

Patriots Email – Outlook 2013 Configuration

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Need Help?

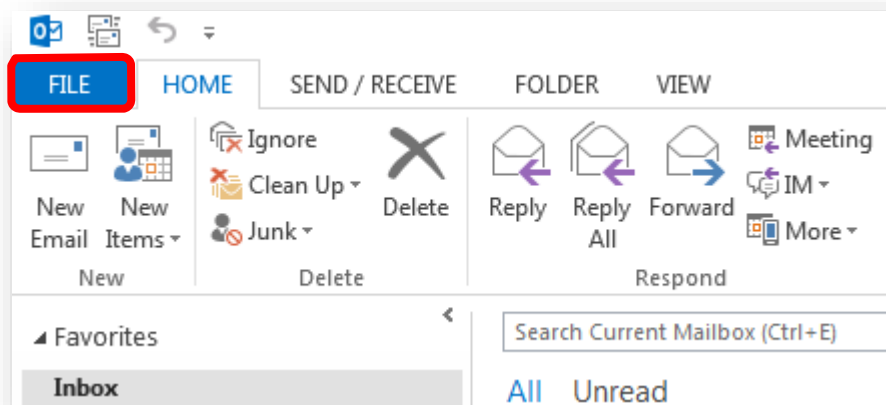
The Microsoft Email Setup Help Wizard gives you step-by-step instructions: [The Wizard](#)

For more information, visit: <http://help.outlook.com/>

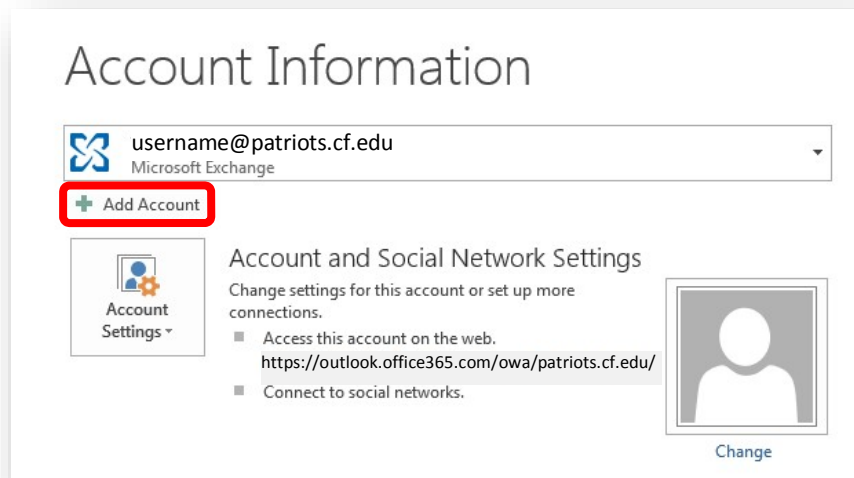
Configuration in Outlook

Exchange/ActiveSync Configuration

1. To create a new account, click **File**. If you are running Outlook for the first time, the next step will automatically display.



