

## Configure Outlook Classic - POP3-IMAP4

To configure **POP3** and **IMAP4** using **Outlook Classic** version, follow these steps:

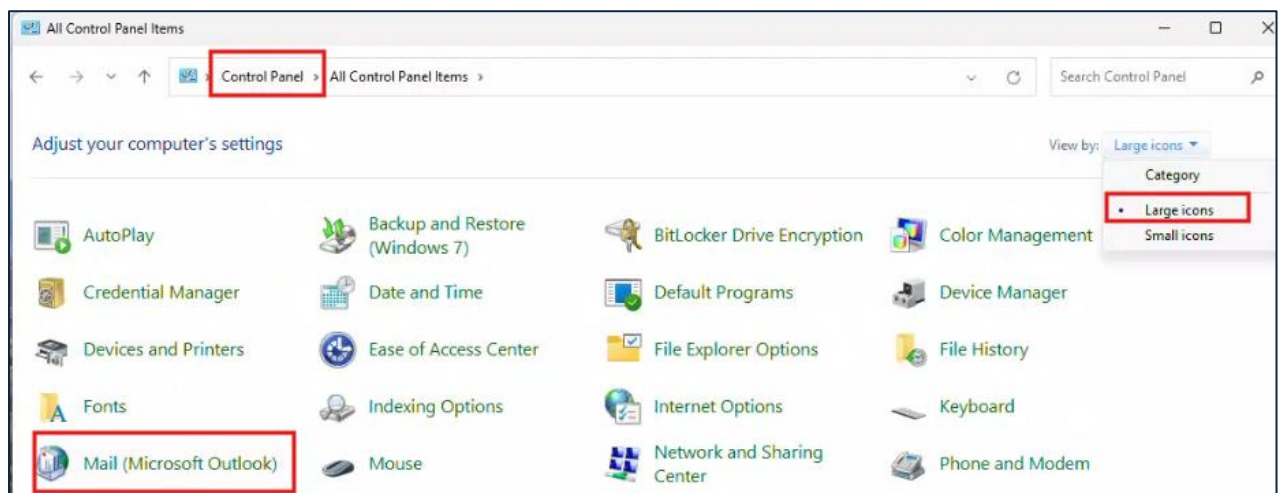
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### Step 1: Create a POP3 email profile

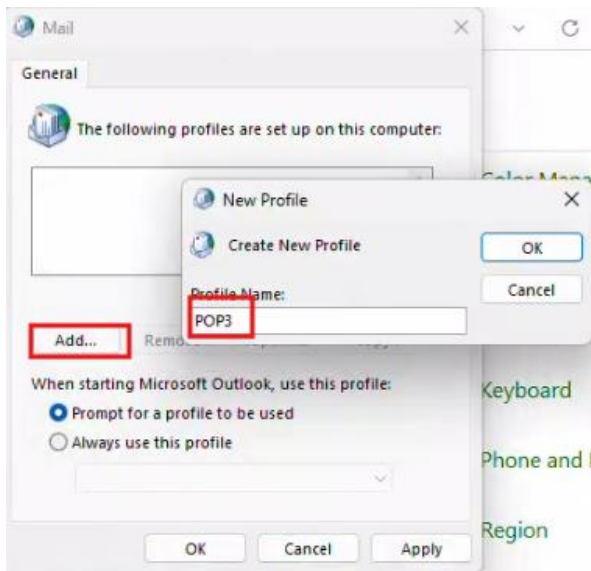
Logout the **Administrator** from **Windows 11 VM** and **login using your user** created in **Lab 3 exercise 1**.

Open **Microsoft Word** and connect with your **John Abbott** account to be able to use all **Office applications**. **Close Microsoft Word**.

