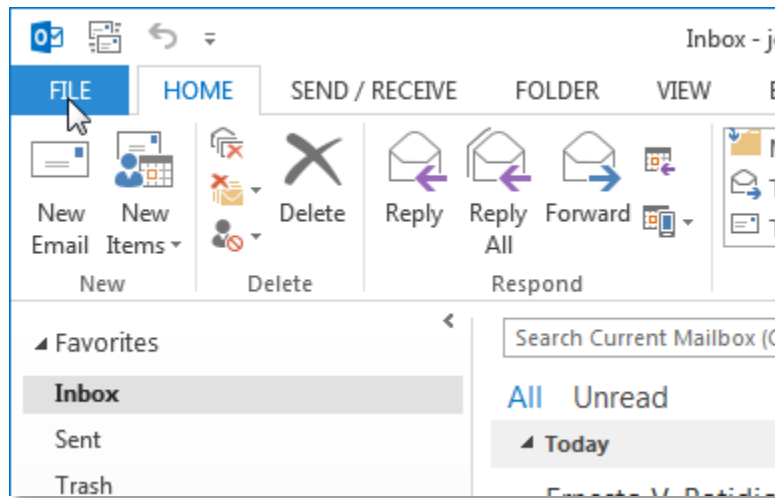
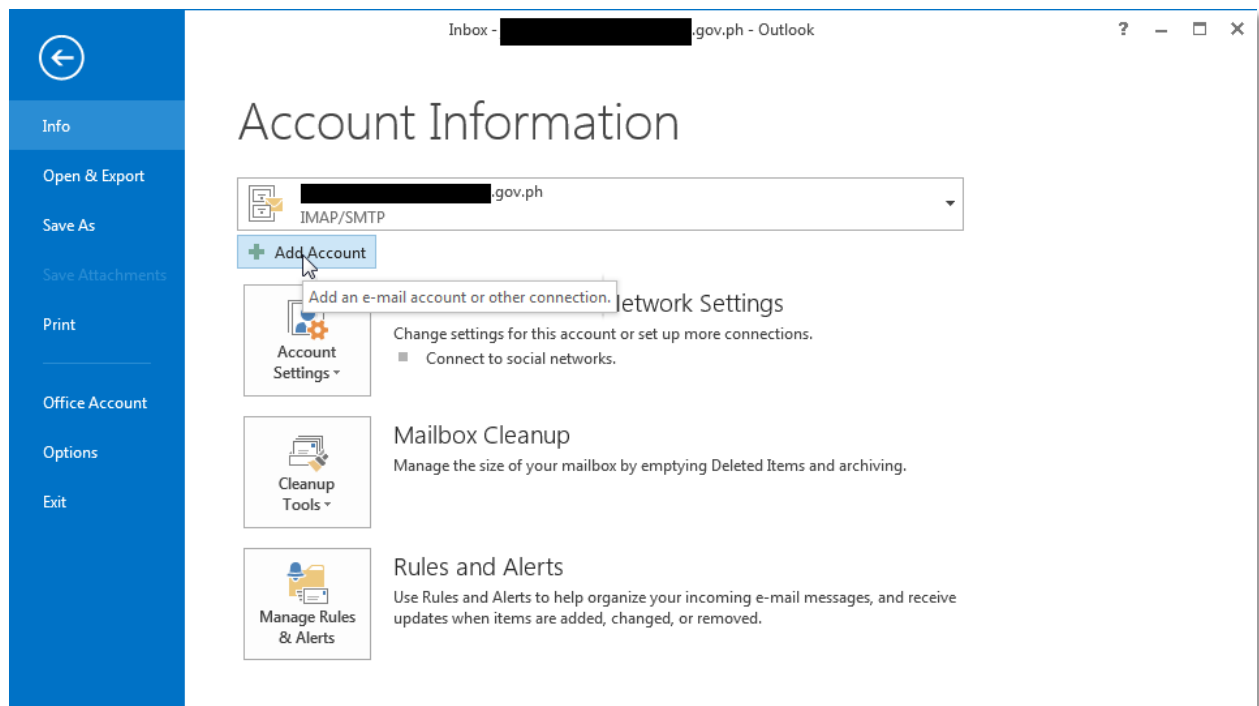


