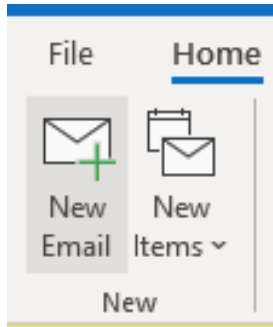
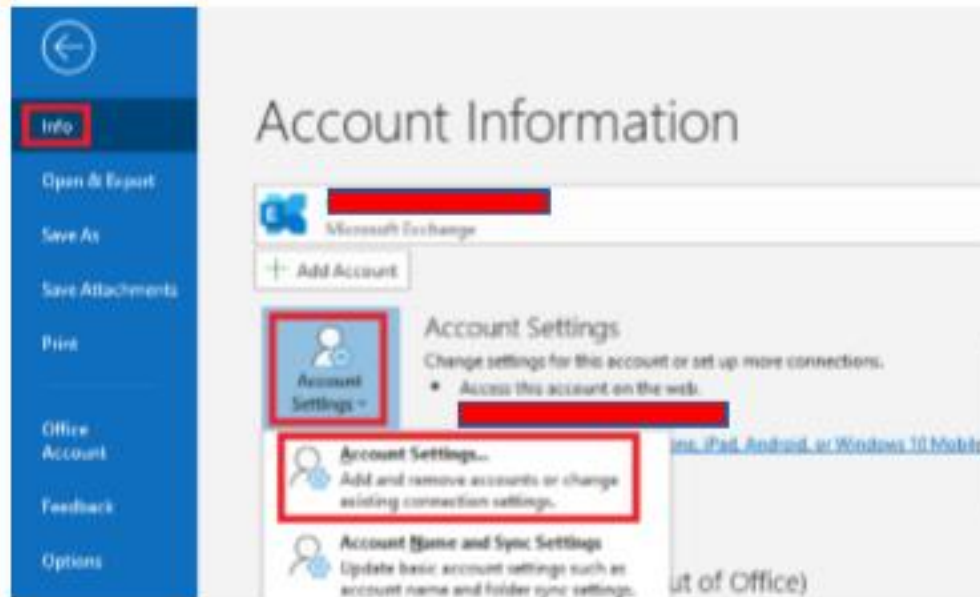


Adding email address on Outlook 2016 (POP3)

When in Outlook, click on 'File'.

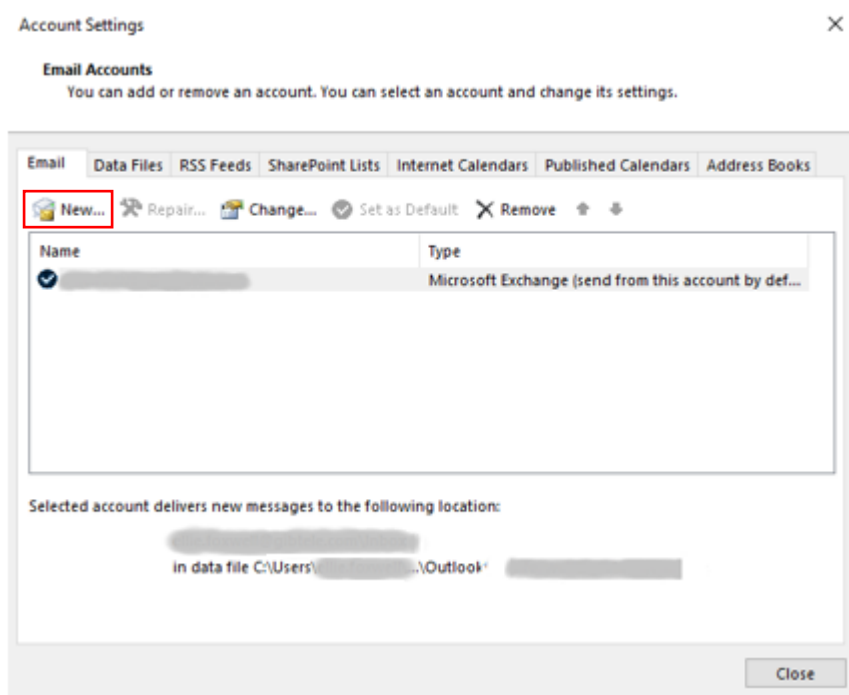


Click on Info > Account Settings > Account Settings.



