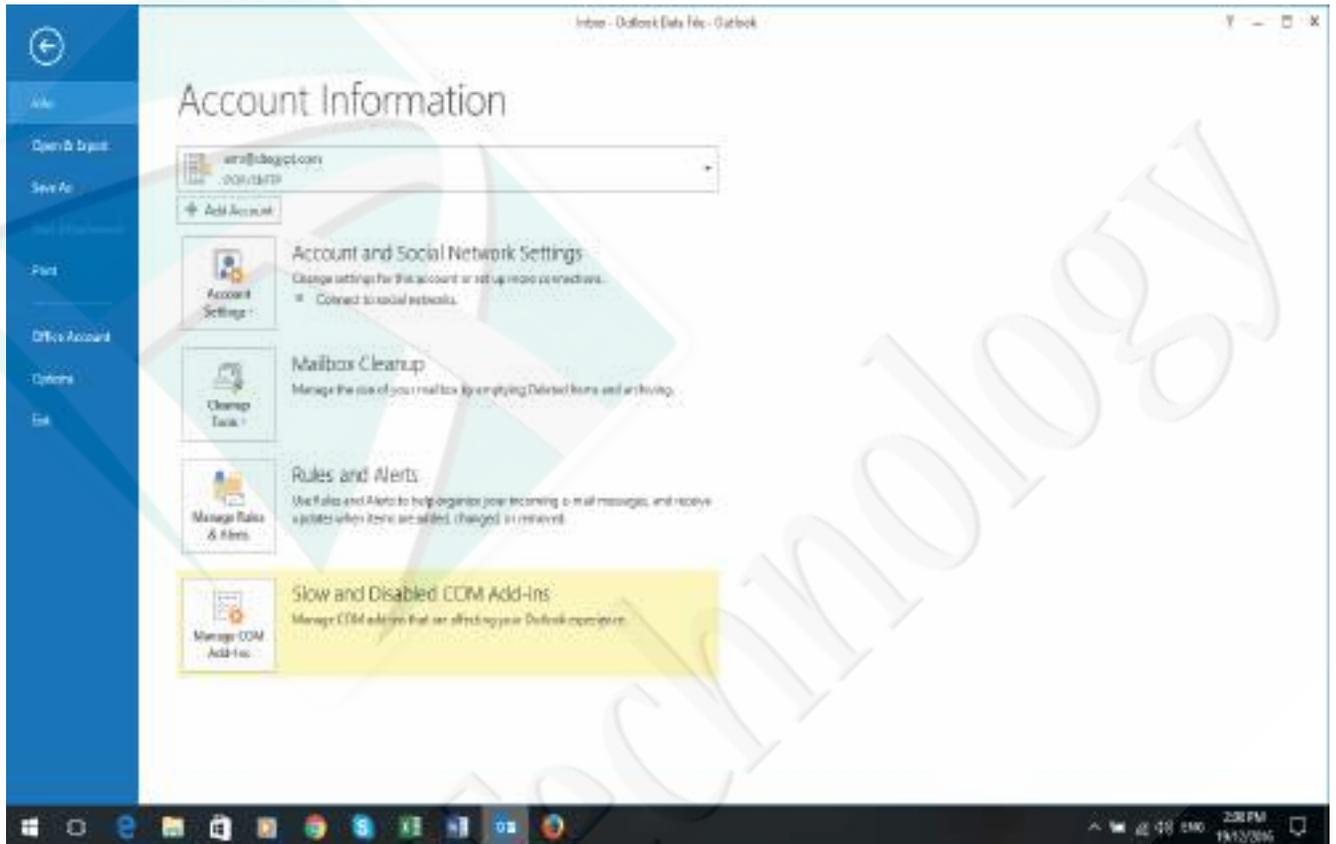**Setup your Mail Accounts using MS Outlook 2013**