MS Outlook 2013 Setup

1. Open MS Outlook
2. Click the File tab.



3. At the Account Information view, Click Add Account.



4. Tick “Manual setup or additional server types” and Click Next.

The screenshot shows the 'Add Account' window with the 'Auto Account Setup' section. The 'Manual setup or additional server types' option is selected. The 'E-mail Account' section is also visible with input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Next >' button is highlighted with a mouse cursor.

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

5. Tick “POP or IMAP” and Click Next.

The screenshot shows the 'Add Account' window with the 'Choose Service' section. The 'POP or IMAP' option is selected. The 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange ActiveSync compatible service', and 'Other' options are also visible. The 'Next >' button is highlighted with a mouse cursor.

Add Account

Choose Service

☐ **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

☐ **Other**
Connect to a server type that is listed below
Fax Mail Transport

< Back Next > Cancel

6. Input the required data.

User Information

Your Name : enter you full name ex. “Juan Dela Cruz”

Email Address: enter your e-mail address ex. juan.delacruz@agency.gov.ph

Incoming mail server (IMAP) : “liham.gov.ph”

Outgoing mail server (SMTP) : “liham.gov.ph”

Logon Information

User Name: enter your e-mail address ex. juan.delacruz@agency.gov.ph

Password : This is optional, uncheck remember password check box

Add Account

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

User Information

Your Name: Juan dela Cruz

Email Address: <your email here>

Server Information

Account Type: IMAP

Incoming mail server: liham.gov.ph

Outgoing mail server (SMTP): liham.gov.ph

Logon Information

User Name: <your email here>

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 ...

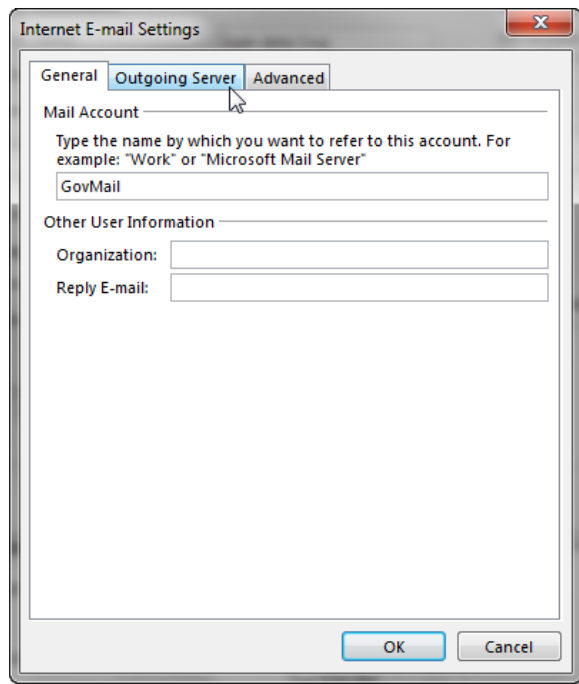
☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

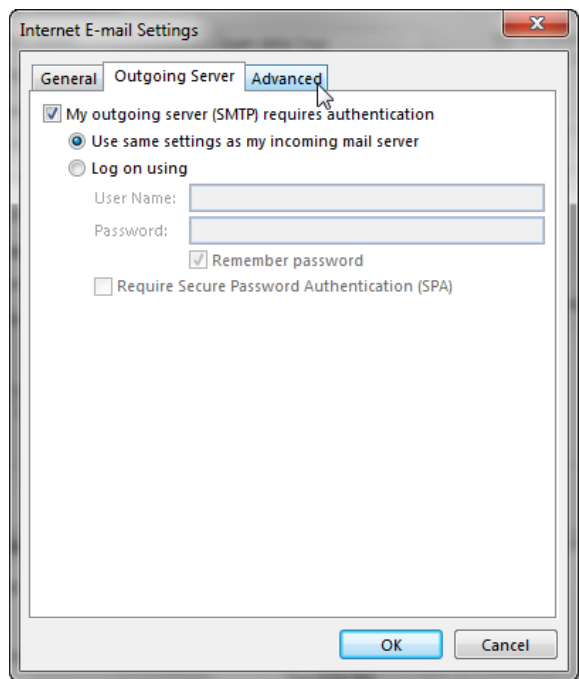
More Settings ...

