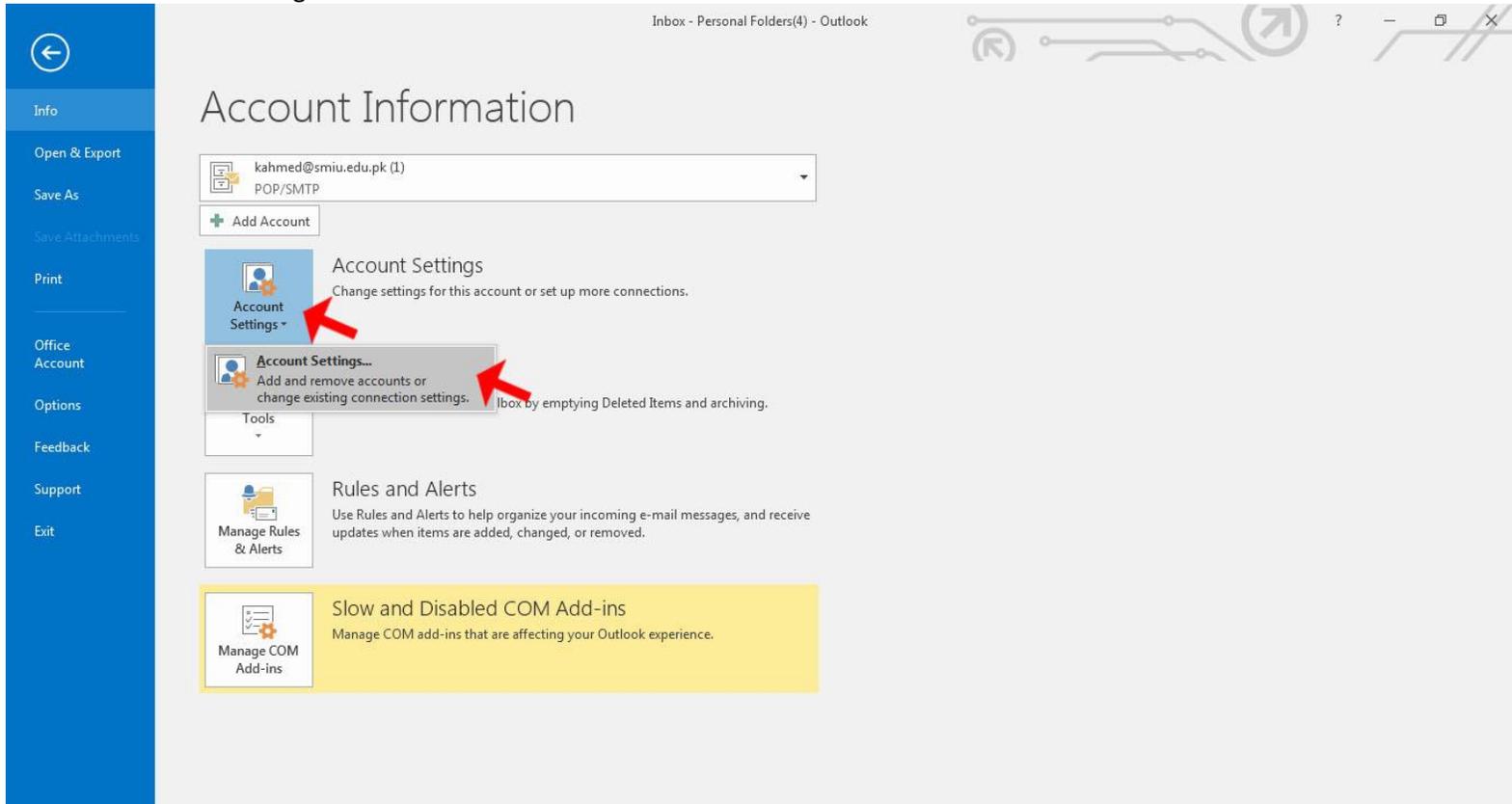


Microsoft Office 365 Outlook Account Configuration Steps

1- Click on File menu for configuration.



2. Click on account Setting.



The screenshot shows the Outlook interface with the 'Account Information' page open. The left sidebar contains navigation options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, Feedback, Support, and Exit. The main content area displays the account 'kahmed@smiu.edu.pk (1)' with POP/SMTP settings. Below this, there are several sections: 'Account Settings' (with a red arrow pointing to the 'Account Settings' button), 'Account Settings...' (with a red arrow pointing to the 'Account Settings...' button), 'Tools', 'Rules and Alerts', and 'Slow and Disabled COM Add-ins' (highlighted in yellow).

Inbox - Personal Folders(4) - Outlook

Account Information

kahmed@smiu.edu.pk (1)
POP/SMTP

+ Add Account

Account Settings
Change settings for this account or set up more connections.

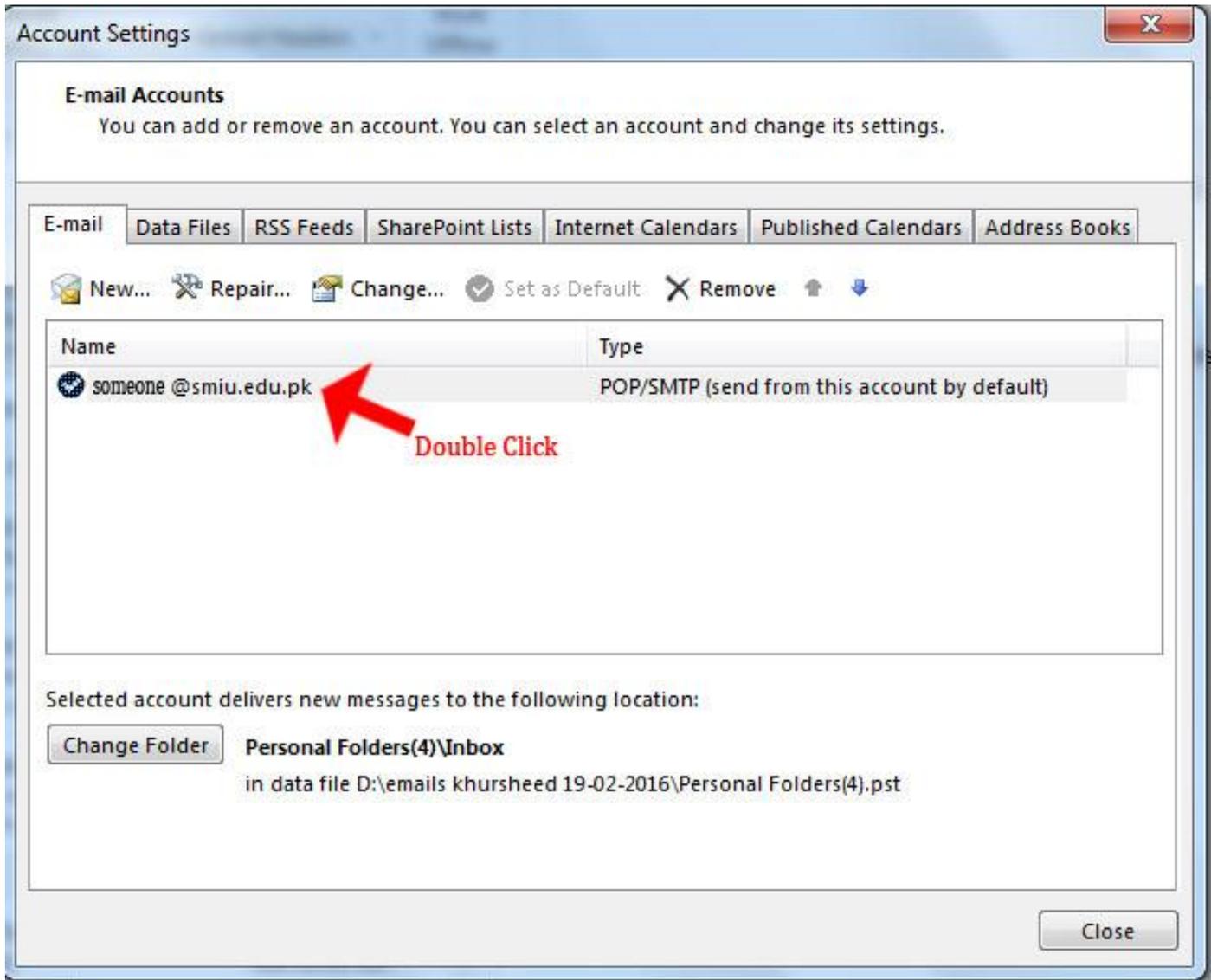
Account Settings...
Add and remove accounts or change existing connection settings. Inbox by emptying Deleted Items and archiving.

Tools

Manage Rules & Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Manage COM Add-ins
Manage COM add-ins that are affecting your Outlook experience.

