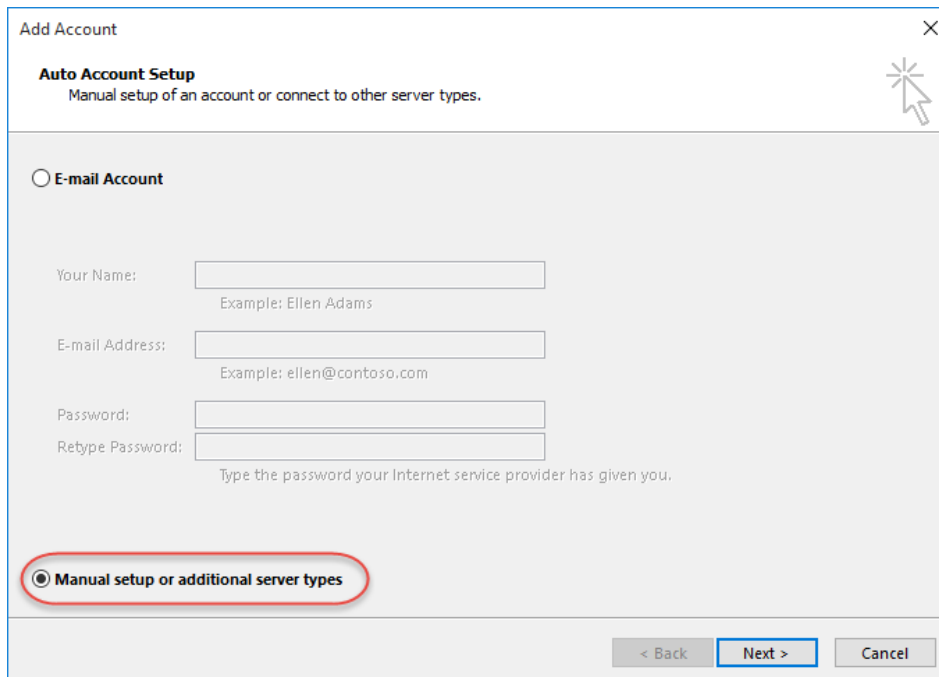


Configure OX Mail on Outlook:

Step1:



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

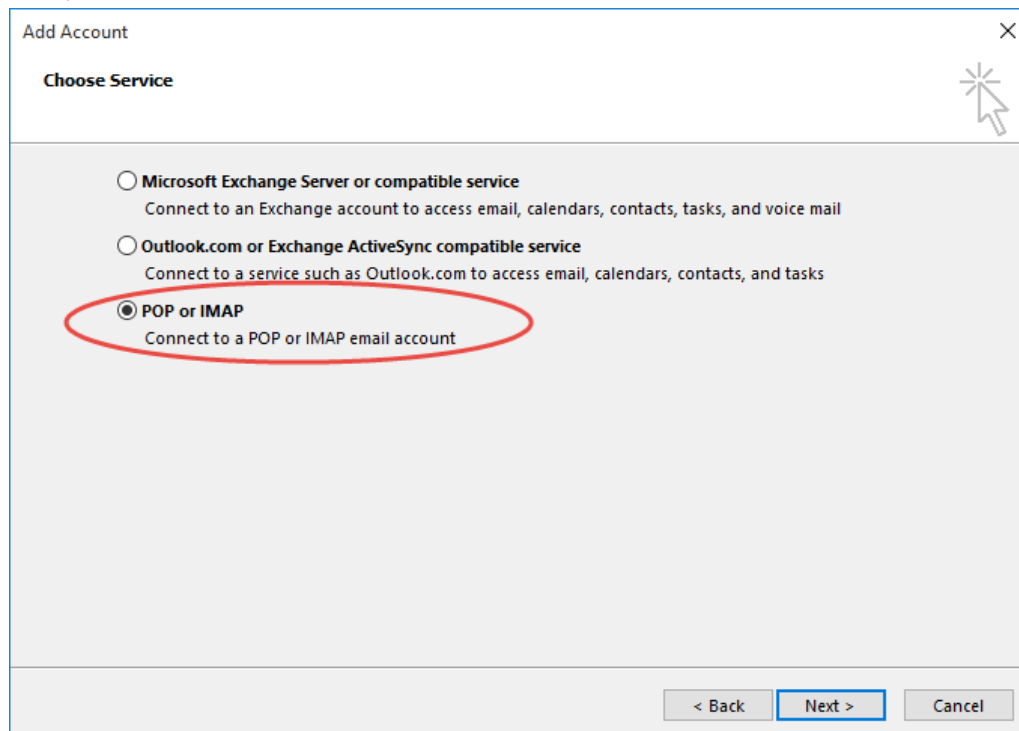
☒ **Manual setup or additional server types**

< Back **Next >** Cancel

Click on Add new Account.

Select the second Option and click on next.

Step2:



The screenshot shows a Windows-style 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. The main area of the dialog contains 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 selected, indicated by a filled radio button and a red circle drawn around the entire option text. At the bottom right of the dialog, there are three buttons: "< Back", "Next >" (which has a blue border), and "Cancel".

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

Step3:

Add Account

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

User Information

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

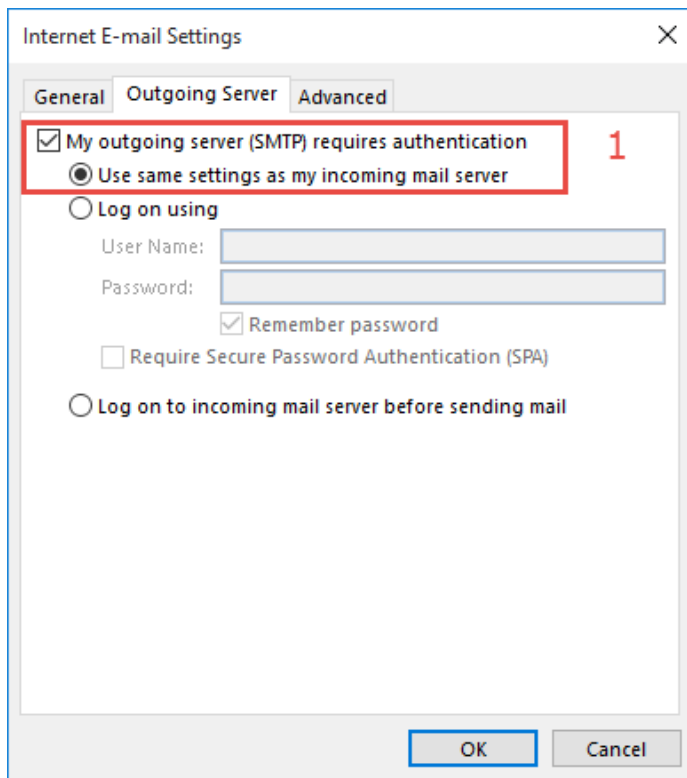
More Settings ...

< Back Next > Cancel

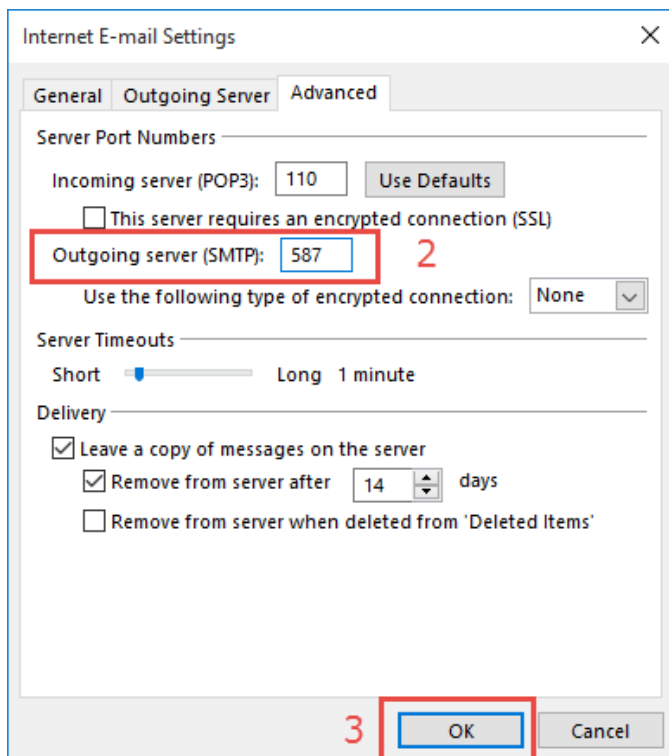
First fill in the Form on the left.