< Back Next > Cancel

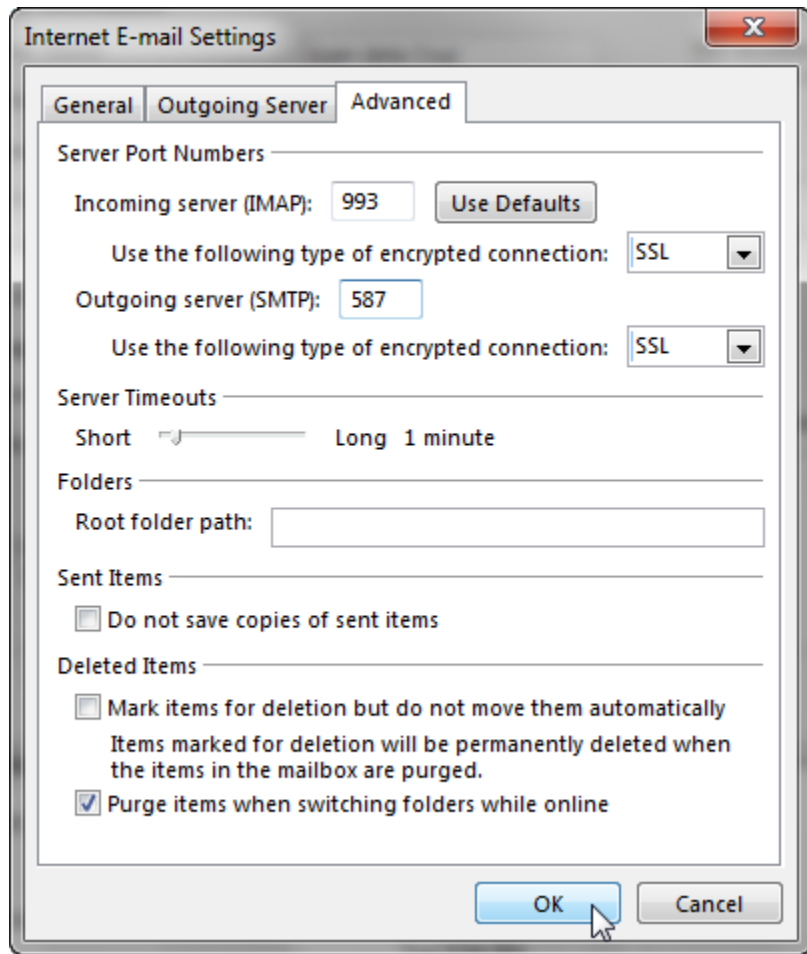
7. Click “More settings ...”
8. On the General tab, type “GovMail”, then click “Outgoing Server” tab.



9. On the Outgoing Server tab, check the “My outgoing server (SMTP) requires Authentication”.
Select “Use the same settings as my incoming mail server”, then click on the “Advanced” tab.



10. At the Advanced tab, input the following:
- Incoming server (IMAP): "993"
 - Check "This server requires an encrypted connection(SSL)"
 - Outgoing server (SMTP): "587"
 - Check "This server requires an encrypted connection(SSL)"
 - Then click "OK"



11. Close MS Outlook then open it again.
You will be asked for your credentials, just enter your password and click OK.



Then you will be asked for the "Internet Security Warning"
Just click "Yes"

