

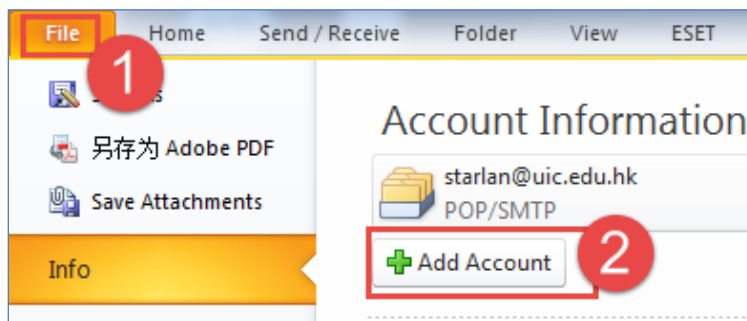
How to Setup in Outlook

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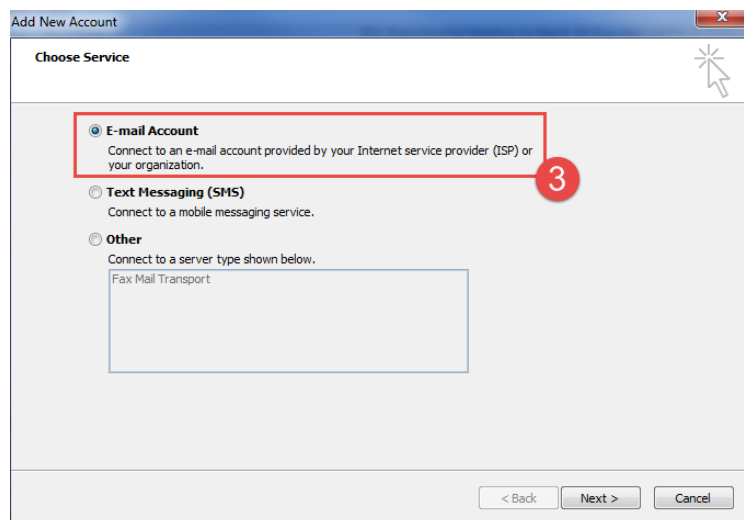
1. MS Outlook Setup

1.1 Setting

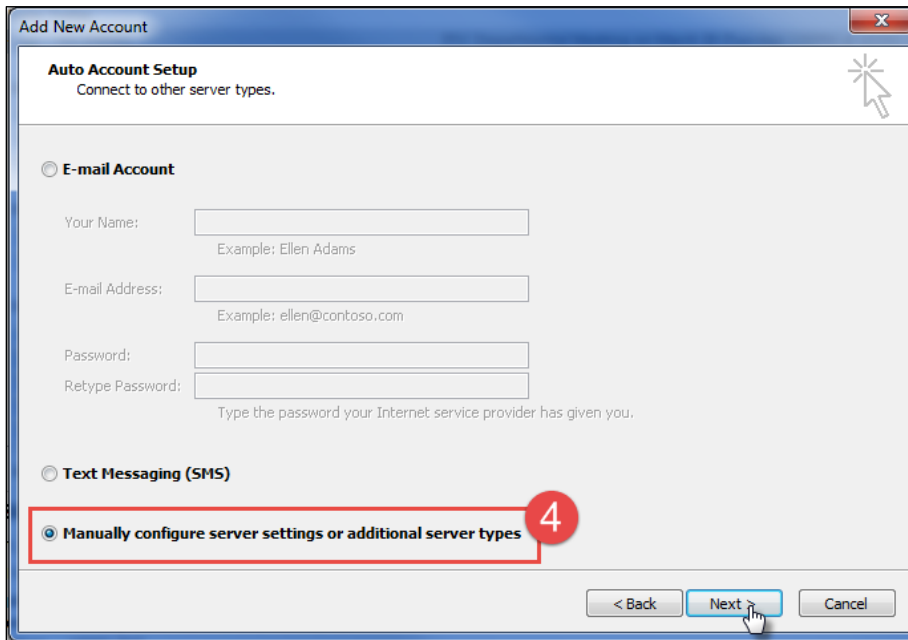
- (1) Launch the Microsoft Outlook application in your system.
- (2) Click **【File】** and select **Add Account**



Click **【E-mail Account】** and click **next:**



(3) Locate and select **Manually configure server setting or additional server types** and click **Next**



Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

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

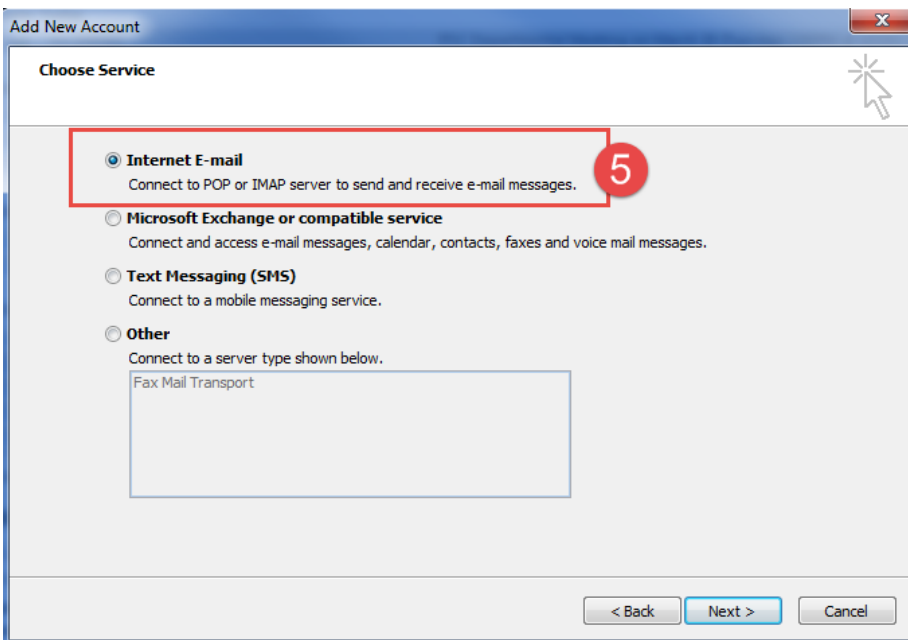
Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back **Next >** Cancel

(4) **Select 'Connect to POP or IMAP..'** in the 'Choose Service' page and click **Next**.



Add New Account

Choose Service

☒ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

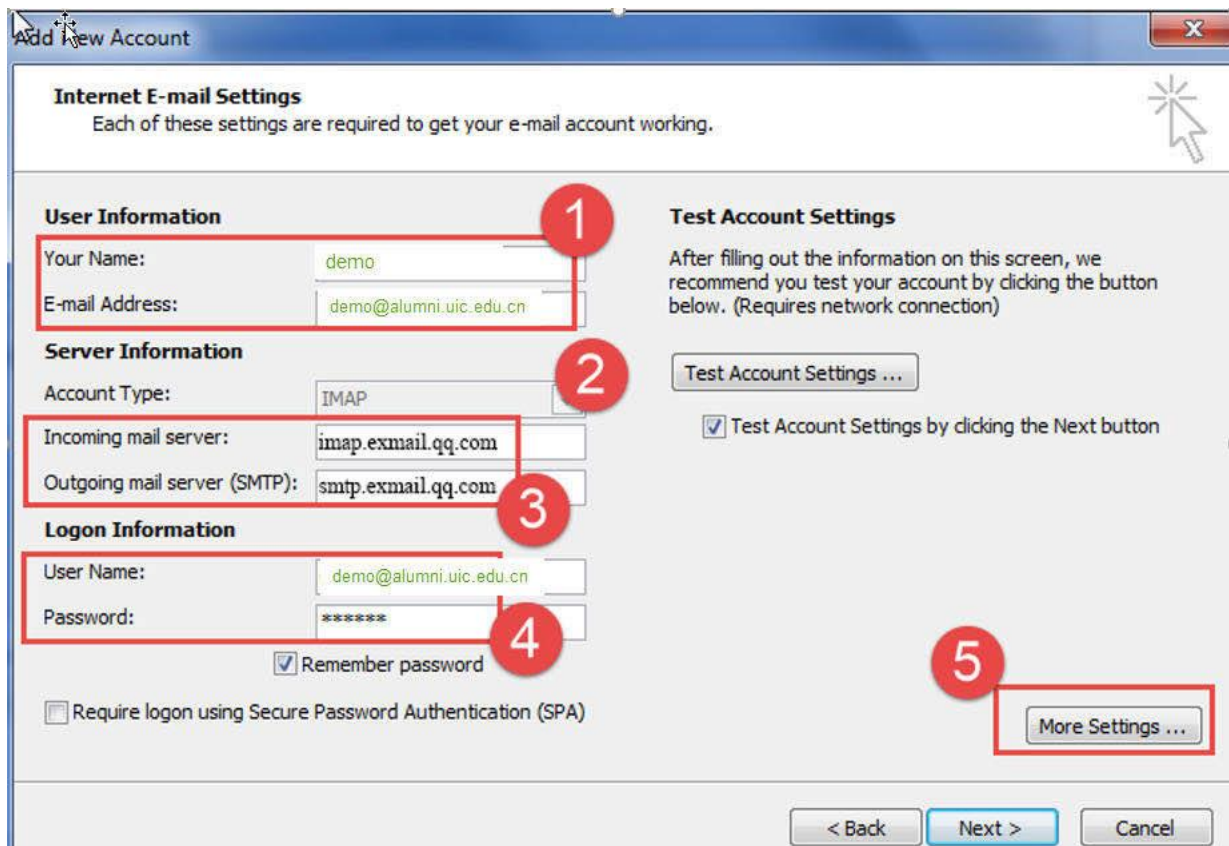
☐ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