Incoming mail server: pop3.eigene-website.cloud4pro.com
outgoing mail server: smtp.eigene-website.cloud4pro.com

Then click on "More Settings".

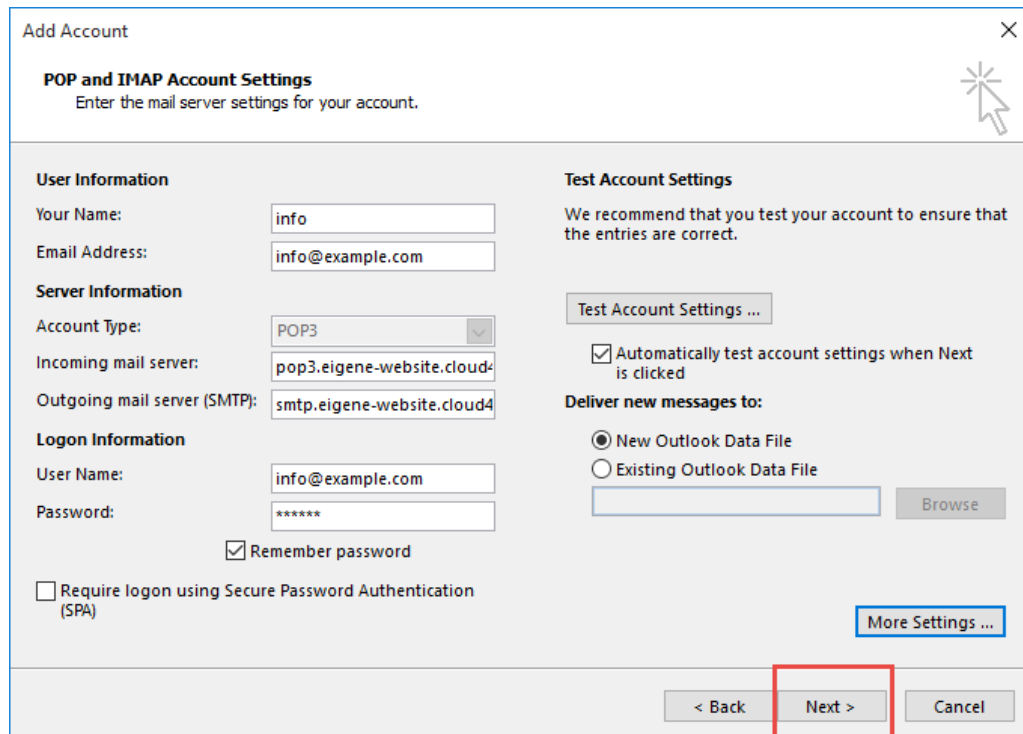


Go to the tab Outgoing Server and select the first option, then go to the tab advanced.



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

Step4:



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar says 'Add Account' with a close button. Below the title bar, there's a section titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' A mouse cursor is pointing at a question mark icon in the top right corner of this section.

The dialog is divided into two main columns. The left column contains the following sections:

- User Information:**
 - Your Name: info
 - Email Address: info@example.com
- Server Information:**
 - Account Type: POP3 (dropdown menu)
 - Incoming mail server: pop3.eigene-website.cloud4
 - Outgoing mail server (SMTP): smtp.eigene-website.cloud4
- Logon Information:**
 - User Name: info@example.com
 - Password: *****
 - ☒ Remember password
 - ☐ Require logon using Secure Password Authentication (SPA)

The right column contains the following sections:

- Test Account Settings:**
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ... (button)
 - ☒ Automatically test account settings when Next is clicked
- Deliver new messages to:**
 - ☒ New Outlook Data File
 - ☐ Existing Outlook Data File
 - Text input field with a 'Browse' button
- More Settings ...** (button)

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangular box.

Finally click on Next! And Done!