Outlook 2013 on desktop

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Configure an IMAP email account in Outlook 2013

Step 1: Create an email account

i. Start Outlook.

ii. On the **File** menu, choose the **Info** tab and click the **Add Account** button.

iii. Choose the **Manual setup or additional server types** option to provide custom settings. Click **Next** to continue.

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iv. Choose the **POP or IMAP** option as the type of account to be configured.

Step 2: Provide Account Details

    i. In the **User Information** section, provide below details.
- In the Your **Name** box, enter your name exactly as you want it to appear to recipients.
- In the **E-mail Address** box, type your e-mail address.

   ii. In the **Server Information** section,
- Select **IMAP** for Account Type.
- In the **Incoming mail server** box, type the name of your Server.

  iii.   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-) to know the server settings required to configure your account.

- In the **Outgoing mail server (SMTP)** box, type the name of your Outgoing/SMTP server.

  iv. In the **Logon Information** section,
- In the **User Name** box, type your SkyConnect user id.
- In the **Password** box, type your password associated with the account.

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- Using Mithi SkyConnect trial account?
- Use the User Id received in the Welcome Mail and Password provided by the Mithi team.

- ○ Drag the Mail to keep offline slider to the desired number of months or to All to synchronize all email messages..

v. Click the **More** Settings button.

vi. Provide **Internet email settings**.
- ○ On the **General** tab, enter 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.
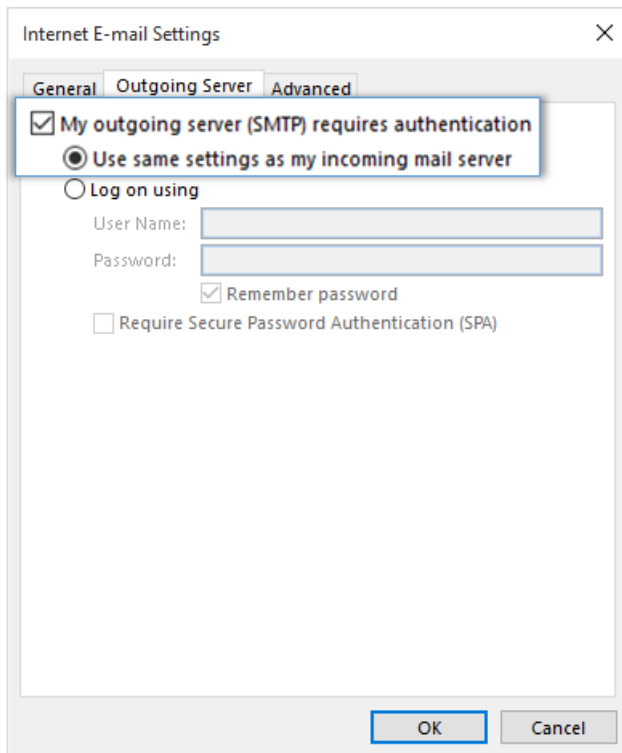
- Select the **Advanced** tab.
    - Enter Server port numbers and their type of connection to the server as given below
    - **Incoming Server (IMAP)**: 993
    - **Type of encrypted connection to the incoming server**: SSL
    - **Outgoing Server (SMTP)** : 465
    - **Type of encrypted connection 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.
- On the **Account Setup** dialog box, click **Next** to proceed.
- Outlook verifies the settings provided. On completing the tests successfully, Close the test status dialog box and click **Next** to continue.
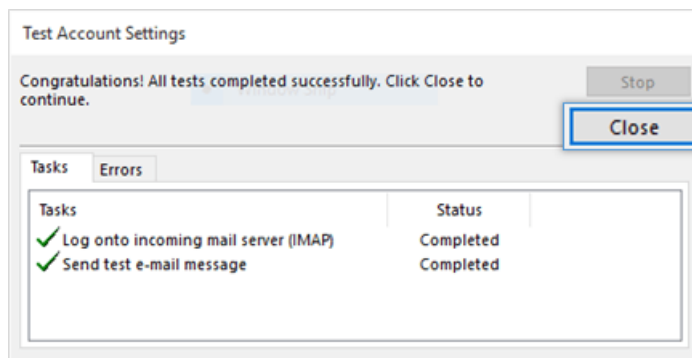
◦ Click **Finish** to complete the setup.
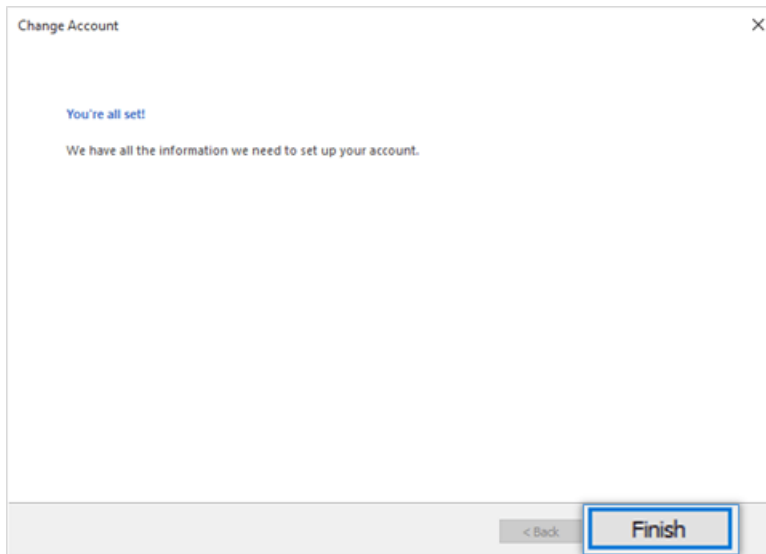
vii. Outlook configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.
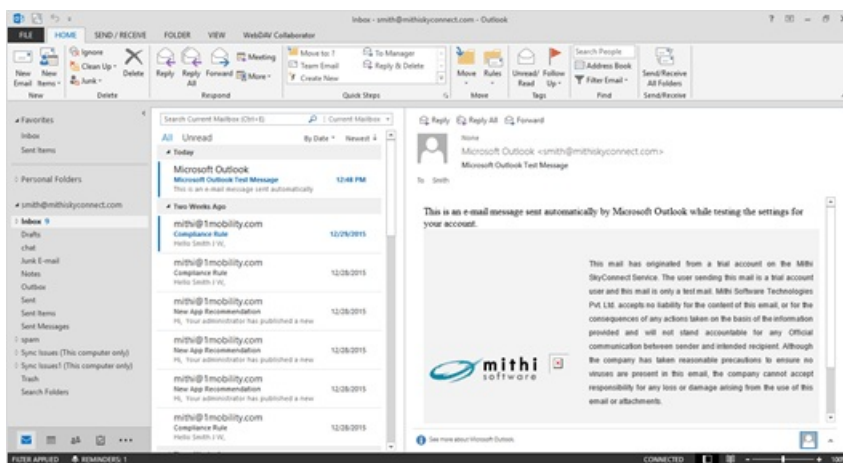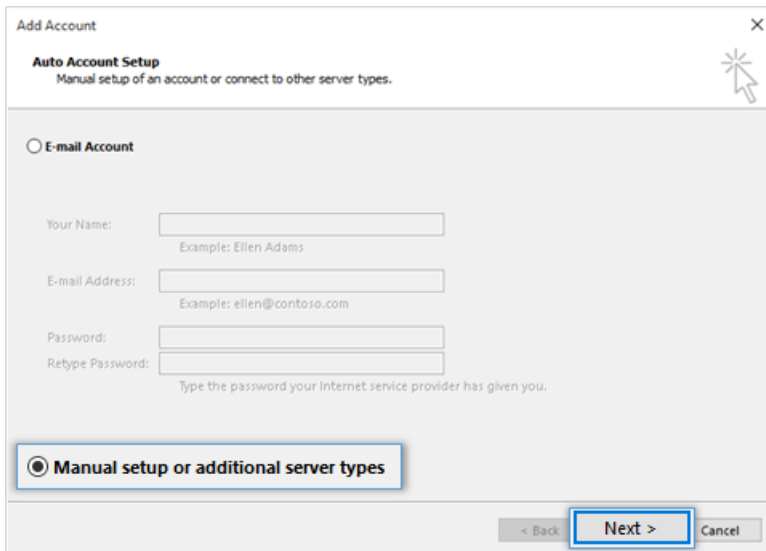

Configure a POP email account in Outlook 2013
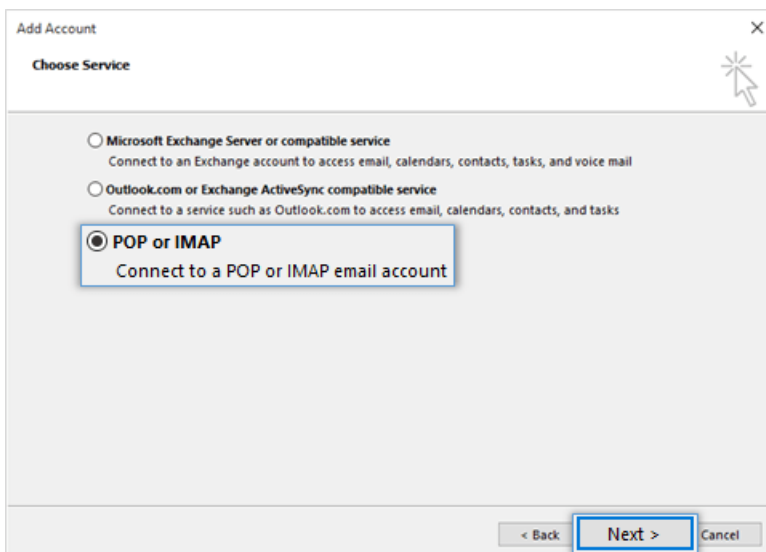
Step 1: Create an email account

i. Start Outlook.
ii. On the **File** menu, choose the **Info** tab and click the **Add Account** button.
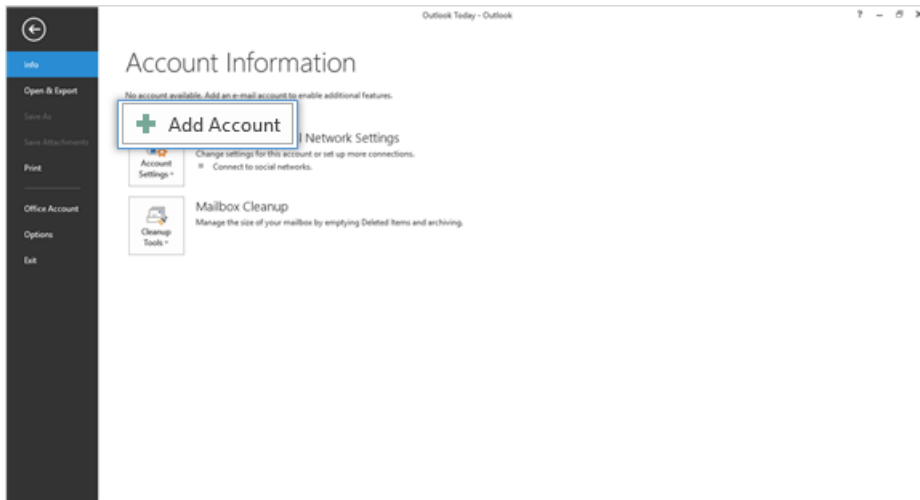
iii. Choose the **Manual setup or additional server types** option to provide custom settings. Click **Next** to continue.

iv. Choose the **POP or IMAP** option as the type of account to be configured.

Step 2: Provide Account Details

i. In the **User Information** section, provide below details.
   - In the Your **Name** box, enter your name exactly as you want it to appear to recipients.
   - In the **E-mail Address** box, type your e-mail address.

ii. In the **Server Information** section,
   - Select **POP3** for Account Type.
   - In the **Incoming mail server** box, type the name of your Server.
   - In the **Outgoing mail server (SMTP)** box, type the name of your Outgoing/SMTP 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-) to know the server settings required to configure your account.

iii. In the **Logon Information** section,
   - In the **User Name** box, type your SkyConnect user id.
   - In the **Password** box, type your password associated with the account.

   > - Using Mithi SkyConnect trial account?
   > - Use the User Id received in the Welcome Mail and Password provided by the Mithi team.

   - Drag the Mail to keep offline slider to the desired number of months or to All to synchronize all email messages..
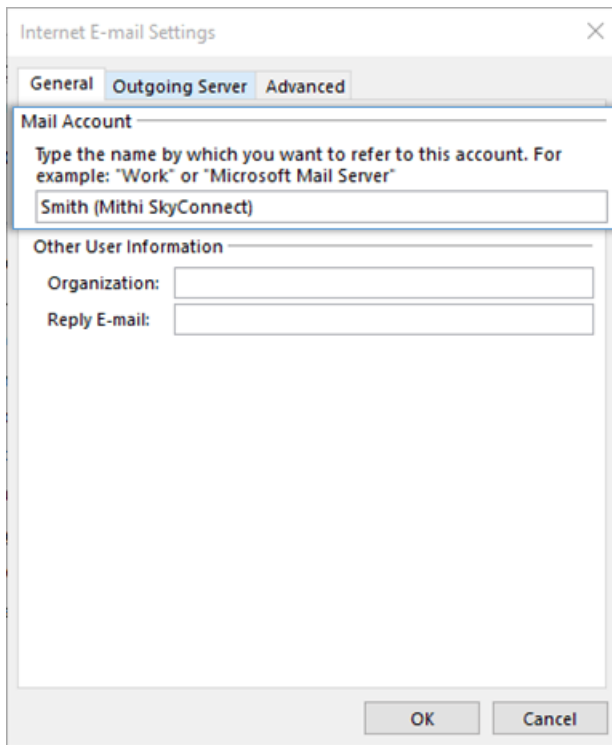
iv. Click the **More** Settings button.

