

# How to Setup a Email account in Outlook

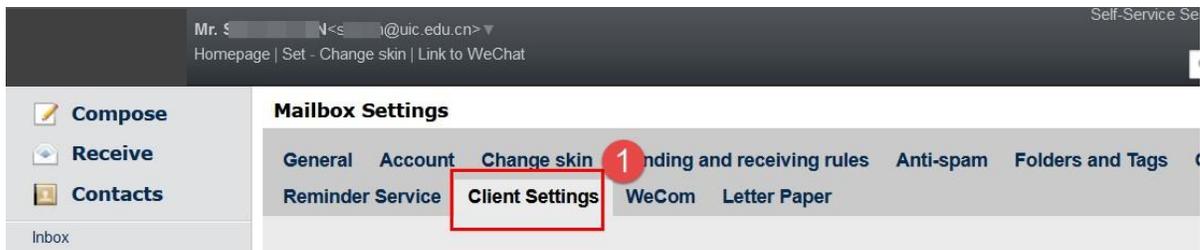
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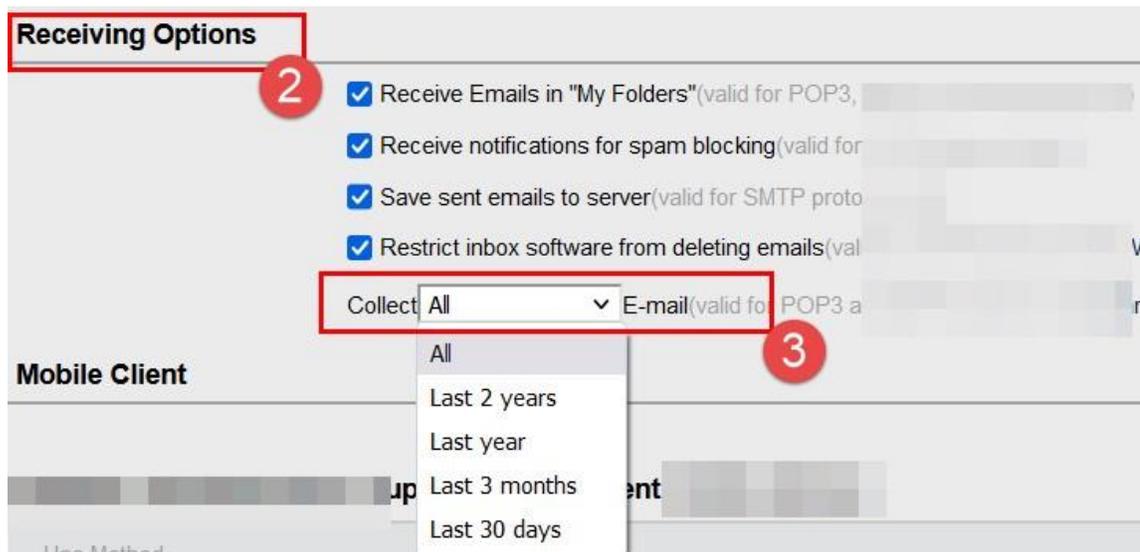
## 1. What I need to set the option for the client to receive emails?

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:

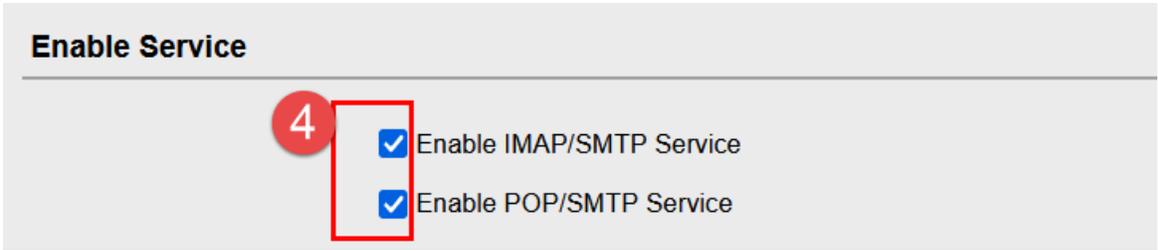
(1) Log in to the mailbox through a computer web browser, click **[Set]** - select **[Client Settings]**