☐ **Other**
Connect to a server type shown below.
Fax Mail Transport

< Back **Next >** Cancel

(5) Fill in the following information as required in the 'Add New Account' page:



Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: demo

E-mail Address: demo@alumni.uic.edu.cn

Server Information

Account Type: IMAP

Incoming mail server: imap.exmail.qq.com

Outgoing mail server (SMTP): smtp.exmail.qq.com

Logon Information

User Name: demo@alumni.uic.edu.cn

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

☒ Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

(a) **User Information**

Your name: Your preferred display name. This will be used in the emails you send from Outlook.

Email address: Your **UIC email address**

(b) **Server Information:**

For specific configuration of your account, check this section.

Select IMAP from the Account Type menu.(or **POP3**, please see Appendix IMAP/ POP)

Incoming Server	Outgoing Server
imap.exmail.qq.com choose SSL, port: 993	smtp.exmail.qq.com choose SSL, port: 465

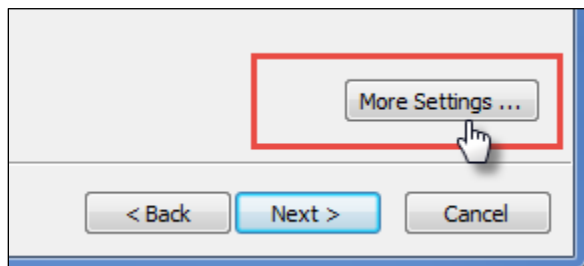
(c) Login Information:

Username – Your UIC email address

Password – UIC email Account Password

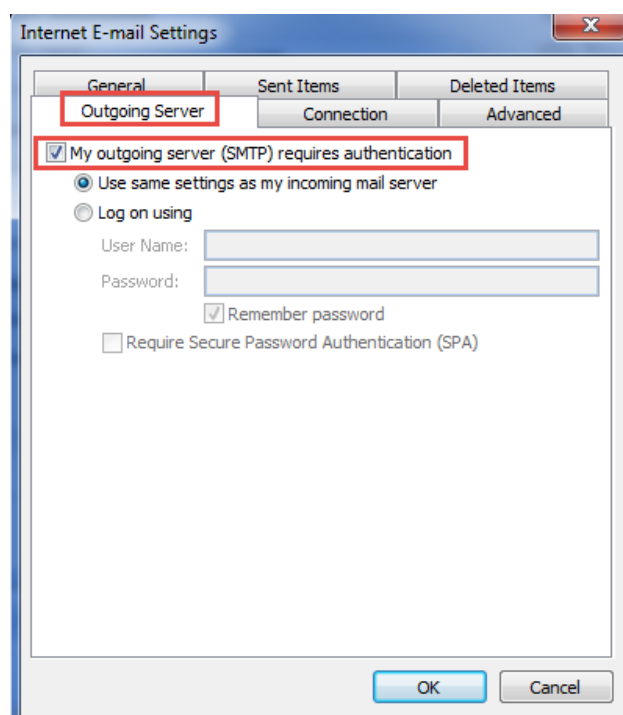
(If you prefer Outlook to remember your email account password, click to select the Remember password.)

(6) Click **More Settings**.