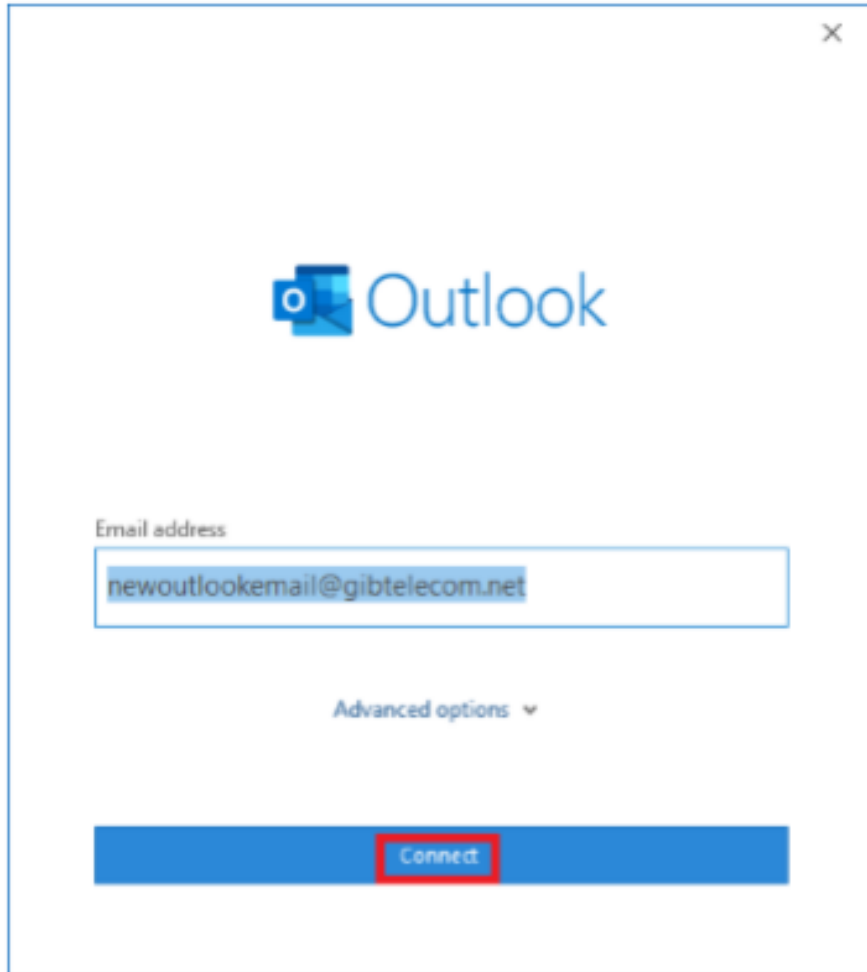
Adding email address on Outlook 2016 (POP3)

You will then be shown the following pop-up window. Click on 'New'.



Adding email address on Outlook 2016 (POP3)

Once you click on New... you will see the below window. Click 'Connect'.

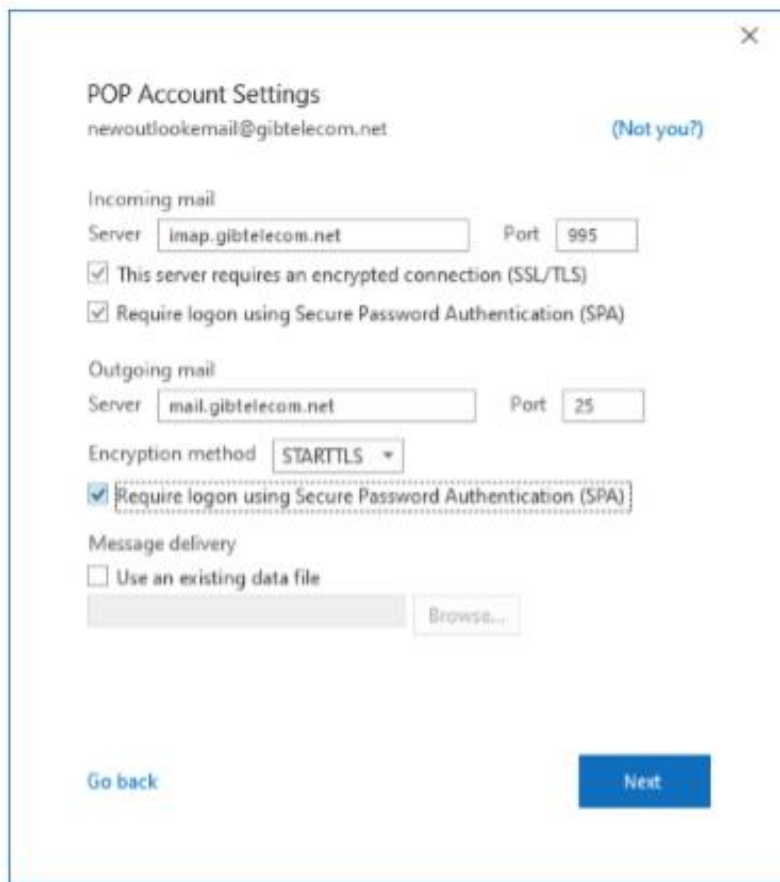


Adding email address on Outlook 2016 (POP3)

Once done, you will see a series of options.

Best option is IMAP, as this will leave a copy of the emails on the email server and a copy can be viewed on <https://webmail.gibtelecom.net/> or another email client.

Once POP3 is selected, fill in the fields as seen below and click 'Next'.



The screenshot shows the 'POP Account Settings' dialog box in Outlook 2016. The account name is 'newoutlookemail@gibtelecom.net' with a '(Not you?)' link. Under 'Incoming mail', the server is 'imap.gibtelecom.net' and the port is '995'. Both 'This server requires an encrypted connection (SSL/TLS)' and 'Require logon using Secure Password Authentication (SPA)' are checked. Under 'Outgoing mail', the server is 'mail.gibtelecom.net' and the port is '25'. The 'Encryption method' is set to 'STARTTLS'. The 'Require logon using Secure Password Authentication (SPA)' checkbox is also checked. Under 'Message delivery', the 'Use an existing data file' checkbox is unchecked, and there is a 'Browse...' button. At the bottom, there are 'Go back' and 'Next' buttons.

POP Account Settings
newoutlookemail@gibtelecom.net (Not you?)

Incoming mail
Server Port
 This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

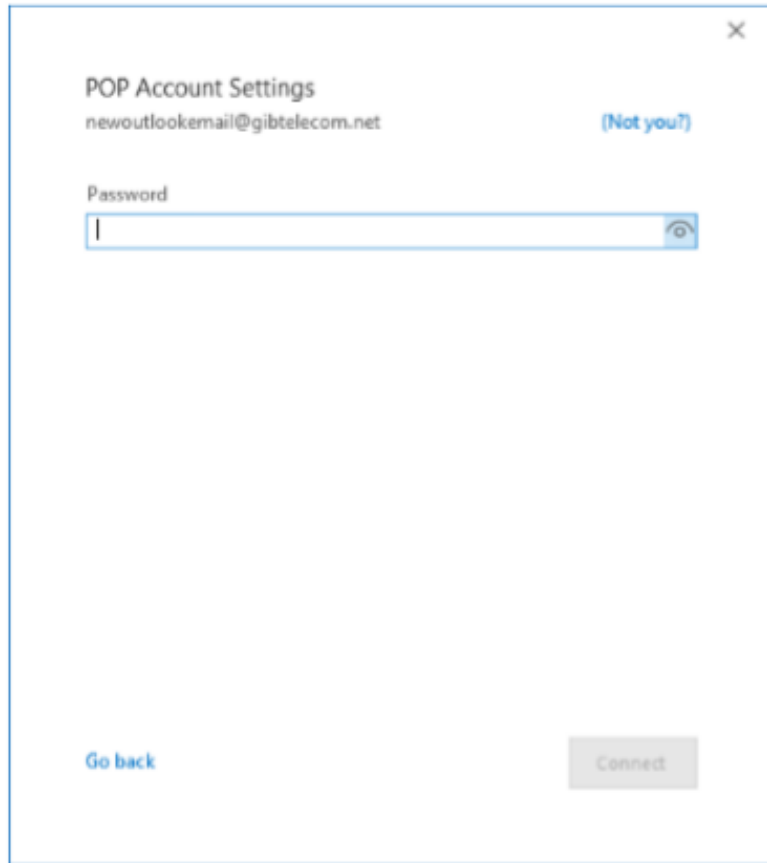
Outgoing mail
Server Port
Encryption method
 Require logon using Secure Password Authentication (SPA)

Message delivery
 Use an existing data file
 Browse...

Go back

Adding email address on Outlook 2016 (POP3)

It will then prompt you for your password as seen below. Type it in and click 'Connect'.



The screenshot shows a dialog box titled "POP Account Settings" with a close button (X) in the top right corner. Below the title, the email address "newoutlookemail@gibtelecom.net" is displayed, with a link "(Not you?)" to its right. A "Password" label is positioned above a text input field. The input field contains a single vertical bar, indicating the password is hidden. To the right of the input field is a small icon of an eye with a slash through it, used for toggling password visibility. At the bottom left of the dialog is a "Go back" link, and at the bottom right is a "Connect" button.

Adding email address on Outlook 2016 (POP3)

Once done and if the information has been typed in correctly, you will see the below window. Click 'Done'.