Open **Control Panel**, change **View by Large icons** then select **Mail**



Select **Prompt for a profile** → **Add** → then create a new profile for **POP3**



☐ **Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

☒ **Manual setup or additional server types**

☐ **Microsoft 365**  
 Automatic setup for Microsoft 365 accounts

Email Address:   
Example: ellen@contoso.com

☒ **POP or IMAP**  
 Advanced setup for POP or IMAP email accounts

☐ **Exchange ActiveSync**  
 Advanced setup for services that use Exchange ActiveSync

Enter your **user** information and your **Exchange server name** as follows:

**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

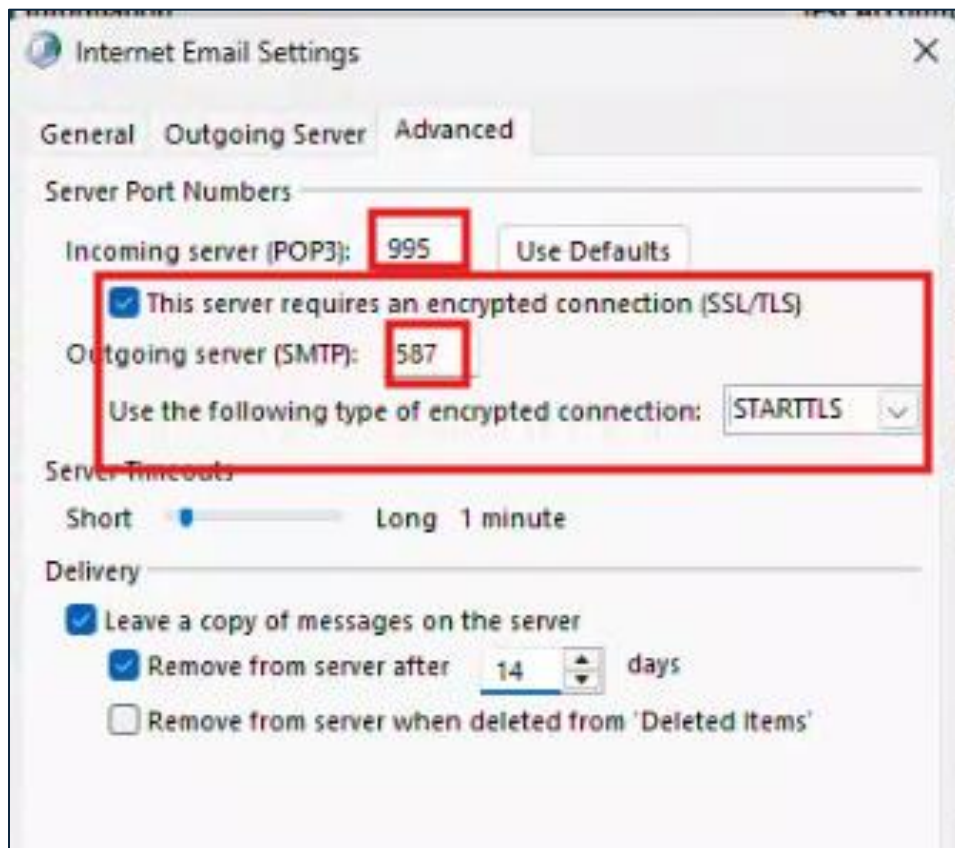
☐ Existing Outlook Data File

Then click on **More Settings**

Activated **SMTP server**

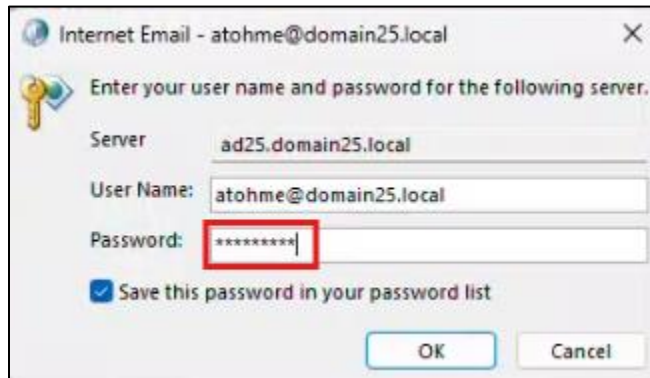


Configure **SSL/TLS for POP3 (port 995) and SMTP (port 587) with STARTTLS**



Then click on **OK** then click on **Next**

**Enter your Password again**



Internet Email - atohme@domain25.local

Enter your user name and password for the following server.

