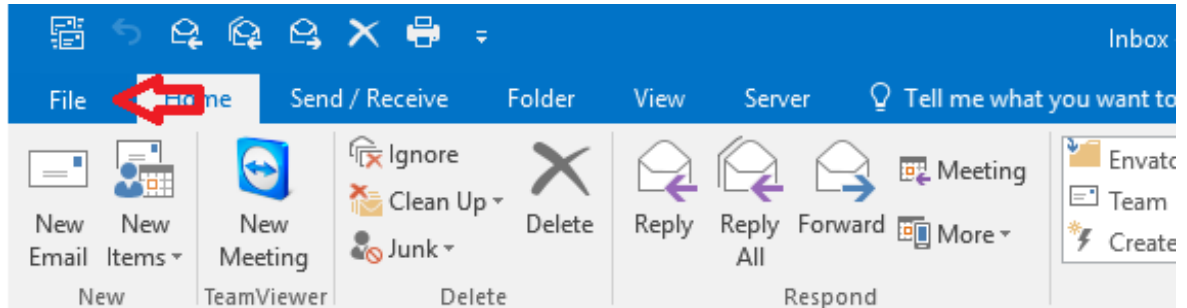


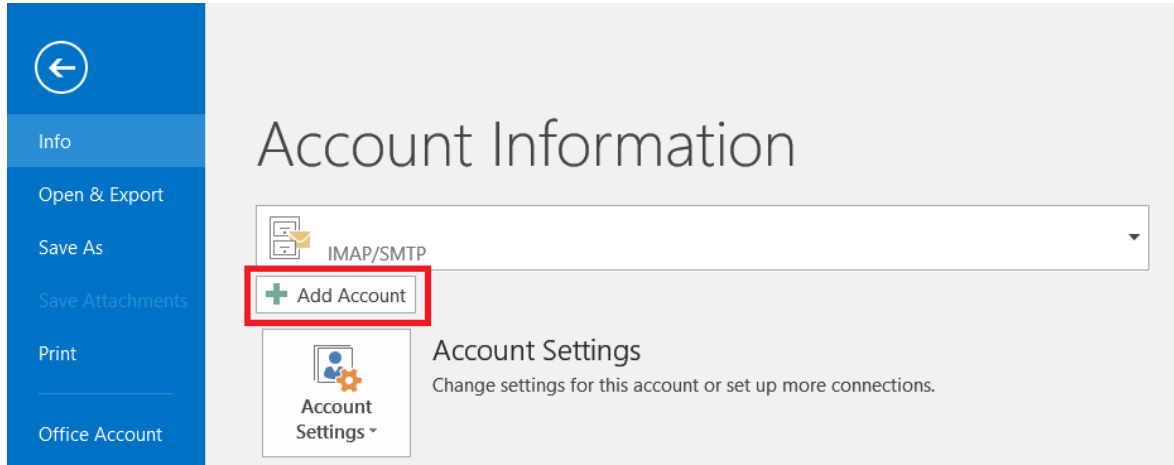
Configure Outlook 2016 to access your POP3 email account

Follow these steps to access your email using Outlook 2016:

Click **File** from Outlook Menu to go to the Office Backstage View.




Under Info > Click Add Account.



On the Add Account screen, choose Manual setup or additional server types and click Next.

