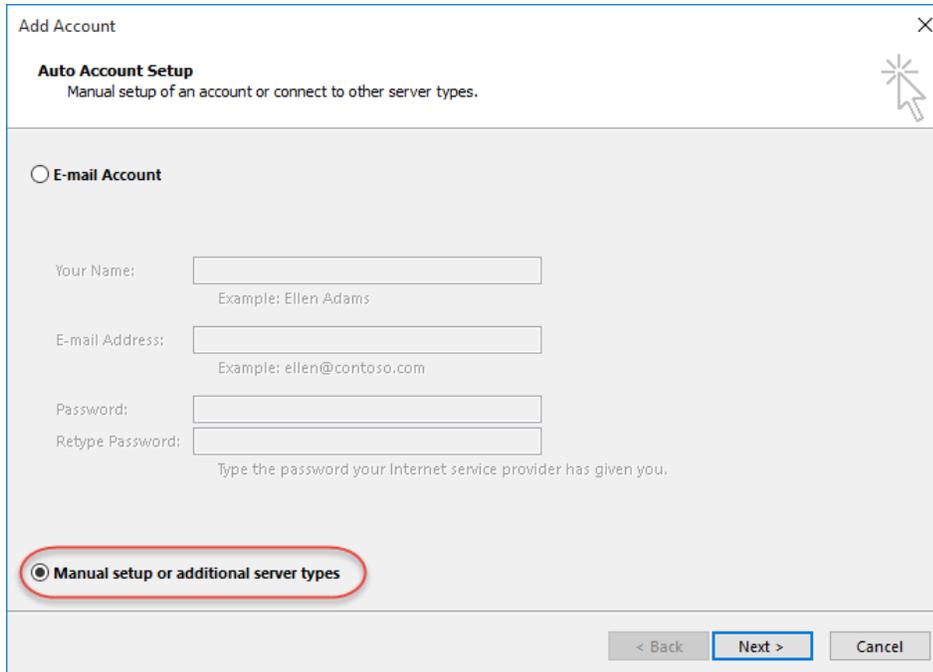


# Configure OX Mail on Outlook:

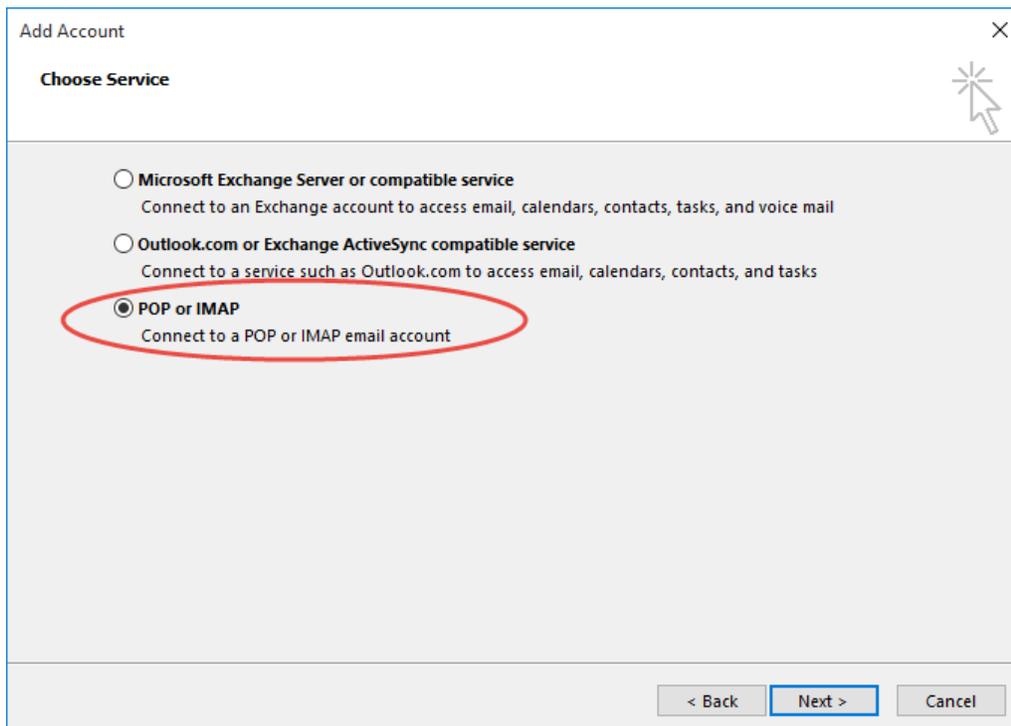
## Step1:



