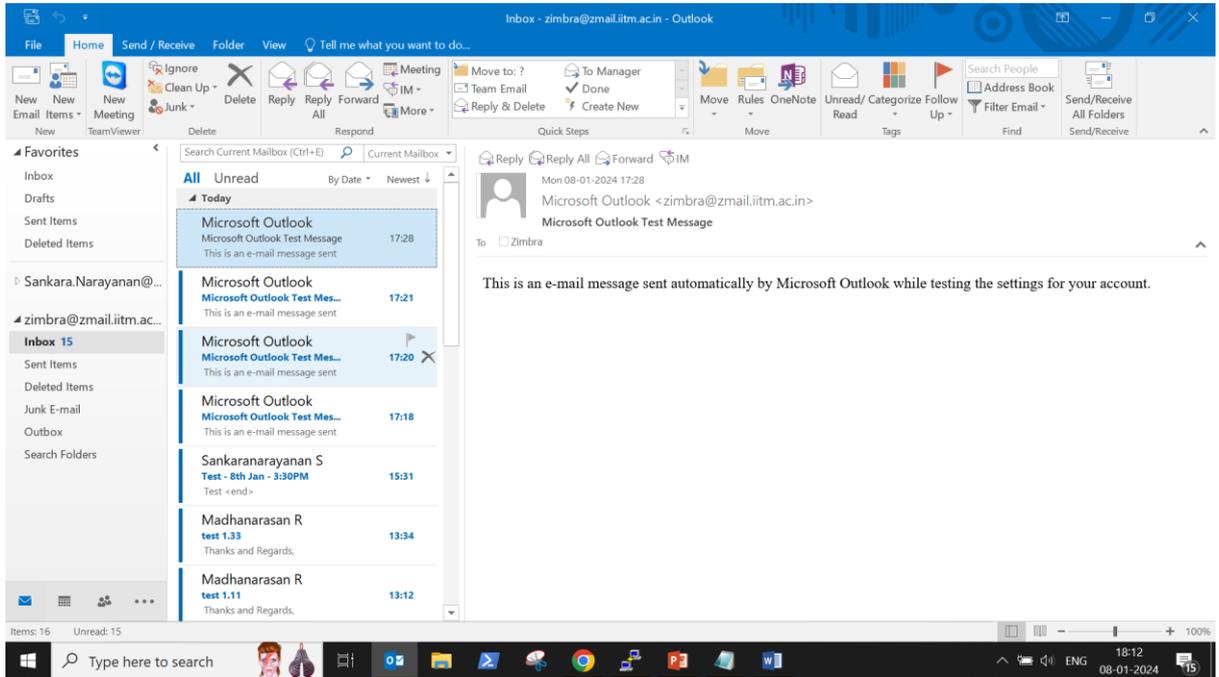
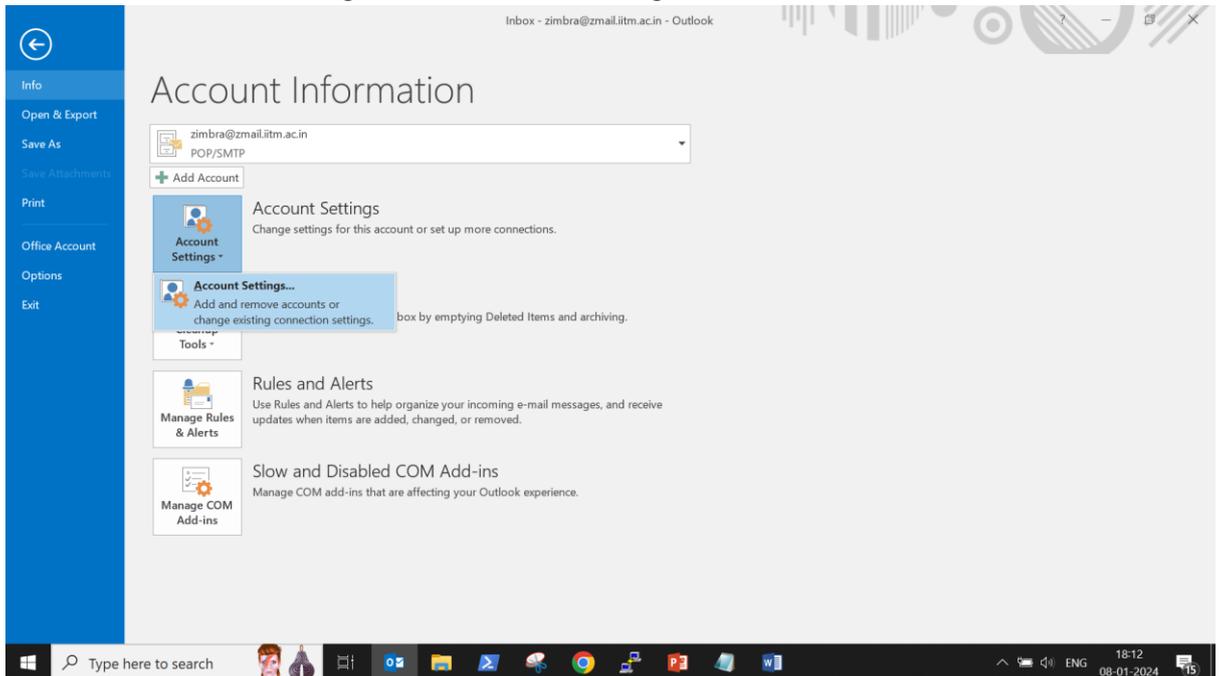


