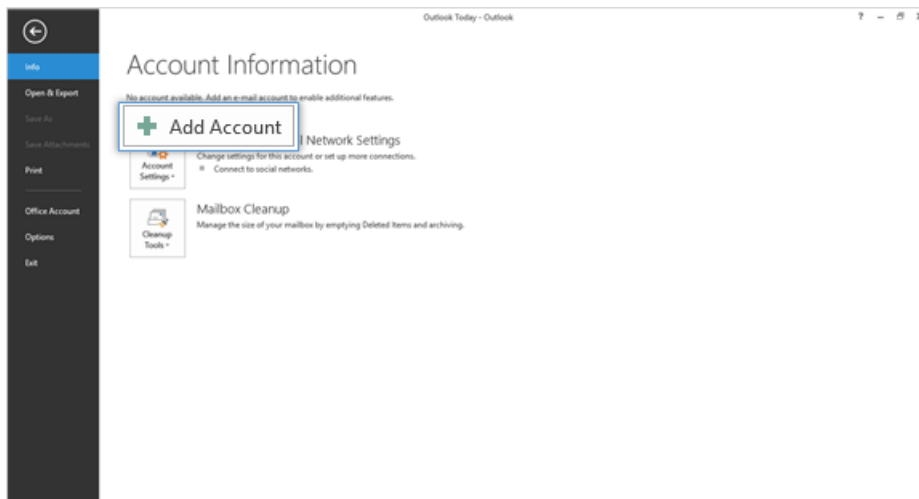


# Outlook 2013 on desktop

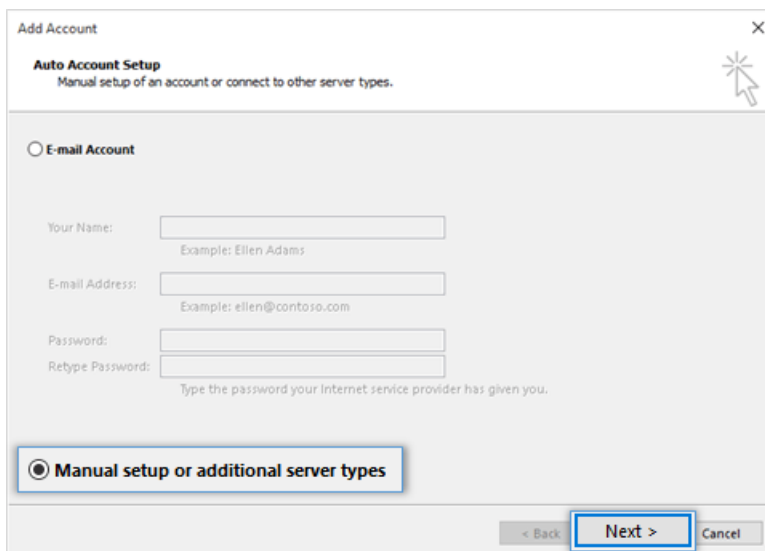
## Configure an IMAP email account in Outlook 2013

### Step 1: Create an email account

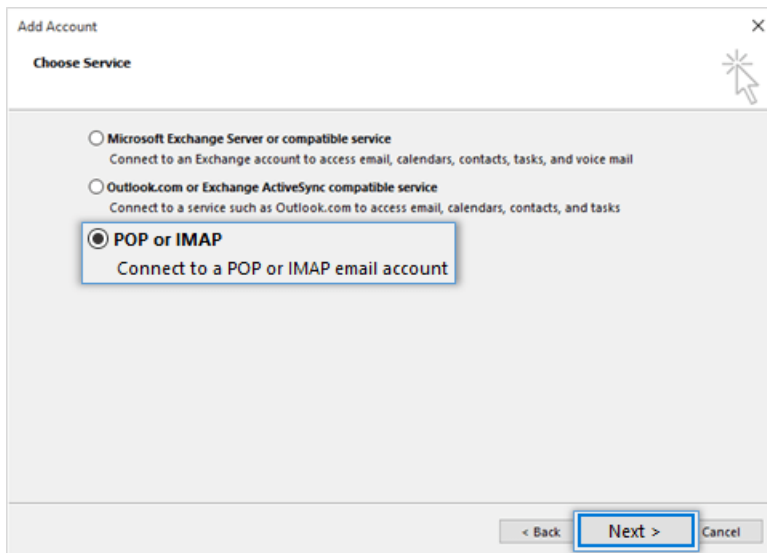
- i. Start Outlook.
- ii. On the **File** menu, choose the **Info** tab and click the **Add Account** button.