Server: ad25.domain25.local

User Name: atohme@domain25.local

Password: [redacted]

☒ Save this password in your password list

OK Cancel

**If your settings are correct, both POP3 and SMTP tests should succeed**



Test Account Settings

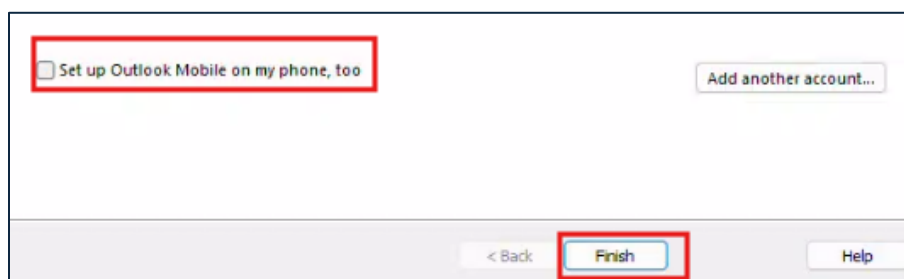
Congratulations! All tests completed successfully. Click Close to continue.

Stop Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

**Don't select this phone option and click on Finish**

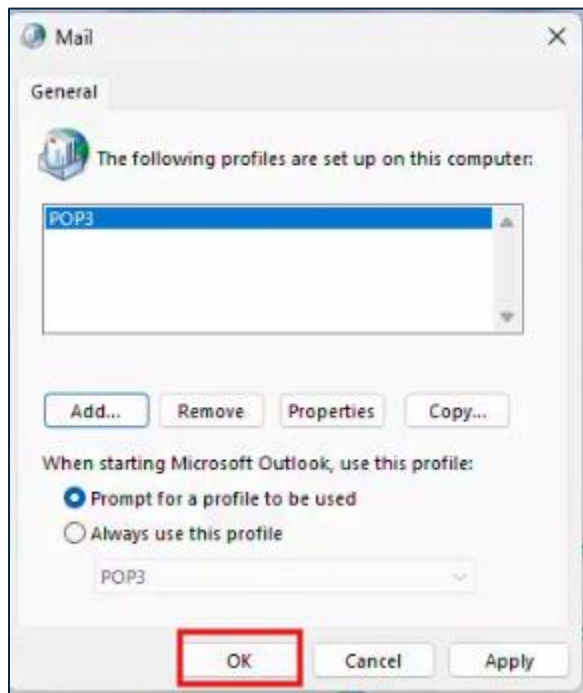


☐ Set up Outlook Mobile on my phone, too

Add another account...