3. Double Click on email account



4. Change Setting Incoming mail server and outgoing mail server setting as mentioned

Incoming mail server: Server name: outlook.office365.com

Outgoing mail server: smtp.office365.com

5. Write your password for authentication on Office 365.

6. Click on more setting.

Change Account

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

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

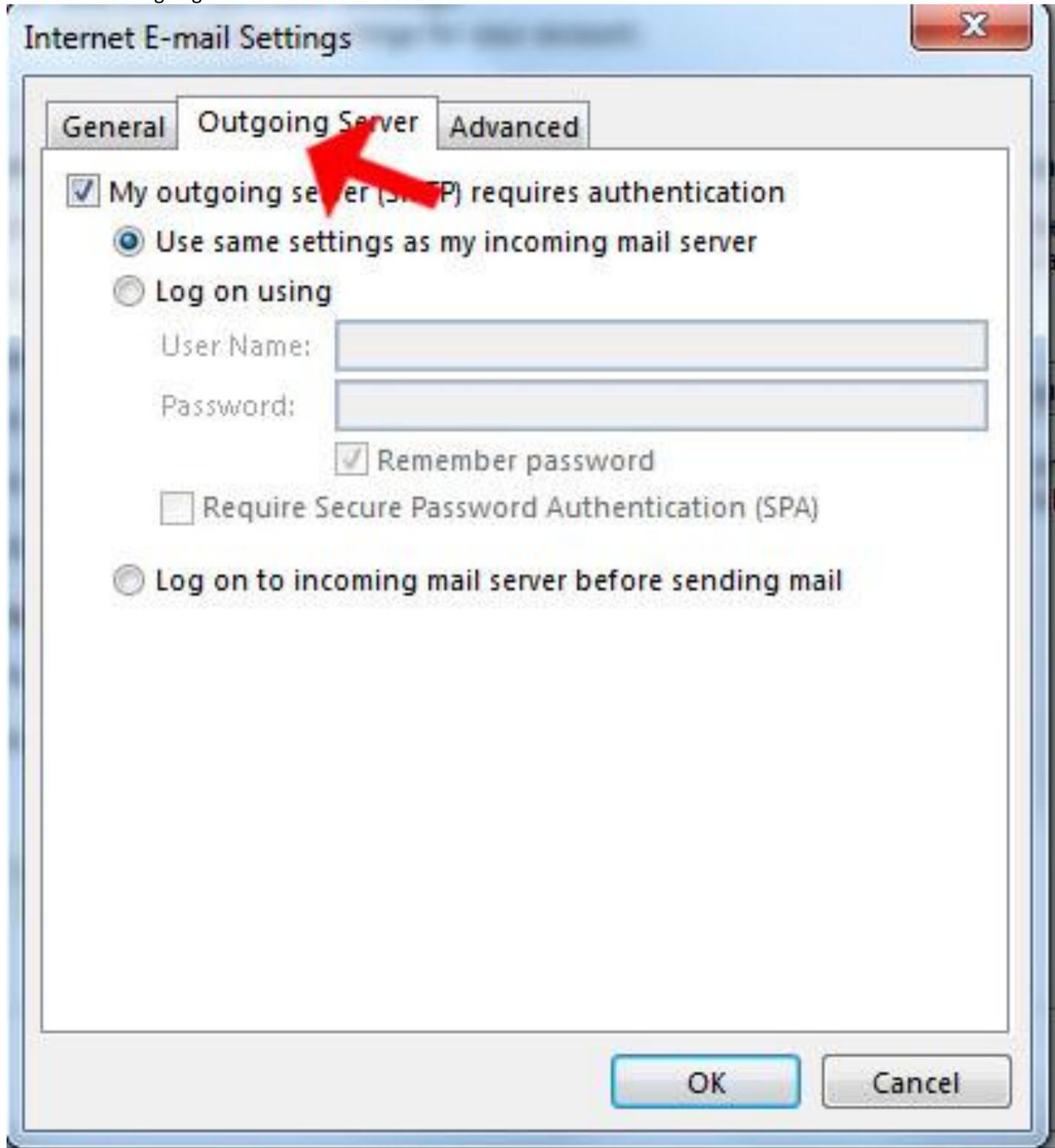
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Annotations:

- change with this outlook.office365.com
- change with this smtp.office365.com
- Office 365 new password ad