# POP3 Connection Steps:

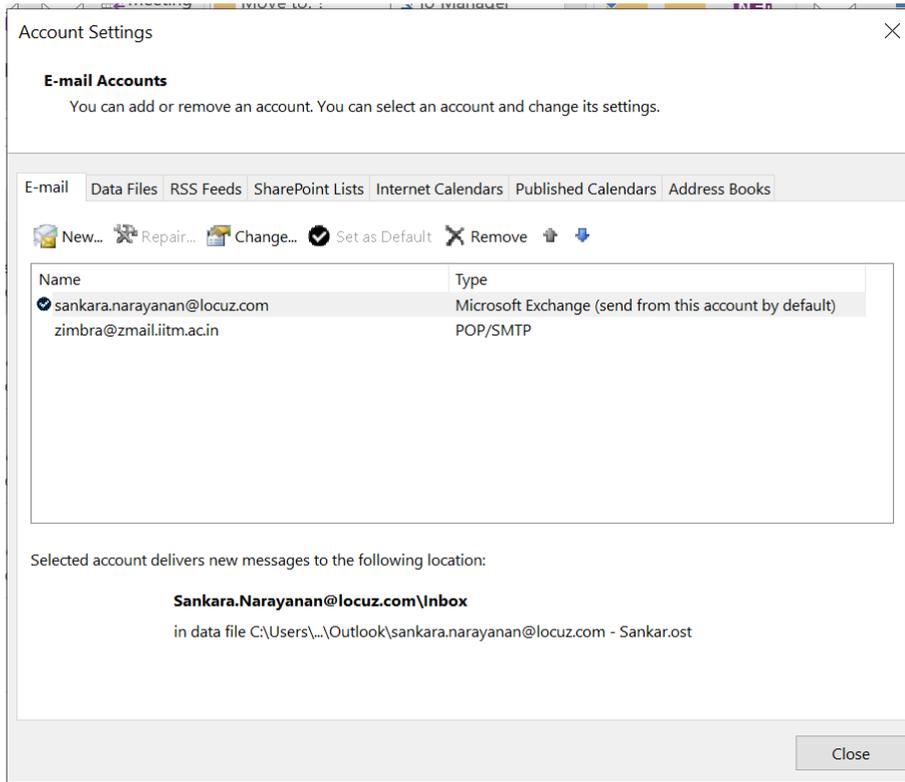
## 1. Open MS Outlook



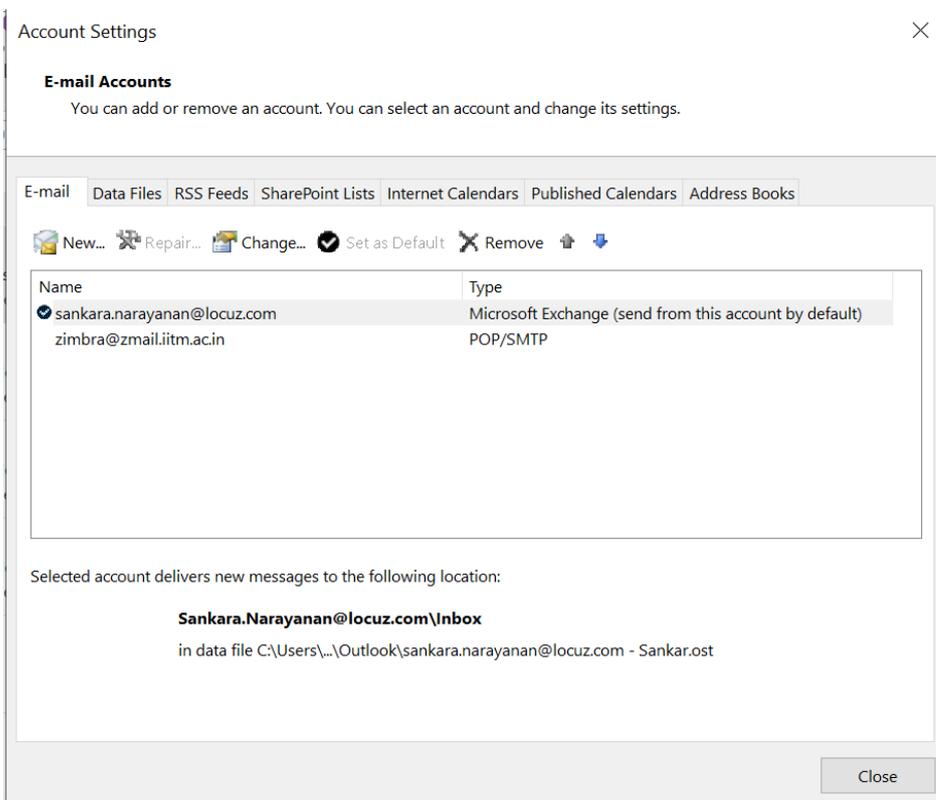