< Back Finish Help

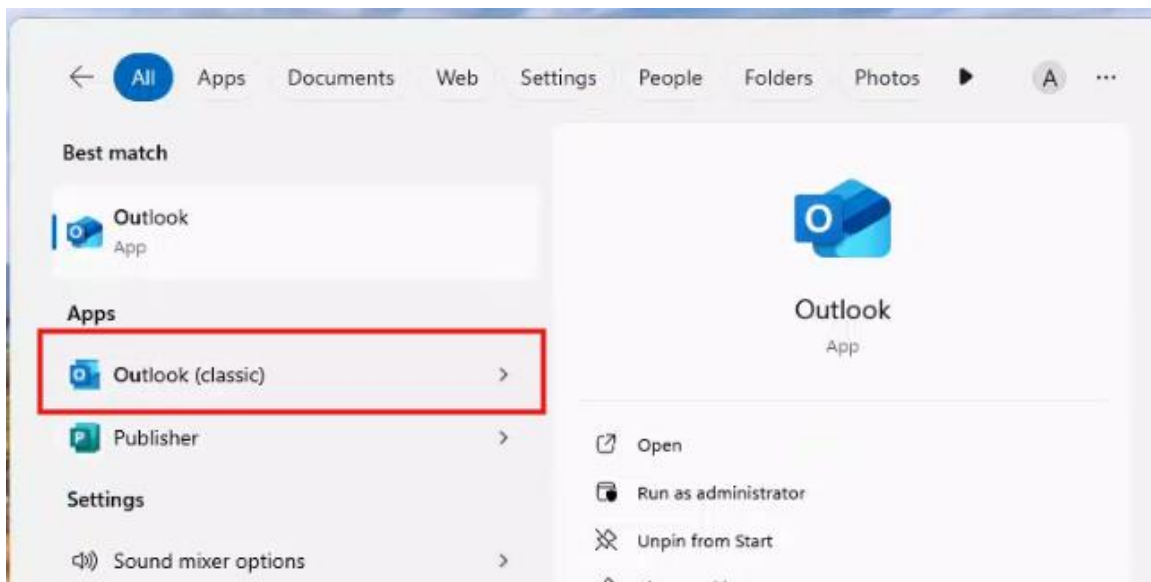
Close the **Mail** tool



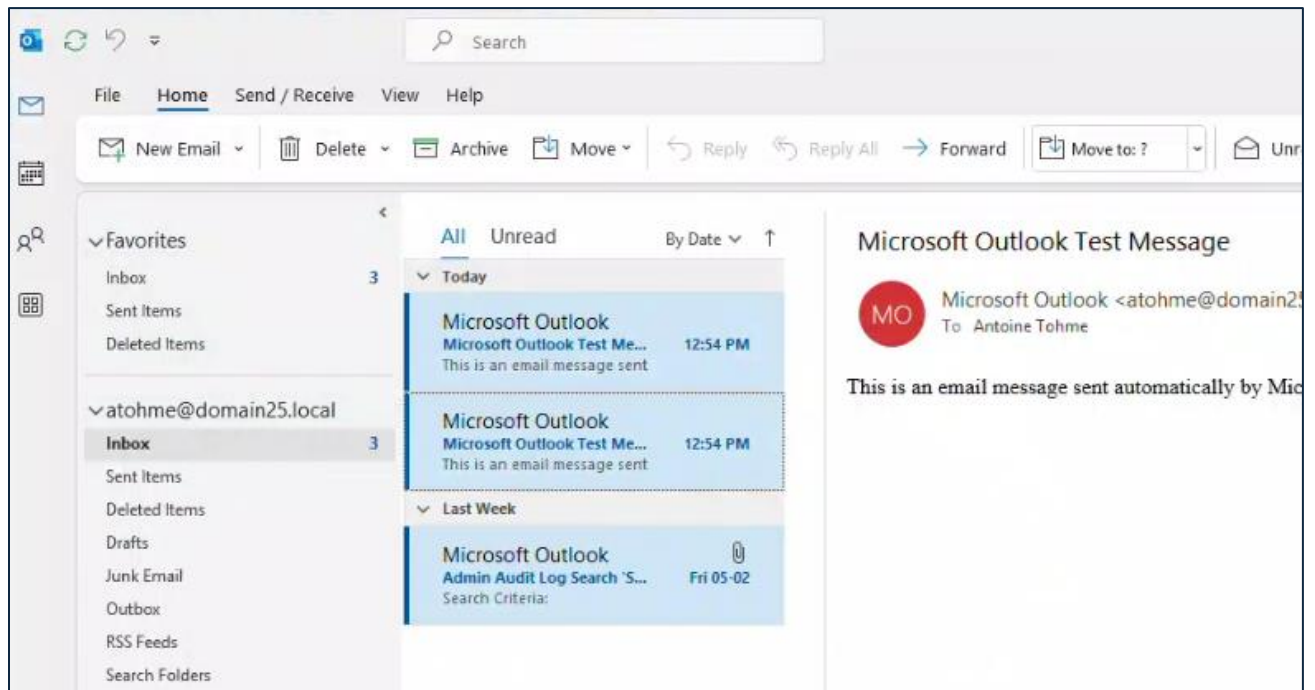
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## Step 2: Test POP3 using Outlook (classic) application