Add Account ×

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

E-mail Account

Your Name:
Example: Ellen Adams

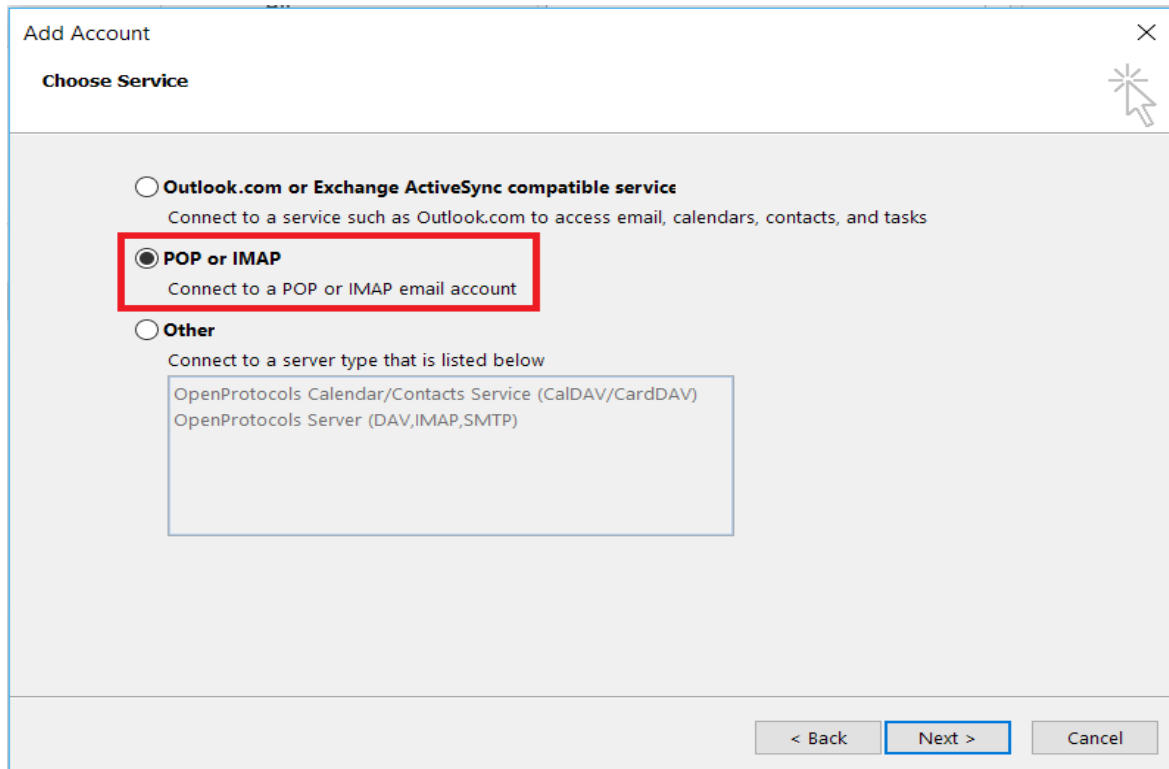
E-mail Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

< Back Next > Cancel

Choose POP or IMAP and click Next.



The image shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, the text "Choose Service" is displayed. There are three radio button options:

- 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
- Other**
Connect to a server type that is listed below

Under the "Other" option, there is a list box containing the following items:

- OpenProtocols Calendar/Contacts Service (CalDAV/CardDAV)
- OpenProtocols Server (DAV,IMAP,SMTP)

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border, indicating it is the active or default action.

User Information

Enter the information provided to you by Jordan Data Network or your IT administrator:

Name: Your full name

Email Address: Your complete email address (email@yourdomain.com)

Server Information

Account Type – POP3

Incoming mail server: mail.jodata.net

Outgoing mail server (SMTP): mail.jodata.net

Login Information

User name: Your complete email address (email@yourdomain.com)

Password: Your password

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)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

