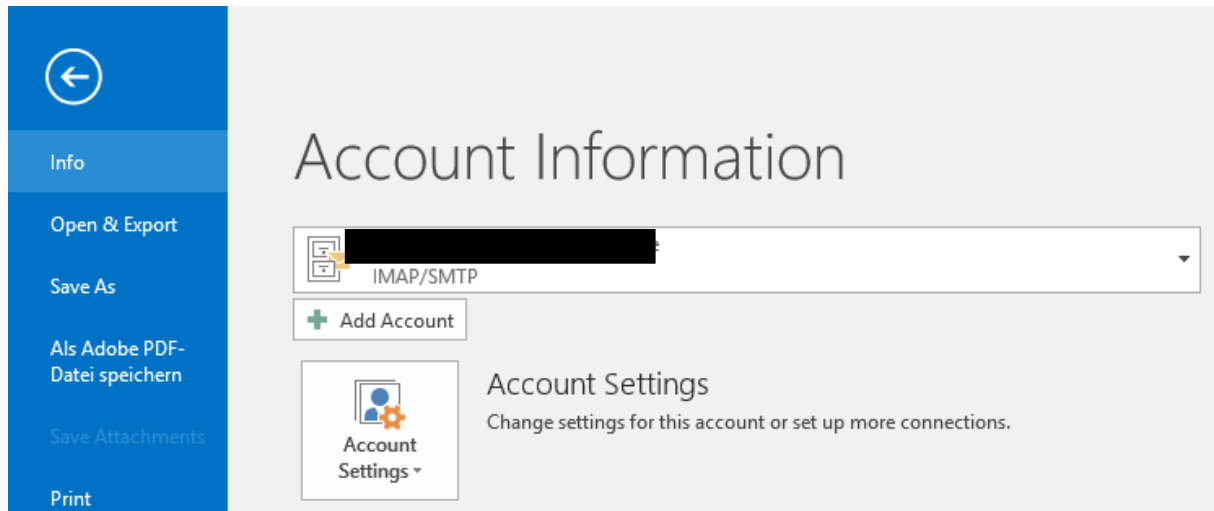
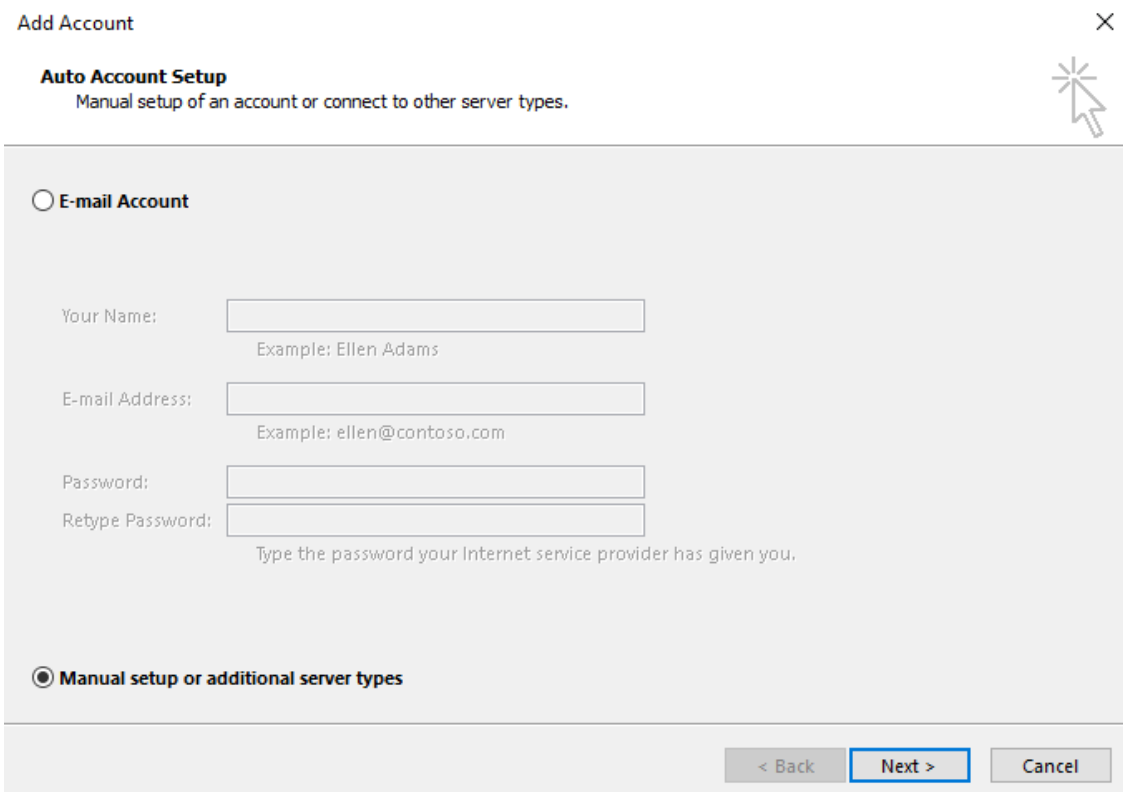


## Add an Outlook Account

1. Click the tab *File*.
2. Click *Add Account*.



3. Select *Manual setup or additional server types* and then *Next*.



## Add an Outlook Account

4. Select *POP or IMAP* and then click *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

5. Fill out the boxes by this example and afterwards go to *More Settings*.

Change Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

**User Information**

Your Name: Max Mustermann

Email Address: max.mustermann@hcu-ham

**Server Information**

Account Type: IMAP

Incoming mail server: mail.tu-harburg.de

Outgoing mail server (SMTP): mail.tu-harburg.de

**Logon Information**

User Name: hcu123

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

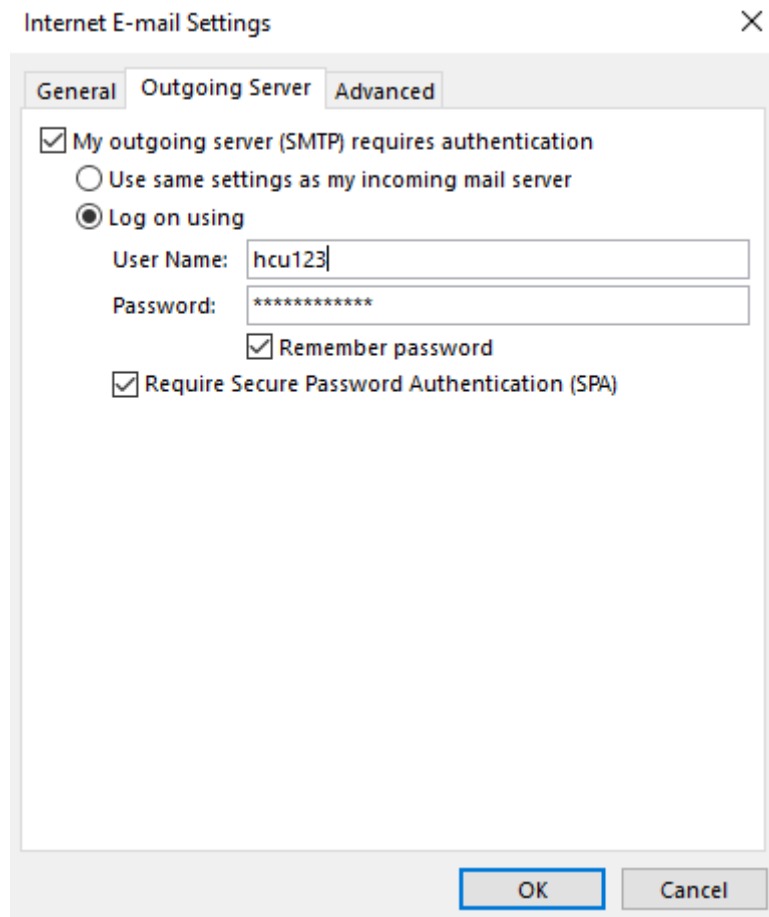
Mail to keep offline: All

More Settings ...

