

Outlook 2013 on desktop

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[Step 1: Create an email account](#)

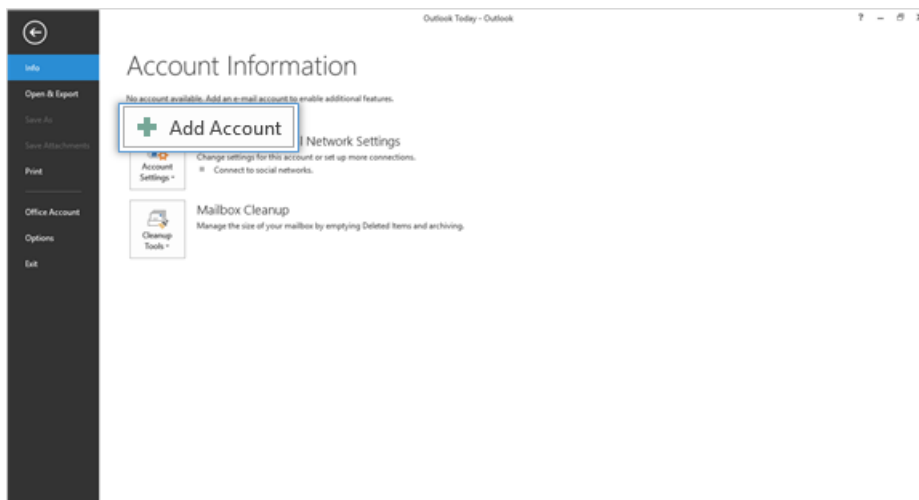
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Configure an IMAP email account in Outlook 2013

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.

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

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

Add Account

Choose 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.
 - o In the **Your Name** box, enter your name exactly as you want it to appear to recipients.
 - o In the **E-mail Address** box, type your e-mail address.
- ii. In the **Server Information** section,
 - o Select **IMAP** for Account Type.
 - o 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.

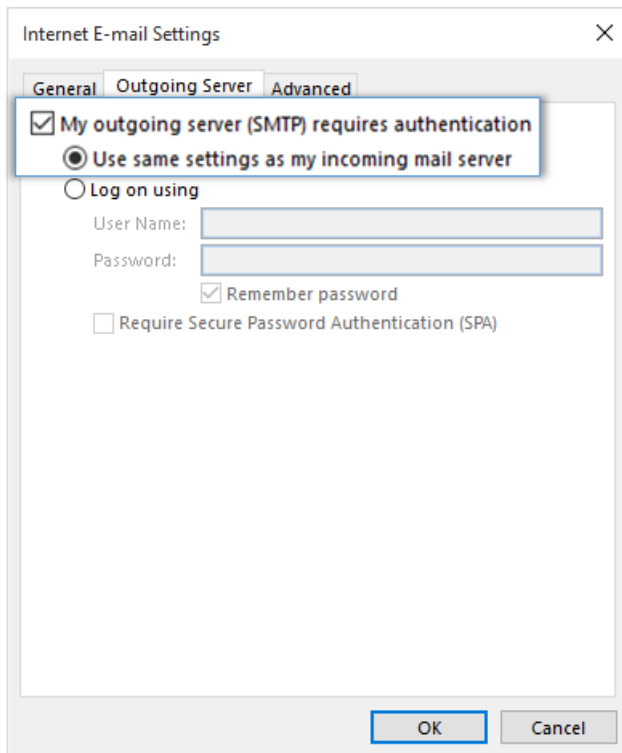
 - o In the **Outgoing mail server (SMTP)** box, type the name of your Outgoing/SMTP server.
- iv. In the **Logon Information** section,
 - o In the **User Name** box, type your SkyConnect user id.
 - o In the **Password** box, type your password associated with the account.