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. Below the title bar, there is a section titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' A mouse cursor is pointing at a star icon in the top right corner of this section. Below this, there are two radio button options: 'E-mail Account' (which is unselected) and 'Manual setup or additional server types' (which is selected and circled in red). Under the 'E-mail Account' option, there are four input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note 'Type the password your Internet service provider has given you.'). At the bottom of the dialog, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

Click on Add new Account.  
Select the second Option and click on next.

## Step2:



The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, the text "Choose Service" is displayed. There are three radio button options:

- Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**  
Connect to a POP or IMAP email account

The "POP or IMAP" option is circled in red. At the bottom of the dialog box, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel".

Now choose the POP or IMAP option and click on next.

### Step3:

**Add Account** [Close]

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

**User Information** **1**

Your Name: info  
Email Address: info@example.com

**Server Information**

Account Type: POP3  
Incoming mail server: pop3.eigene-website.cloud4pro.com  
Outgoing mail server (SMTP): smtp.eigene-website.cloud4pro.com

**Logon Information**

User Name: info@example.com  
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.

Test Account Settings ...  
 Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File  
 Existing Outlook Data File  
[Browse]

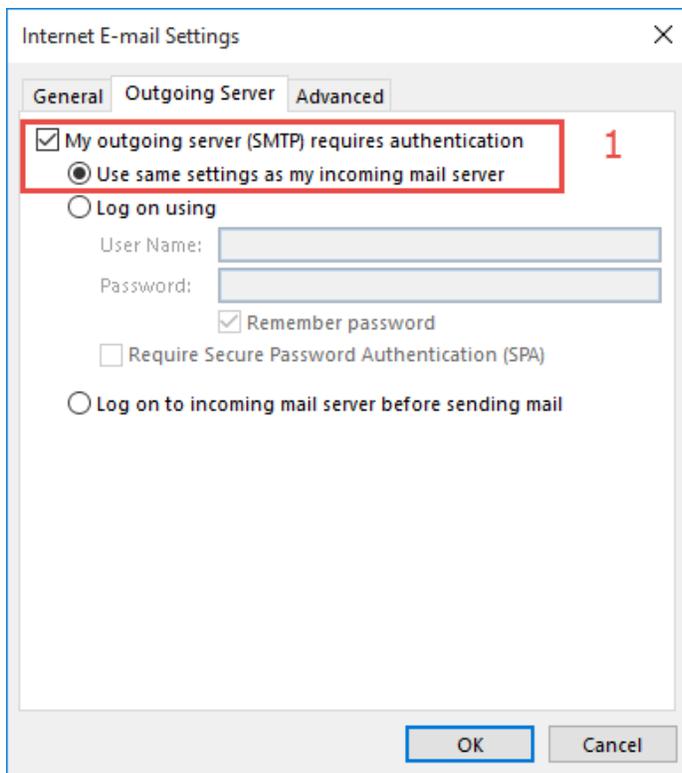
**2** More Settings ...

< Back   Next >   Cancel

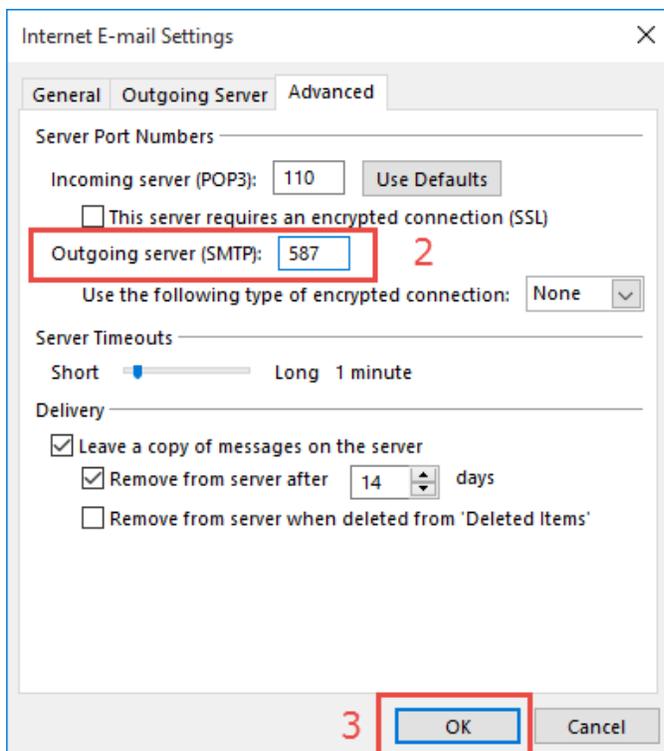
First fill in the Form on the left.

Incoming mail server: [pop3.eigene-website.cloud4pro.com](http://pop3.eigene-website.cloud4pro.com)  
outgoing mail server: [smtp.eigene-website.cloud4pro.com](http://smtp.eigene-website.cloud4pro.com)

Then click on “More Settings”.

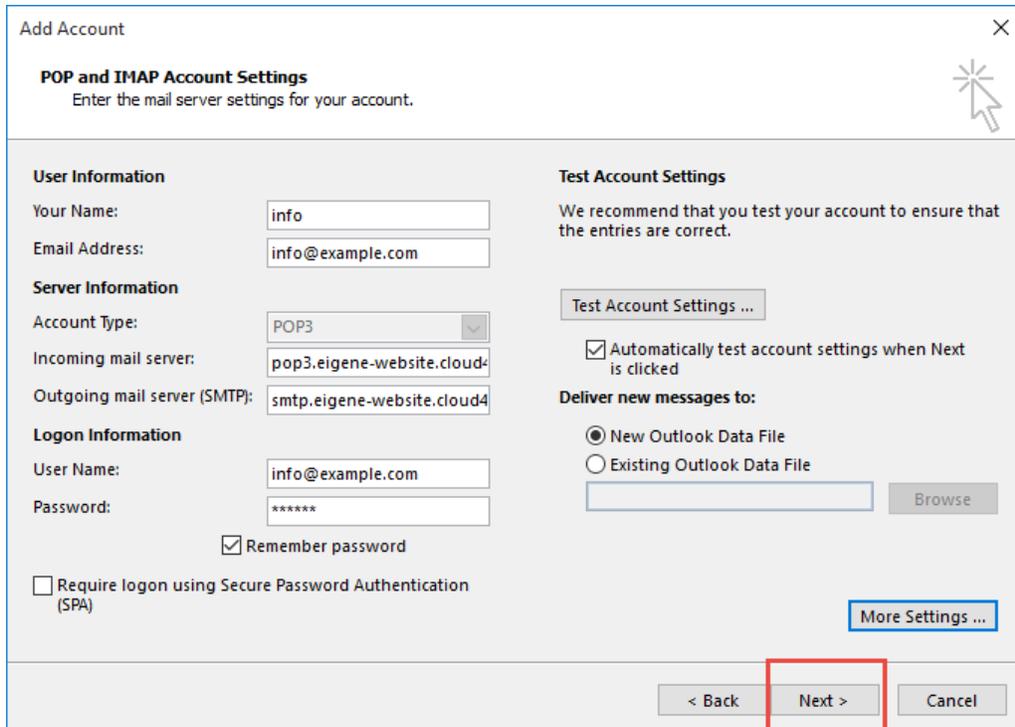


Go to the tab Outgoing Server and select the first option, then go to the tab advanced.



And insert the number 587 into the " Outgoing server (SMTP) " field, then click on OK.

## Step4:



**Add Account** [Close]

**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

< Back **Next >** Cancel

Finally click on Next! And Done!