2. Click **Add Account**.

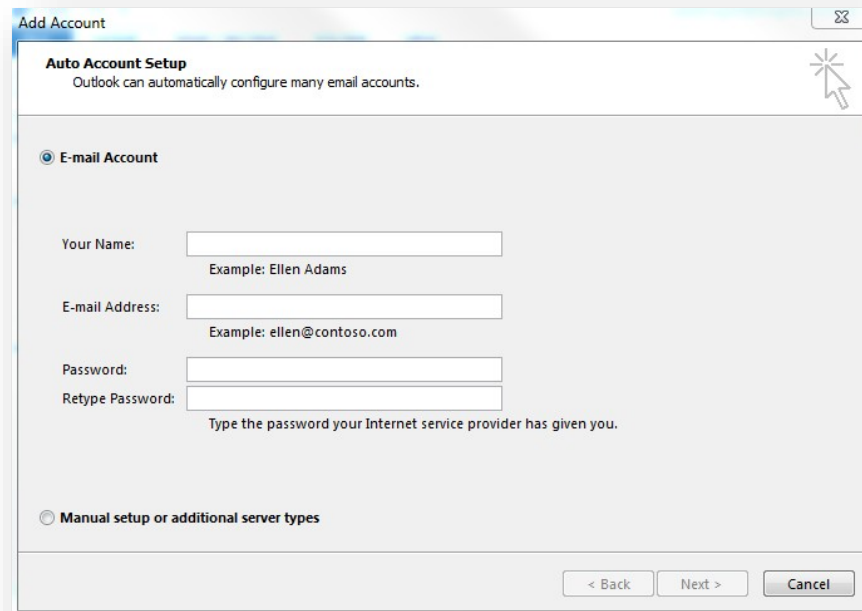


3. Enter in the information that appears in the box **Auto Account Setup**.

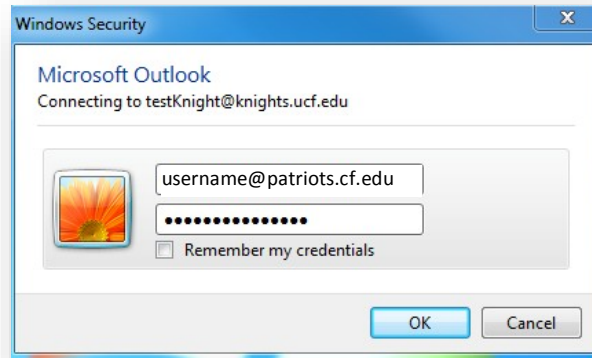
Your Name: Put your first and last name as you want it to appear to others.

E-mail Address: Enter your Patriots email address (youracct@patriots.cf.edu).

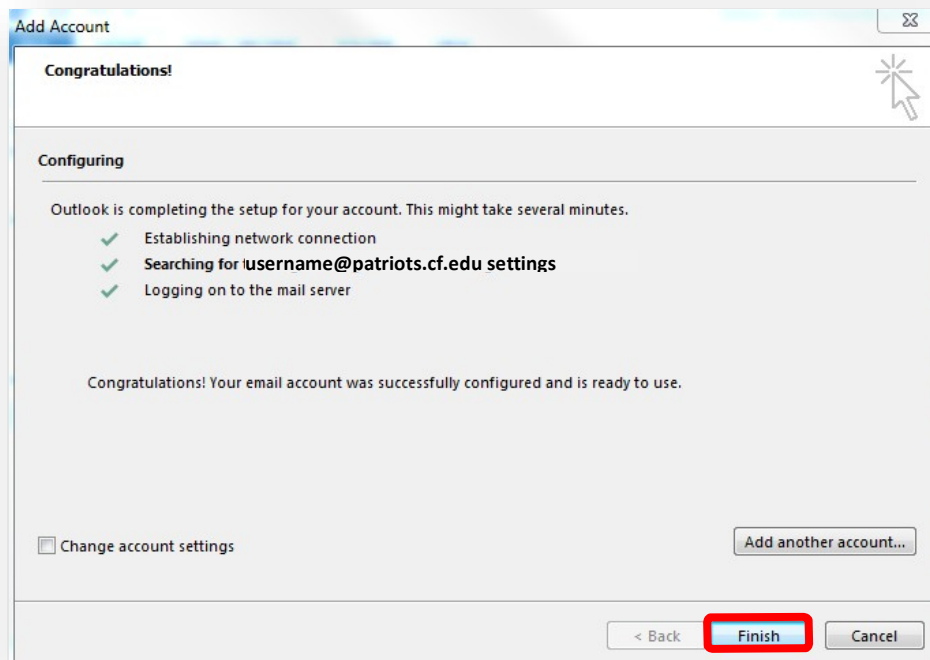
Password: Enter your password, it is CaSe SeNsItIve.



4. After you click **Next** on the Auto Account Setup page of the wizard, Outlook will perform an online search to find your e-mail server settings. You may be prompted to enter your user name and password during this search.



5. If Outlook is able to set up your account, you'll see the following text: Congratulations! Your email account was successfully configured and is ready to use. Click **Finish**.