## 2. Go to File --> Account Settings --> Click Account Settings.



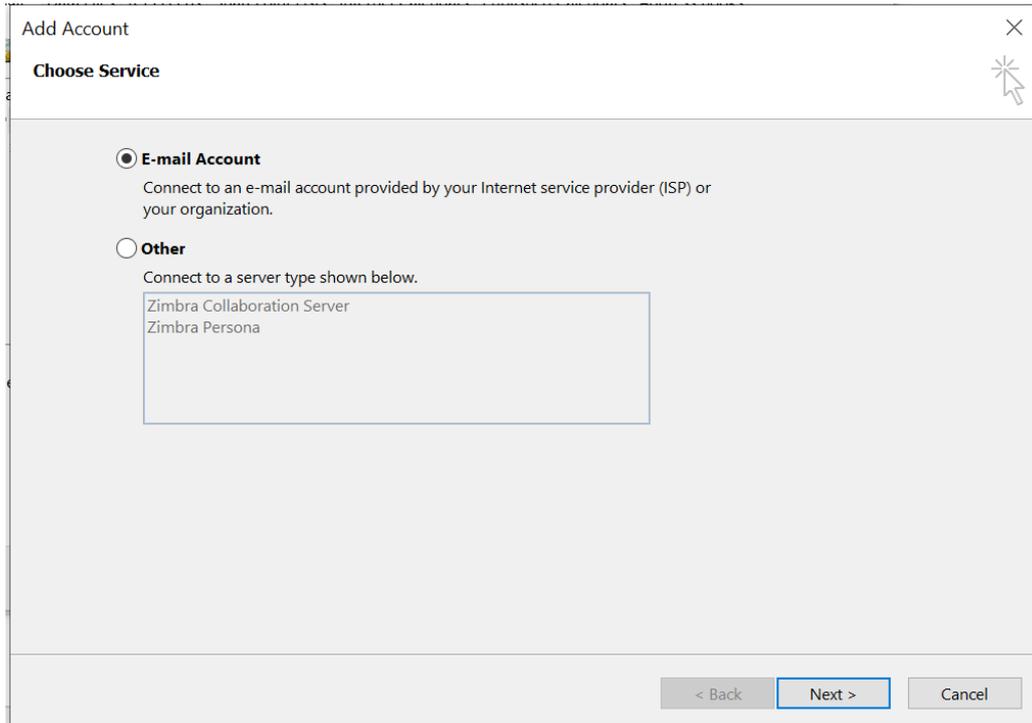
### 3. Email Accounts - A window will pop-up



