



## Microsoft Outlook 2013/2010 (Windows)

Prepare the following pieces of information in advance.

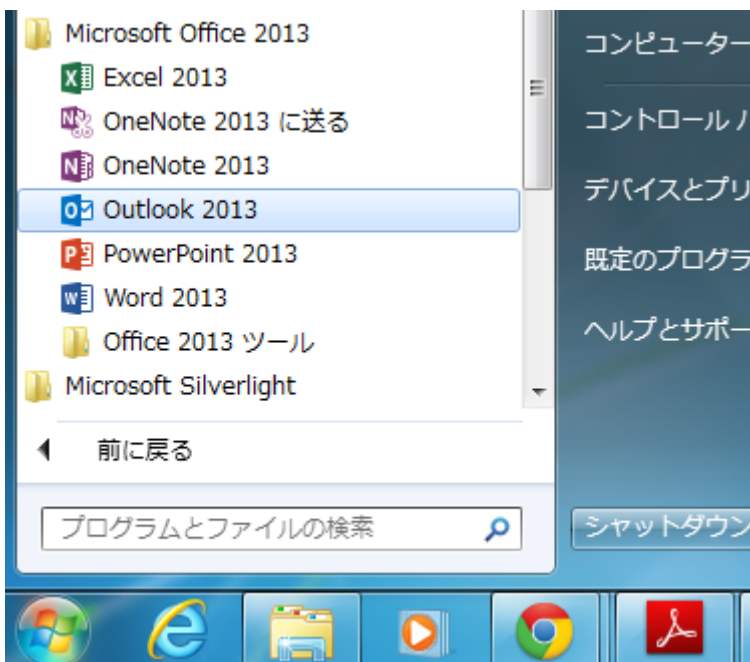
These were displayed on screen when you subscribed. You will also find those on the Access Information Sheet that was sent to you.

In the following description which are shown in **green**, please replace it with your own details.

Name	Value
<b>Mail password</b>	
<b>Mail server (SMTP/POP)</b>	***.***.ne.jp
<b>Mail address</b>	***@***.att.ne.jp

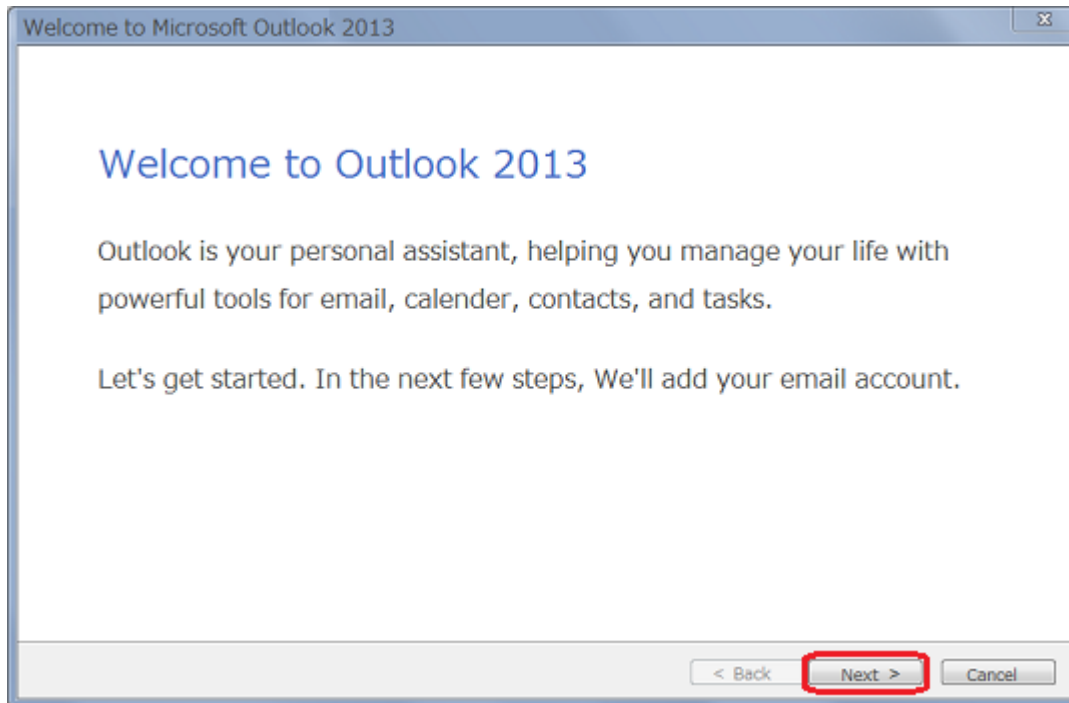
\* This manual is written based on “Outlook2013”.