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



- 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-) (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.

- 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.

**Add Account**

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

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**More Settings ...**

< Back **Next >** Cancel

vi. Provide **Internet email settings**.

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

**Internet E-mail Settings**

General **Outgoing Server** Advanced

**Mail Account**

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

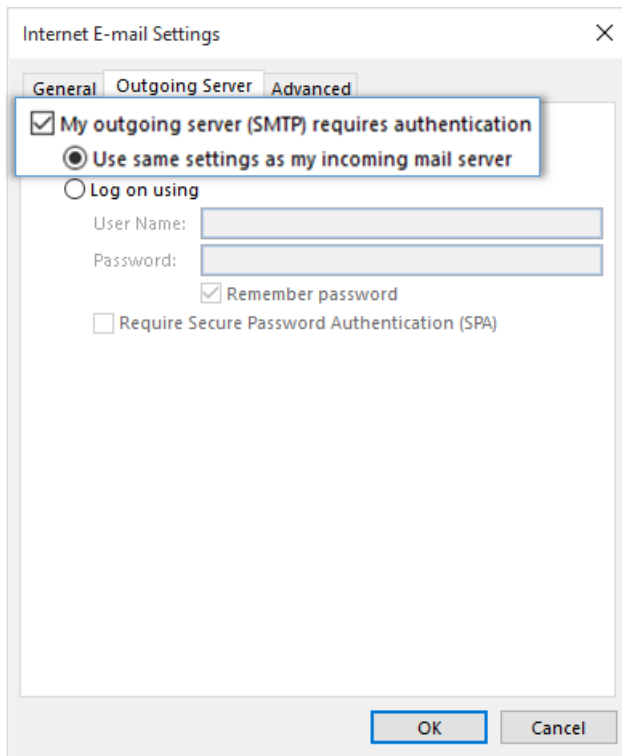
**Other User Information**

Organization:

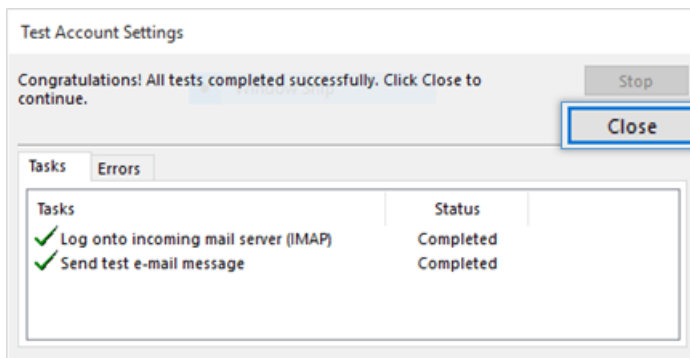
Reply E-mail:

OK Cancel

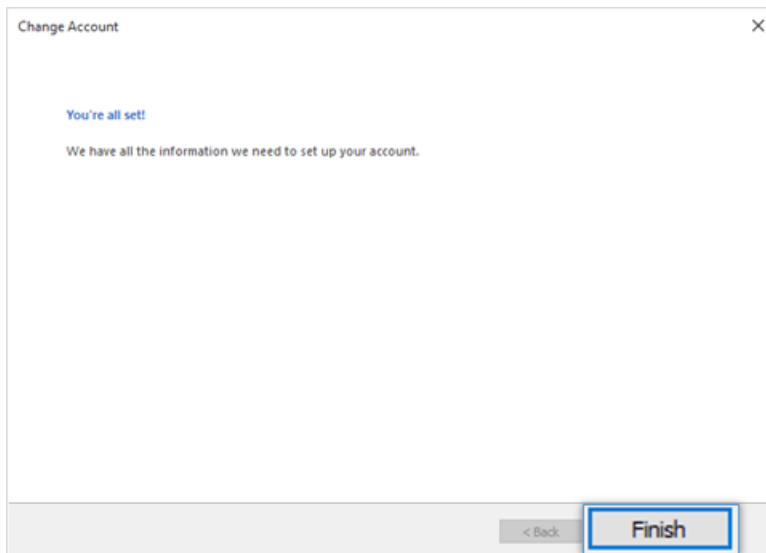
- Select the **Outgoing Server** tab.
- Enable the **SMTP authentication** by selecting the My outgoing server (SMTP) requires authentication check-box.
- Choose the option to Use the same settings as my incoming mail server.



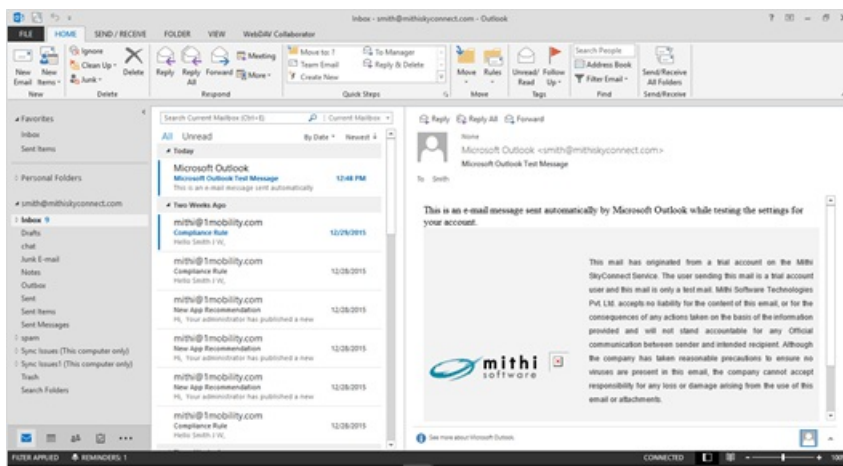
- Select the **Advanced** tab.
  - Enter Server port numbers and their type of connection to the server as given below
  - **Incoming Server (IMAP):** 993
  - **Type of encrypted connection to the incoming server:** SSL
  - **Outgoing Server (SMTP) :** 465
  - **Type of encrypted connection to the outgoing 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.



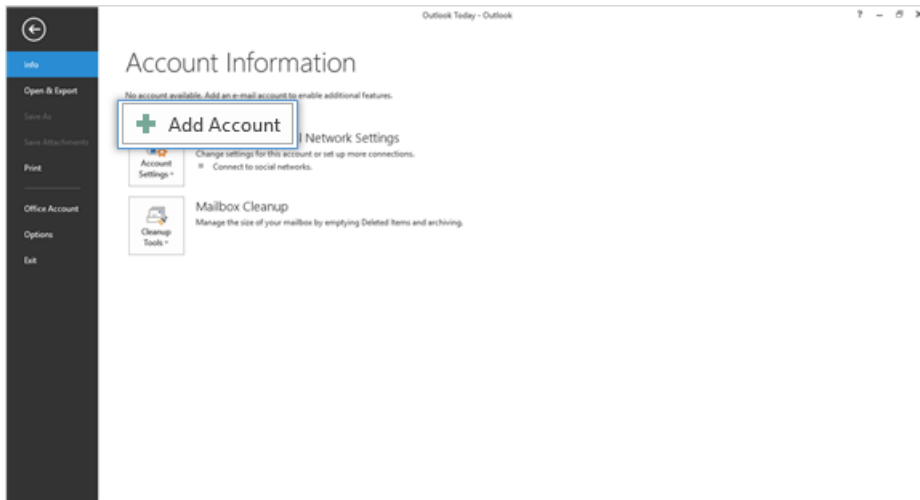
- vii. Outlook configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.



