

Outlook 2016 on Desktop

Configure an IMAP email account

To configure the Internet email account manually, follow these steps in the **Add New Account** dialog box:

1. Select **Manual setup or additional server types > Next**.
2. Select **POP** or **IMAP > Next**.
3. Under **User Information**, configure the following settings:
 - In the **Your Name** box, type your full name.
 - In the **Email Address** box, type your full email address.
4. Under **Server Information**, select **IMAP** in the **Account Type** box, configure the following settings:
 - In the **Incoming mail server** box, type the name of the server.
 - In the **Outgoing mail server (SMTP)** box, type the name of the outgoing email server.
 - Don't know your server name? [Access the online help \(https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-\)](https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.
5. Under **Logon Information**, configure the following settings:
 - In the **User Name** box, type your user name.
 - In the **Password** box, type the password.
 - If you want Outlook to remember your email account password, click to select the **Remember password** check-box.
6. Click the **More Settings** button.
7. Provide Internet email settings.
 - On the **General** tab, enter the name of the account for your reference.
 - Select the **Outgoing Server** tab.
 - Enable the SMTP authentication by selecting the My outgoing server (SMTP) requires authentication check-box.
 - Choose the option to Use the same settings as my incoming mail server.
 - Select the **Advanced** tab. Enter Server port numbers and their type of connection to the server as given below
 - Incoming Server (IMAP): 993
 - Type of encrypted connection to the incoming server: SSL
 - Outgoing Server (SMTP) : 465
 - Type of encrypted connection to the outgoing server: SSL
 - Set the **Root folder path to INBOX**
 - Select the option **Do not save the copies of sent items**
 - Click **OK** to close the Internet Email Settings dialog box.
 - Outlook verifies the settings provided. On completing the tests successfully, Close the test status

dialog box and click Next to continue.

8. Select **Next > Finish**.

Reference Document: [How to set up an Internet email account in Outlook 2013 or 2016](https://support.microsoft.com/en-in/help/2758902/how-to-set-up-an-internet-email-account-in-outlook-2013-or-2016#:~:text=On%20the%20Email%20tab%2C%20select,type%20your%20e%2Dmail%20address.)

(<https://support.microsoft.com/en-in/help/2758902/how-to-set-up-an-internet-email-account-in-outlook-2013-or-2016#:~:text=On%20the%20Email%20tab%2C%20select,type%20your%20e%2Dmail%20address.>)

Configure a POP email account

To configure the Internet email account manually, follow these steps in the Add New Account dialog box:

1. Select Manual setup or additional server types > Next.
2. Select POP > Next.
3. Under User Information, configure the following settings:
 - In the Your Name box, type your full name.
 - In the Email Address box, type your full email address.
4. Under Server Information, select POP3 in the Account Type box, configure the following settings:
 - In the Incoming mail server box, type the name of the server.
 - In the Outgoing mail server (SMTP) box, type the name of the outgoing email server.
 - Don't know your server name? [Access the online help](https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) (<https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client->) to know the server settings required to configure your account.
5. Under Logon Information, configure the following settings:
 - In the User Name box, type your user name.
 - In the Password box, type the password.
 - If you want Outlook to remember your email account password, click to select the Remember password check-box.
6. Click the More Settings button.
7. Provide Internet email settings.
 - On the General tab, enter the name of the account for your reference.
 - Select the Outgoing Server tab.
 - Enable the SMTP authentication by selecting the My outgoing server (SMTP) requires authentication check-box.
 - Choose the option to Use the same settings as my incoming mail server.
 - Select the Advanced tab. Enter Server port numbers and their type of connection to the server as given below
 - Incoming Server (POP3): 995
 - Type of encrypted connection to the incoming server: SSL
 - Outgoing Server (SMTP) : 465
 - Type of encrypted connection to the outgoing server: SSL

- Click OK to close the Internet Email Settings dialog box.
- Outlook verifies the settings provided. On completing the tests successfully, Close the test status dialog box and click Next to continue.

8. Select **Next** > **Finish**.

Reference Document: [How to set up an Internet email account in Outlook 2013 or 2016](https://support.microsoft.com/en-in/help/2758902/how-to-set-up-an-internet-email-account-in-outlook-2013-or-2016#:~:text=On%20the%20Email%20tab%2C%20select,type%20your%20e%2Dmail%20address.)

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Set your default email account for sending new email

Refer to the steps mentioned [here](https://support.microsoft.com/en-us/office/change-the-account-used-to-send-email-messages-2bdd8d4f-e30f-4ec8-88a0-406ce7b23cc5) (<https://support.microsoft.com/en-us/office/change-the-account-used-to-send-email-messages-2bdd8d4f-e30f-4ec8-88a0-406ce7b23cc5>) to set your default email account for sending new email