Step1.Launch “Outlook2013/2010” on Start Menu.



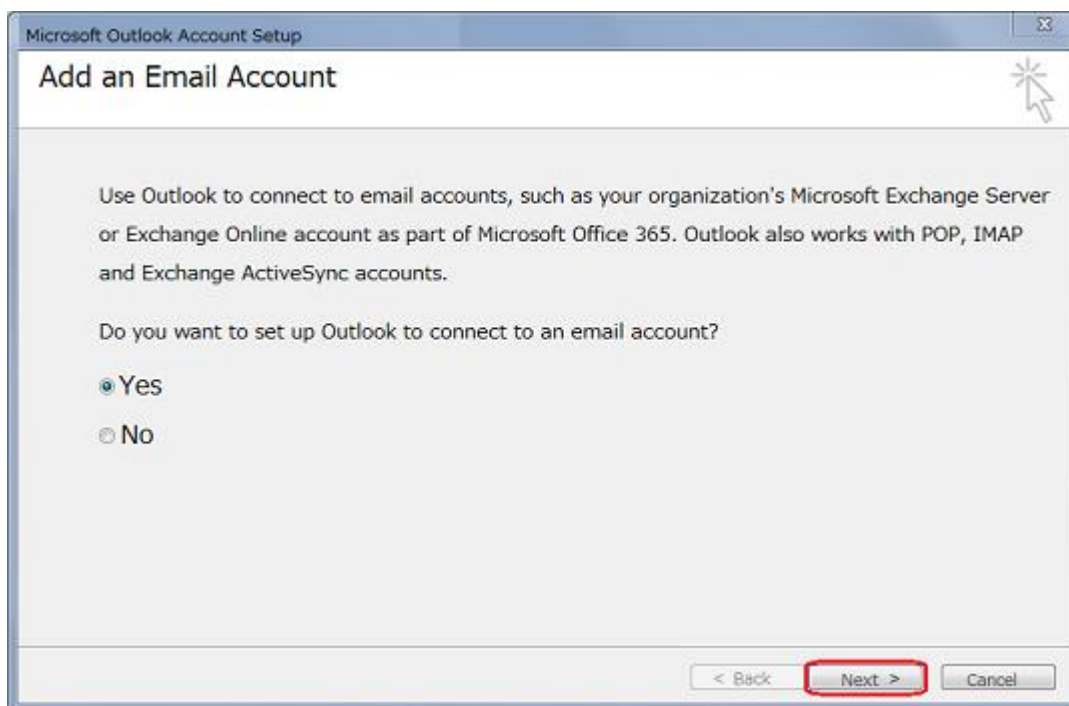
**Step2.**“Welcome to Microsoft Outlook 2013” window will open when you launch it for the first time, click “Next”.

\* Go to Step4 when the window does not open.

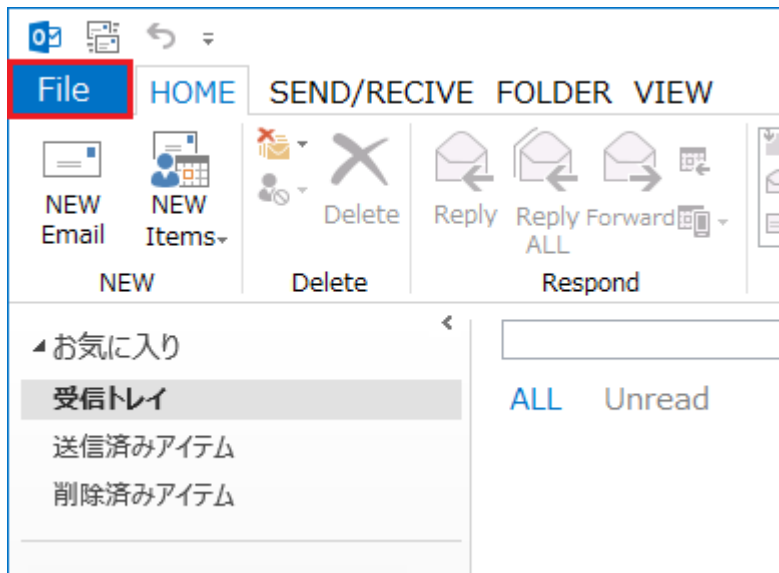


**Step3.**“Add an Email Account” window will open, select “Yes” then click “Next”.

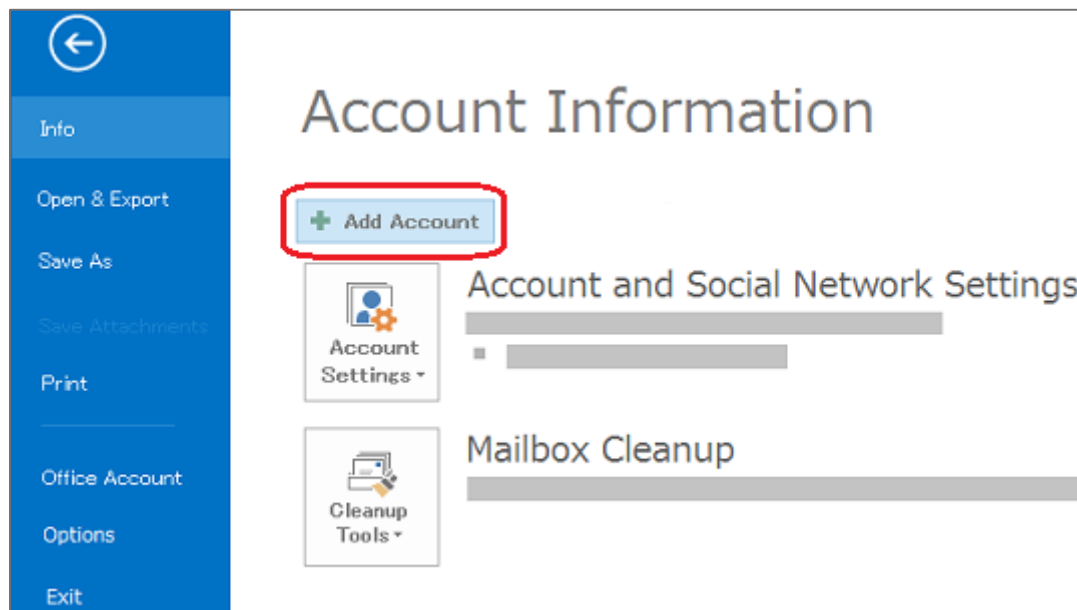
\* Go to Step5



Step4.Start Microsoft Outlook and navigate to File at the top and click on the button Add Account under Account Information.



Choose “Info” and click “Add Account”.



Step5. Check “Manual setup or additional server types” then click “Next”.

The screenshot shows the 'Add Account Setup' window with the title 'Add Account Setup' and subtitle 'Manual Setup of account connect to other server types.'. Under the 'E-mail Account' section, there are input fields for Name (Y), E-mail Address (E), Password (P), and Password Confirmation (T). The 'Manual setup or additional server types.' option is selected and highlighted with a red box. The 'Next >' button is also highlighted with a red box.

**Add Account Setup**  
Manual Setup of account connect to other server types.

**E-mail Account**

名前(Y):   
例: Eiji Yasuda

電子メール アドレス(E):   
例: eiji@contoso.com

パスワード(P):

パスワードの確認入力(T):   
インターネット サービス プロバイダーから提供されたパスワードを入力してください。

**Manual setup or additional server types.**

< Back **Next >** Cancel

Step6. “Choose Service” window will open. Check “POP or IMAP” then click “Next”.

The screenshot shows the 'Choose Service' window with the title 'Choose Service'. It lists three service options: 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange Active Sync compatible service', and 'POP or IMAP'. The 'POP or IMAP' option is selected and highlighted with a red box. The 'Next >' button is also highlighted with a red box.

**Choose Service**

**Microsoft Exchange Server or compatible service**  
Exchange アカウントに接続して、電子メール、予定表、連絡先、タスク、ボイス メールにアクセスします。

**Outlook.com or Exchange Active Sync compatible service**  
Outlook.com などのサービスに接続し、電子メール、予定表、連絡先、タスクにアクセスします。

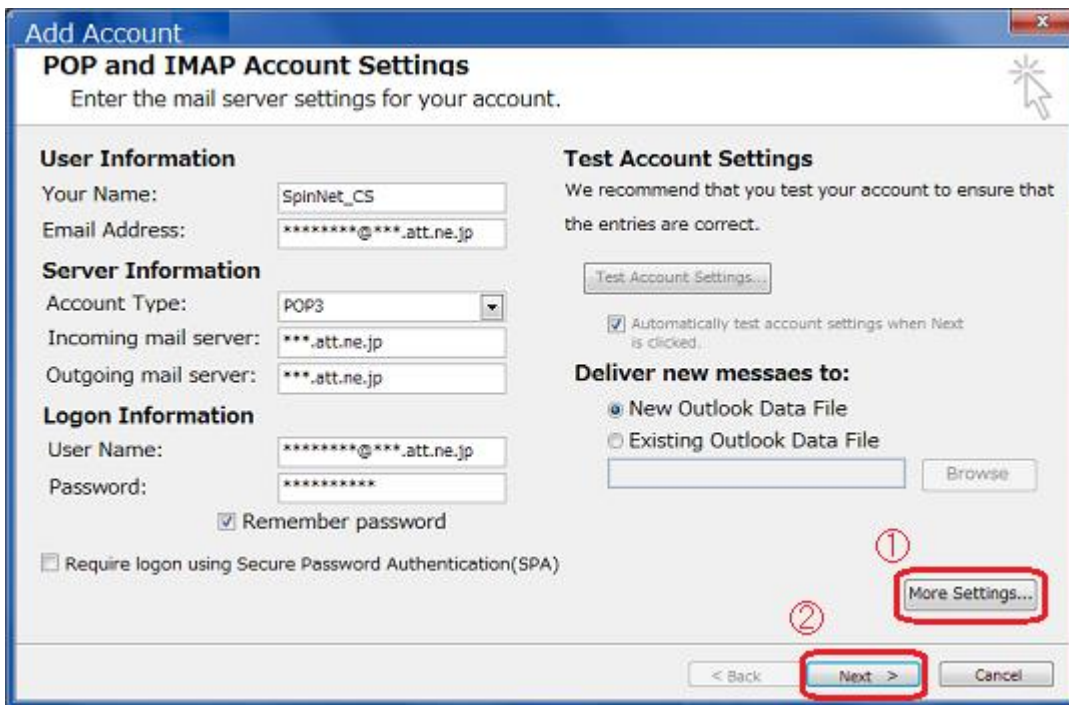
**POP or IMAP**  
POP または IMAP 電子メール アカウントに接続します。

**Other**  
以下の一覧に示されている種類のサーバーに接続します

Fax Mail Transport

< Back **Next >** Cancel

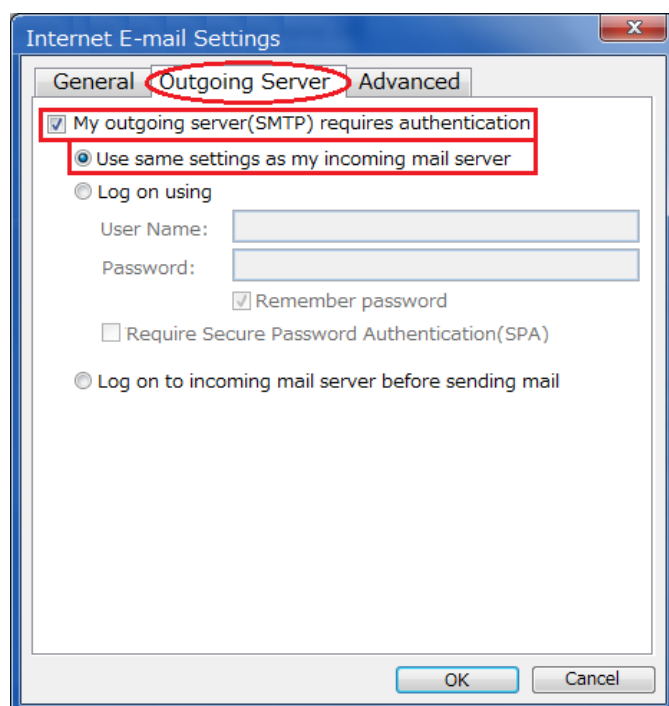
Step7. Enter the following on the “POP and IMAP Account Settings” window.



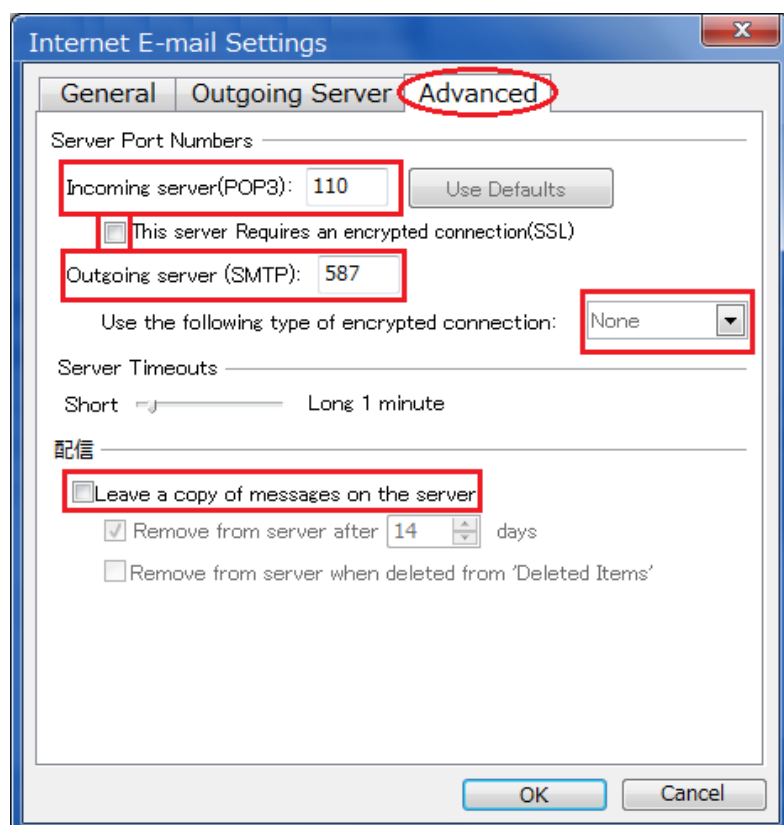
Name	Value
Your Name	Your first and last name (not necessary)
Email Address	Your mail address e.g. xxxxxxx@xxx.att.ne.jp
Account Type	Select POP3.
Incoming mail server	Your mail server
Outgoing mail server (SMTP)	Your mail server
User Name	Your mail address
Password	Your mail password

Click “More Settings” when you finish entering those.

Step8. Click the “Outgoing Server” tab, then check “My outgoing server (SMTP) requires authentication” and select “Use same settings as incoming mail server”.

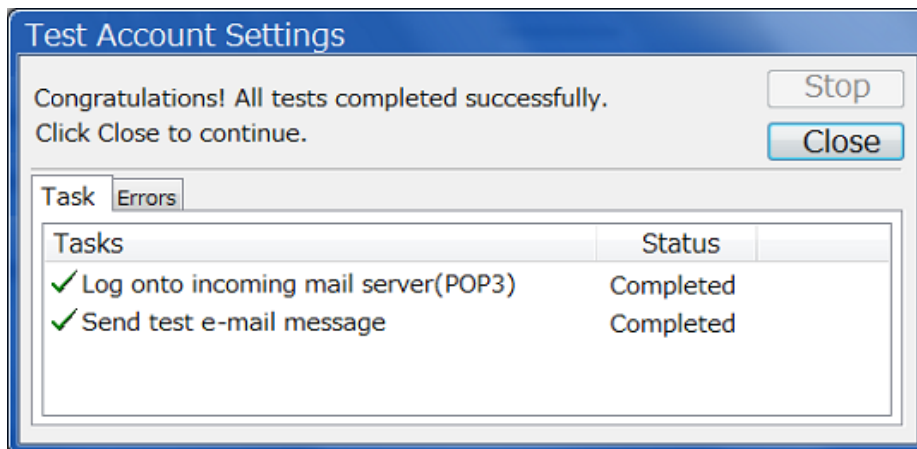


Step9. Click the “Advanced” tab, then enter “587” in the “Outgoing server (SMTP)” box. Uncheck “Leave a copy of message on the server” (not necessary). You will go back to Step7 window, then click “Next”.



Step10.This concludes the setting.

Click “Close”.



Click “Finish”.

