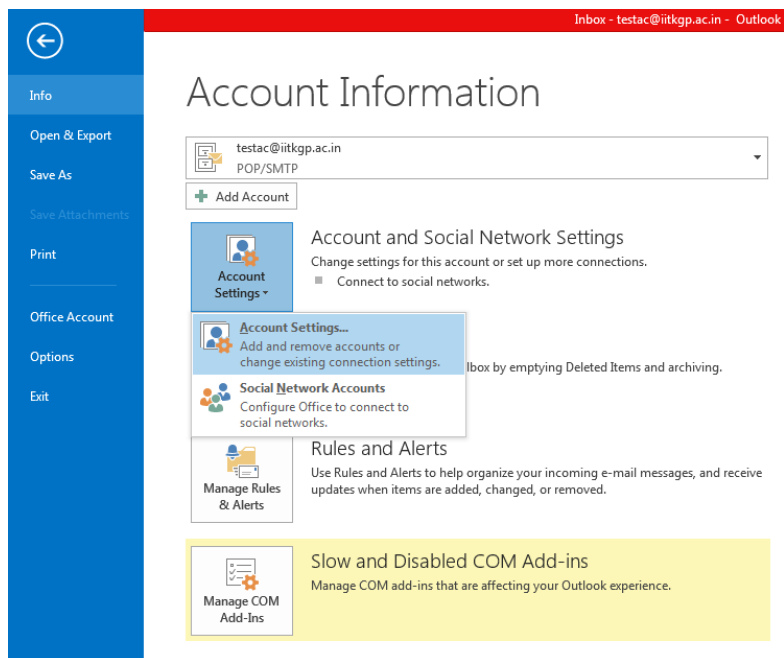


## Outlook2013-2017 configuration steps

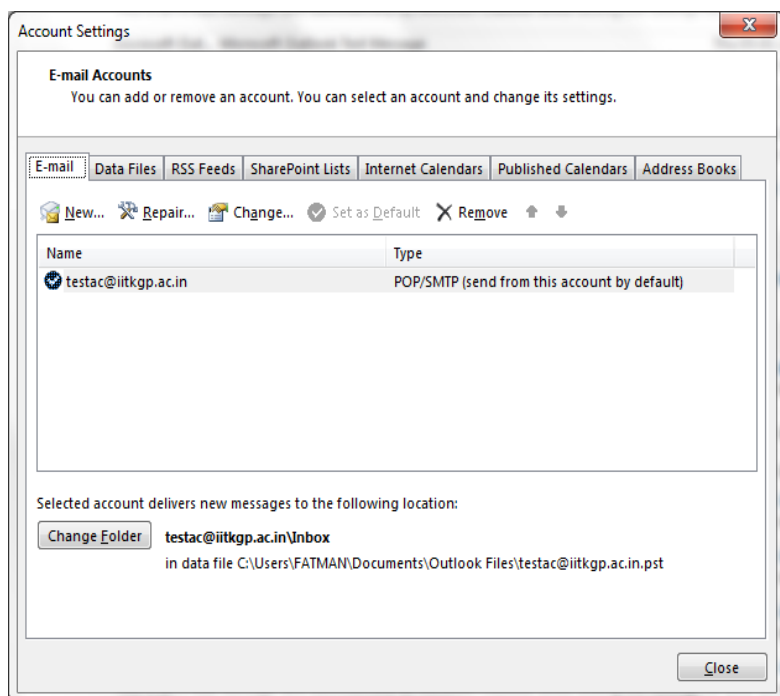
### Step-1

Open the outlook[X] – Click “File” – Click “info” – Click “Account Settings”



### Step-2

“E-mail Accounts” window will appear. – Select the active mail ID – Double Click on the selected ID.