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

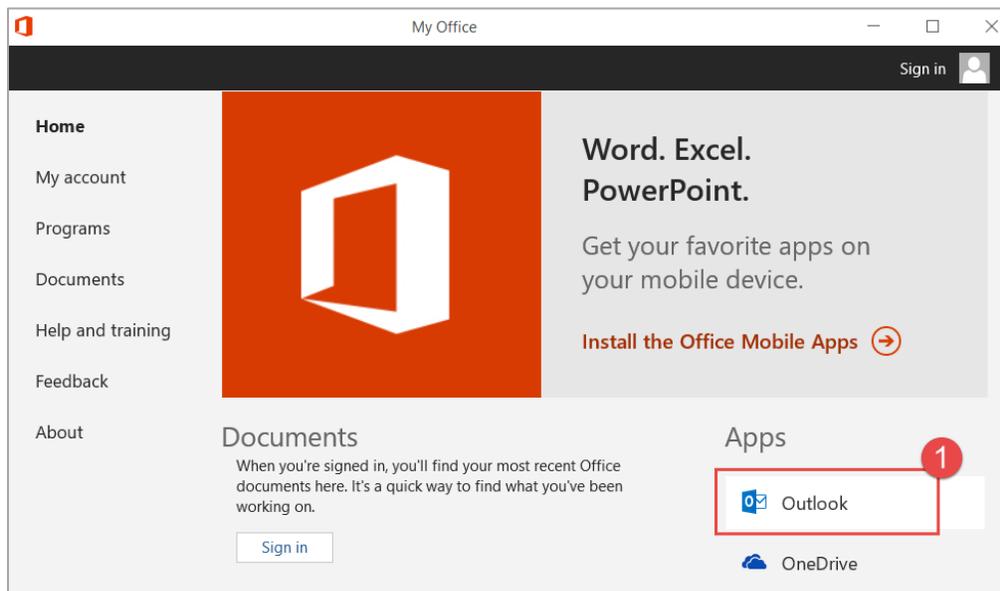


(3) On this client setup page, please ensure that the function of receiving emails from the client is enabled

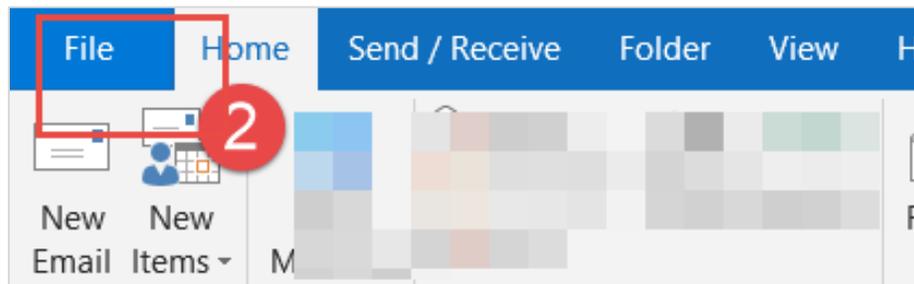


## 2. Add Account

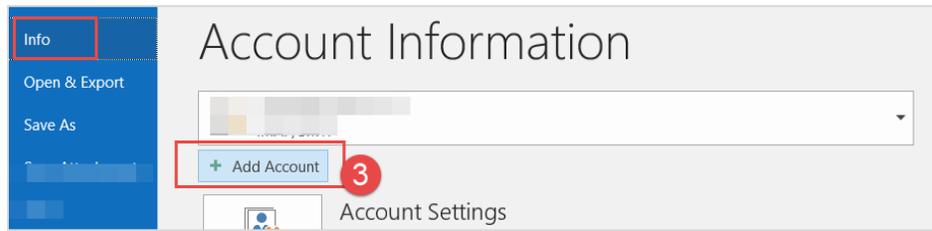
(1) Launch the Microsoft Outlook application in your system. (Below is a reference for setting the office 2019 version)