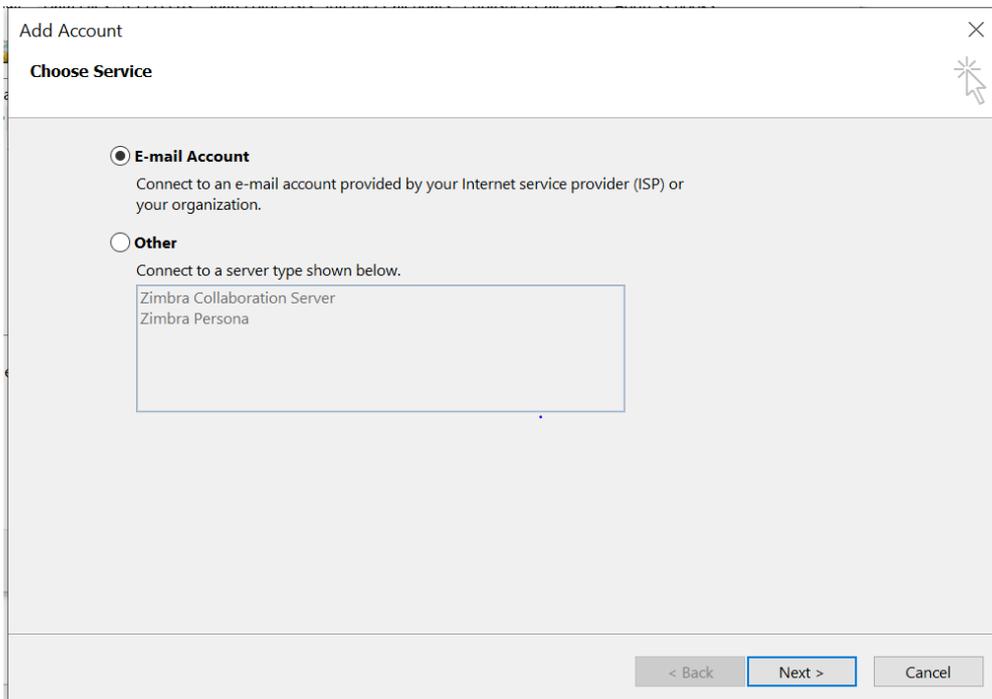
### 4. Go to Email Tab --> Click New



5. Choose Service window will pop-up.

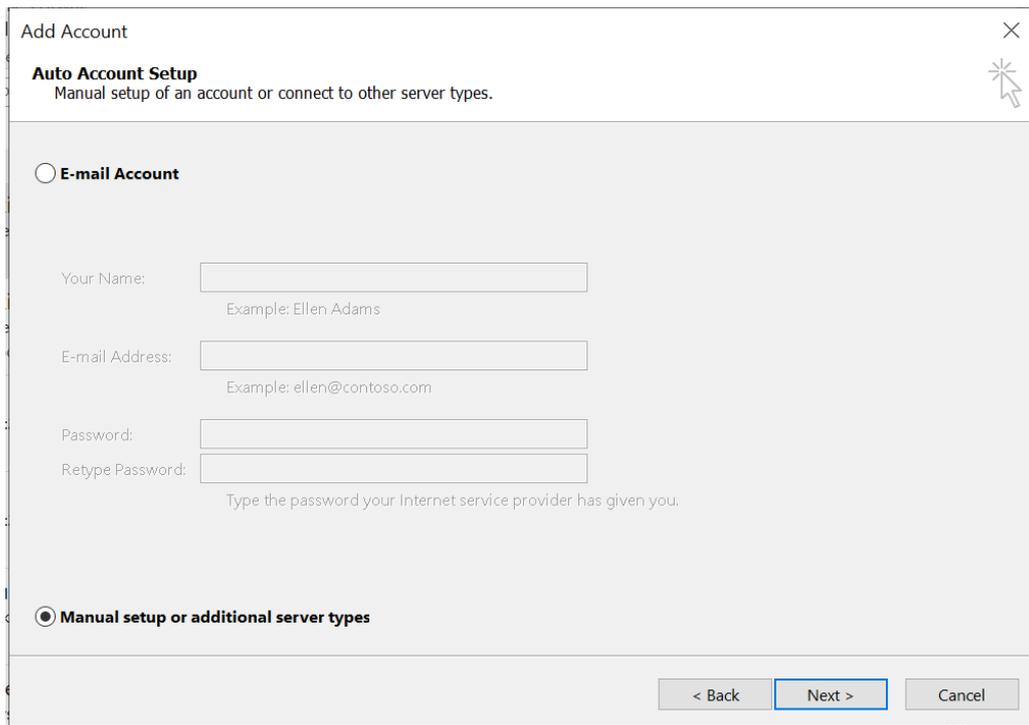


6. Select Email account