< Back   Next >   Cancel

## Add an Outlook Account

6. Go to *Outgoing Server* and fill out the boxes.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Advanced' tab is not selected. The 'Outgoing Server' tab contains the following settings:

- 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)

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

## Add an Outlook Account

7. Go to *Advanced* and fill out the boxes. Confirm by clicking *OK*.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP):' set to 993 and 'Outgoing server (SMTP):' set to 465. Both are using SSL encryption. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has an empty 'Root folder path' field. The 'Sent Items' section has an unchecked checkbox for 'Do not save copies of sent items'. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked).

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 [slider] Long 1 minute

Folders

Root folder path: [text box]

Sent Items

Do not save copies of sent items

Deleted Items

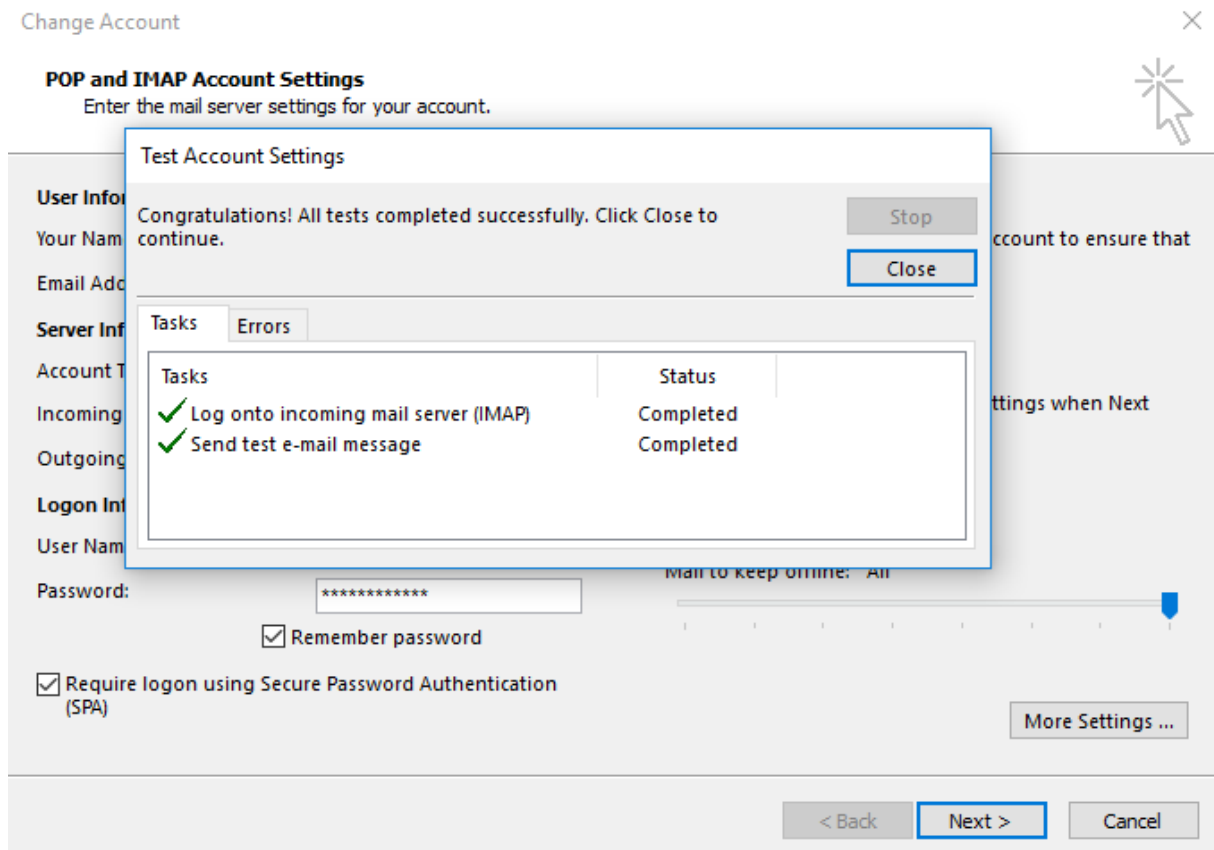
Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

OK Cancel

## Add an Outlook Account

8. Click *Next* to test the settings and click *Close* when completed successfully.



9. Click *Finish* to finish the setup.

**Attention:** By changing your ahoi password you will be asked to change the password in Outlook multiple times.