7. Select On Outgoing Tab and Check Mark as Defined



The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Outgoing Server" tab. A red arrow points to the "Outgoing Server" tab. The "General" tab is also visible. The "Advanced" tab is also visible. The "Outgoing Server" tab contains the following options:

- 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)
 - Log on to incoming mail server before sending mail

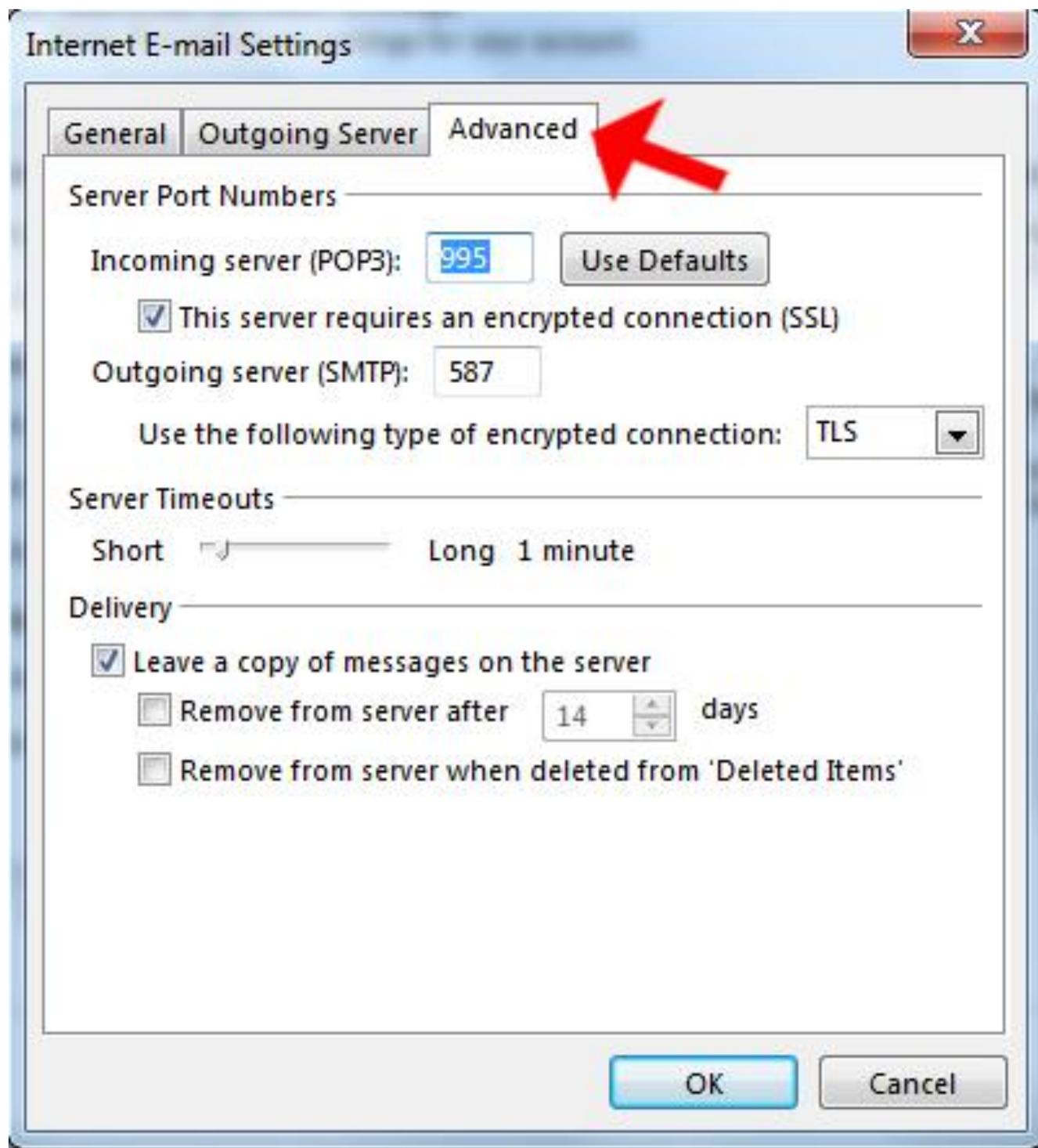
At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

8. Select Advance Tab and Make Changes as Defined and Click OK Button.

Incoming server (POP): 993

Outgoing server (SMTP): 587

Encryption method: TLS



9. Click On Next Button

Change Account [Close]

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

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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.

Automatically test account settings when Next is clicked

10. Click On Finish Button.