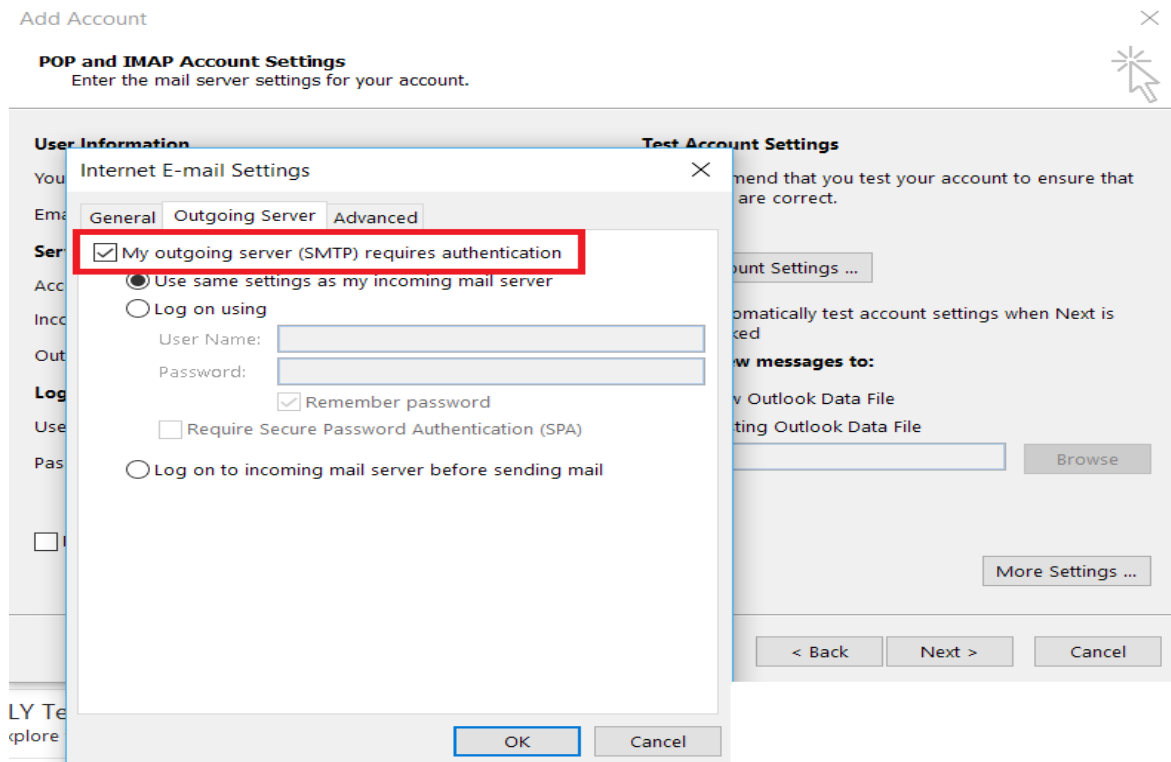
Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Go to **More Settings**

Go to the Outgoing Server tab and check on **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.

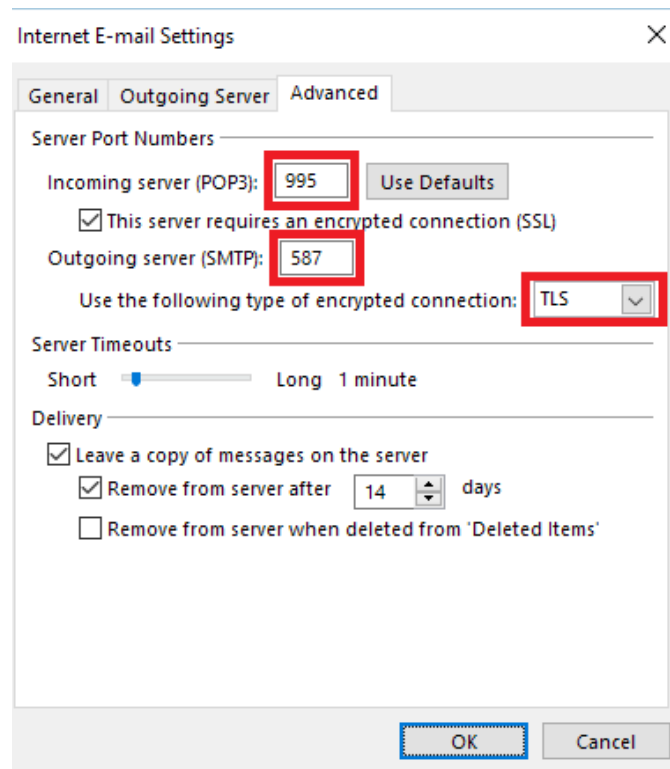


Finally go to the Advanced tab and perform the following:

Server Port Numbers

Incoming server (POP3): Check “This servers requires an encrypted connection (SSL)”. Port number should automatically change to 995.

Outgoing server (SMTP): Choose TLS from the “Use the following type of encrypted connection:” menu and change the port number from 25 to 587.



Click Ok and Finish.