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

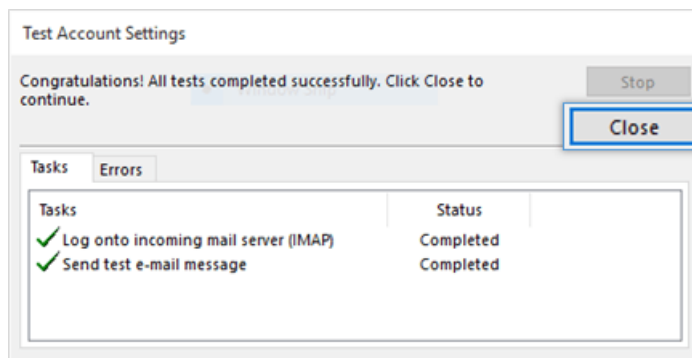
- Drag the Mail to keep offline slider to the desired number of months or to All to synchronize all email messages..
- v. Click the **More Settings** button.

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

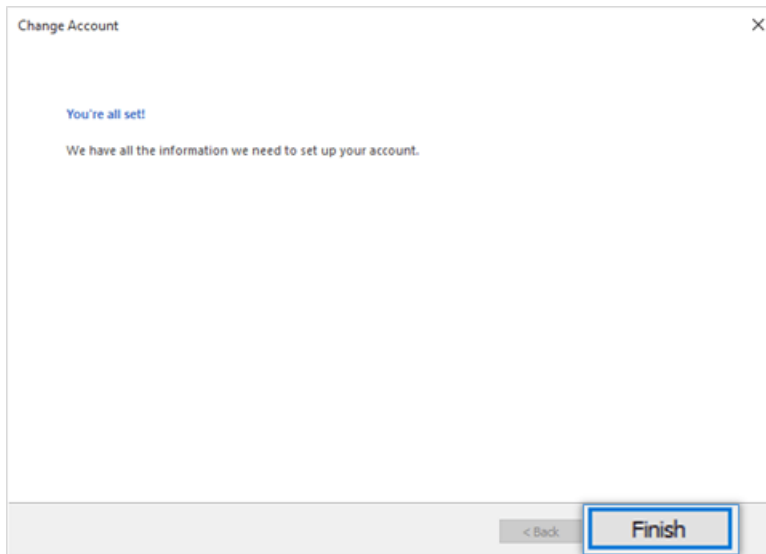
- Select the **Outgoing Server** tab.
- Enable the **SMTP authentication** by selecting the My outgoing server (SMTP) requires authentication check-box.
- Choose the option to Use the same settings as my incoming mail server.



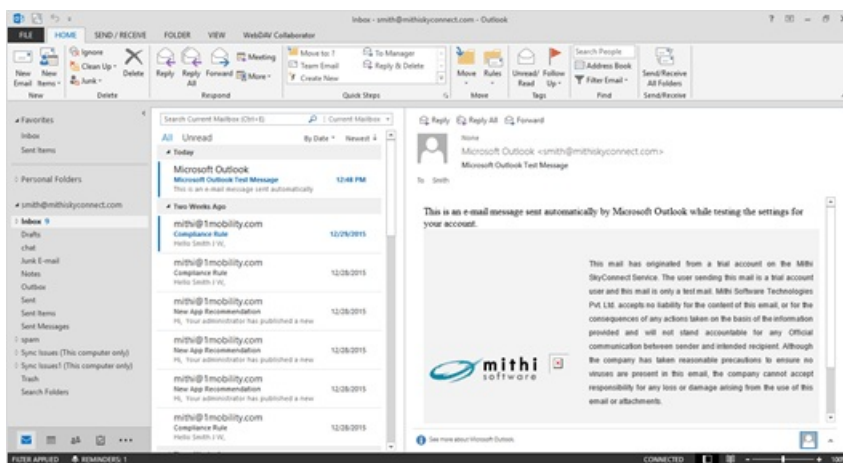
- Select the **Advanced** tab.
 - Enter Server port numbers and their type of connection to the server as given below
 - **Incoming Server (IMAP): 993**
 - **Type of encrypted connection to the incoming server: SSL**
 - **Outgoing Server (SMTP) : 465**
 - **Type of encrypted connection to the outgoing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



