



Microsoft Outlook 2019/Microsoft365 (Windows)

Prepare the following pieces of information in advance.

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

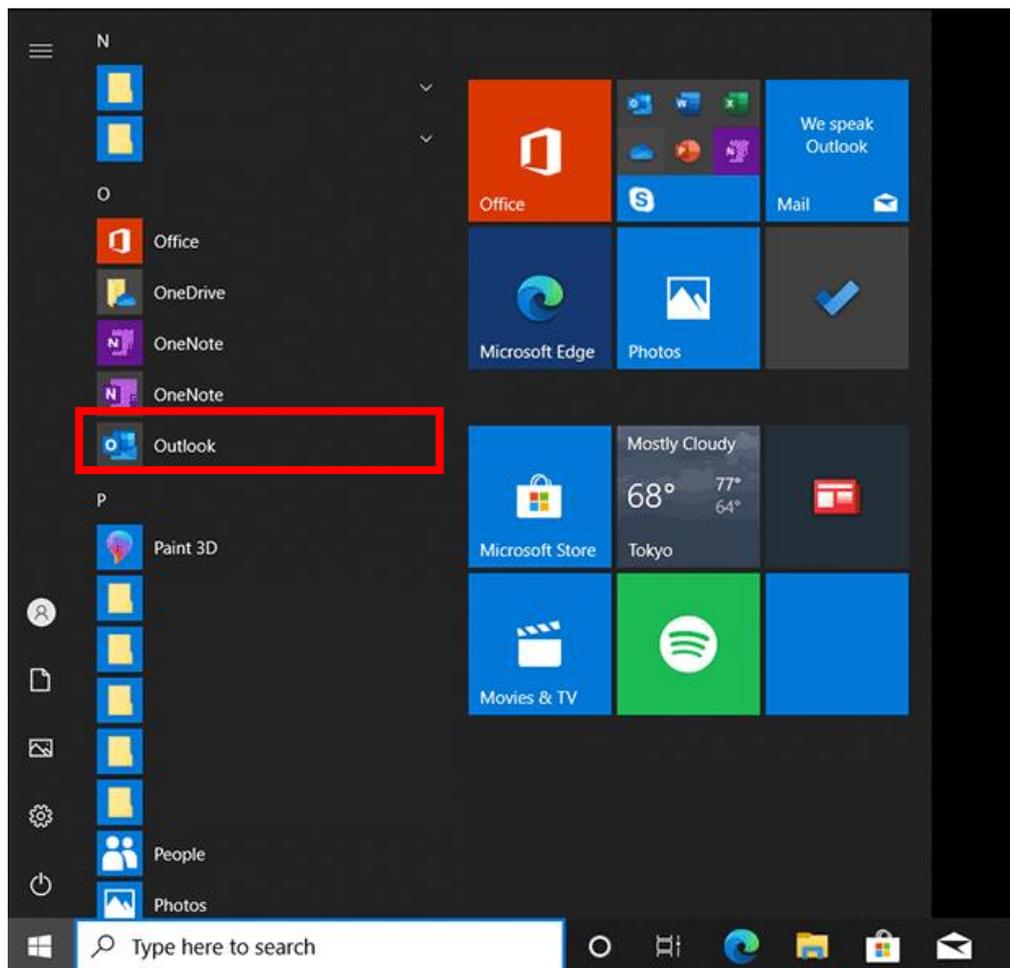
In the following description which are shown in **green**, please replace it with your own details.

Name	Value
Mail password	
Mail address	xxx99999@xxx.att.ne.jp

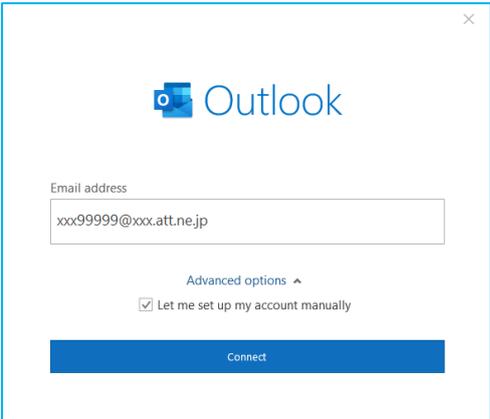
I guide you about "Outlook2019" with this manual.

When you have you confirm existing setting, look from Step8.

Step1. Click "Outlook" on the Start Menu.



Step2. Please start Setup wizard.

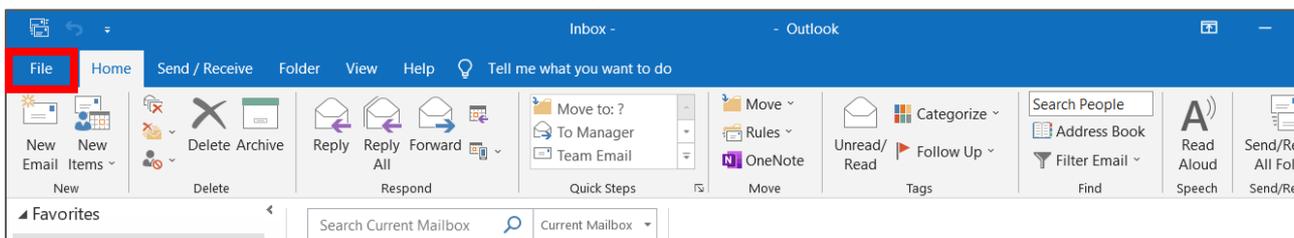


memo

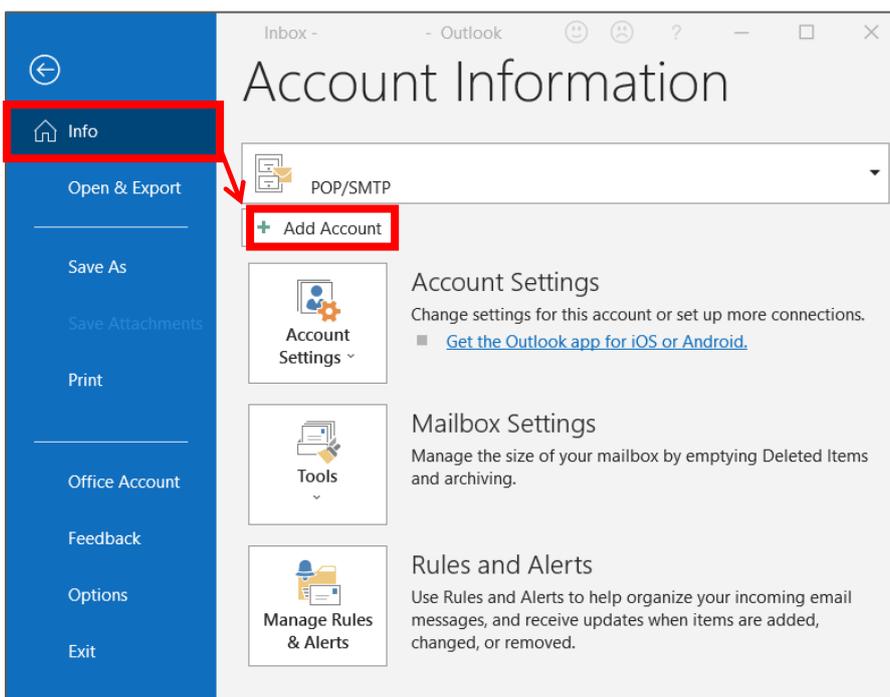
“Setup wizard window” will open when you launch it for the first time.

When a window opened, please go ahead to Step3.

① Start Microsoft Outlook and navigate to File at the top.

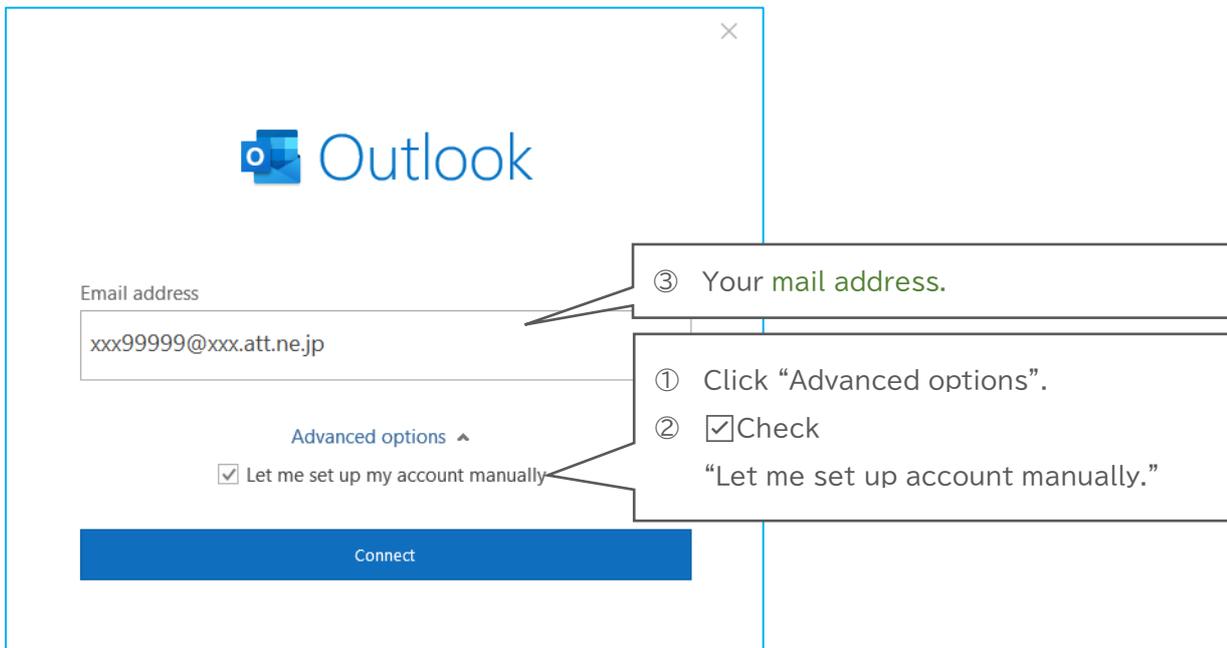


② Click on the button Add Account under Account Information.

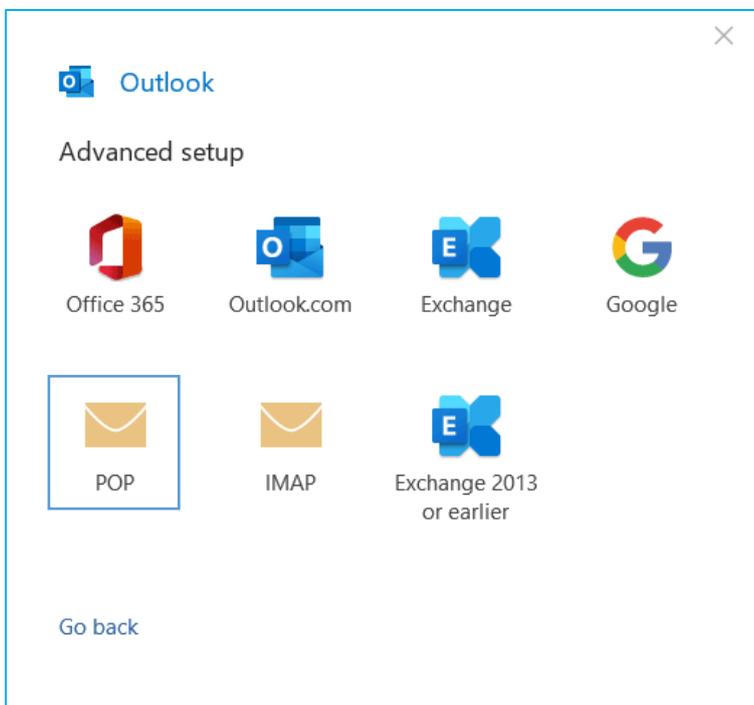


Step3. Enter the following, and click "Connect".

When you change from Step3 to a screen of Step6, please omit Step4 from Step5.



Step4. Click "POP".



Step5. Enter the following on the “POP Account Settings” window.
Click “Next”.

✕

POP Account Settings

xxx99999@xxx.att.ne.jp (Not you?)

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

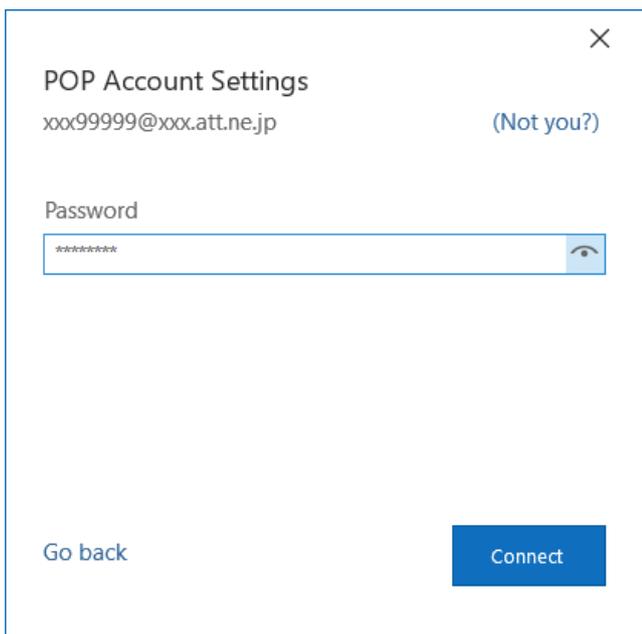
Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

Name	Value
Incoming mail	popssl.att.ne.jp
Port	995
This server requires encrypted connection (SSL/TLS)	Checked
Outgoing mail	smtpssl.att.ne.jp
Port	465
Encryption method	SSL/TLS

Step6. Enter Your mail password and Click Connect.



POP Account Settings
xxx99999@xxx.att.ne.jp (Not you?)

Password

Go back Connect



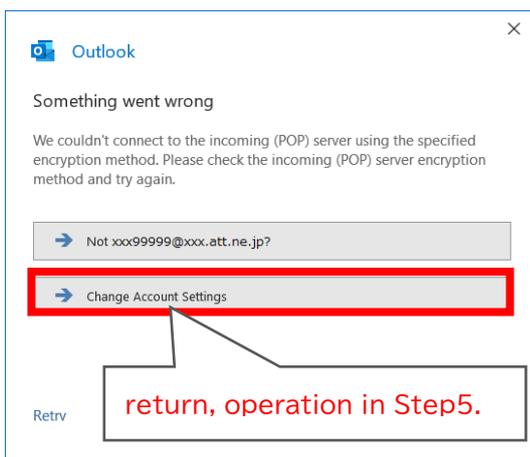
Internet Security Warning

! The server you are connected to is using a security certificate that cannot be verified.
The target principal name is incorrect.

View Certificate...

Do you want to continue using this server?

Yes No



Outlook

Something went wrong

We couldn't connect to the incoming (POP) server using the specified encryption method. Please check the incoming (POP) server encryption method and try again.

→ Not xxx99999@xxx.att.ne.jp

→ Change Account Settings

Retrv

return, operation in Step5.

memo

The operation when "Internet security Warning" was displayed is as follows.

In the dialog box of "Internet security Warning", please click "No".

As a message of "Something went wrong" is displayed successively, please click "Change Account Setting".

Continue return, operation in Step5.

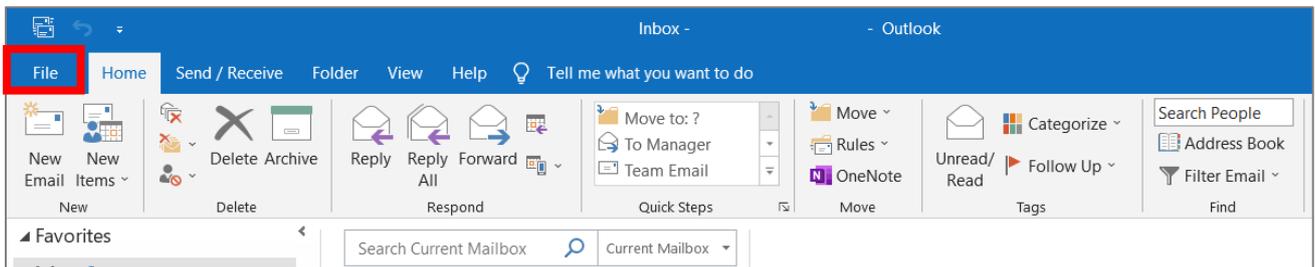
Step7. Please click "Done" after excluding a check of "Set up Outlook Mobile on my phone,too".

 **memo**

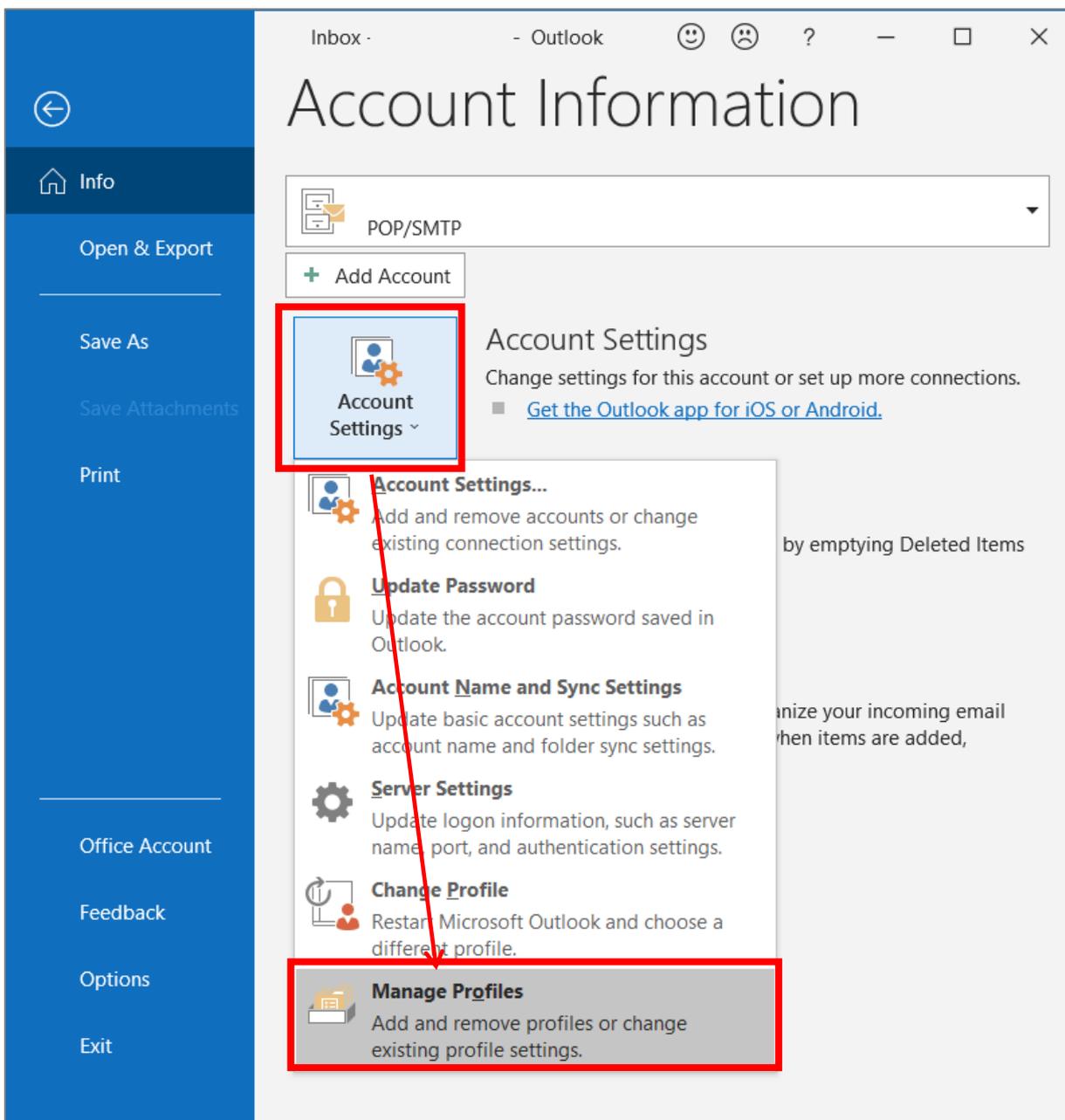
When a setting window is displayed, please close a browser.

Step8. Please start "Management Profile".

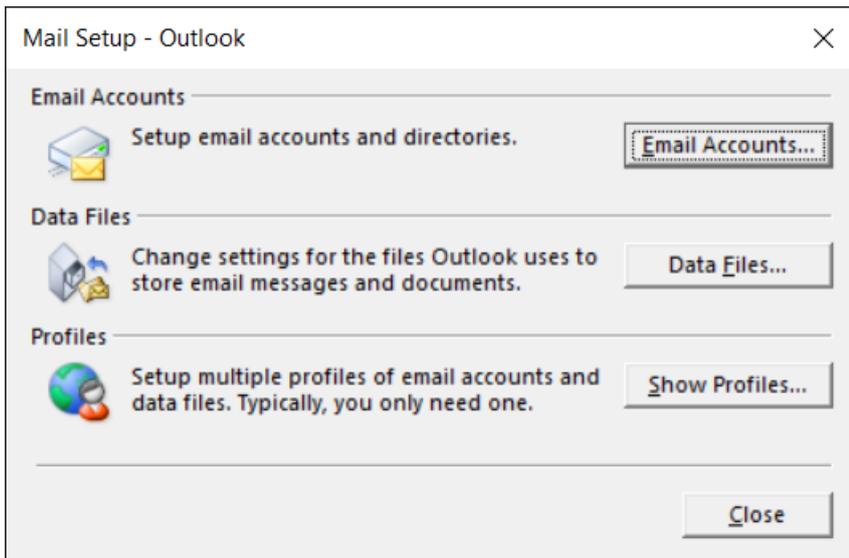
① Start Microsoft Outlook and navigate to "File" at the top.



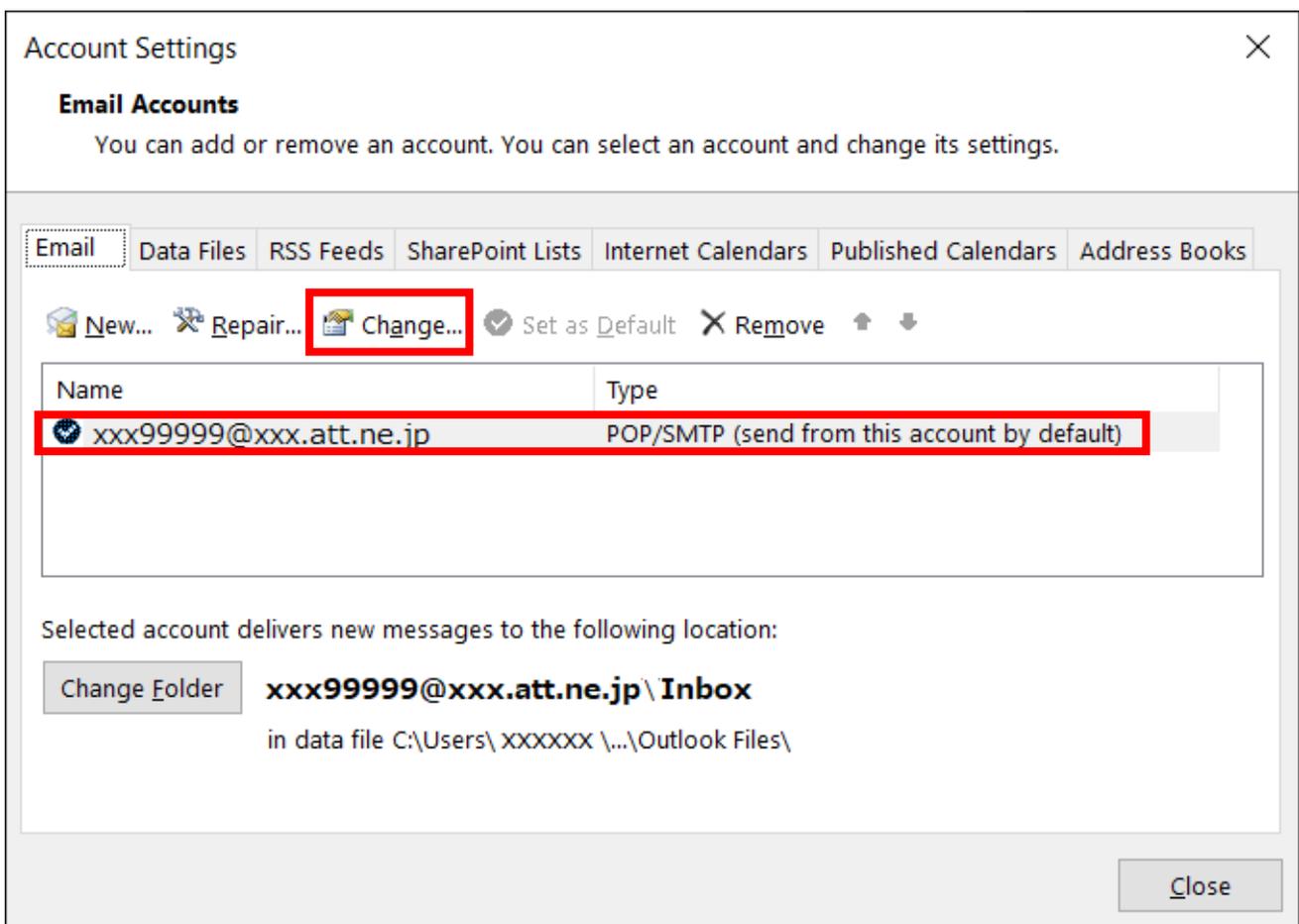
② Please click on "Account Settings", then "Manage Profiles".



Step9. Click “Email Accounts”.



Step10. You choose an account, and please click a “change”.



Step11. Please click "More Settings" if you finish input.

Change 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

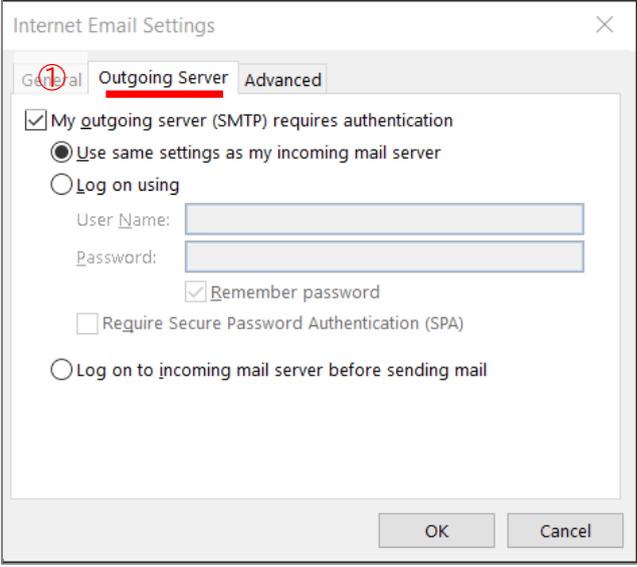
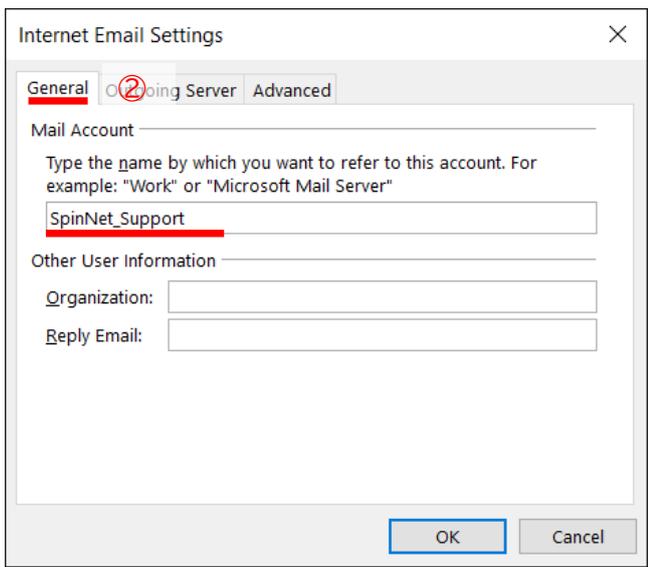
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

< Back
Next >
Cancel
Help

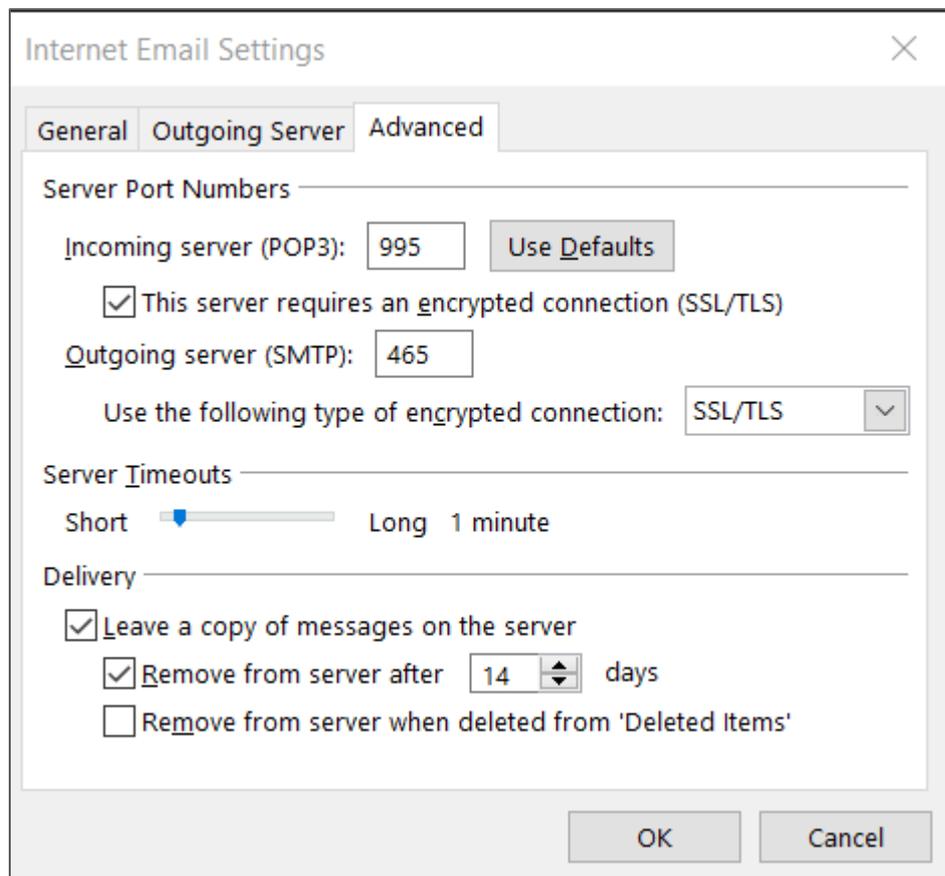
Name	Value
Your Name	Your first and last name e.g. SpinNet.Support
Email Address	Your mail address e.g. xxx99999@xxx.att.ne.jp
Account Type	Select POP3.
Incoming mail server	popssl.att.ne.jp
Outgoing mail server (SMTP)	smtpssl.att.ne.jp
User Name	Your mail address
Password	Your mail password

- Step12. ① Click the “General” tab and check it.
 ② Click the “Outgoing Server” tab and check it.



Tab	Name	Value
General	Mail Account	e.g. SpinNet_Support
Outgoing Server	My outgoing server (SMTP) requires authentication	Checked
	User same settings as my incoming mail server	

Step13. Click the “Advanced” tab and check it. and Click “OK”.



Name	Value
Incoming Server	995
This server requires encrypted connection (SSL/TLS)	Checked
Outgoing Server	465
Use the following type of encrypted connection	SSL/TLS
Leave a copy of message on the server	Uncheckd * optional item

Step14. Please operate as follows. This concludes the setting.

① Click "Next".

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: SpinNet_Support
Email Address: xxx99999@xxx.att.ne.jp

Server Information
Account Type: POP3
Incoming mail server: popssl.att.ne.jp
Outgoing mail server (SMTP): smtpssl.att.ne.jp

Logon Information
User Name: xxx99999@xxx.att.ne.jp
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

< Back **Next >** Cancel Help

② Click "Close".

Test Account Settings

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

Tasks Errors

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

③ Click "Finish".

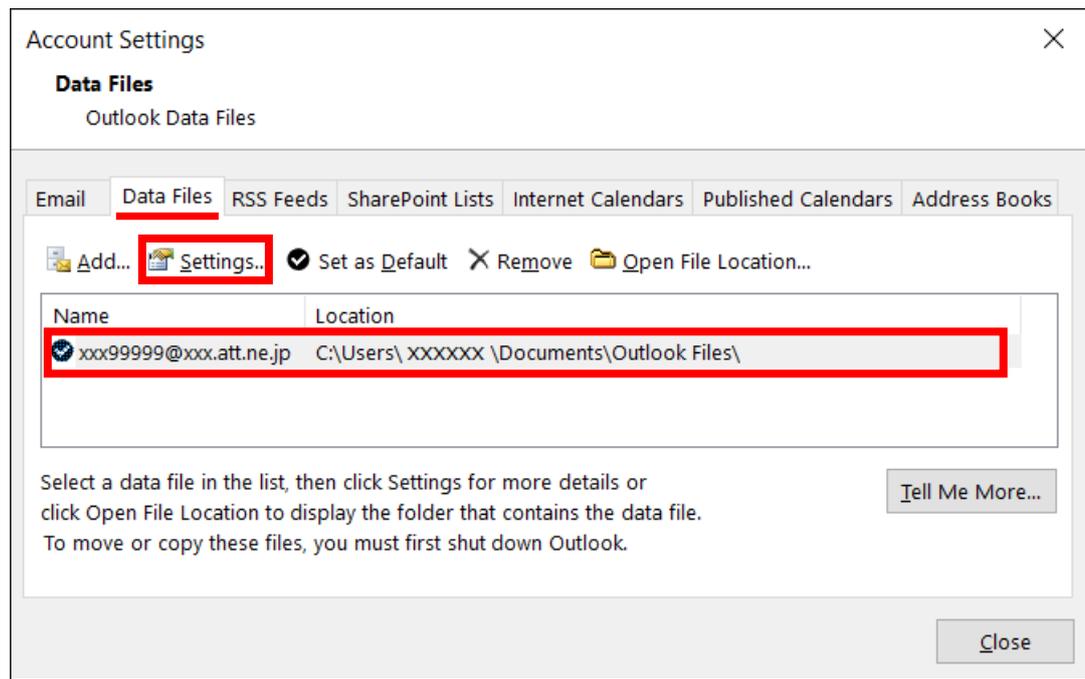
Change Account

You're all set!

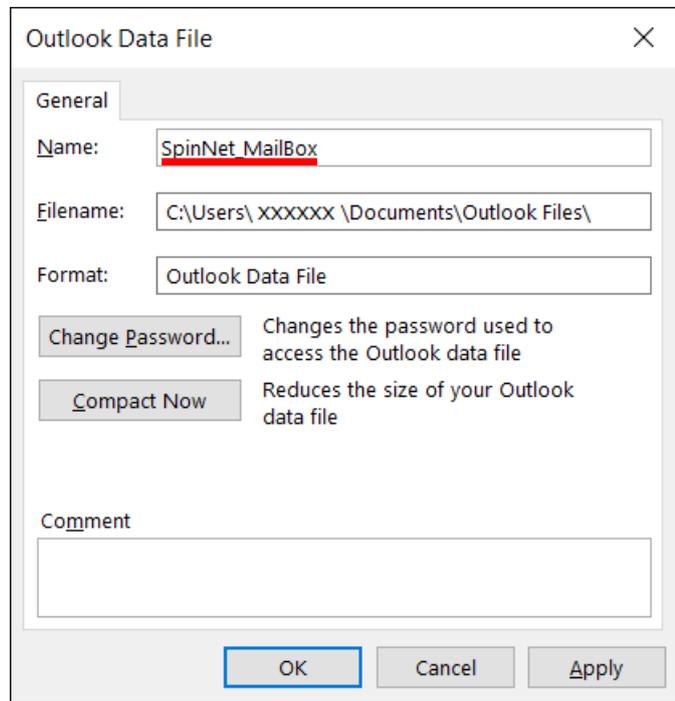
We have all the information we need to set up your account.

< Back **Finish** Help

Step15. Please click "Settings" after opening the tab of "Data Files", and choosing "Data File".

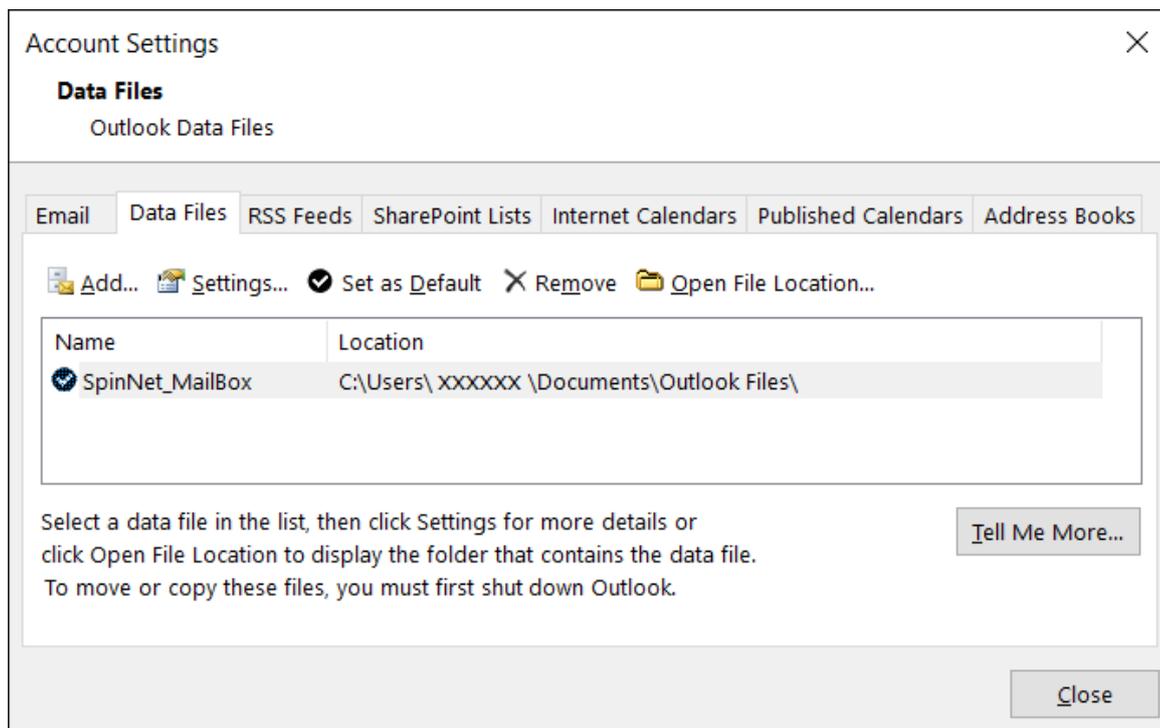


Step16. You set the suitable name and click "OK" later, and please close a window.

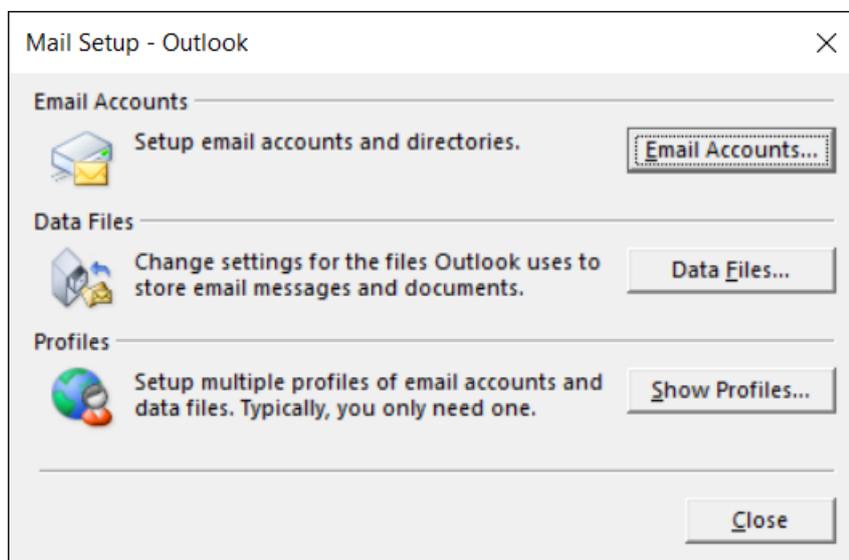


Step16. Please operate it as follows.

① Click “Close”.



② Click “Close”.



This concludes the settings.