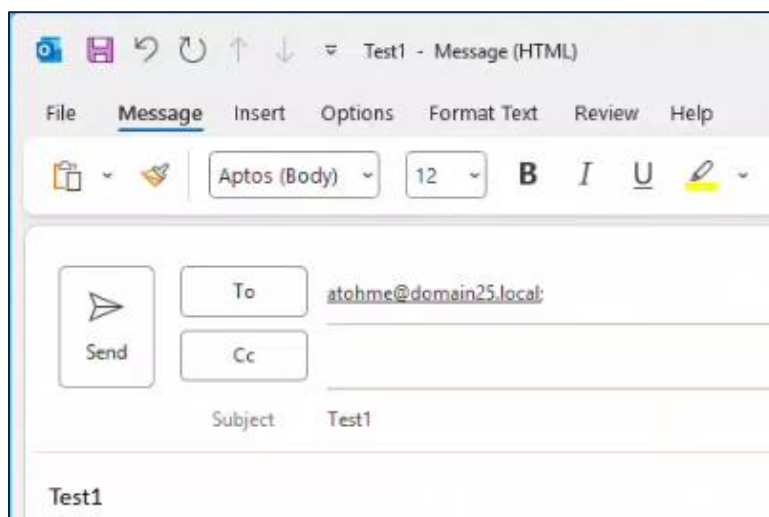
Open **Outlook (classic)**



Select **POP3** profile

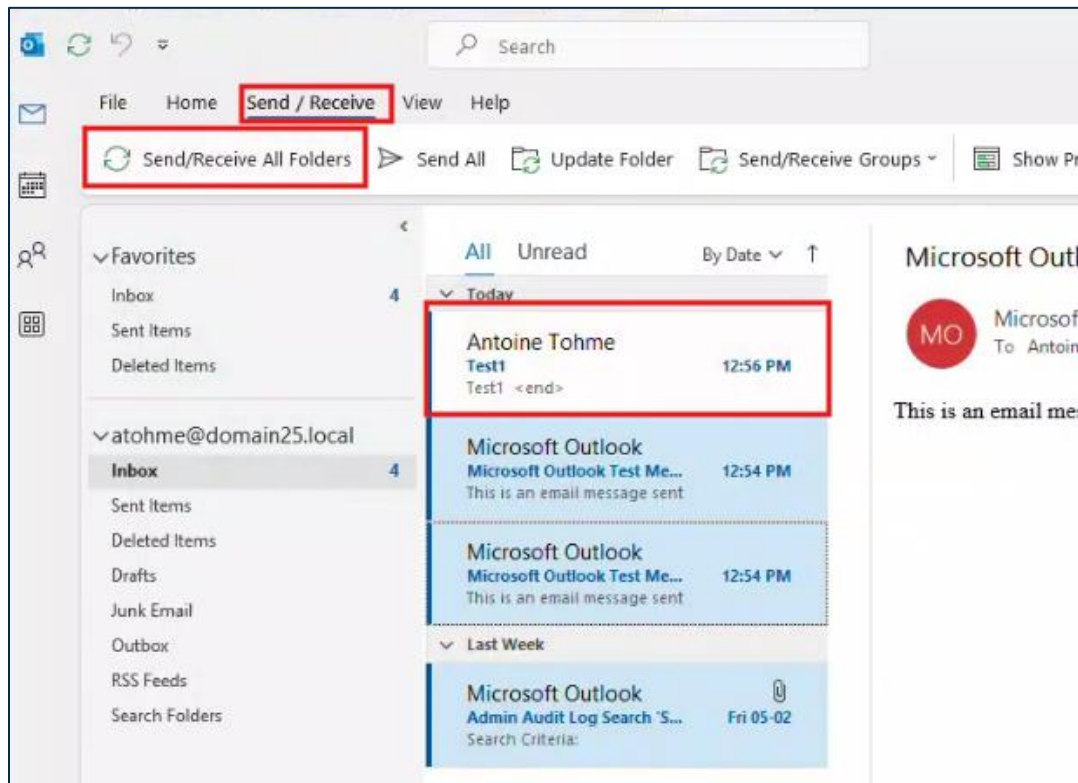


Try to send an email to yourself to test POP3





Click on **Send/Receive All Folders** to manually force **POP3** to download your messages from the Exchange Server



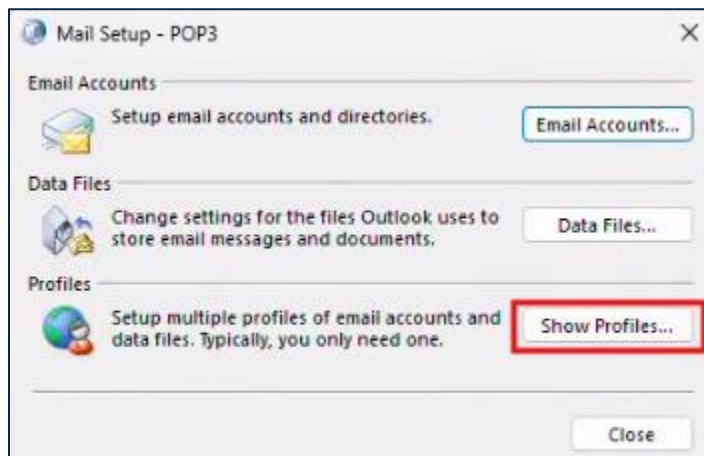
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### Step 3: Create a IMAP4 email profile