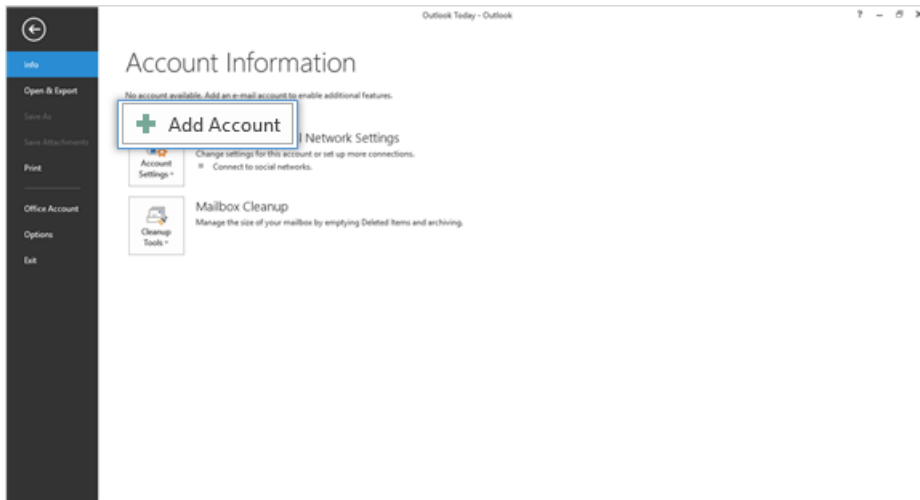
- vii. Outlook configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.



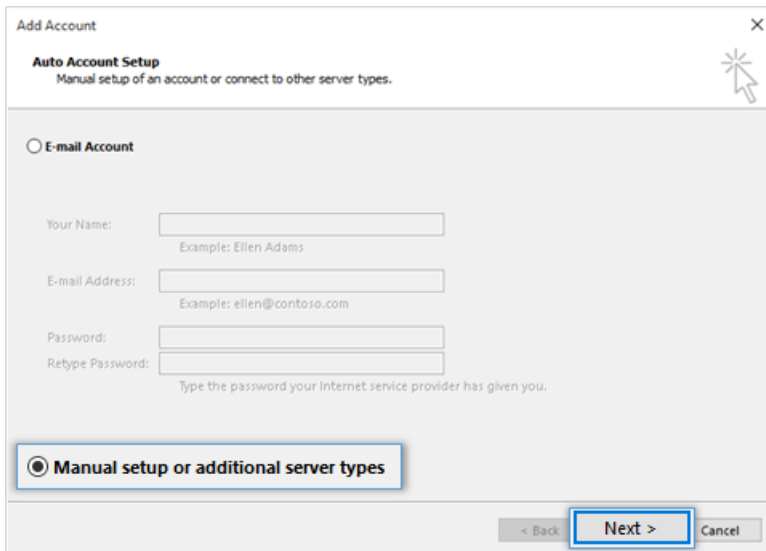
Configure a POP email account in Outlook 2013

Step 1: Create an email account

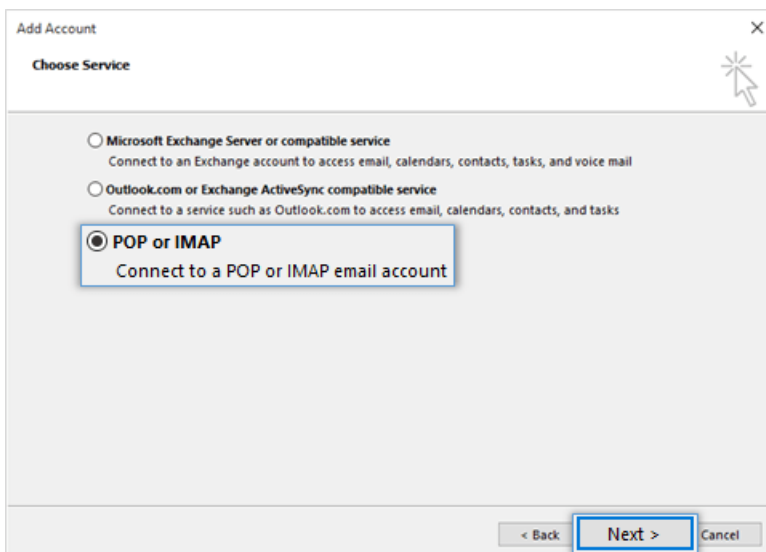
- i. Start Outlook.
- ii. On the **File** menu, choose the **Info** tab and click the **Add Account** button.



