Outlook POP/SMTP Manual Setup for Office 365

1. Open MS Outlook and go to Account Settings → Email Accounts

Click to select the **Manual setup or additional server types**, and click Next.

2. Select the **POP or IMAP** (Connect to a POP or IMAP email account) option
3. Enter the POP account settings information as under:

Your Name: (Enter FirstName LastName, e.g. Shantanu Lajmi)
Email Address: (Enter your Principium Strategies email address provided by email administrator e.g. shantanul@principiumstrategies.com)
Account Type: (Select POP3 as account type)
Incoming mail server: (Enter incoming mail server as outlook.office365.com)
Outgoing mail server: (Enter outgoing/SMTP mail server as smtp.office365.com)
User Name: (Enter your email address as the User Name)
Password: (Enter the password provided by email administrator)

Click on ‘Remember password’ checkbox if you do not want to enter password every time you check your emails for this account.

4. Now, Click on ‘More Settings’, and enter information in ‘General’ tab of the Internet E-mail Settings form as given below:

Mail Account: You can either leave it as default (would be your email address), or change it to your preference.
Other User Information
Organization: Principium Strategies
Reply E-mail: (Enter your email address provided by email administrator e.g. shantanul@principiumstrategies.com) This is the email address on which you will receive all replies.
5. Now, click on the next tab ‘Outgoing Server’ of the Internet E-mail Settings form as given below:

Please ensure the check box for the option ‘My outgoing server (SMTP) requires authentication’ is selected.

The radio-button option for ‘Use same settings as my incoming mail server’ should also be selected.

6. Now, click on the next tab ‘Advanced’ of the Internet E-mail Settings form, and enter the information required as given below:

Server Port Numbers
(Please enter information as given below)

Incoming Server (POP3): 995

Please ensure the check box for the option ‘This server requires an encrypted connection (SSL)’ is selected.

Outgoing server (SMTP): 587

In the drop down menu below the above SMTP server option, please select ‘Use the following type of encrypted connection’ option as - ‘TLS’.

Server Timeouts- Leave default value as is.

Delivery (Important)
Please ensure the check box for the option ‘Leave a copy of messages on the server’ is selected.

This will ensure you retain all emails on the Office 365 server even after having downloaded them in your Outlook inbox.

7. Click ‘OK’ to close the Internet E-mail Settings form.
8. Click on ‘Test Account Settings’ to test the configuration changes done.

9. Click on ‘Close’ to finish the Account configuration testing once completed.

10. Click on ‘Finish’ to complete the email account setup.

You should see a ‘Microsoft Outlook Test Message’ in your newly setup Principium Strategies E-mail account Inbox. The account is now ready for sending/receiving emails.

***** End of Document *****

If you face any problems configuring/setting up your Principium Strategies email account, please email me on shantanul@principiumstrategies.com, OR ping me on Skype ‘shantanu.lajmi’.