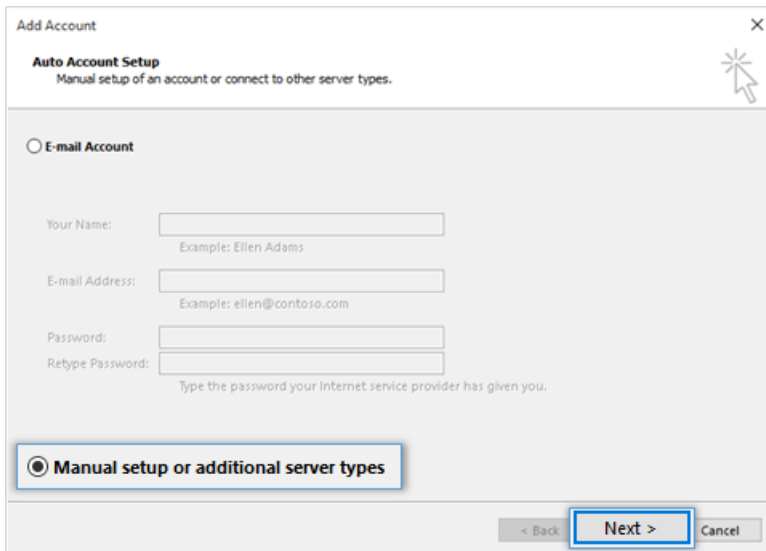
## Configure a POP email account in Outlook 2013

### Step 1: Create an email account

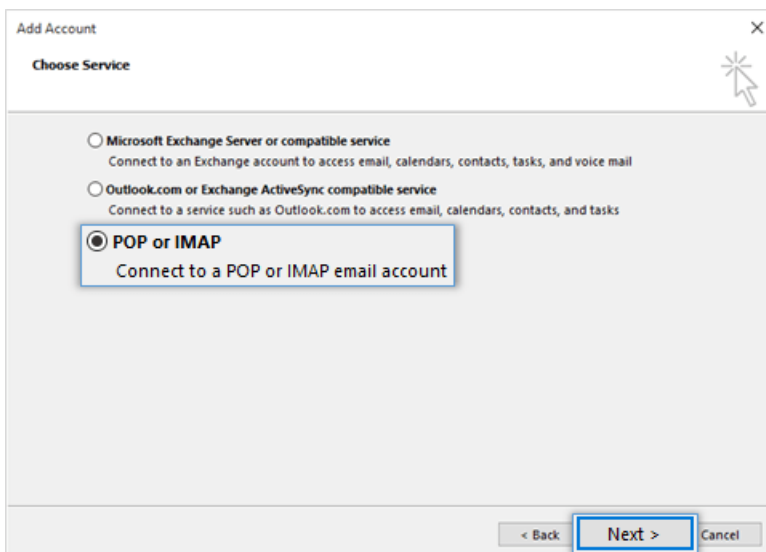
- i. Start Outlook.
- ii. On the **File** menu, choose the **Info** tab and click the **Add Account** button.



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.

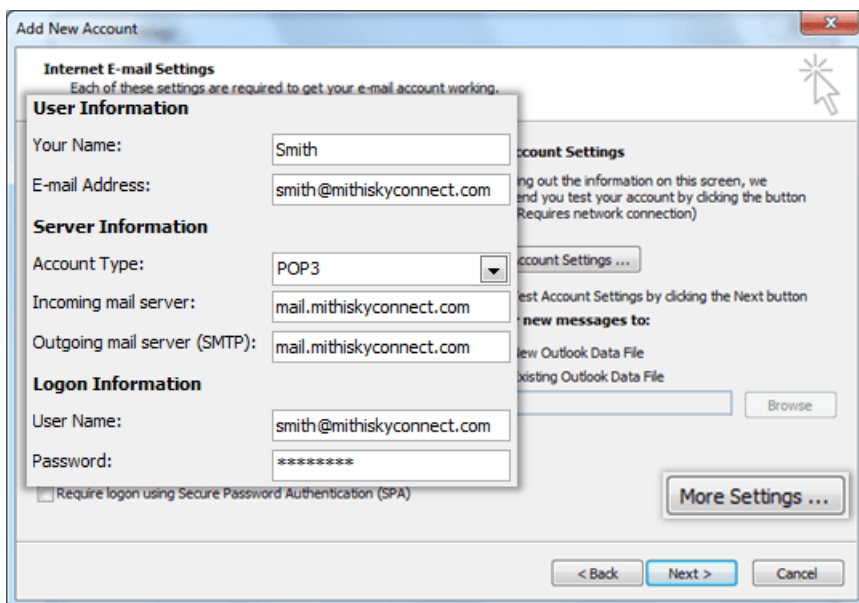
Don't know your server name? [Access the online help \(https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-\)](https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know 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.