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.
 - o In the Your **Name** box, enter your name exactly as you want it to appear to recipients.
 - o In the **E-mail Address** box, type your e-mail address.
- ii. In the **Server Information** section,
 - o Select **POP3** for Account Type.
 - o In the **Incoming mail server** box, type the name of your Server.
 - o 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,
 - o In the **User Name** box, type your SkyConnect user id.
 - o 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.

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

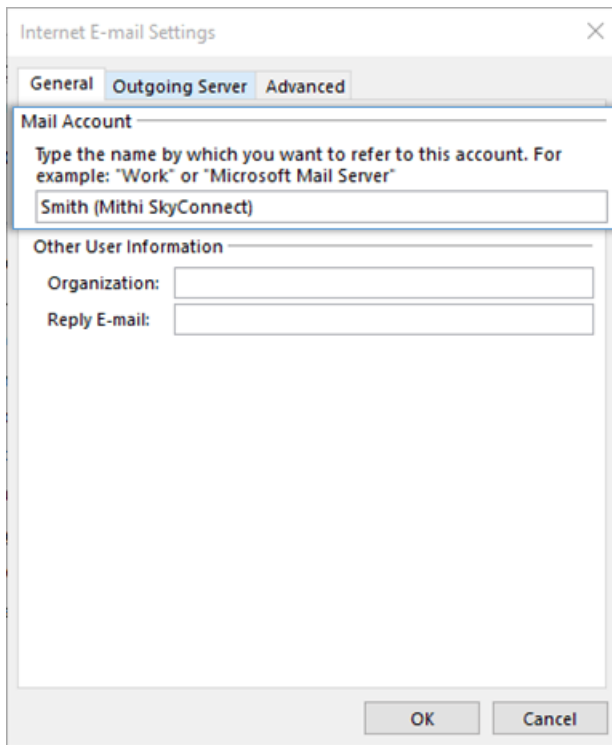
- iv. Click the **More Settings** button.

The screenshot shows a window titled "Add New Account" with a sub-section "Internet E-mail Settings". The window is divided into several sections:

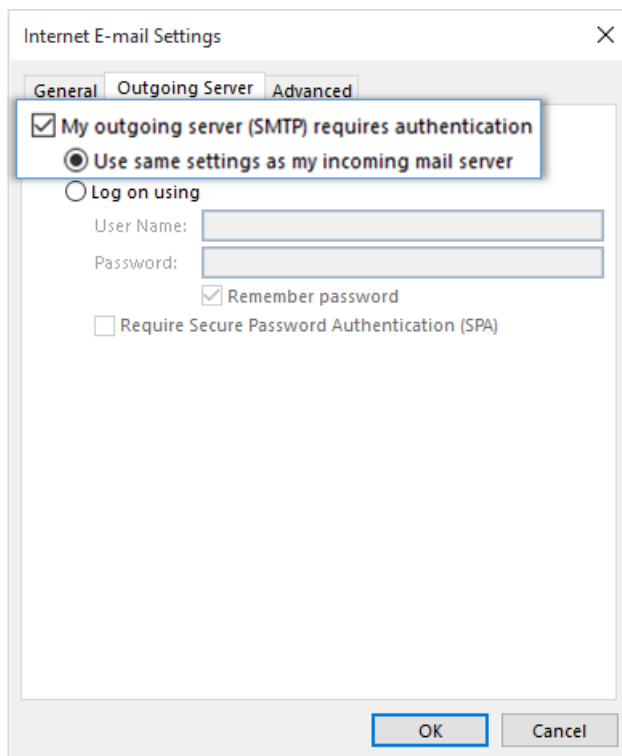
- User Information:** "Your Name:" (Smith), "E-mail Address:" (smith@mithiskyconnect.com).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (mail.mithiskyconnect.com), "Outgoing mail server (SMTP):" (mail.mithiskyconnect.com).
- Logon Information:** "User Name:" (smith@mithiskyconnect.com),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

