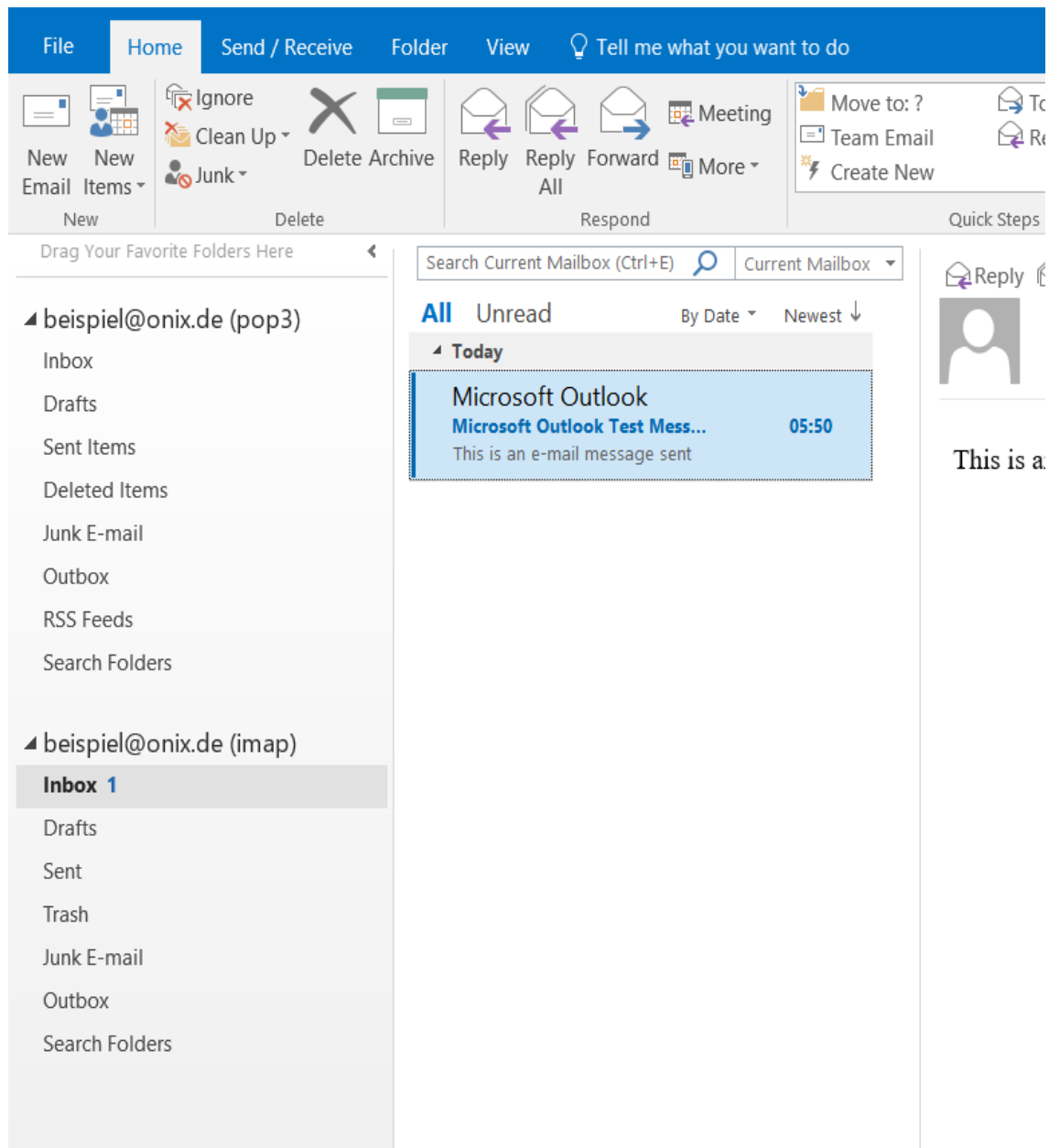


## Set up an email account on Outlook 2010 / 2013 / 2016

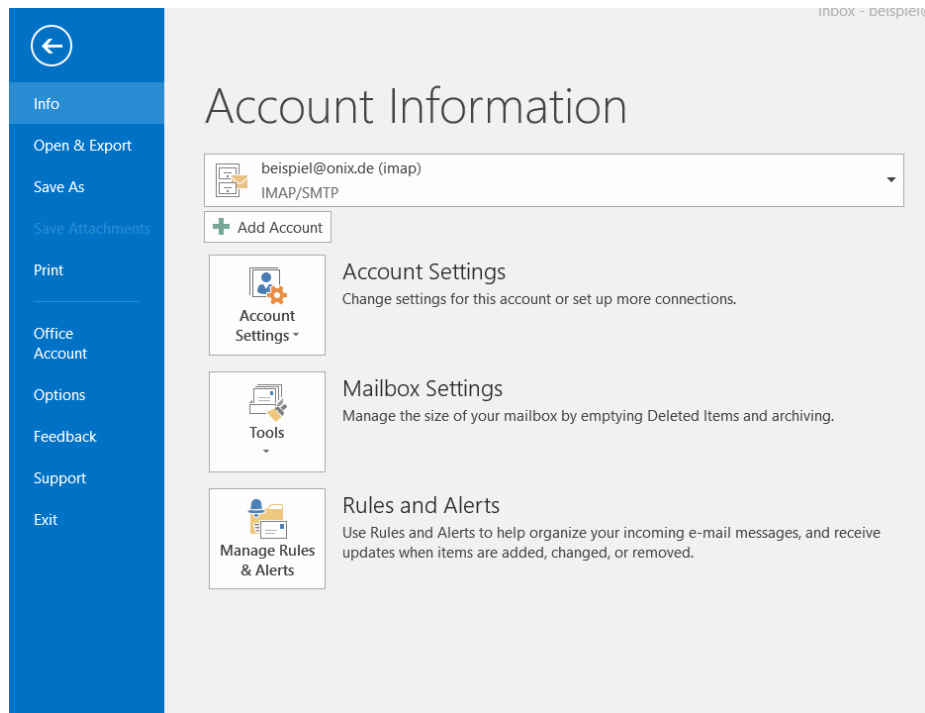
You should go to the next chapter „Activating SSL / TLS encryption“, if your mailbox is already installed.

Click on File :



The screenshot displays the Microsoft Outlook 2016 interface. At the top, the ribbon is set to 'Home', with tabs for 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Tell me what you want to do'. The ribbon contains various icons for actions like 'New Email', 'New Items', 'Ignore', 'Clean Up', 'Junk', 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Meeting', 'More', 'Move to?', 'Team Email', and 'Create New'. Below the ribbon, there is a search bar for the current mailbox and a list of folders. Two mailbox accounts are visible: 'beispiel@onix.de (pop3)' and 'beispiel@onix.de (imap)'. The 'Inbox' folder for the 'beispiel@onix.de (imap)' account is selected, showing a list of folders including 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', 'Junk E-mail', 'Outbox', 'RSS Feeds', and 'Search Folders'. The 'Inbox' folder is highlighted with '1' item. The main pane shows a preview of an email from 'Microsoft Outlook' with the subject 'Microsoft Outlook Test Mess...' and a timestamp of '05:50'. The email body text is partially visible, starting with 'This is an e-mail message sent'. On the right side, there is a 'Reply' button and a placeholder for a profile picture.

## Choose Account Settings:



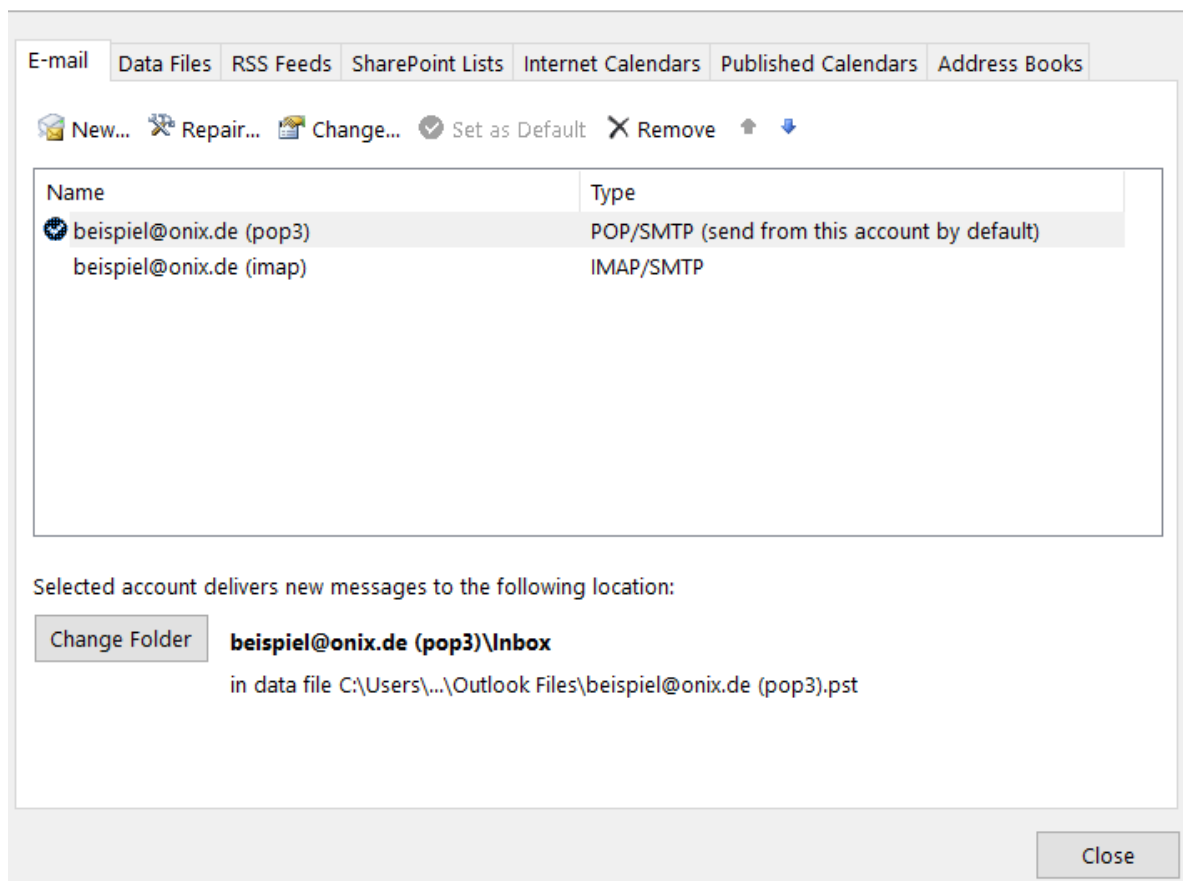
## Click on New in the menu bar:

Account Settings



### E-mail Accounts

You can add or remove an account. You can select an account and change its settings.



Choose „Manual setup or additional server types“ and click next:

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**

Choose the Option **POP** or **IMAP**:

Add Account ×

**Choose Service** ✦

**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

## Activating SSL / TLS encryption

Fill in the following form fields:

**Your Name:** Arbitrary  
**Email-Address:** Your email address  
**Account Type:** POP3 or IMAP bei mobilen Geräten (Handy, Tablet, usw.)  
**Incoming mail server:** pop3.onix.de or imap.onix.de (for mobile devices use imap)  
**Outgoing mail server (SMTP):** smtp.onix.de  
**User Name:** **Account Informationen** lt. PDF-Datei  
**Password:** lt. PDF Datei