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- Select the **Outgoing Server** tab.
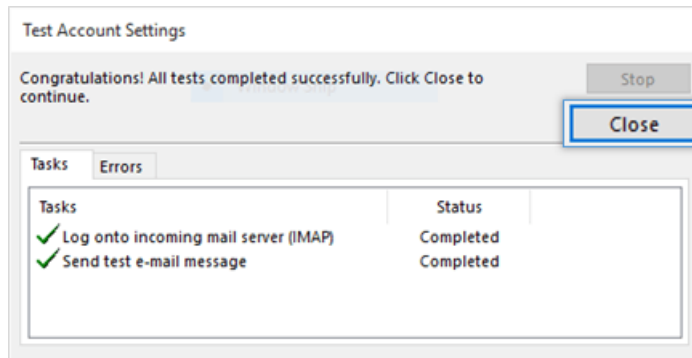- Enable the **SMTP authentication** by selecting the My outgoing server (SMTP) requires authentication check-box.
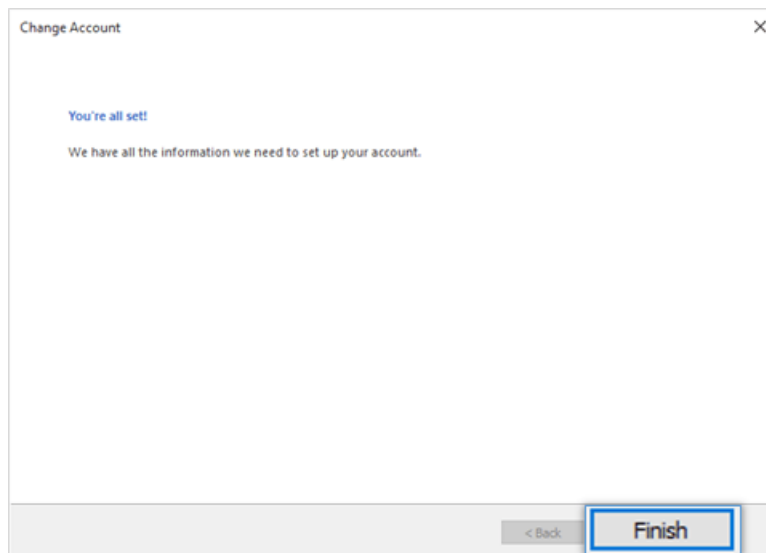- Choose the option to Use the same settings as my incoming mail server.

- Select the **Advanced** tab.
  - Enter Server port numbers and their type of connection to the server as given below
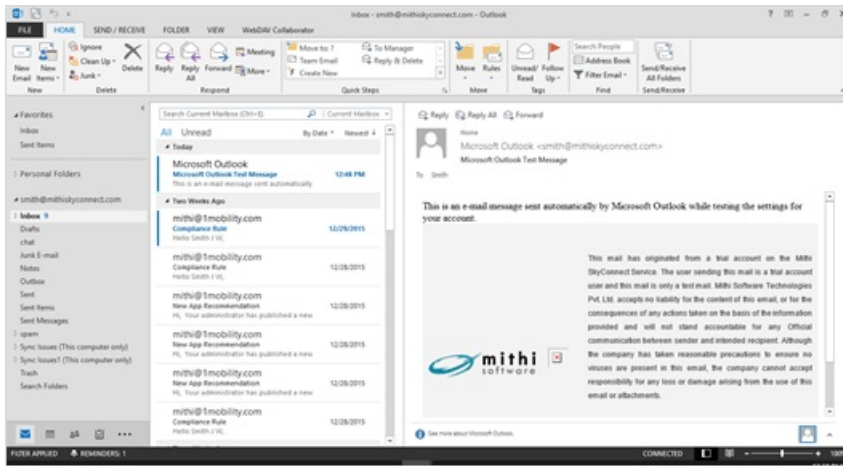 - Incoming Server (POP3): **995**

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- 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.
  - On the **Account Setup** dialog box, click **Next** to proceed.
  - Outlook verifies the settings provided. On completing the tests successfully, Close the test status dialog box and click **Next** to continue.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks   Errors

Tasks	Status
✔ Log onto incoming mail server (IMAP)	Completed
✔ Send test e-mail message	Completed

  - Click **Finish** to complete the setup.

Change Account   ×

You're all set!

We have all the information we need to set up your account.

< Back   Finish

vi. Outlook configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.

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) to set your default email account for sending new email