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

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

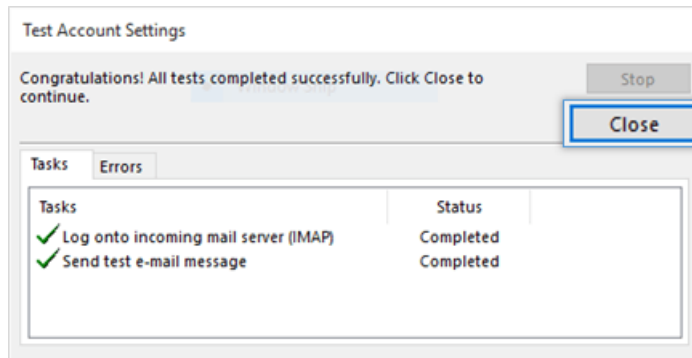


- Select the **Outgoing Server** tab.
- Enable the **SMTP authentication** by selecting the My outgoing server (SMTP) requires authentication check-box.
- Choose the option to Use the same settings as my incoming mail server.

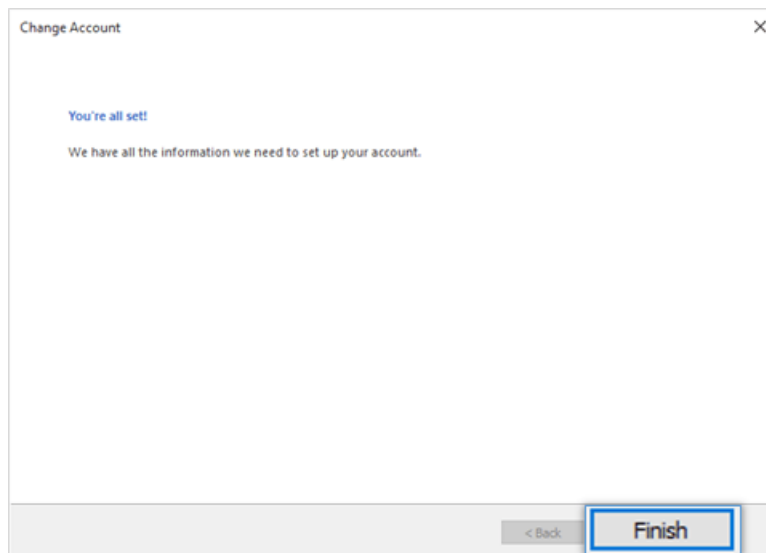


- Select the **Advanced** tab.
 - Enter Server port numbers and their type of connection to the server as given below
 - Incoming Server (POP3): **995**

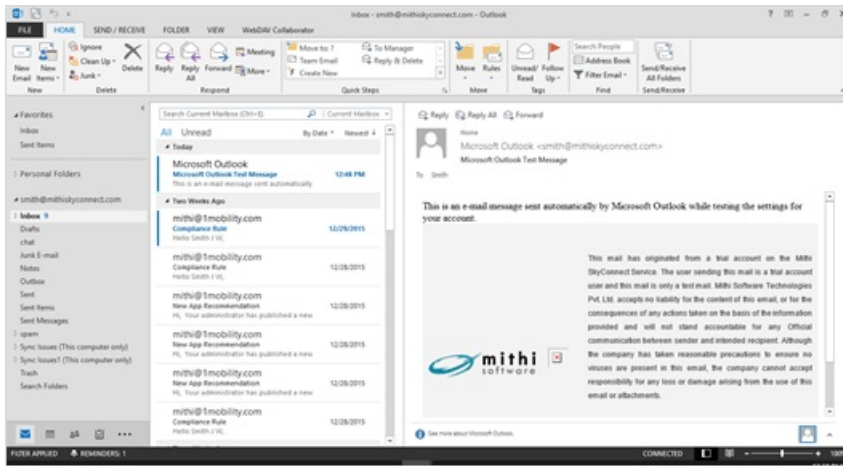
- Type of encrypted connection to the incoming server: SSL
- Outgoing Server (SMTP) : **465**
- Type of encrypted connection to the outgoing server: SSL
- Click **OK** to close the Internet Email Settings dialog box.
- On the **Account Setup** dialog box, click **Next** to proceed.
- Outlook verifies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