For more information visit:

<http://help.outlook.com/en-US/beta/ms.exch.ecp.UseOutlookAnywhere.aspx>

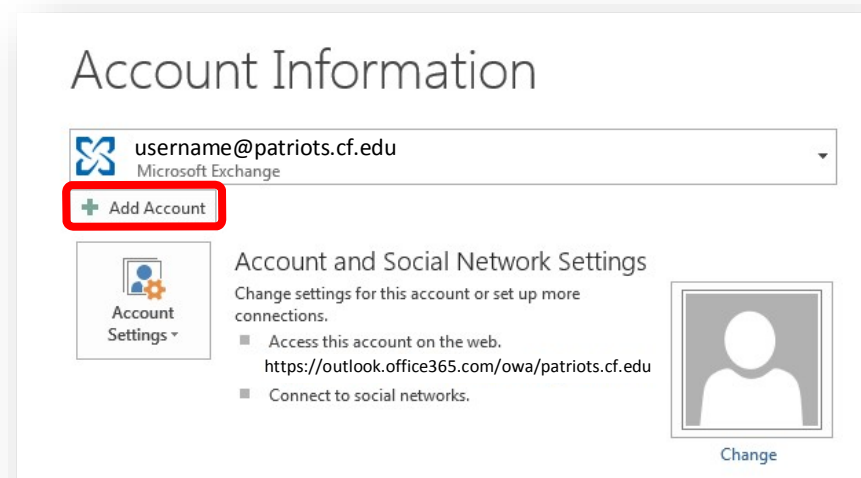
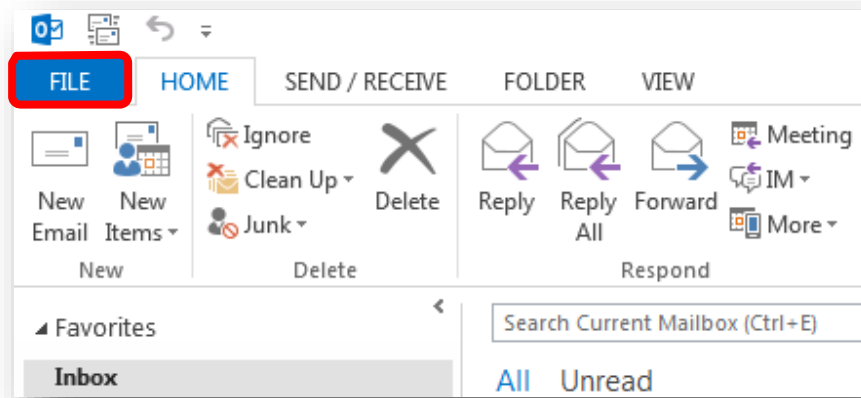
IMAP and POP Configuration

IMAP allows you to have just your email synced between devices. POP allows you to send and receive mail, but it is not synced with any other devices.

	SERVER NAME	PORT	ENCRYPTION METHOD
POP3	outlook.office365.com	995	SSL
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	587	TLS

IMAP and POP Configuration in Outlook 2013

1. To create a new account, go to **File → Add Account**. If you are running Outlook for the first time, the next step will automatically display.



2. Select **Manually setup or additional server types** and then click **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected and highlighted with a red box). Below the 'E-mail Account' option are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

3. Click **POP or IMAP** and click **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title is 'Choose Service'. There are four radio button options: 'Microsoft Exchange Server or compatible service' (with description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'), 'Outlook.com or Exchange ActiveSync compatible service' (with description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), 'POP or IMAP' (selected and highlighted with a red box, with description 'Connect to a POP or IMAP email account'), and 'Other' (with description 'Connect to a server type that is listed below' and a list box containing 'Fax Mail Transport'). At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

4. Fill out the following fields with your information:

Your Name: Your first and last name that will be displayed on your email profile

Email Address: username@patriots.cf.edu

Account Type POP3 (no syncing) or IMAP (syncing)

Incoming mail server: **outlook.office365.com**

Outgoing mail server (SMTP): **smtp.office365.com**

User Name: username@patriots.cf.edu

Password: PaSsWoRd (Case-Sensitive)