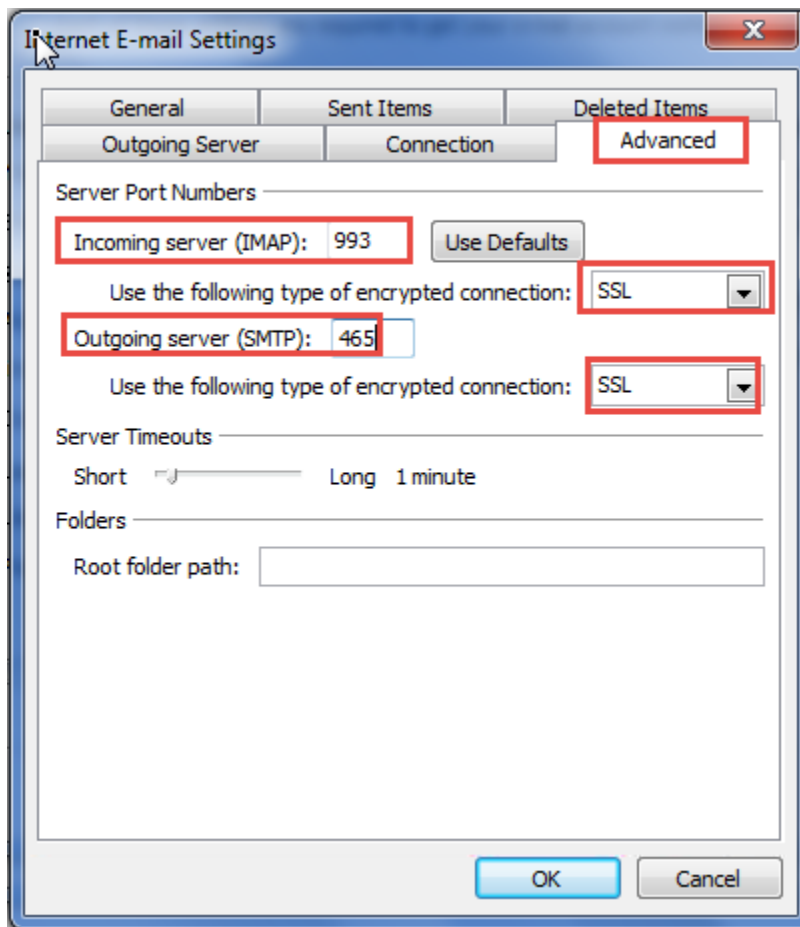


(7) **On the Outgoing Server tab:**

Select My outgoing server (SMTP) requires authentication and make sure that Use same settings as my incoming server is ticked



(8) Select the **Advanced tab** and configure the Settings as follows



(a) Incoming Server (IMAP): 993

Select **SSL** from the drop down menu for encrypted connection.

(b) Outgoing Server

Select SSL from the drop down menu for encrypted connection.

Outgoing Server (SMTP): 465

Click **OK**

1.2 Test

- (1) You will be redirected to the '**Add New Email Account**' section.
- (2) Click **Test Account Settings** to check the configuration info.
- (3) When the tests are successful, Outlook will display a pop-up window:
Click **Close**. If you see any errors, check the troubleshooting section.

2. Appendix IMAP/ POP

- (1) IMAP and POP are two different protocols. The main difference is that **IMAP**(Internet Messaged Access Protocol) always **syncs** with mail server so that any changes you make in your mail client (Microsoft Outlook, mobile phone) will instantly appear on your webmail inbox.
- (2) On the other hand, in **POP**(Post Office Protocol), your mail client account and mail server are **not synced**. It means whatever changes you make to your email account in the mail client will not be transferred to the webmail inbox.

In simple terms, if you are using IMAP and mark a mail as read, it gets marked as read in your web based inbox too (because the changes are happening on the server). However, this won't be the case if you are using POP, because the mails are downloaded to your PC and the changes won't reflect on the server.

(3) IMAP

IMAP anything you do to an IMAP-enabled account will synchronize across all connected programs. For example, if you create a new folder in Outlook, that folder will appear on the server and then propagate to all other devices connected to that account.

(4) **POP**

just downloads email from server and can make setting to delete them from the server automatically. If you want to use POP, some settings need to be adjusted:

in Server Information Setting, **Select POP** from the Account Type menu in **Advanced tab** and configure the Settings as follows:

Click and select Leave a copy of messages on the server and adjust the days you need the mails be kept on the server. Then click OK. (Only for POP)

(1) Incoming **Server (POP):** **pop.exmail.qq.com**

Port:995, Select This server requires an encrypted **connection(SSL).**

(2) Outgoing **Server (SMTP):** **smtp.exmail.qq.com**

Port:465, Select This server requires an encrypted **connection(SSL).**

The End.