### Step-3

POP and IMAP Account Settings Screen will appear – Click “More Settings”

Change Account

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

**User Information**  
Your Name: Subhankar Nayak  
Email Address: testacc@iitkgp.ac.in

**Server Information**  
Account Type: POP3  
Incoming mail server: iitkgpmail.iitkgp.ac.in  
Outgoing mail server (SMTP): iitkgpmail.iitkgp.ac.in

**Logon Information**  
User Name: testacc@iitkgp.ac.in  
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

< Back   Next >   Cancel

Step-4

Internet E-mail Settings Screen will be appear – Click on “Outgoing Server” tab.

Internet E-mail Settings

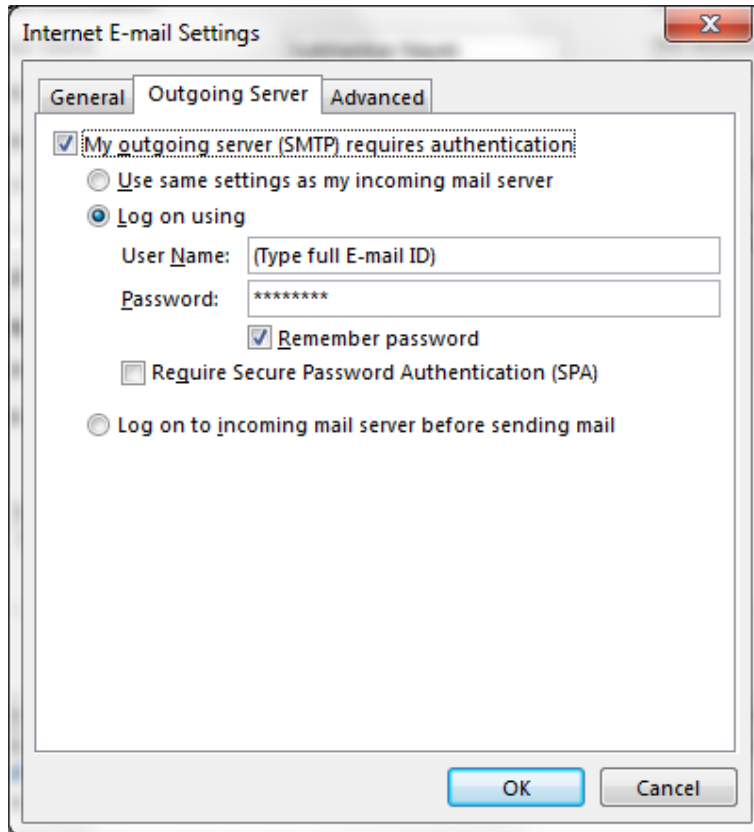
General   **Outgoing Server**   Advanced

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

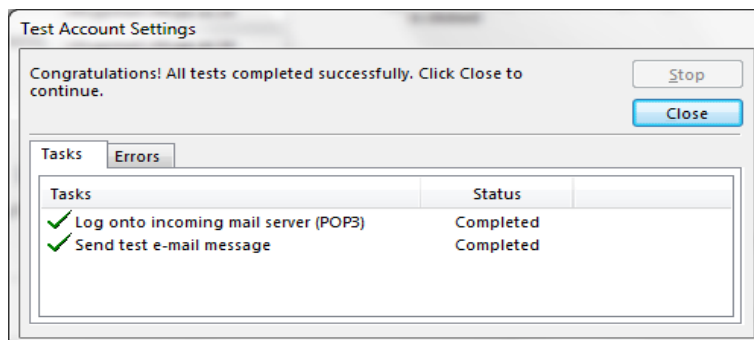
Step-5

Click on the check box – “My Outgoing server (SMTP) requires authentication” – Select the option button “Log on using” – Type the full email ID and password – Click the check box “Remember password” – Then click “ok”.



#### Step-6

Click “Test Account settings” tab. (It will test the incoming mail server logging and successfully send test e-mail message) to inbox.



Check your inbox and find the mail from “Microsoft Outlook”

This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.