Check **Require logon using Secure Password Authentication (SPA)**

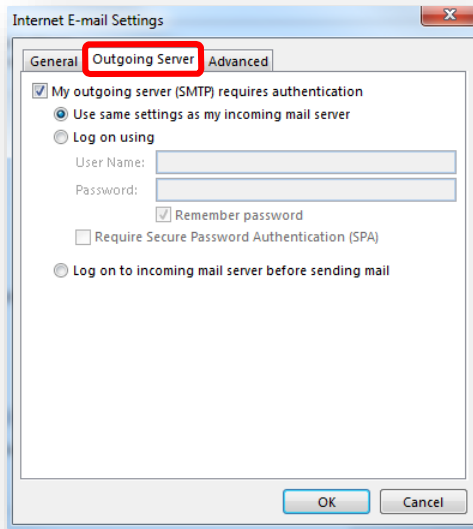
Then click **More Settings ...**

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. The main content area is titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The dialog is divided into several sections:

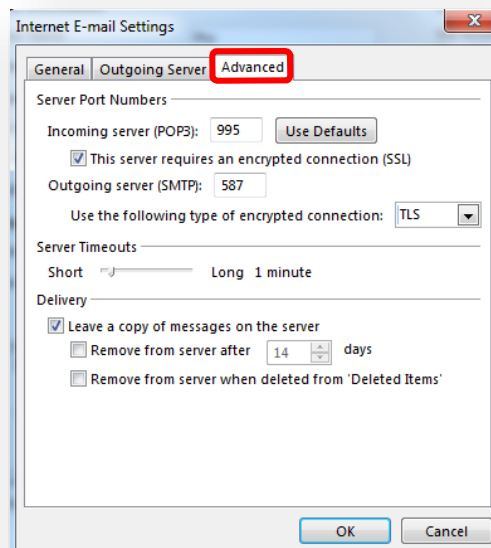
- User Information:** 'Your Name' (text box with 'User Name'), 'Email Address' (text box with 'username@patriots.cf.edu').
- Server Information:** 'Account Type' (dropdown menu with 'POP3'), 'Incoming mail server' (text box with 'outlook.office365.com'), 'Outgoing mail server (SMTP):' (text box with 'smtp.office365.com').
- Logon Information:** 'User Name' (text box with 'username'), 'Password' (text box with '*****'), and a checked checkbox for 'Remember password'.
- Test Account Settings:** A message: 'We recommend that you test your account to ensure that the entries are correct.' Below it is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** Two radio buttons: 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. Below is a text box and a 'Browse' button.
- More Settings ...:** A button highlighted with a red circle.

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Click the **Outgoing Server** tab. Check the box: **My outgoing server (SMTP) requires authentication**.



6. Select the **Advanced** tab. Check the box: **This server requires an encrypted SSL**
Outgoing Server: **587**
Use this type of encrypted connection: **TLS**
Check the box: **Leave a copy of messages on the server**. Then click **OK**.



7. Click **Next** to test the account setup and then, on the next page, click **Finish**.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The dialog is divided into several sections:

- User Information:** 'Your Name' (User Name), 'Email Address' (username@patriots.cf.edu).
- Server Information:** 'Account Type' (POP3), 'Incoming mail server' (outlook.office365.com), 'Outgoing mail server (SMTP)' (smtp.office365.com).
- Logon Information:** 'User Name' (username), 'Password' (masked with asterisks), 'Remember password' (checked), 'Require logon using Secure Password Authentication (SPA)' (checked).
- Test Account Settings:** 'Test Account Settings ...' button, 'Automatically test account settings when Next is clicked' (checked).
- Deliver new messages to:** 'New Outlook Data File' (selected), 'Existing Outlook Data File' (radio button), 'Browse' button.
- More Settings ...** button.

At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

General POP/IMAP Settings

IMAP Configuration

IMAP will sync your email with the server.

Email address: **username@patriots.cf.edu**
Password: **PaSsWoRd**
Username: **username@patriots.cf.edu**
Incoming IMAP Server: **outlook.office365.com**
Port: **993**
Encryption: **SSL**
Outgoing SMTP Server: **smtp.office365.com**
Port: **587**
Encryption: **TLS**

POP Configuration

POP will not sync, but it will just send and receive email from the server. It is almost the exact same as the IMAP setup except the **Incoming Port** is **995**.

Email address: **username@patriots.cf.edu**
Password: **PaSsWoRd**
Username: **username@patriots.cf.edu**
Incoming IMAP Server: **outlook.office365.com**
Port: **995**
Encryption: **SSL**
Outgoing SMTP Server: **smtp.office365.com**
Port: **587**
Encryption: **TLS**