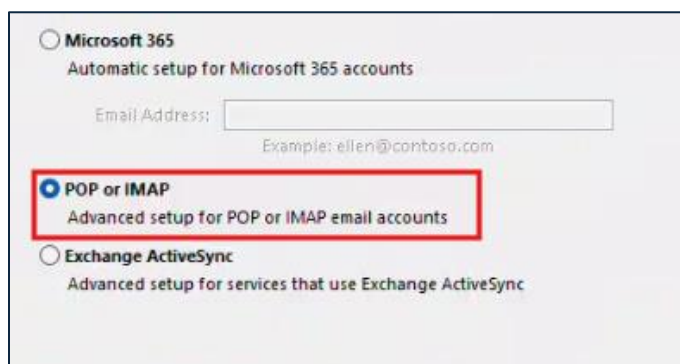
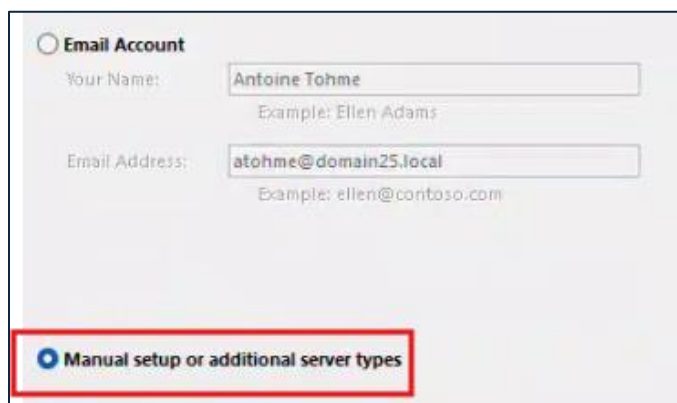
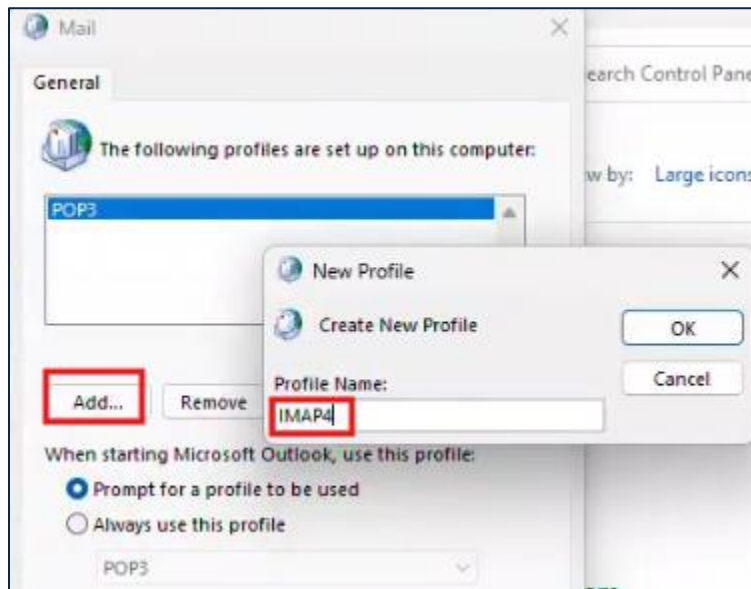
**Close Outlook**

**Open Control Panel** and select **Mail**

Then click on **Show Profiles**



## Do the same steps as POP3 profile creation





Enter your **user** information and your **Exchange** server name.

**Add Account**

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

**User Information**  
Your Name: Antoine Tohme  
Email Address: atohme@domain25.local

**Server Information**  
Account Type: IMAP  
Incoming mail server: ad25.domain25.local  
Outgoing mail server (SMTP): ad25.domain25.local

**Logon Information**  
User Name: atohme@domain25.local  
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

Mail to keep offline: 3 months

**More Settings ...**

< Back   Next >   Cancel   Help

**Internet Email Settings**

General   **Outgoing Server**   Advanced

☒ My outgoing server (SMTP) requires authentication  
    ☒ Use same settings as my incoming mail server  
    ☐ Log on using  
        User Name:   
        Password:   
        ☐ Remember password  
☐ Require Secure Password Authentication (SPA)

**Internet Email Settings**

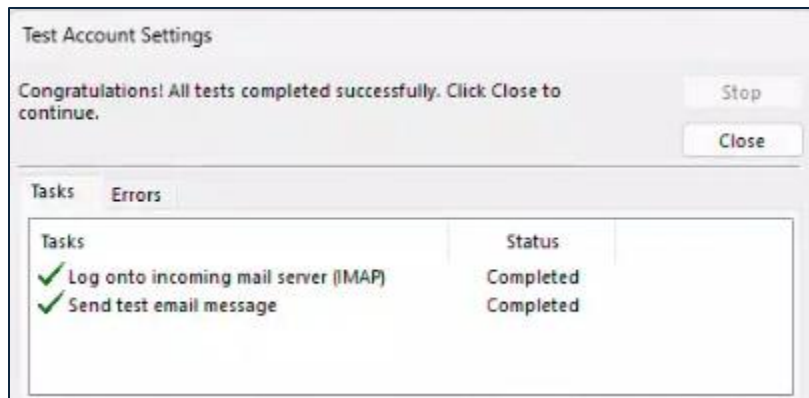
General   Outgoing Server   **Advanced**

**Server Port Numbers**  
Incoming server (IMAP): 993   Use Defaults  
Use the following type of encrypted connection: SSL/TLS  
Outgoing server (SMTP): 587  
Use the following type of encrypted connection: STARTTLS

**Server Timeouts**  
Short   Long 1 minute

**Folders**  
Root folder path:

**Sent Items**  
☐ Do not save copies of sent items



#### Step 4: Test IMAP4 using Outlook (classic) application

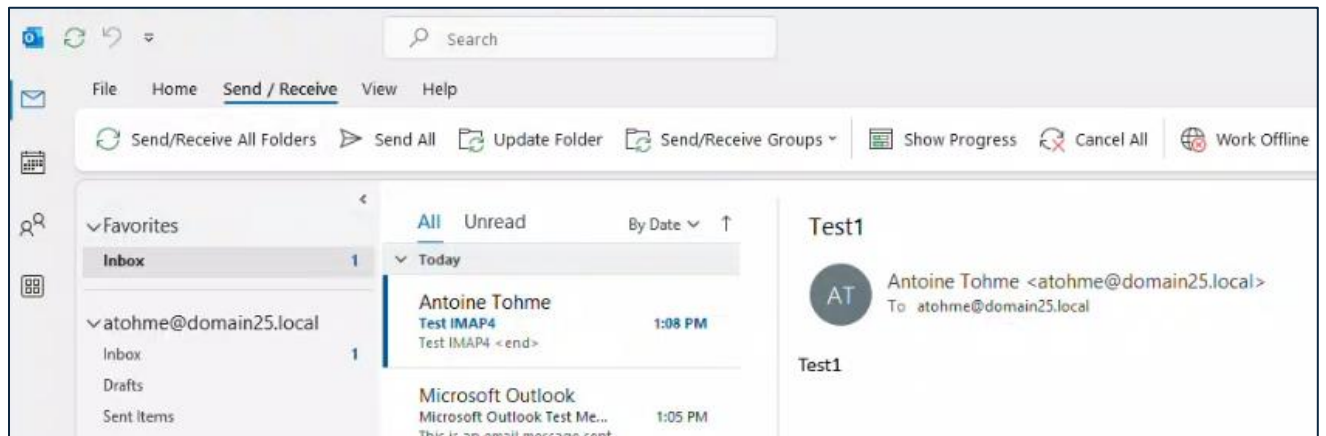
Open **Outlook (classic)**

Select IMAP4 profile



Try to send an email to yourself to test IMAP4

Click on **Send/Receive All Folders** to manually force **IMAP4** to download your messages from the Exchange Server



**Close Outlook**