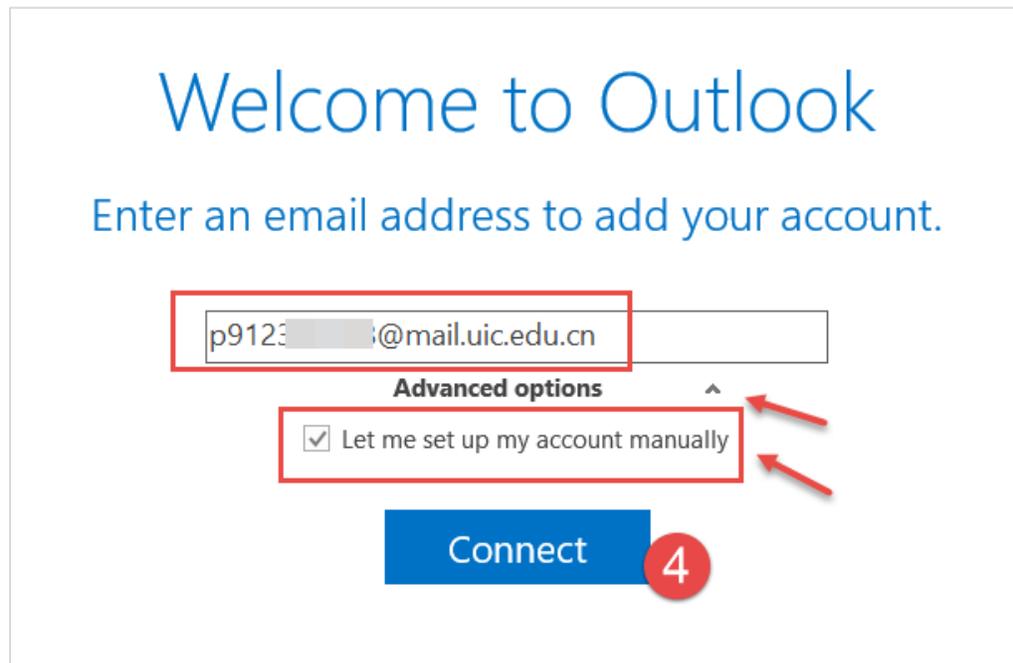
(2) Click **File**



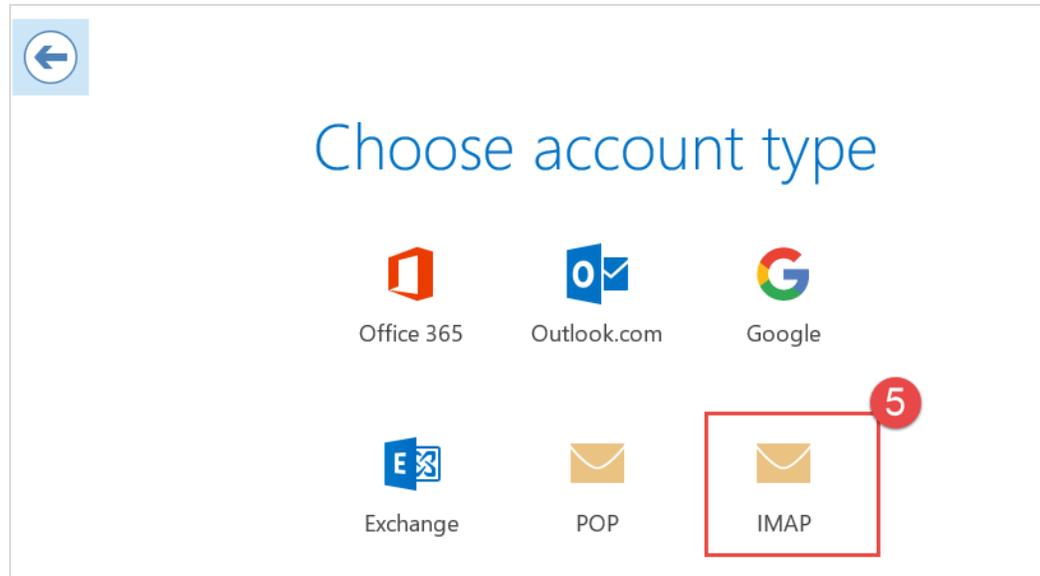
and select **Add Account**



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



Choose IMAP:

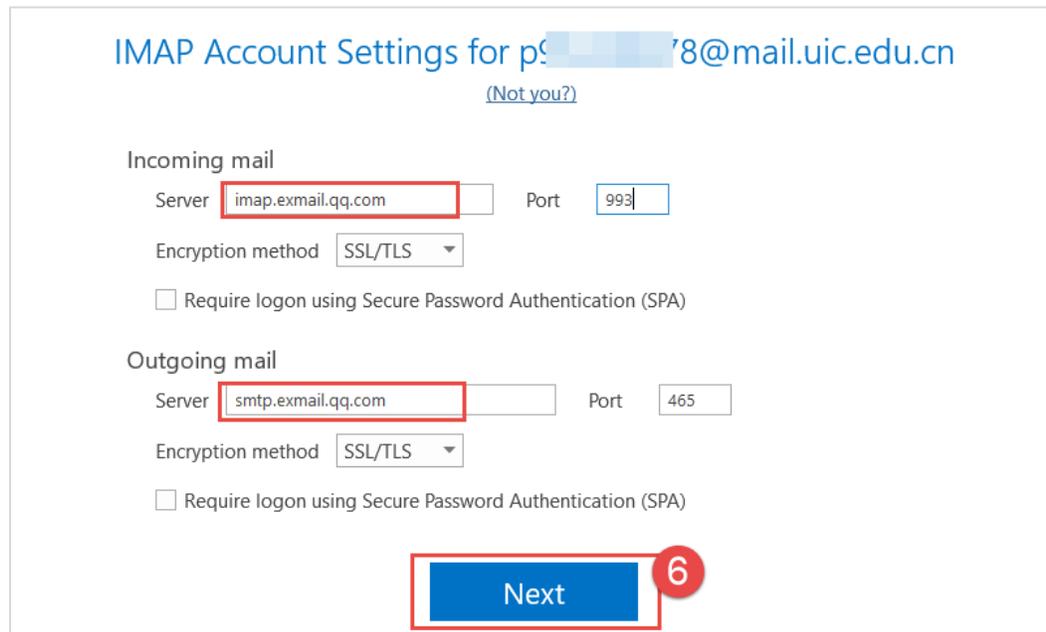


click **【E-mail Account】** and click **next**:

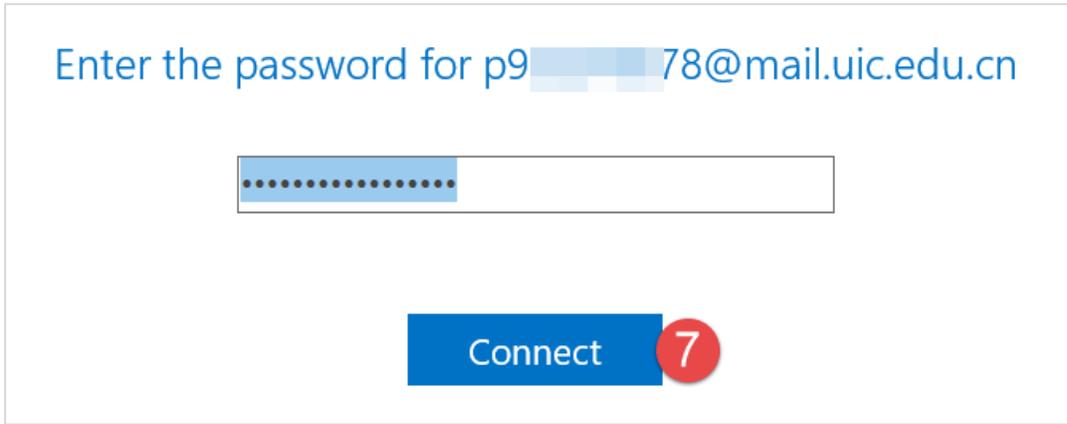
Incoming mail Server, please update as: **imap.exmail.qq.com**

