



How to Setup a Email account in Outlook

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1.	What I need to set the option for the client to receive emails?	1
2.	Add Account	2
3.	Key setting	6
4.	Appendix IMAP/ POP	9

1. What I need to set the option for the client to receive emails?

Because the Tencent Mail supports the client software to receive emails from the last 30 days by default, if you use Outlook, Foxmail, or mobile APP to receive emails through IMAP, POP, etc., please adjust the relevant options: (1) Log in to the mailbox through a computer web browser, click [Set] - select [Client Settings]

M H	ir. \$ V<≤ @uic.edu.cn> ♥ Self-Service Se omepage Set - Change skin Link to WeChat
📝 Compose	Mailbox Settings
💽 Receive	General Account Change skin Ching and receiving rules Anti-spam Folders and Tags
Contacts	Reminder Service Client Settings WeCom Letter Paper
Inbox	

(2) In the Receiving Options, change the default to receive emails from the last 30 days to receive all emails

Receiving Options		
	2 Receive Emails in "My Folders"(valid for POP3,	
	Receive notifications for spam blocking(valid for	
	Save sent emails to server(valid for SMTP proto	
	Restrict inbox software from deleting emails(val	V
	Collect All Collec	r
Mobile Client	All 3 Last 2 years Last year Jp Last 3 months ant	
Lise Method	Last 30 days	

Page 1 of 10





(3) On this client setup page, please ensure that the function of receiving emails from the client is enabled



2. Add Account

(1) Launch the Microsoft Outlook application in your system. (Below is a reference for setting the office 2019 version)



(2) Click 【File】

File	Home	Send / Receive	Folder	View	Н
	2	1			E
New N Email Ite	lew ∙ms ≁ M				R

and select Add Account





Info	Account Information
Open & Export	
Save As	· · · · · · · · · · · · · · · · · · ·
	+ Add Account
	Account Settings

Enter the full address of your own email, Check the Advanced option and tick it, then click

Connect:

Choose IMAP:







click 【E-mail Account 】 and click **next:** Incoming mail Server, please update as: imap.exmail.qq.com Outgoing mail Server, please update as: smtp.exmail.qq.com then click Next button:

IMAP Account Settin	ngs for p <u>(Not you?)</u> '8@mail.uic.edu.cn
Incoming mail Server imap.exmail.qq.com	Port 993
Encryption method SSL/TLS	·
Server smtp.exmail.qq.com Encryption method SSL/TLS	Port 465
Require logon using Secure	e Password Authentication (SPA)
	Next 6

Enter the password for your mail account, then click Connect:





Enter the	password for p9 78@mail.uic.edu.cn
	•••••
	Connect 7

(3) In some versions of Outlook, the following window may appear when you Add New Account.For details, see the following steps to add the email account

Locate and select Manual confifure server settings or additional server types, and click Next

Connect to other	server types.		4
C E-mail Account			
Your Name:			
E-mail Address:	Example: Ellen Adams		
	Example: ellen@contoso.com		
Password: Retype Password:			
	Type the password your Internet service	provider has given you,	
Text Messaging (SMS)	_	
Manually configu	re server settings or additional server t	ypes	

(4) Choos POP OR IMAP, and click Next





Add Accou	int	×
Choose Y	our Account Type	Ť
	0 ann 1 an	
	Automatic setup for Office 365 accounts	
	Email Address:	
_	Example: ellen@contoso.com	
	POP or IMAP	
	Advanced setup for POP or IMAP email accounts	
	C Exchange ActiveSync	
	Advanced setup for services that use Exchange ActiveSync	
	- Dade Minutes	Cancel
	< Back Next >	Cancer

3. Key setting

(1) In the 'Add New Account' page, provide the following details:

Add Account		×
POP and IMAP Account Se Enter the mail server setti	ttings ings for your account.	ž
User Information		Test Account Settings
Your Name:	p9 578	We recommend that you test your account to ensure that
Email Address:	p91 '8@mail.uic.edu.cn	
Server Information	0	Tast Account Sattings
Account Type:	імар 🗸 🗲	Test Account Settings
Incoming mail server:	imap.exmail.qq.com	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.exmail.qq.com	
Logon Information		
User Name:	p91 78@mail.uic.edu.cn	
Password:	****	Mail to keep offline: All
	Remember password	n an the state of the
Require logon using Secur	e Password Authentication (SPA)	5 More Settings
		< Back Next > Cancel

(a) User Information

Your name: Your display name. This will be used in the emails send from Outlook. Email address: Your account email full address





<mark>Studen</mark> t mail Domain	<mark>Staff</mark> mail Domain
mail.uic.edu.cn	uic.edu.cn
eg. p91xxxxx8 <mark>@mail.uic.edu.cn</mark>	eg. stxxx <mark>@uic.edu.cn</mark>

(b) Server Information:

For specific configuration related to your account, check this section.

Select IMAP from the Account Type menu.(or POP3, please see Appendix IMAP/POP)

Incoming mail Server	Outgoing mail Server
imap.exmail.qq.com	smtp.exmail.qq.com
choose SSL, port: 993	choose SSL,port: 465

(c) Logon Information:

Username – Your account email full address. eg. p91xxxxx8@mail.uic.edu.cn

Password - Email Account Password

(If you want Outlook to remember your email account password, click to select the

Remember password check box.)

(2) click <u>More Settings.</u>



(3) On the Outgoing Server tab:

Select My outgoing server (SMTP) requires authentication





and ensure that <u>Use same settings as my incoming server</u> is checked

Internet E-mail Setting	js	×	
General Outgoing Server	Sent Items Connection	Deleted Items Advanced	
Wy outgoing server (SMTP) requires authentication			
Our contract of the second			
Log on using			
User Name:			
Password:			
	Remember password		
Require Se	cure Password Authentic	ation (SPA)	
		OK Cancel	

(4) Select the <u>Advanced tab</u> and configure the Settings as follows

Internet Email Settings X		
General Outgoing Server Advanced		
Server Port Numbers Incoming server (IMAP): 993 Use Defaults		
Use the following type of encrypted connection: SSL/TLS		
Outgoing server (SMTP): 465		
Use the following type of encrypted connection: SSL/TLS		
Server Timeouts		
Short Long 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		

(a) Incoming Server (IMAP): 993

Select <u>SSL</u> from the drop down menu for encypted connection.





(b) Outgoing Server (SMTP): 465

Select SSL from the drop down menu for encypted connection. Click OK

Test:

- (5) You will be redirected back to the <u>'Add New Email Account'</u> section.
- (6) Click <u>Test Account Settings</u> to check the configuration info.
- (7) When the tests are successful, Outlook will display a popup window:Click Close. If you see any errors, check the troubleshooting section.

4. Appendix IMAP/ POP

- IMAP and POP are two different protocols. The main difference is that **IMAP**(Internet Messaged Access Protocol) always **syncs** with mail server so that any changes you make in your mail client (Microsoft Outlook, mobile phone) will instantly appear on your webmail inbox.
- On the other hand, in **POP**(Post Office Protocol), your mail client account and mail server are **not synced**. It means whatever changes you make to your email account in the mail client will not be transferred to the webmail inbox.

• <u>IMAP</u>

IMAP anything you do to an IMAP-enabled account will synchronize across all connected programs. For example, if you create a new folder in Outlook, that folder will appear on the server and then propagate to all other devices connected to that account.

• POP

just downloads email from server and can make setting to delete them from the server automatically. If you want to use POP, some settings need to be adjusted:

in Server Information Setting, **Select POP** from the Account Type menu

in **Advanced tab** and configure the Settings as follows:

click to select Leave a copy of messages on the server

if you need ,you can tick to choose and adjust the days the mails be removed from the server. Then click OK. (Only for POP)

(1) Incoming Server (POP): 995, pop.exmail.qq.com, and Select This server requires an encrypted connection(SSL).





(2) Outgoing Server (SMTP): 465, smtp.exmail.qq.com, Select This server requires an encrypted connection(SSL).

The End.

Prepared by ITSC