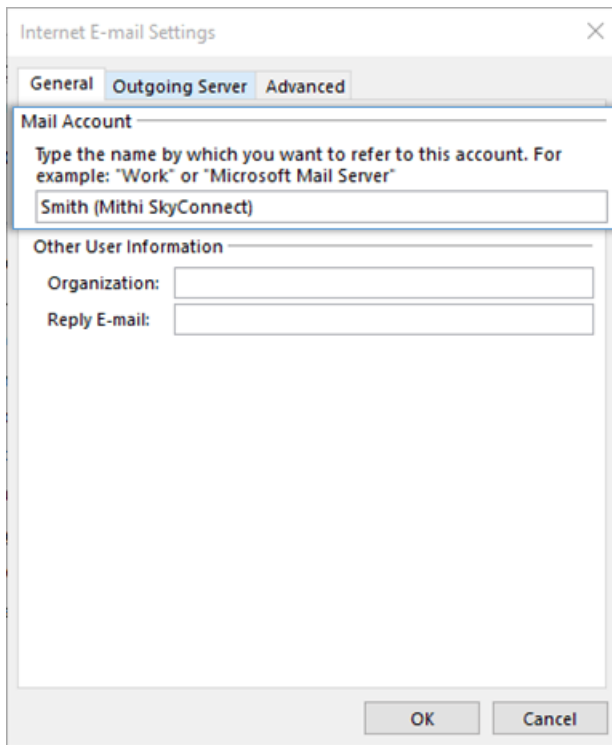


The screenshot shows a window titled "Add New Account" with a sub-section "Internet E-mail Settings". Below this, there are three main sections: "User Information", "Server Information", and "Logon Information".

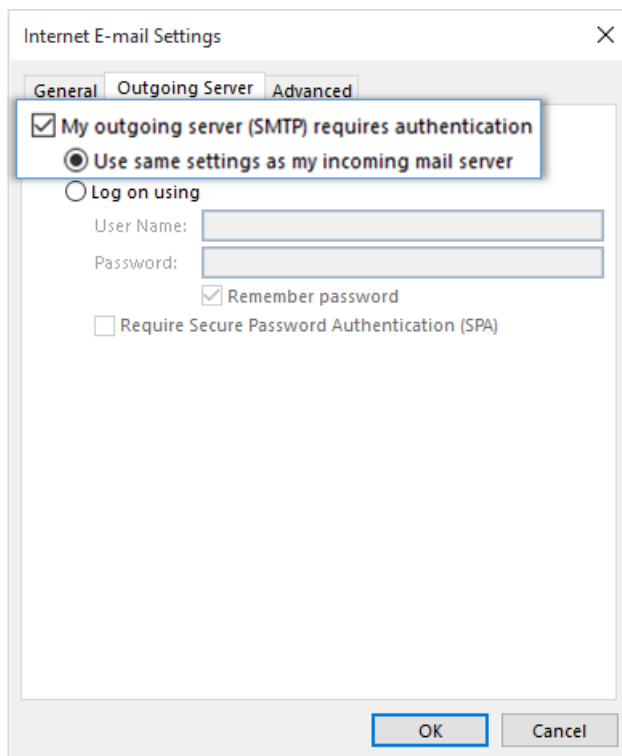
- User Information:** "Your Name:" (Smith), "E-mail Address:" (smith@mithiskyconnect.com).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (mail.mithiskyconnect.com), "Outgoing mail server (SMTP):" (mail.mithiskyconnect.com).
- Logon Information:** "User Name:" (smith@mithiskyconnect.com), "Password:" (\*\*\*\*\*).

At the bottom, there is a checkbox for "Require logon using Secure Password Authentication (SPA)" which is unchecked. A "More Settings ..." button is located at the bottom right of the dialog. Navigation buttons "< Back", "Next >", and "Cancel" are at the very bottom.

- v. Provide **Internet email settings**.
  - On the **General** tab, enter name of the account for your reference.