Outgoing mail Server, please update as: **smtp.exmail.qq.com**

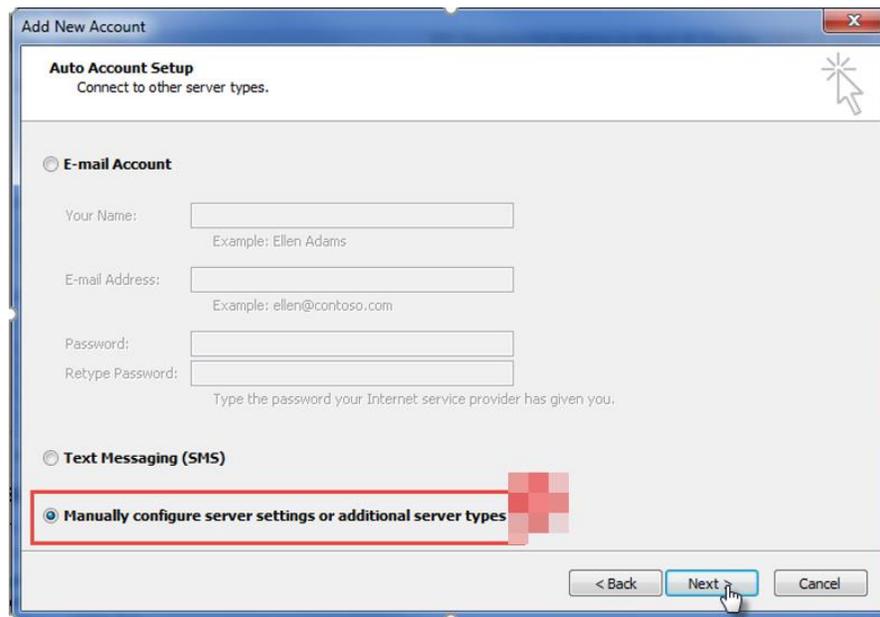
then click **Next button**:



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



- (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 configure server settings or additional server types**, and click **Next**.



- (4) Choos POP OR IMAP, and click **Next**



| Student mail Domain                              | Staff mail Domain                  |
|--|------------------------------------|
| mail.uic.edu.cn<br>eg. p91xxxxx8@mail.uic.edu.cn | uic.edu.cn<br>eg. stxxx@uic.edu.cn |

(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<br>choose SSL, port: 993 | smtp.exmail.qq.com<br>choose SSL, port: 465 |

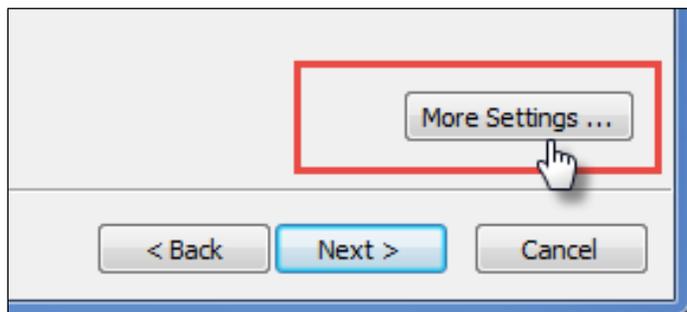
(c) **Logon Information:**

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.)