Click Next

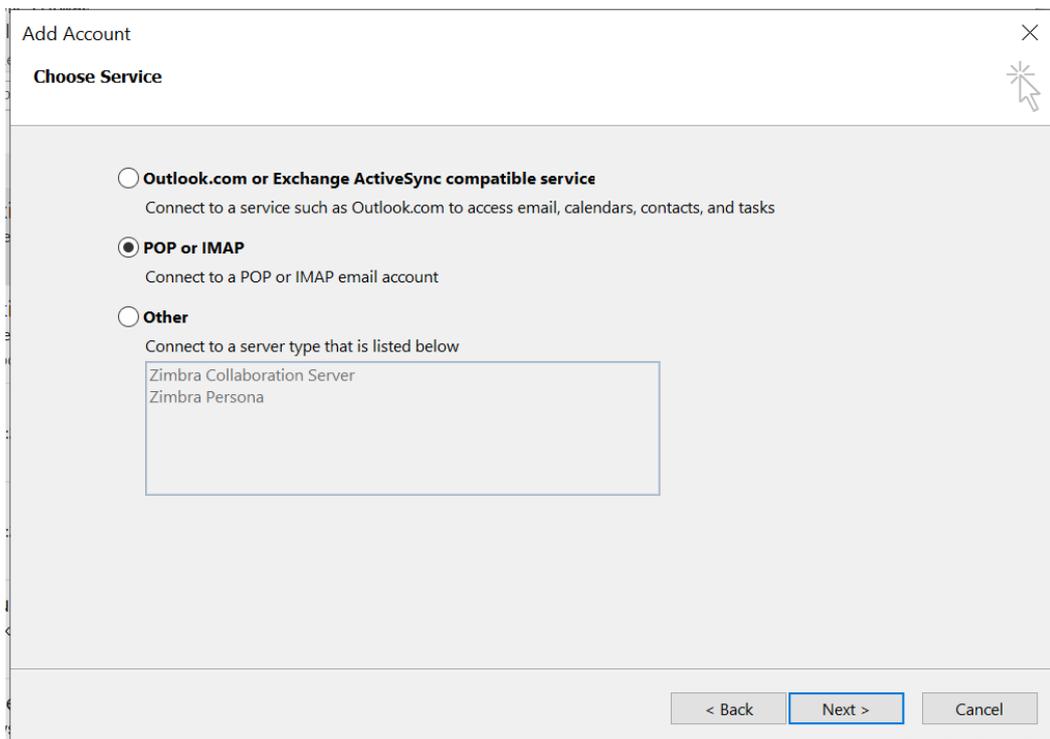
## 7. Select Manual setup or additional server types



The screenshot shows the 'Add Account' dialog box with the following elements:

- Add Account** (Title bar)
- Auto Account Setup** (Section header)
- Manual setup of an account or connect to other server types. (Text)
- E-mail Account** (Option)
- Your Name: [Text Box] (Example: Ellen Adams)
- E-mail Address: [Text Box] (Example: ellen@contoso.com)
- Password: [Text Box]
- Retype Password: [Text Box] (Type the password your Internet service provider has given you.)
- Manual setup or additional server types** (Selected Option)
- < Back (Button)
- Next > (Button)
- Cancel (Button)

## 8. Select POP or IMAP



The screenshot shows the 'Add Account' dialog box with the following elements:

- Add Account** (Title bar)
- Choose Service** (Section header)
- Outlook.com or Exchange ActiveSync compatible service** (Option) (Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks)
- POP or IMAP** (Selected Option) (Connect to a POP or IMAP email account)
- Other** (Option) (Connect to a server type that is listed below)
- Zimbra Collaboration Server (Listed in Other section)
- Zimbra Persona (Listed in Other section)
- < Back (Button)
- Next > (Button)
- Cancel (Button)

Click Next

9. Enter User Information

User name:

Email address:

Server Information:

Choose Account Type (POP3 or IMAP)

Incoming mail server: web.zmail.iitm.ac.in

Outgoing mail server: smtp2.iitm.ac.in

Logon Information:

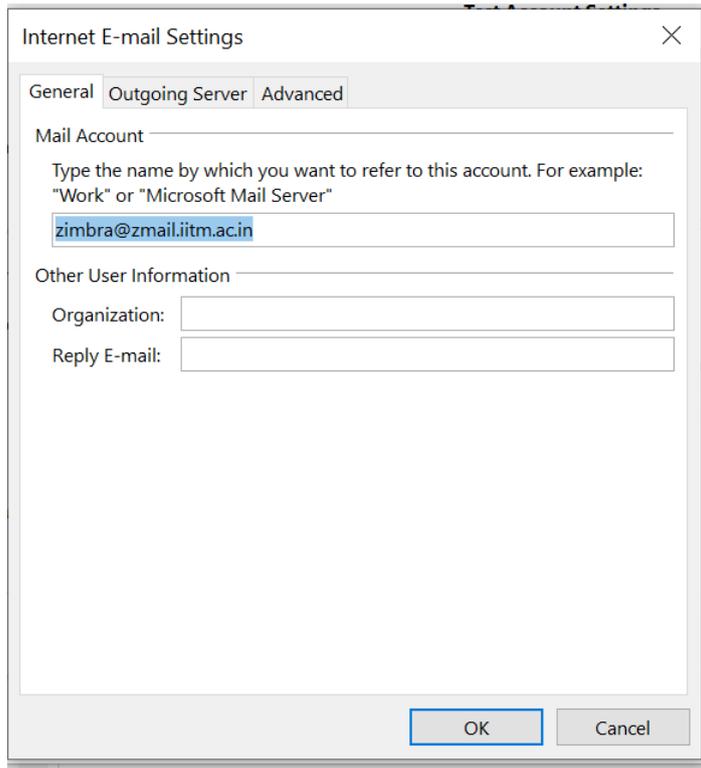
User name:

Password:

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' The settings are organized into several sections:

- User Information:** 'Your Name' is 'Zimbra', and 'Email Address' is 'zimbra@zmail.iitm.ac.in'.
- Server Information:** 'Account Type' is 'POP3', 'Incoming mail server' is 'web.zmail.iitm.ac.in', and 'Outgoing mail server (SMTP)' is 'smtp2.iitm.ac.in'.
- Logon Information:** 'User Name' is 'zimbra@zmail.iitm.ac.in', 'Password' is masked with asterisks, and there is a checked 'Remember password' checkbox. There is also an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox.
- Test Account Settings:** A message says 'We recommend that you test your account to ensure that the entries are correct.' There is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** There are two radio buttons: 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. Below 'Existing Outlook Data File' is a 'Browse' button.