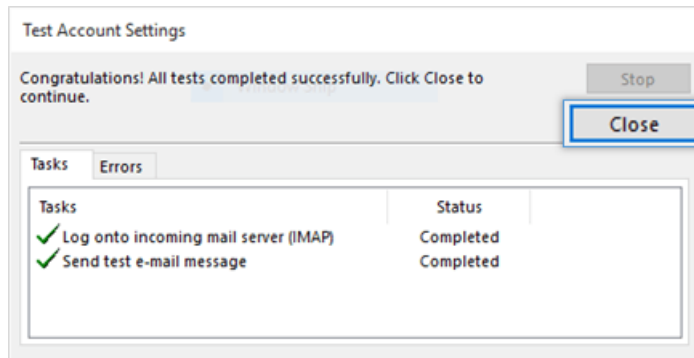
- Select the **Outgoing Server** tab.
- Enable the **SMTP authentication** by selecting the My outgoing server (SMTP) requires authentication check-box.
- Choose the option to Use the same settings as my incoming mail server.



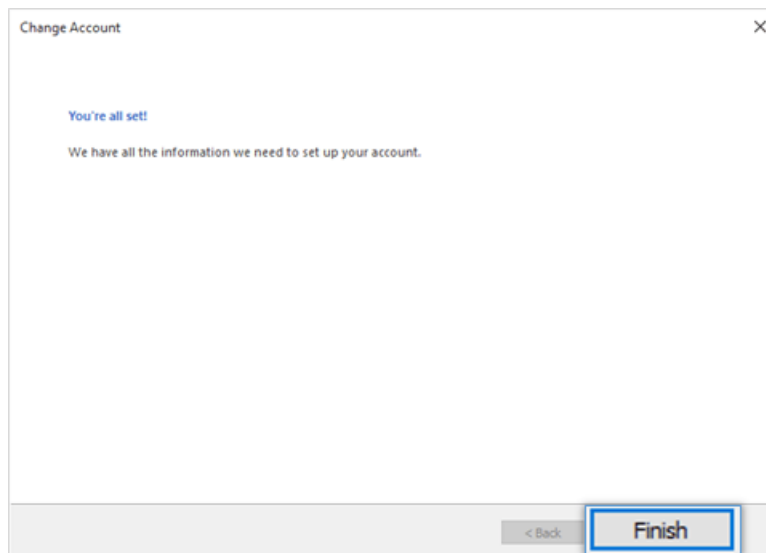
- Select the **Advanced** tab.
  - Enter Server port numbers and their type of connection to the server as given below
  - Incoming Server (POP3): **995**



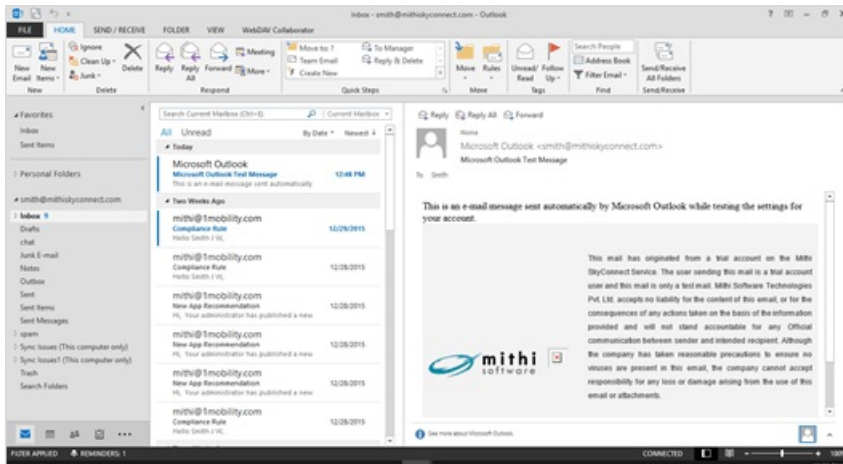
- Type of encrypted connection to the incoming server: SSL
- Outgoing Server (SMTP) : **465**
- Type of encrypted connection to the outgoing server: SSL
- Click **OK** to close the Internet Email Settings dialog box.
- On the **Account Setup** dialog box, click **Next** to proceed.
- Outlook verifies 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.



- 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) (<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