# Outlook 2013 – Access and Manage Contacts

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.

E-mail Account		
Your Name: [	Evamiler Ellen Arlams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	

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

Add Acco	punt
Choose	e Service
	Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
	POP or IMAP Connect to a POP or IMAP email account
	< Back Next > Cancel

### **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-webclient-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.
    - 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.

User Information		-	
Your Name:	Smith		
Email Address:	:mith@mithiskyconnect.com		
Server Information		I to keep offline: All	
Account Type:	IMAP 🗸	(1,1,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2,2	
Incoming mail server:	mail.mithiskyconnect.com		
Outgoing mail server (SMTP):	mail.mithiskyconnect.com		
Logon Information			
User Name:	:mith@mithiskyconnect.com		
Password:	*****		
✓ Remen	nber password	_	
Require logon using Secure Pa	ssword Authentication		

#### vi. Provide Internet email settings.

 $\circ~$  On the General tab, enter name of the account for your reference.

Internet E-	-mail Settings	$\times$
General	Outgoing Server Advanced	
Mail Acco Type the example Smith (1	unt e name by which you want to refer to this account. For e: "Work" or "Microsoft Mail Server" Mithi SkyConnect)	
Other User Information		
Organi	ization:	
Reply E	E-mail:	
	OK Cance	I

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

Internet E-mail Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
O Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	
ОК С	ancel

- 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.

ongrat	ulations! All tests completed successfully e.	. Click Close to	Stop
		Close	
Tasks	Errors		-
Tasks		Status	
√L0	g onto incoming mail server (IMAP)	Completed	

• 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.

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	Ť
C E-mail Account		
Your Name:		
E-mail Address:	Example: Ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manual setup	p or additional server types	
	< Back Next >	Cancel

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

Choose Service	×
Microsoft Exchange Server or compatible service	- 1
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	
Outlook.com or Exchange ActiveSync compatible service	
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
POP or IMAP	
Connect to a POP or IMAP email account	

### **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-webclient-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.

Add New Account		×
Internet E-mail Settings Each of these settings are require User Information	ed to get your e-mail account working.	飞 卷
Your Name:	Smith	:count Settings
E-mail Address:	smith@mithiskyconnect.com	ng out the information on this screen, we and you test your account by clicking the button
Server Information		Requires network connection)
Account Type:	POP3	ccount Settings
Incoming mail server:	mail.mithiskyconnect.com	est Account Settings by clicking the Next button
Outgoing mail server (SMTP):	mail.mithiskyconnect.com	lew Outlook Data File
Logon Information		xisting Outlook Data File
User Name:	smith@mithiskyconnect.com	Browse
Password:	******	
Require logon using Secure Passwo	rd Authentication (SPA)	More Settings
		< Back Next > Cancel

#### v. Provide Internet email settings.

• On the General tab, enter name of the account for your reference.

Internet E-	mail Set	tings			×
General	Outgoi	ng Server	Advanced		
Mail Acco	unt —				]
Type the example	name b : "Work"	y which ye or "Micro	ou want to soft Mail Se	refer to this acc erver"	count. For
Smith (Mithi SkyConnect)					
Other User Information					
Organi	zation:				
Reply E	-mail:				
				OK	Cancel

- 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.

Internet E-mail Settings
General Outgoing Server Advanced
My outgoing server (SMTP) requires authentication
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
OK Cancel

- 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
- $\circ~$  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.

est Aco	count Settings		
Congratulations! All tests completed successfully. Click Close to continue.		Stop	
			Close
lasks	Errors		
Tasks		Status	
Log onto incoming mail server (IMAP)		Completed	
1-	nd 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