



Configuring Office 365 Email for Local Outlook

Note: Office 365 accounts (uguamlive and triton webmail) must be IMAP.

Step 1: Go to “ Add Account”. Click on “Manual setup or additional server types”. Then click “Next”.

Step 2: Click “POP or IMAP”. Then click “Next”.

Step 3: Please input information below.

After information/instructions is inputted /followed, click “More Settings”.

- Red information is that must be followed.
- Blue is based on user login information.

Add Account

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

User Information

Your Name: Randy

Email Address: lahilgr6046@triton.uog.edu

Server Information

Account Type: IMAP

Incoming mail server: pod51008.outlook.com

Outgoing mail server (SMTP): pod51008.outlook.com

Logon Information

User Name: lahilgr6046@triton.uog.edu

Password: *****

☒ Remember password

☒ Require logon using Secure Password Authentication (SPA)

Test Account Settings ...

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

Step 4: Click on “Outgoing Server” on tab and input personal information below.

Internet E-mail Settings

General Outgoing Server Advanced

☒ My outgoing server (SMTP) requires authentication

☐ Use same settings as my incoming mail server

☒ Log on using

User Name: dahilgr6046@triton.uog.edu

Password: *****

☒ Remember password

☐ Require Secure Password Authentication (SPA)

Input uguamlive or triton webmail login information.
Ex. test@uguamlive.uog.edu or test@triton.uog.edu

Step 5: After click on “Advanced” Tab. After, Click “OK”.

Please input the following:

IMAP setting

Server name: outlook.office365.com

Port: 993

Encryption method: SSL

SMTP setting

Server name: smtp.office365.com

Port: 587

Encryption method: TLS

Please note that Microsoft makes changes to IMAP and SMTP Settings over a period of time.

If email does not sync to outlook please sign in using Web Office 365 and check if any changes.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section contains the following settings:

- Incoming server (IMAP): 993 (highlighted with a red box). A 'Use Defaults' button is next to it.
- Use the following type of encrypted connection: SSL (selected in the dropdown, highlighted with a red box).
- Outgoing server (SMTP): 587 (highlighted with a red box).
- Use the following type of encrypted connection: TLS (selected in the dropdown, highlighted with a red box).

The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'.

The 'Folders' section has a 'Root folder path' text box.

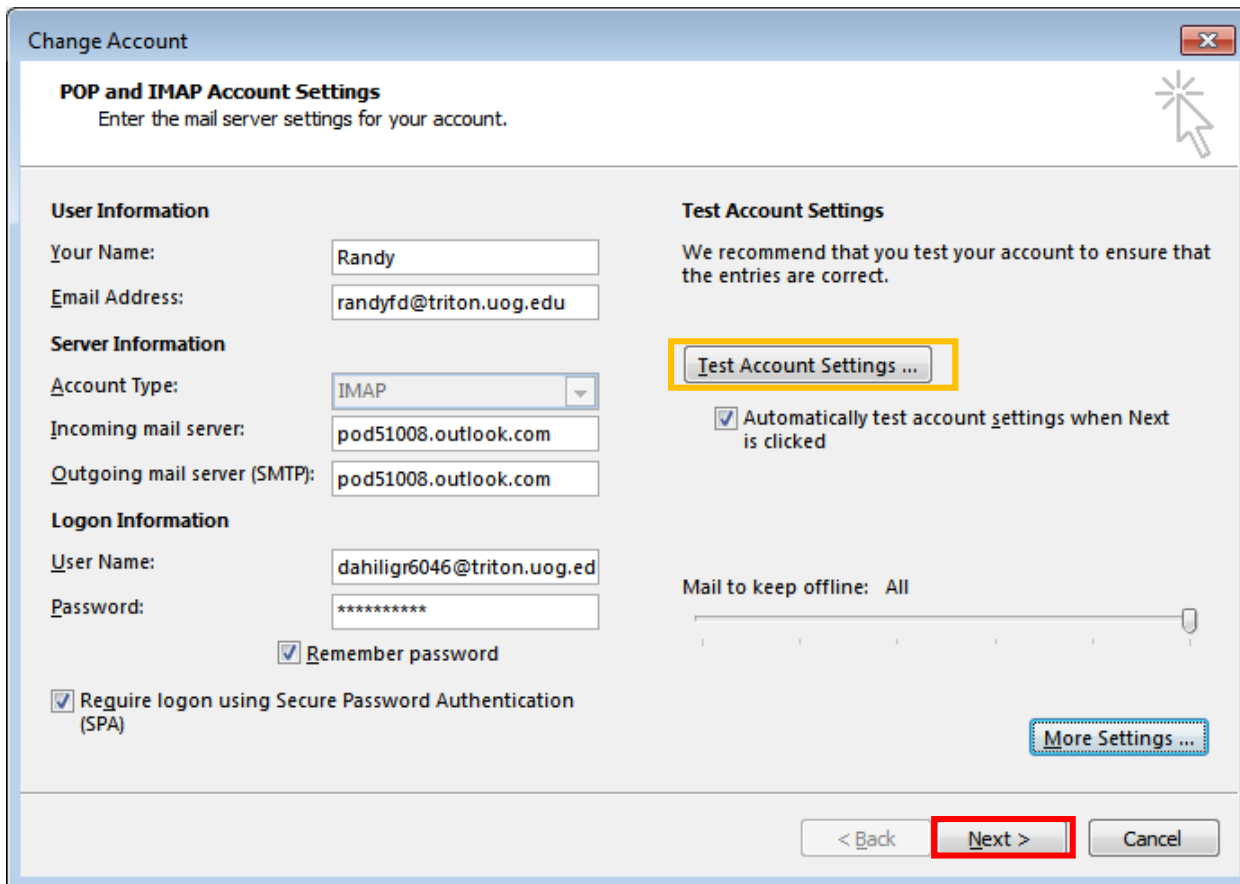
The 'Sent Items' section has a checkbox for 'Do not save copies of sent items' which is unchecked.