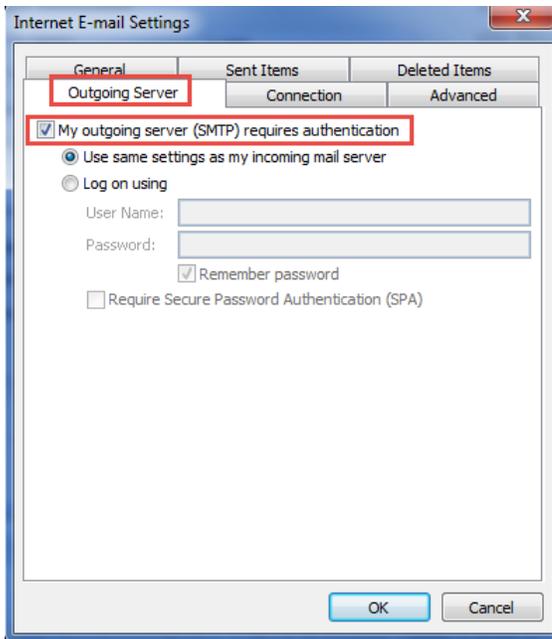
(2) click **More Settings**.



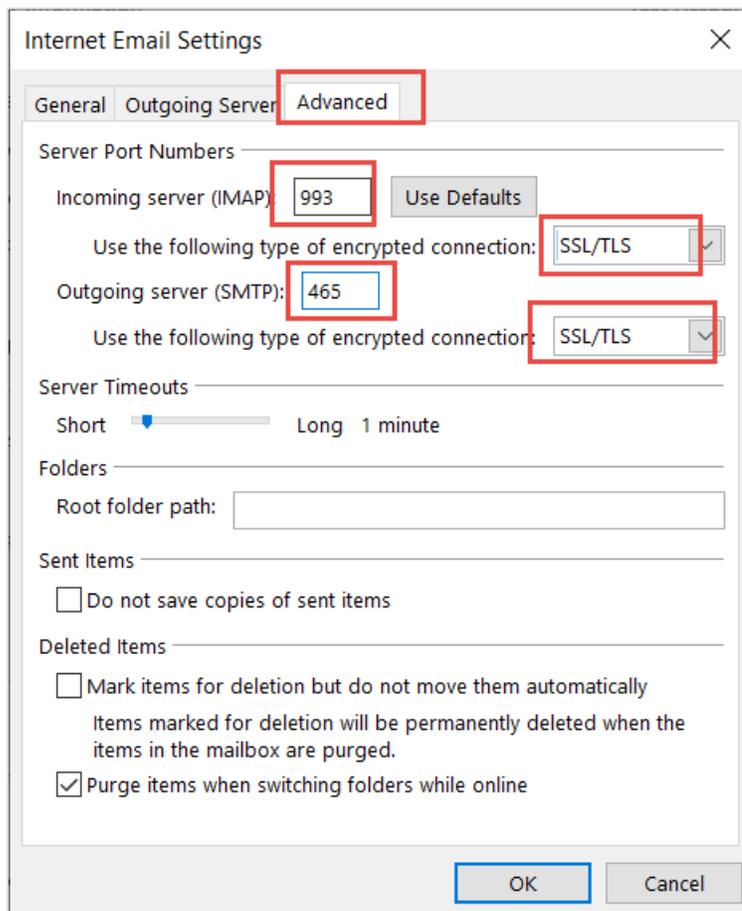
(3) **On the Outgoing Server tab:**

Select My outgoing server (SMTP) requires authentication

and ensure that Use same settings as my incoming server is checked



(4) Select the **Advanced tab** and configure the Settings as follows



**(a) Incoming Server (IMAP): 993**

Select **SSL** from the drop down menu for encrypted connection.

(b) **Outgoing Server** (SMTP): 465

Select SSL from the drop down menu for encrypted connection.

Click OK

Test:

(5) You will be redirected back to the '**Add New Email Account**' section.

(6) Click **Test Account Settings** 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.

- **IMAP**

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