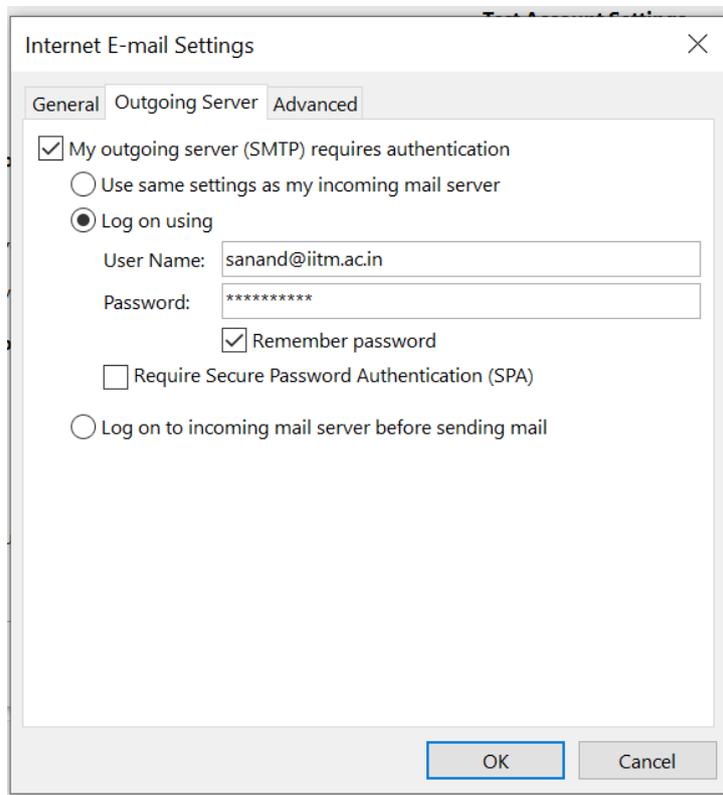
At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.



10. Go to More Settings --> Outgoing Server

Select My outgoing server requires authentication:

Enter user name & Password:



11. Go to Next Tab --> Advanced

Incoming server POP3: 995

Check This server requires an encryption connection

Outgoing server (SMTP) : 25

Use the following type of encryption connection

Select None (as port no is 25)

Server Timeouts

Set 2 mins

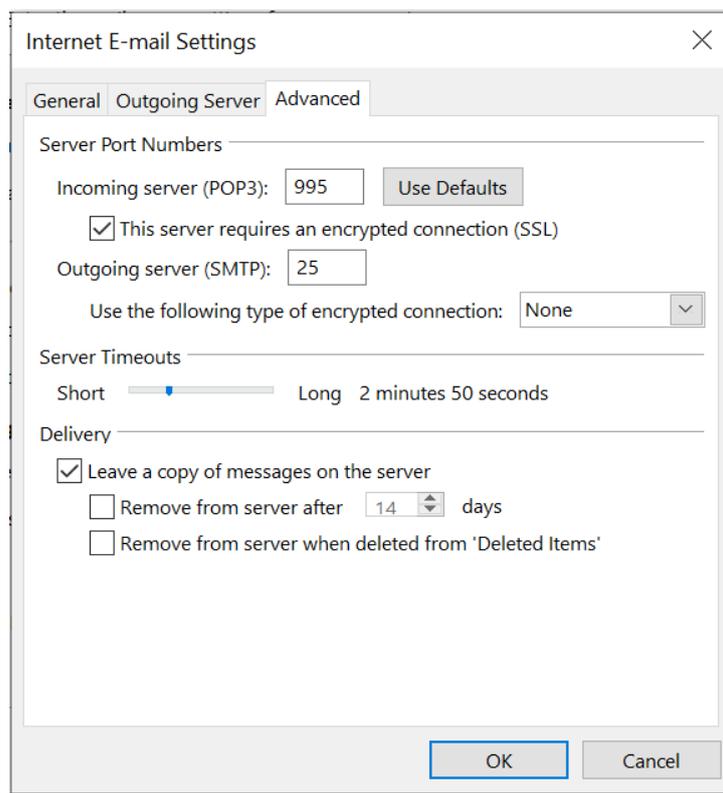
Delivery:

Check of Leave a copy of messages on the server Tab

Uncheck Remove from server after days

Uncheck Remove from server when deleted from Deleted Items.

Click OK



## 12. Click Test Account settings

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

## 13. It will show both green check mark.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed