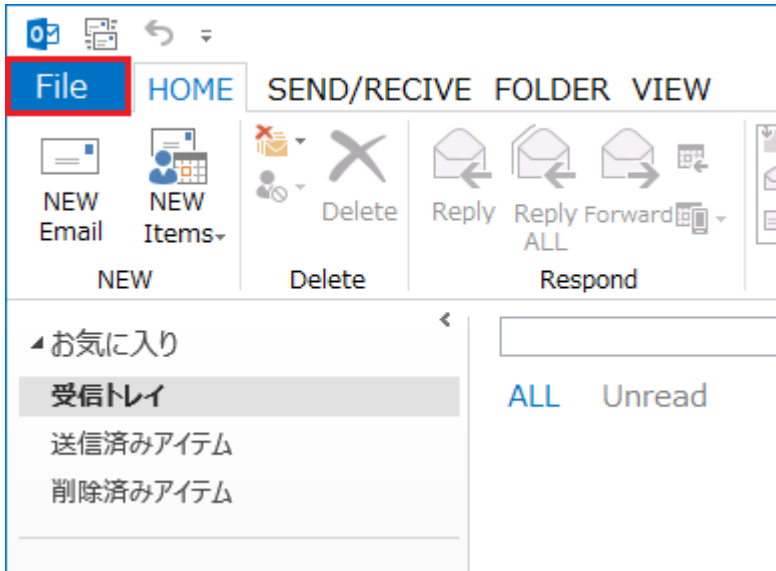




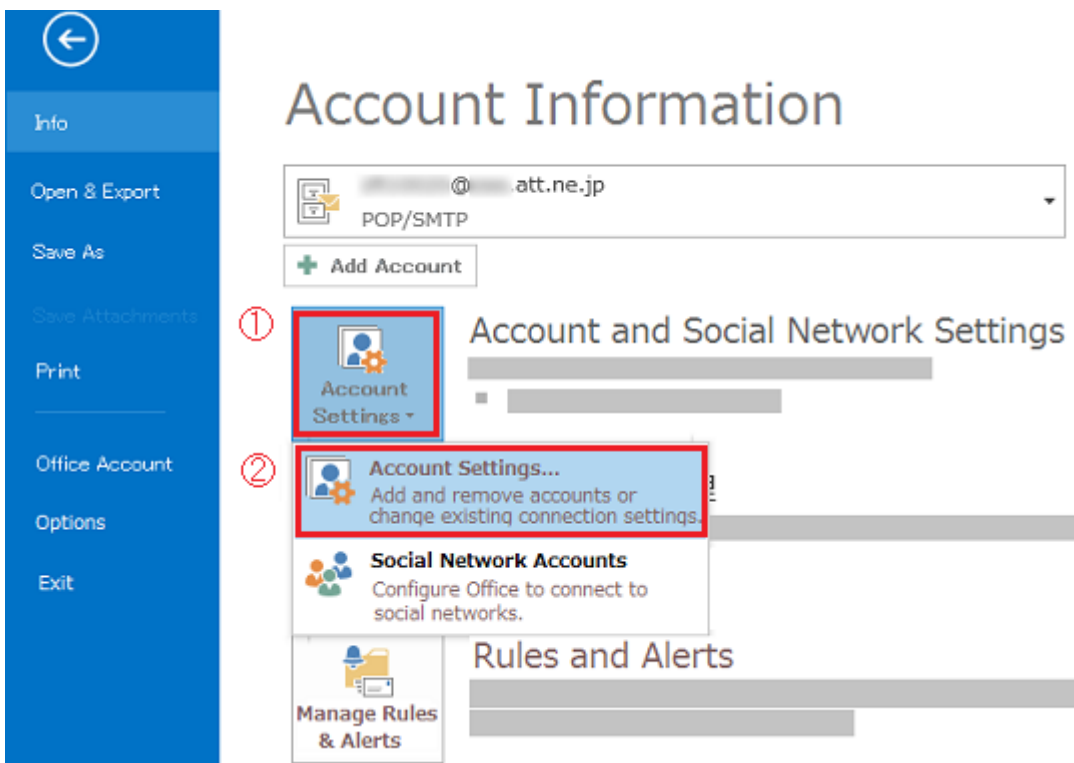
Microsoft Outlook 2013/2010 (Windows)

This manual is written based on “Outlook2013”.

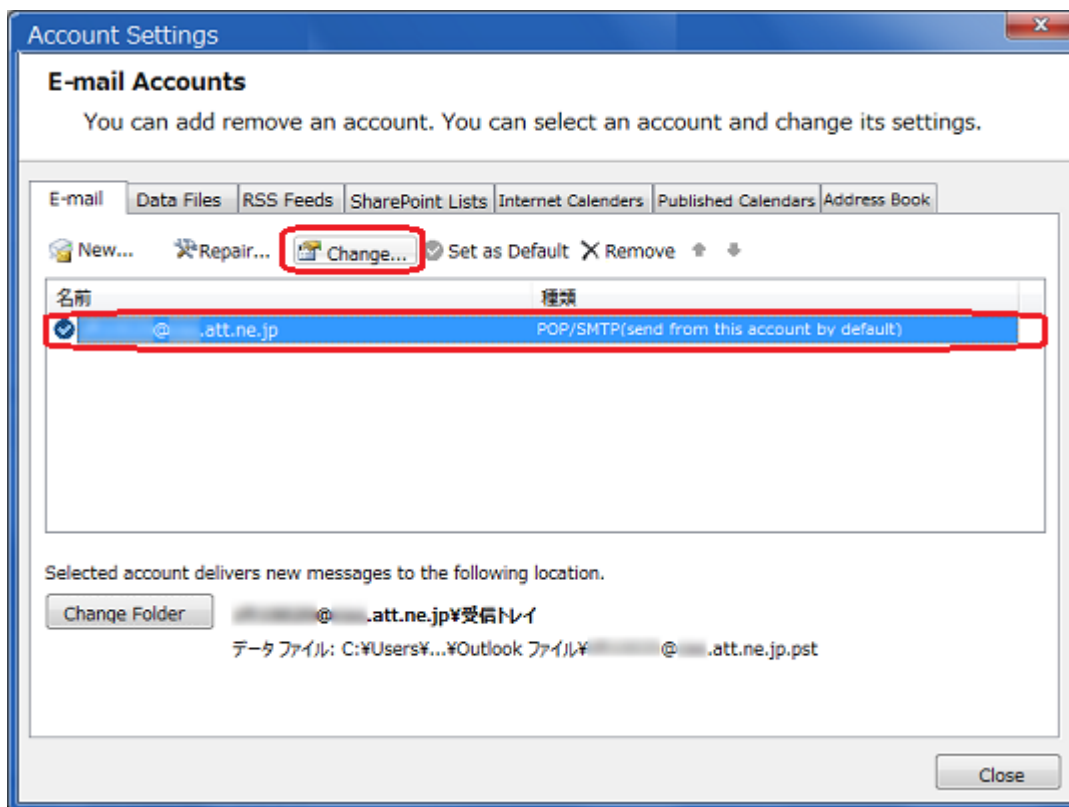
Step1. Click the File tab after Outlook2013/2010 startup.



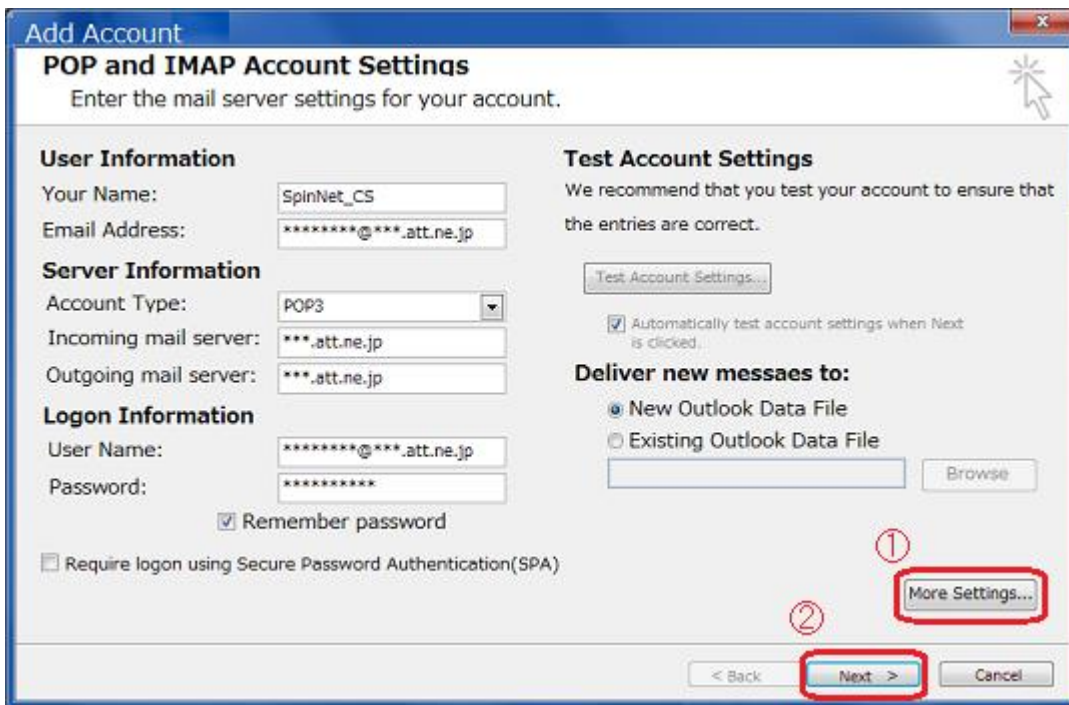
Step2. Choose “Info” and click “Account Settings” then select “Account Settings” from the drop down menu.



Step3. Select the account that you would like to configure, then click “Change”.



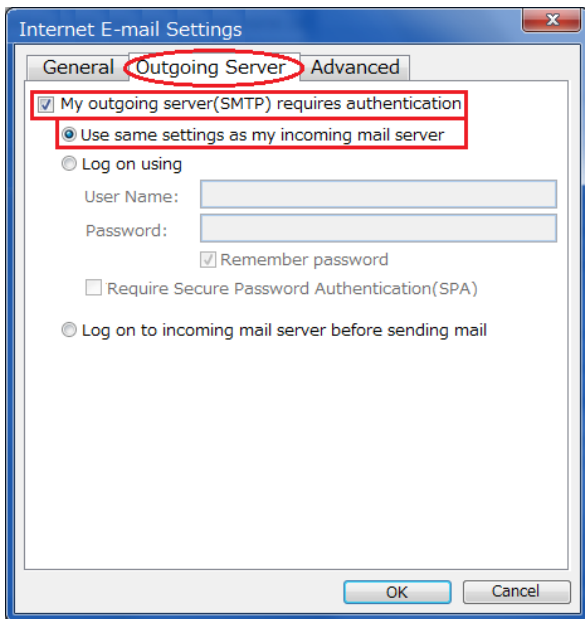
Step4. Enter the following on the “POP and IMAP Account Settings” window.



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

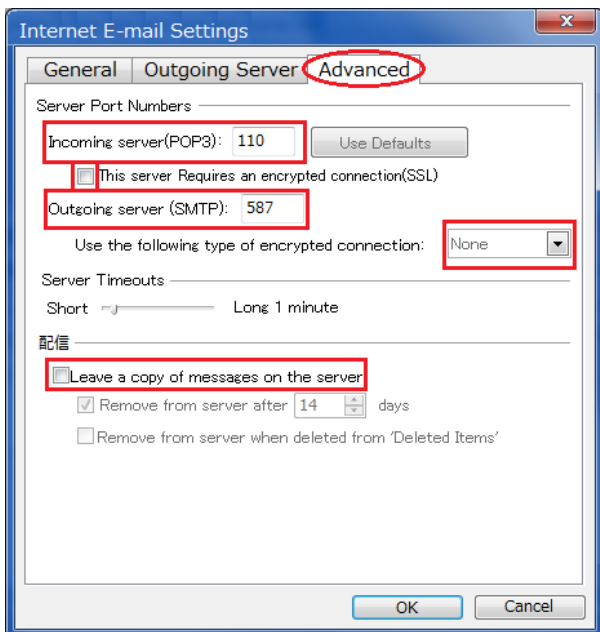
Click “More Settings” when you finish entering those.

Step5.Click the “Outgoing Server” tab, then check “My outgoing server (SMTP) requires authentication” and select “Use same settings as incoming mail server”.



Step6.Click the “Advanced” tab, then enter “587” in the “Outgoing server (SMTP)” box Uncheck “Leave a copy of message on the server” (not necessary).

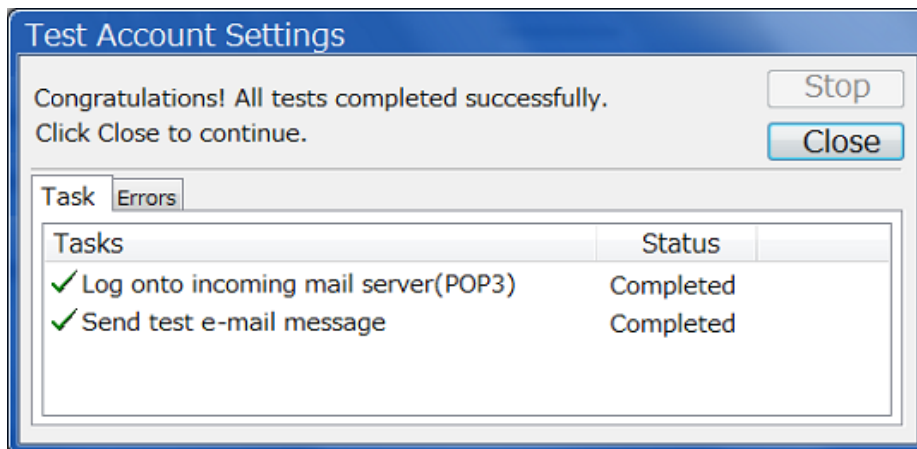
You will go back to Step4 window, then click “Next”.



Name	Value
Incoming server (POP3)	110
This server Requires an encrypted connection(SSL)	Unchecked
Outgoing server (SMTP)	587
Use the following type of encrypted connection	None

Step7.This concludes the setting.

Click “Close”.



Click “Finish”.