**Open MS Outlook**

**Click file**



**Then Click Add Account,**

**Choose Manual Setup or Additional Server types, Then Next**

## Add Account        ✕

**Auto Account Setup**
Manual setup of an account or connect to other server types.

○ **E-mail Account**

Your Name: [                                    ]
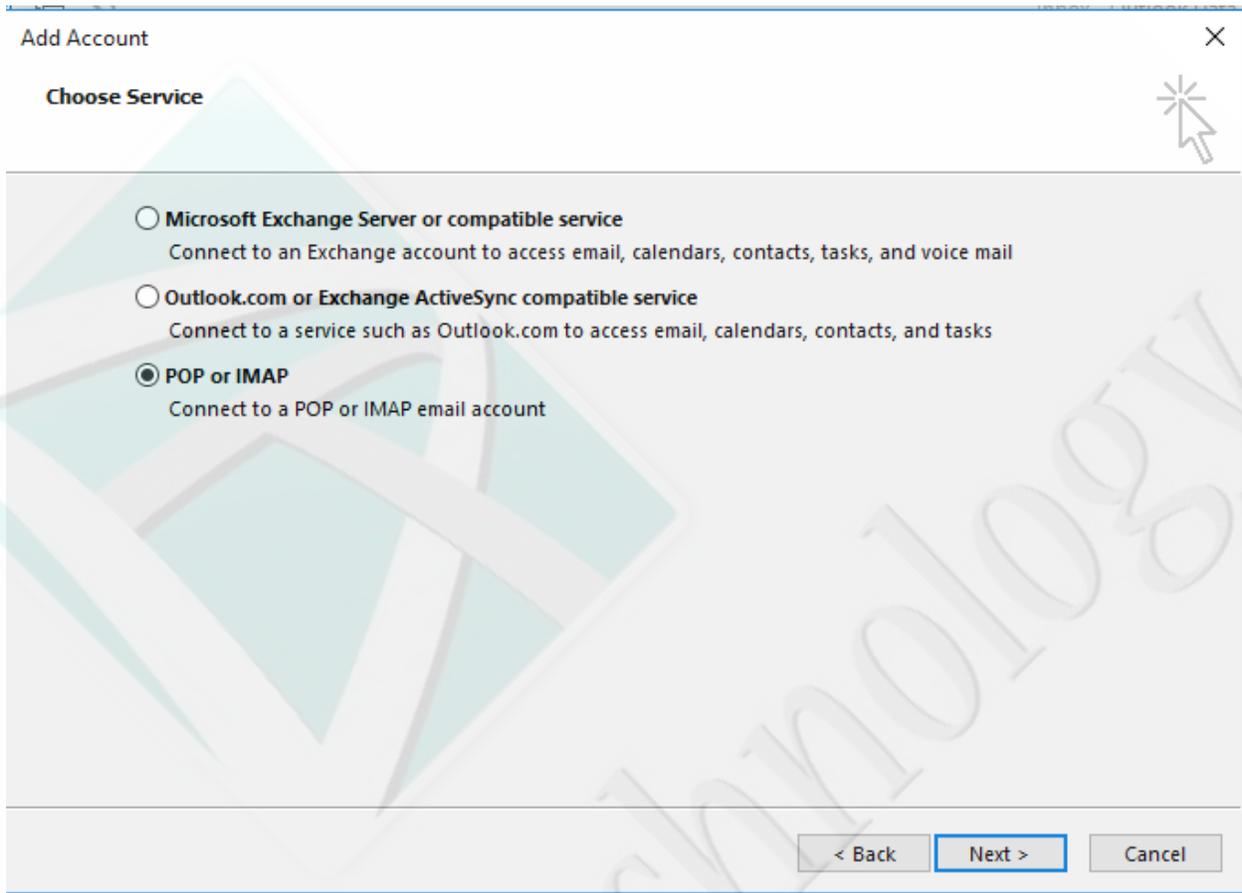                 Example: Ellen Adams

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**

[ < Back ]  [ Next > ]  [ Cancel ]

**Choose PoP or IMAP, Then Next**

**Add Account** ✕

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

**User Information**

Your Name: `Amr Elsheikh`

Email Address: `test@dtegypt.com`

**Server Information**

Account Type: `POP3` ⌄

Incoming mail server: `mail.dtegypt.com`

Outgoing mail server (SMTP): `mail.dtegypt.com`

**Logon Information**

User Name: `test@dtegypt.com`

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

**Deliver new messages to:**

◉ New Outlook Data File

○ Existing Outlook Data File

[ _____ ] [ Browse ]

[ More Settings ... ]

[ < Back ] [ Next > ] [ Cancel ]

Choose pop Account "IMAP account will sync with the server, so if you delete an E-mail, it will be deleted from the server, so it is better to choose POP, in the same time the IMAP have a feature that it will keep your sent messages on the server when you sent it from your mobile or other devices, while POP mail account don't save anything you sent on the server, it only keeps the incoming mail if you have the setting checked to keep a copy of messages on server"
 Enter your server's data mail.domainname.com, user name "your full E-mail address, and password , Please write the data for both Incoming and outgoing mail servers, from the top right corner press Next

After this Press More Settings

## Then Click Outgoing Server

Internet E-mail Settings      ✕

**General**   Outgoing Server   Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

test@dtegypt.com

Other User Information

Organization:

Reply E-mail:

OK     Cancel

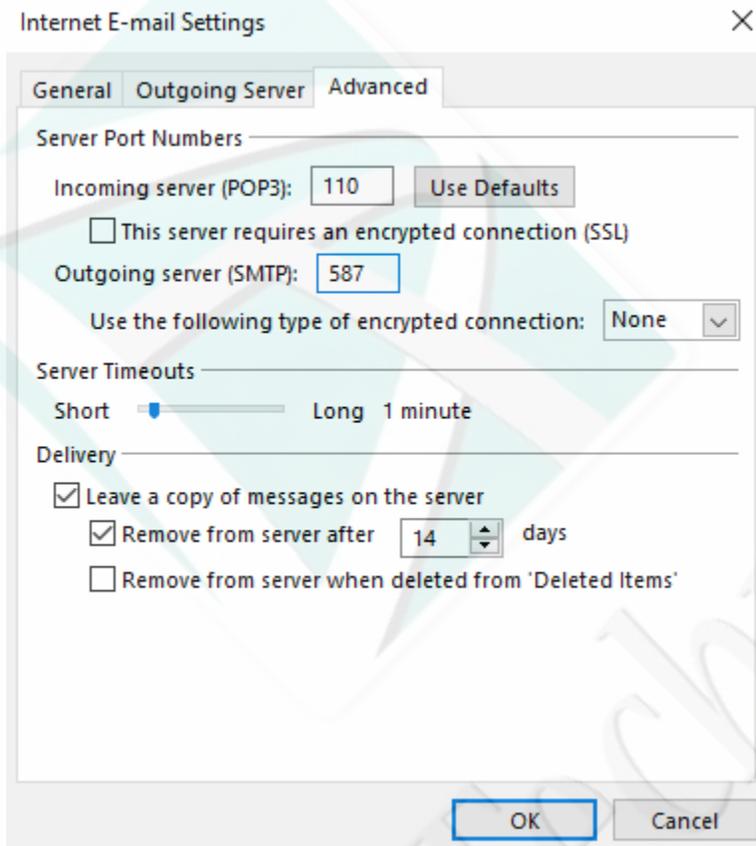**Check the Box My Outgoing Server Requires Authentication, Then Click Advanced**

Change the Outgoing Server (SMTP): from 25 to 587,

Also please take a look at the delivery part to make your own settings regarding the messages on server

Internet E-mail Settings ✕

General | Outgoing Server | Advanced

**Server Port Numbers**

Incoming server (POP3): 110 [Use Defaults]

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: None ▾

**Server Timeouts**

Short ▬▬ Long 1 minute

**Delivery**

☑ Leave a copy of messages on the server

☑ Remove from server after 14 ▲▼ days

☐ Remove from server when deleted from 'Deleted Items'

[ OK ] [ Cancel ]

Press OK, Then Next, The Outlook will test the account, you will see that both incoming and outgoing tests are completed, click close then Finish and you are done.