STEP 1:

Welcome to Microsoft Outlook 2013   ✕

Welcome to Outlook 2013

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

[< Back] [Next >] [Cancel]

STEP 2:

Microsoft Outlook Account Setup   ✕

Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

◉ Yes   **Choose Yes**
○ No

[< Back] [Next >] [Cancel]
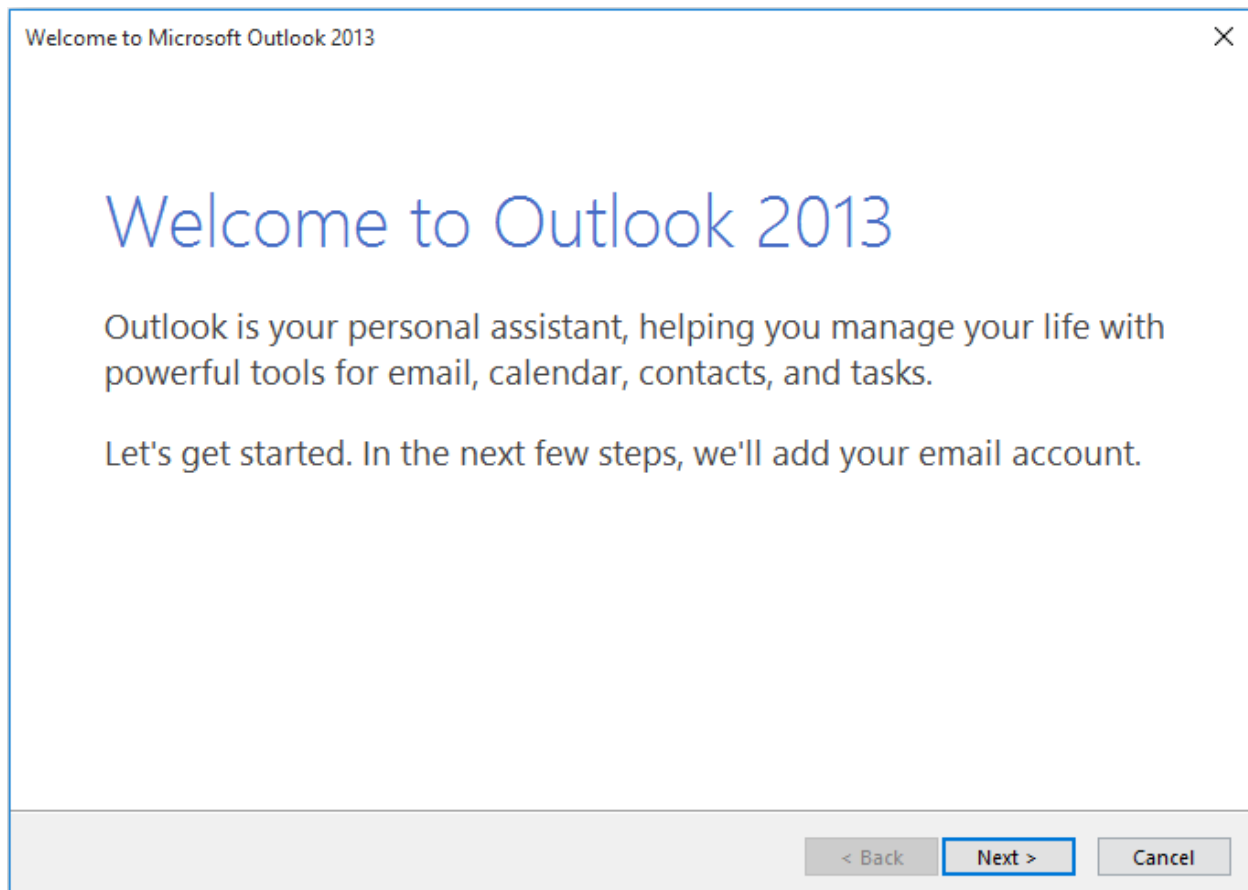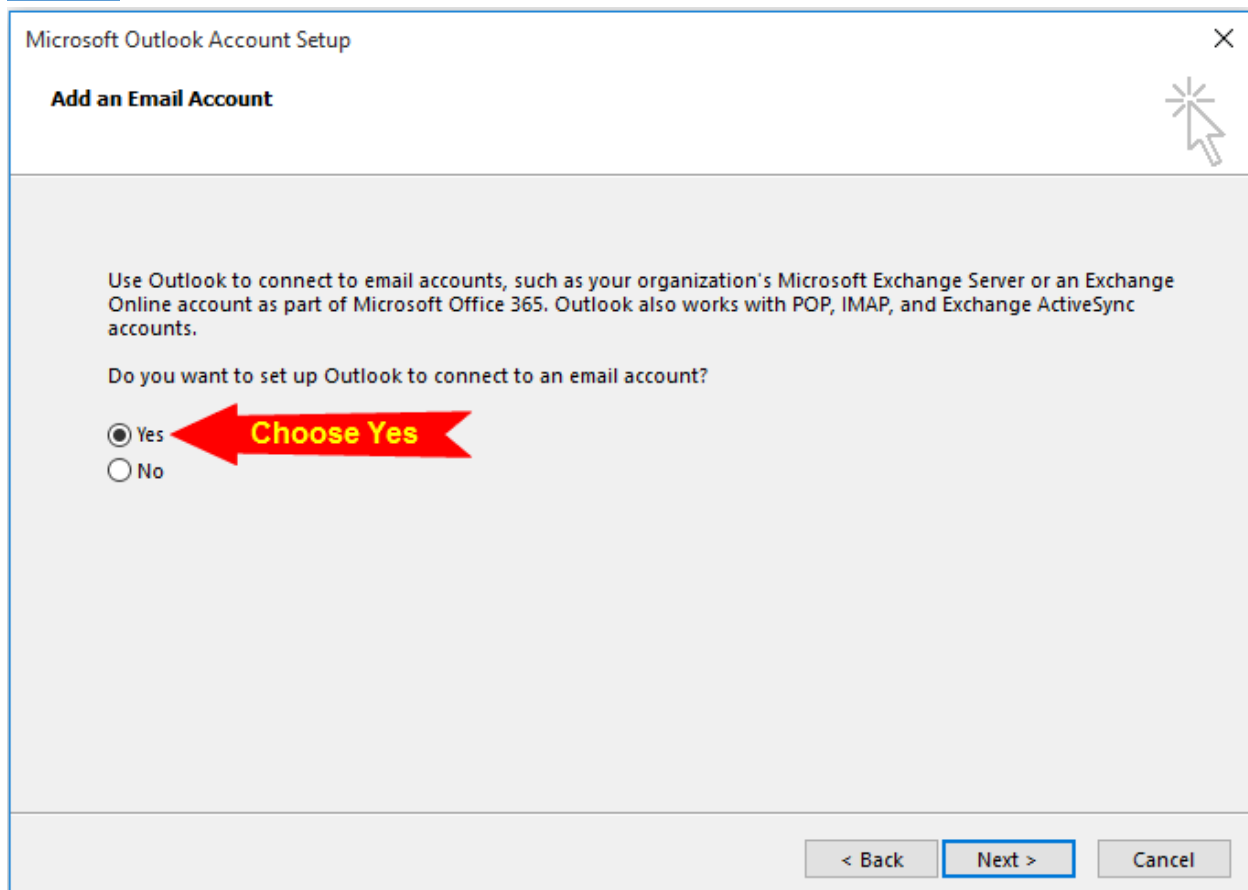
STEP 3:

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**

Choose this option here and press Next

[< Back] [Next >] [Cancel]

STEP 4:

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

Choose this option here and press Next

[< Back] [Next >] [Cancel]

STEP 5:

Add Account ✕

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

User Information

Your Name: `Zubair Nawaz Awan` ← **Your Name here** to ensure that

Email Address: `zubair.itc@pu.edu.pk` ← **Your Email Address here**

Server Information

Account Type: `POP3` ▾

Incoming mail server: `pop.gmail.com` ← **Fill this information same as written here**

Outgoing mail server (SMTP): `smtp.gmail.com`

Logon Information

User Name: `zubair.itc@pu.edu.pk` ← **Your Email Address here**

Password: `***************` ← **Your Password here**

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

After filling above info click this Button → **More Settings ...**

Test Account Settings ...

◉ New Outlook Data File

Browse

< Back | Next > | Cancel

STEP 6

Add Acco ✕

Select this Tab

Internet E-Mail Settings ✕

General | **Outgoing Server** | Advanced

☑ My outgoing server (SMTP) requires authentication
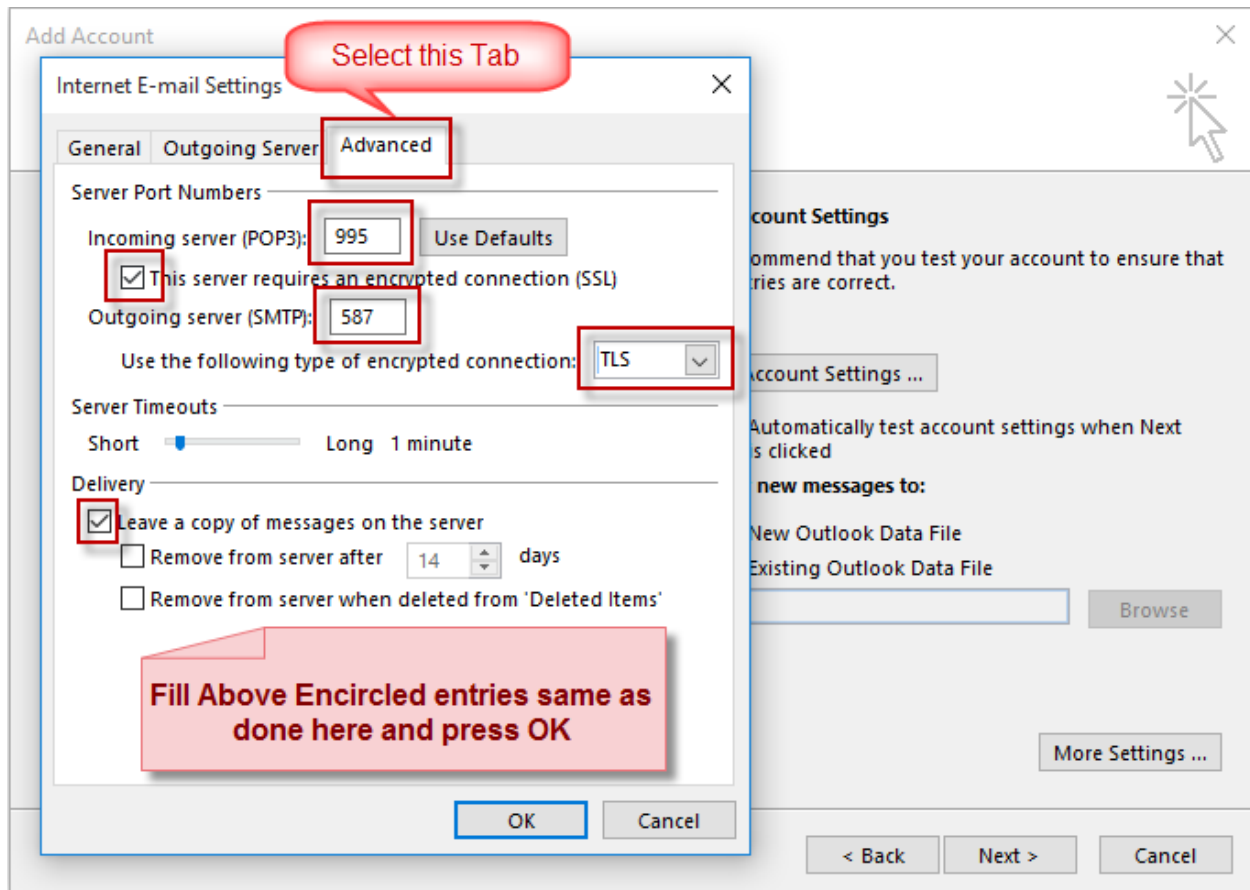　◉ Use same settings as my incoming mail server

← **Fill these Encircled entries same as done here and press OK**

○ Log on using

　User Name: [　　　　　　　]

　Password: [　　　　　　　]

　☑ Remember password

　☐ Require Secure Password Authentication (SPA)

○ Log on to incoming mail server before sending mail

OK | Cancel

that
ries are correct.

Account Settings ...

Automatically test account settings when Next is clicked

new messages to:

New Outlook Data File

Existing Outlook Data File

Browse

More Settings ...

< Back | Next > | Cancel

STEP 7:

STEP 8: Finally click "Next" button to finalize Email setup.