

This manual is written based on "Outlook2013".

	5 ∓					
File	HOME	SEND/RECIVE FOLDER VIEW				
N EW Email	NEW Items+	Delete	Rep	oly Reply	Forward E	• 0:
NEW		Delete		Res	pond	
⊿お気に	入り		<			
受信トレイ				ALL	Unread	
送信済みアイテム						
削除済みアイテム						

Step1.Click the File tab after Outlook2013/2010 startup.

Step2.Choose "Info" and click "Account Settings" then select "Account Settings" from the drop down



Step3.Select the account that you would like to configure, then click "Change".

Account Settings
E-mail Accounts You can add remove an account. You can select an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Internet Calenders Published Calendars Address Book
名前 種類 ④ .att.ne.jp POP/SMTP(send from this account by default)
Selected account delivers new messages to the following location. Change Folder @ .att.ne.jp¥受信トレイ
データファイル: C:¥Users¥¥Outlook ファイル¥ @ .att.ne.jp.pst Close

Step4.Enter the following, then click "More Settings".

Litter the mail servi	er settings för your	
User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Logon Information User Name: Password:	SpinNet_CS *******@***.att.ne.jp POP3 popssl.att.ne.jp smtpssl.att.ne.jp ********@***.att.ne.jp	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 messaes to: New Outlook Data File Existing Outlook Data File Browse
Require logon using Sec	ure Password Authentic	ation(SPA) More Settings < Back Next > Cancel
Name		Value
Incoming mail server		popssl.att.ne.jp
Outgoing mail server (SMTP)		

Step5.Click "Outgoing Server" tab and confirm the following information are entered.

Value

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:	
Password:	
✓ Remember password	
Require Secure Password Authentication(SPA)	
OK Cancel	
Name	
My outgoing server (SMTP) requires authenticatio	n
Use same settings as incoming mail server	

Step6.Click "Advanced" tab and Enter the following, then click "OK". You will go back to Step4 window, then click "Next".

Internet E-mail Settings			
General Outgoing Server Advanced			
Server Port Numbers			
Incoming server(POP3): 995 Use Defaults			
This server Requires an encrypted connection(SSL) Outgoing server (SMTP): 465			
Use the following type of encrypted connection:			
Server Limeouts			
Leave a copy of messages on the server			
Remove from server after 14 🚔 days			
OK Cancel			

Name	Value
Incoming server (POP3)	995
This server Requires an encrypted connection(SSL)	Checked
Outgoing server (SMTP)	465
Use the following type of encrypted connection	SSL

Step7.This concludes the setting.

Click "Close".

Test Account Settings		
Congratulations! All tests completed successful Click Close to continue. Task Errors	lly.	Stop Close
Tasks ✓ Log onto incoming mail server(POP3) ✓ Send test e-mail message	Status Completed Completed	

Click "Finish".

Change Account	x
You 're all set!	
We have all the information we need set up your account.	
< Back Finish	