Add Account ×

**POP and IMAP Account Settings** 

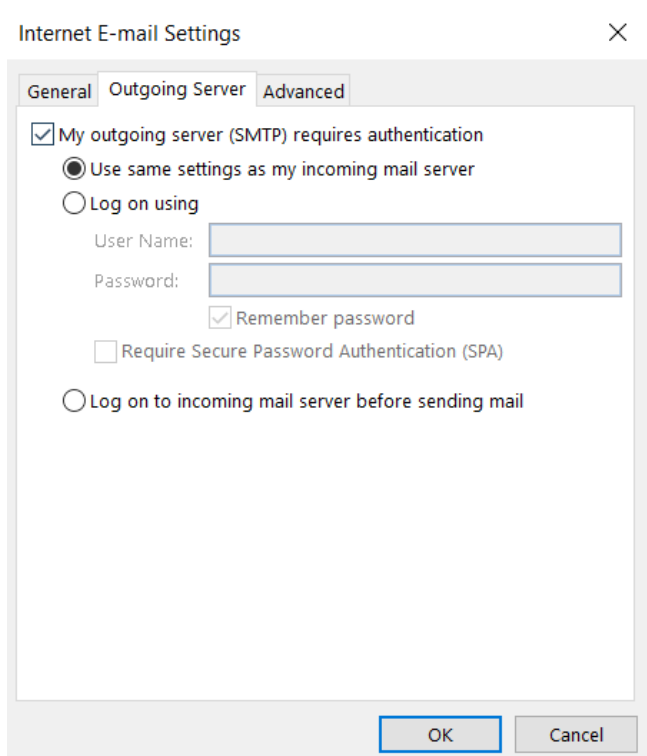
Enter the mail server settings for your account.

<p><b>User Information</b></p> <p>Your Name: <input type="text" value="Beispiel"/></p> <p>Email Address: <input type="text" value="beispiel@onix.de"/></p> <p><b>Server Information</b></p> <p>Account Type: <input type="text" value="POP3"/></p> <p>Incoming mail server: <input type="text" value="pop3.onix.de"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="smtp.onix.de"/></p> <p><b>Logon Information</b></p> <p>User Name: <input type="text" value="beispiel_onix.de"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p><b>Test Account Settings</b></p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p><b>Deliver new messages to:</b></p> <p><input checked="" type="radio"/> New Outlook Data File</p> <p><input type="radio"/> Existing Outlook Data File</p> <p><input type="text" value=""/> <input type="button" value="Browse"/></p> <p><input type="button" value="More Settings ..."/></p>
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Click on the button „More Settings...“

### Menu item Outgoing Server:

Set a hook for "My outgoing server (SMTP) requires authentication" and choose the option "Use same settings as my incoming mail server"

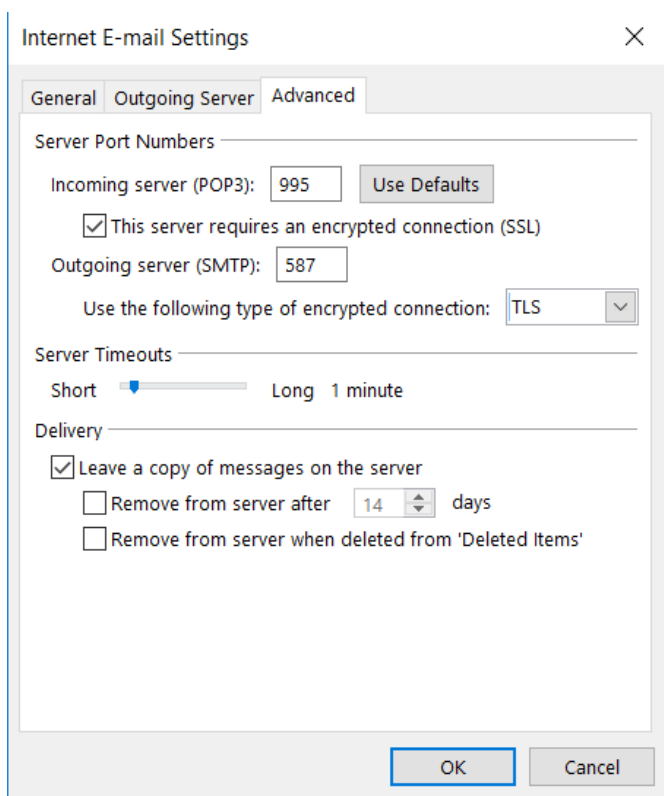


The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Under this, the radio button "Use same settings as my incoming mail server" is selected. Other options include "Log on using" (with fields for User Name and Password, and a "Remember password" checkbox), "Require Secure Password Authentication (SPA)", and "Log on to incoming mail server before sending mail".

### Menu item Advanced:

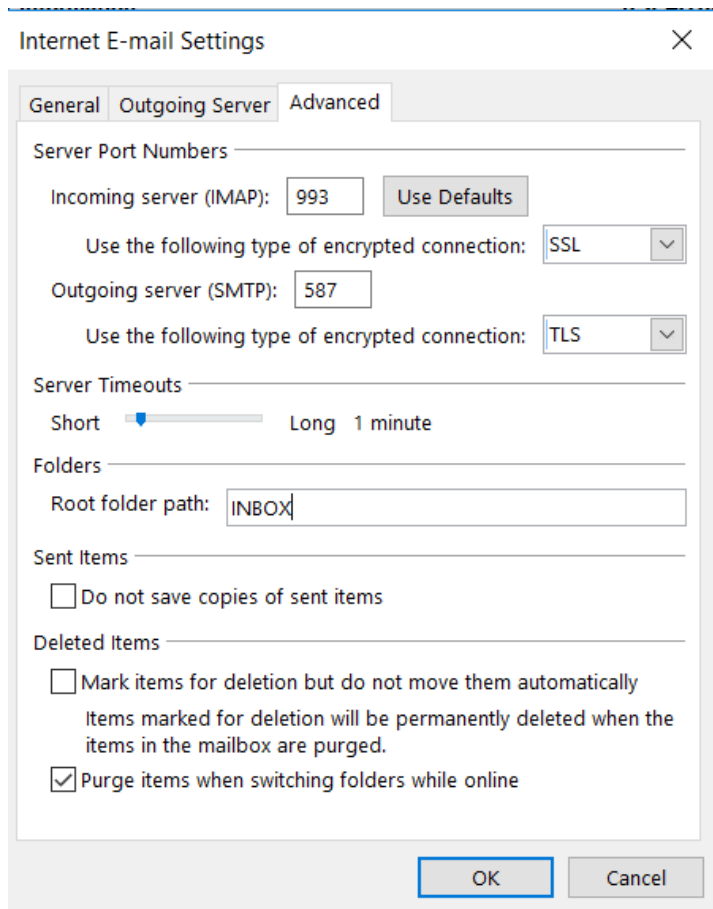
Fill in the form fields as you can see on the next pictures to activate the SSL / TLS encryption.

### The settings for pop3 account:



The screenshot shows the "Internet E-mail Settings" dialog box with the "Advanced" tab selected. Under "Server Port Numbers", the "Incoming server (POP3)" is set to 995, and the checkbox "This server requires an encrypted connection (SSL)" is checked. The "Outgoing server (SMTP)" is set to 587, and the "Use the following type of encrypted connection" dropdown is set to "TLS". Under "Server Timeouts", the "Short" timeout is set to 1 minute. Under "Delivery", the checkbox "Leave a copy of messages on the server" is checked, and the "Remove from server after" is set to 14 days.

## The settings for imap account:



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP):' set to 993 and 'Outgoing server (SMTP):' set to 587. Both sections have a 'Use Defaults' button and a dropdown menu for encrypted connections (SSL for IMAP, TLS for SMTP). The 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has 'Root folder path:' set to 'INBOX'. The 'Sent Items' section has an unchecked checkbox 'Do not save copies of sent items'. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked). At the bottom are 'OK' and 'Cancel' buttons.

**It is important to set the Root folder path to INBOX. Otherwise you do not have connection to the account folders (trash, draft, sent).**

### Email retrieval over Webmailer:

<https://portal.onix.de>

**Account-Name**  
**Password**