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, the 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible.

Step 6: Click Next. This will test your account. Status of tasks must be completed.

Note: For testing purposes click on “Test Account Settings ...”.



The 'Change Account' dialog box is titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' It is divided into two main sections: 'User Information' and 'Test Account Settings'.

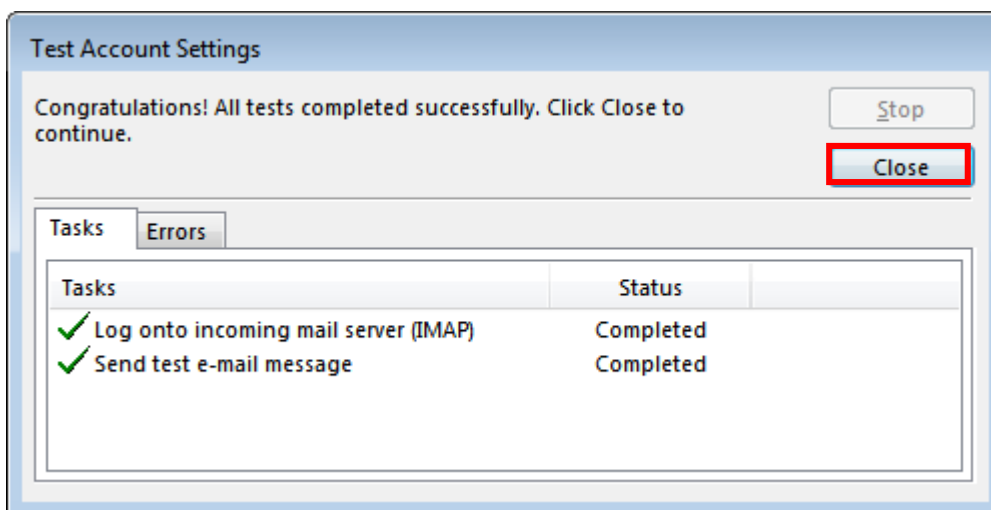
User Information:

- Your Name:** Randy
- Email Address:** randyfd@triton.uog.edu
- Server Information:**
 - Account Type:** IMAP (selected from a dropdown)
 - Incoming mail server:** pod51008.outlook.com
 - Outgoing mail server (SMTP):** pod51008.outlook.com
- Logon Information:**
 - User Name:** dahiligr6046@triton.uog.edu
 - Password:** *****
 - ☒ Remember password
 - ☒ Require logon using Secure Password Authentication (SPA)

Test Account Settings:

- Text: 'We recommend that you test your account to ensure that the entries are correct.'
- Test Account Settings ...** (button, highlighted with a yellow box)
- ☒ Automatically test account settings when Next is clicked
- Mail to keep offline:** All (with a slider control)
- More Settings ...** (button)

At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.



The 'Test Account Settings' dialog box displays a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' There are 'Stop' and 'Close' buttons at the top right, with 'Close' highlighted by a red box.

Below the message is a tabbed interface with 'Tasks' and 'Errors' tabs. The 'Tasks' tab is active, showing a table of test results:

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed