

# How to set up Outlook 2021

## Introduction

### About Email Receiving Settings

You can choose either the **POP** or **IMAP** setting for receiving emails. Please configure the settings according to your environment and purpose.

### POP setting

Emails stored on the mail server are downloaded to your PC, and you view and manage the email data saved on your device. During the download process, emails can be deleted from the server, which helps save server storage space. (You can also configure the settings to keep emails on the server.) This is suitable when accessing emails with a single PC.

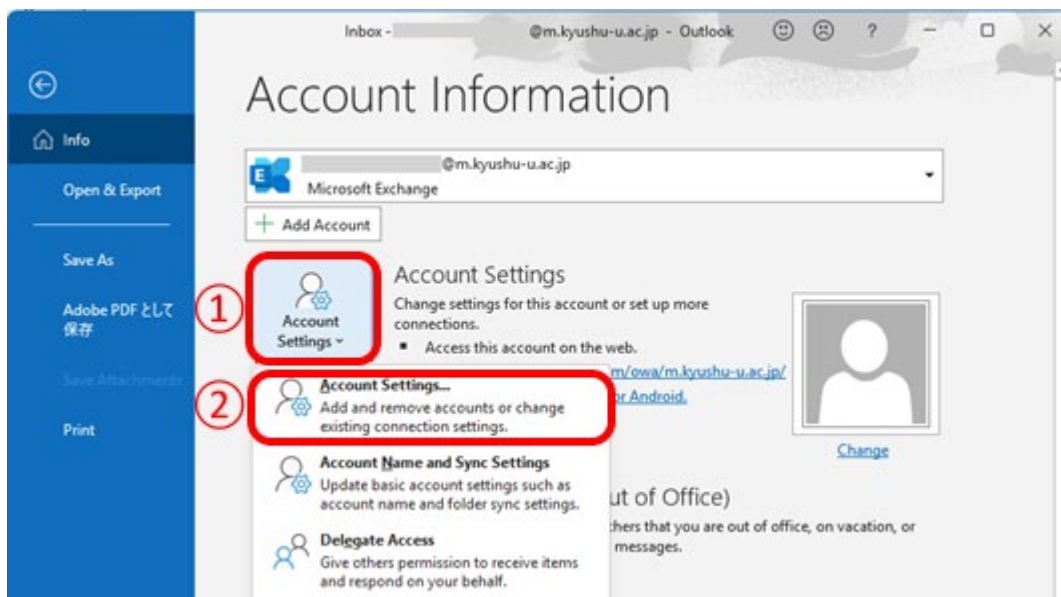
### IMAP setting

You view and manage email data directly from the mail server. This method is suitable when accessing emails from multiple devices. Since emails remain on the server, if the server reaches its storage limit, new messages cannot be received.

We recommend regularly deleting unnecessary emails to free up space.

## Email Configuration Procedure

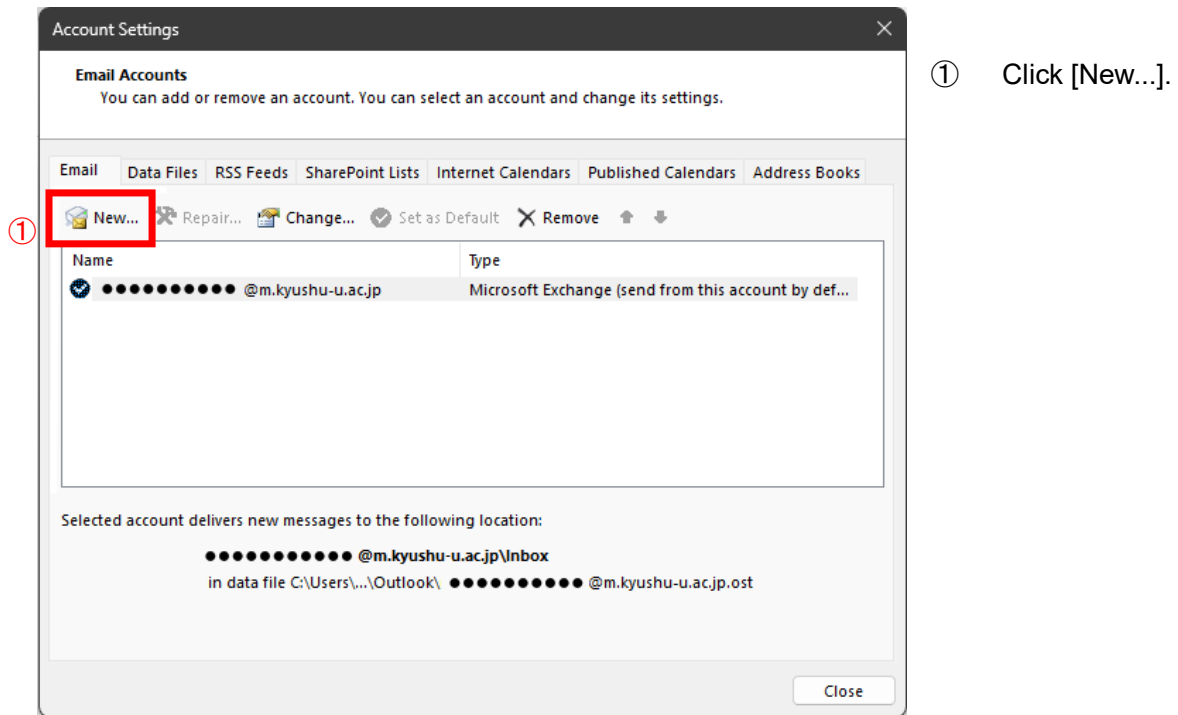
1. Launch the Outlook and then [File] in menu bar.



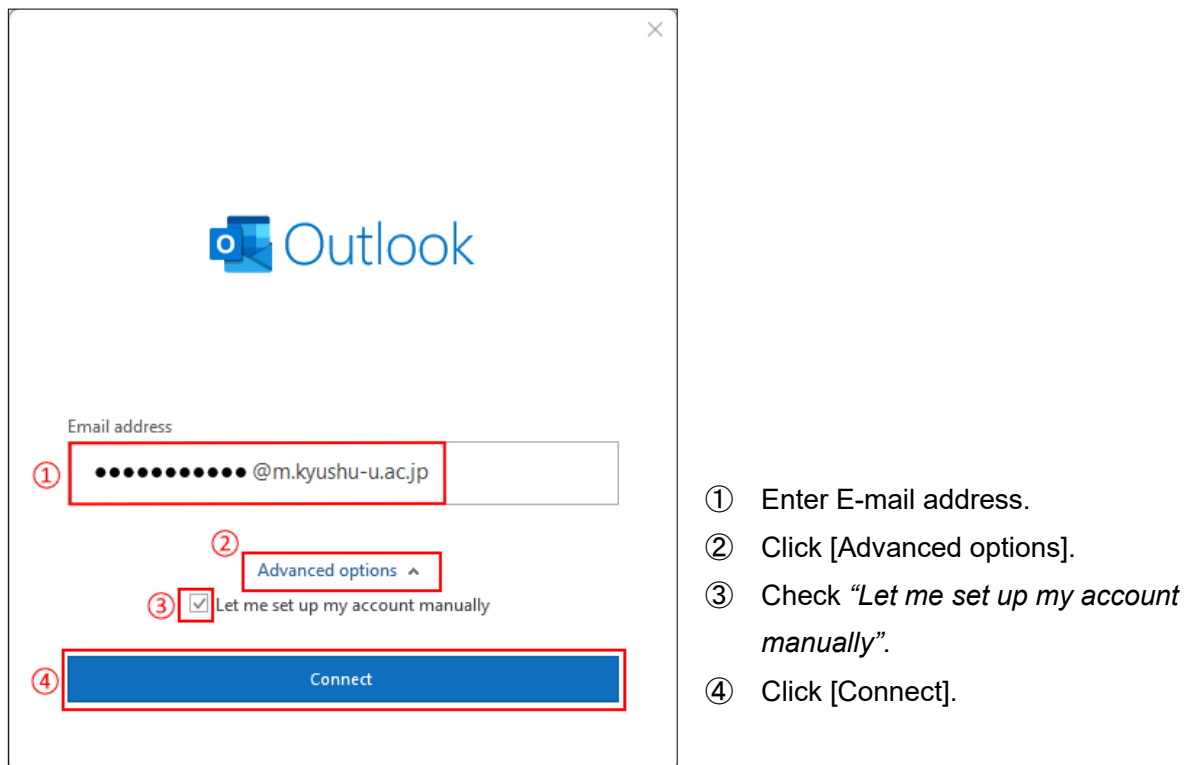
- ① Click [Account Settings].
- ② Click [Account Settings...].

Note: The reference screenshots in this manual are based on the POP configuration.

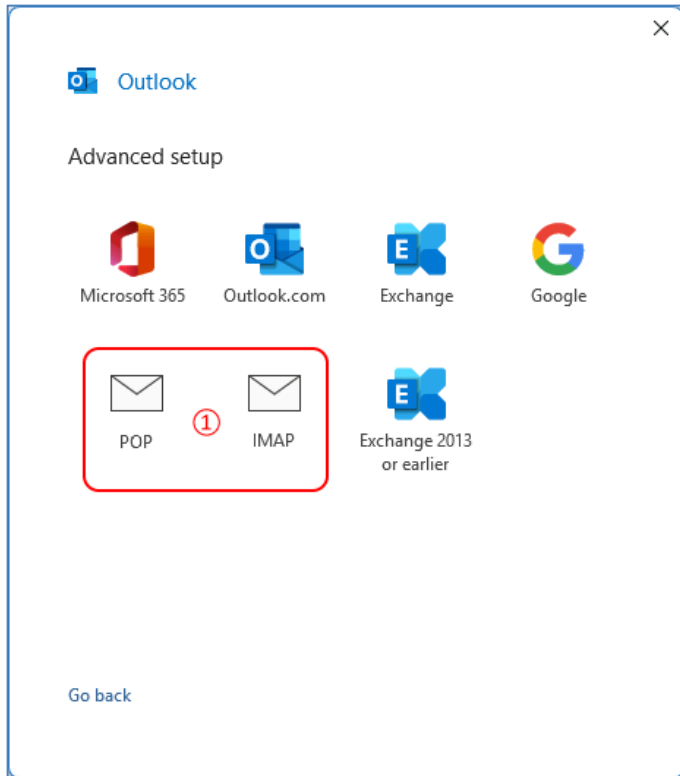
## 2. Account settings window



## 3. New account setting window

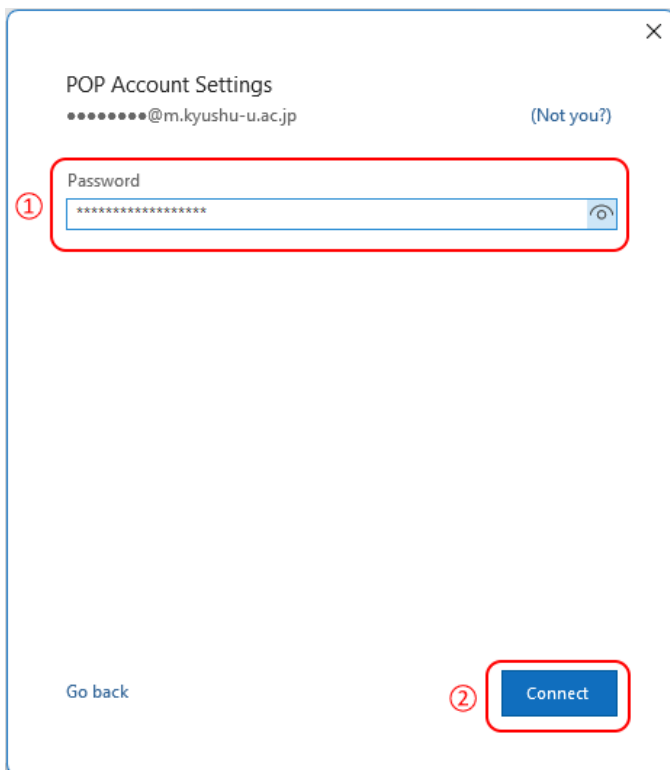


#### 4. Advanced set up window



① Click [IMAP] or [POP].

#### 5. IMAP account setting window (Password)

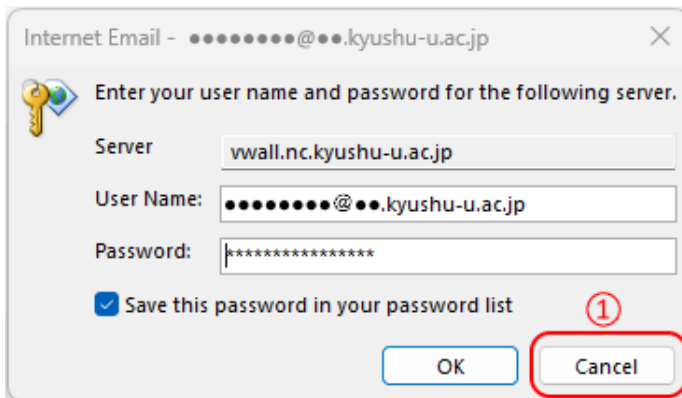


\*When this window is not displayed, skip to 6.

① Enter password.

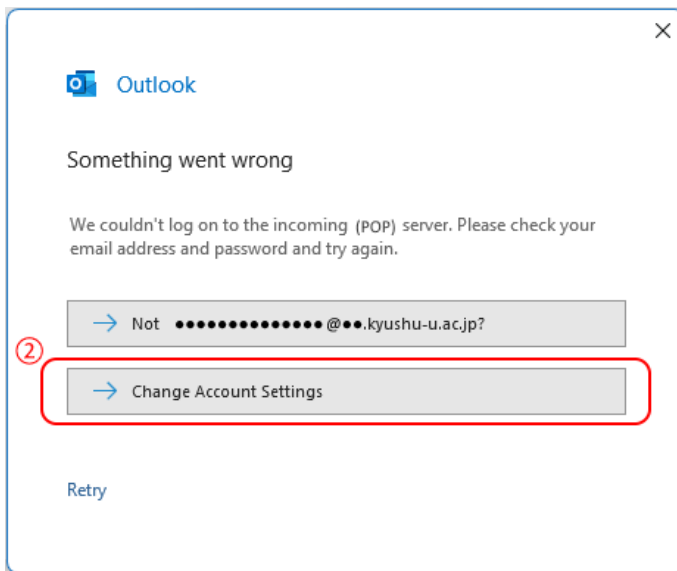
② Click [Connect].

6. Change the account information.



\*When this window is not displayed, skip to ②.

① Click [Cancel] to change the server information.



② Click [Change Account Settings] to change the server information.

## 7. Setting the Incoming and Outgoing mail server

### [POP Account setting window]

#### ① Incoming mail server settings

Server	hosting7.cc.kyushu-u.ac.jp
Port	995
This server requires an encrypted connection (SSL/TLS)	Check
Require logon using Secure Password Authentication (SPA)	Check

#### ② Outgoing mail server settings

Server	hosting7.cc.kyushu-u.ac.jp
Port	587
Encryption method	STARTTLS
Require logon using Secure Password Authentication (SPA)	Check

#### ③ Click [Next]

※:When you use existing PST data

By checking "Use existing data file" you can carry over previously used sent and received emails, folder structures, and various configuration settings. If you select this option, please specify the location where the existing data file (.pst file) is stored.

### [IMAP Account setting window]

#### ① Incoming mail server settings

Server	hosting7.cc.kyushu-u.ac.jp
Port	993
Encryption method	SSL/TLS
Require logon using Secure Password Authentication (SPA)	Check

#### ② Outgoing mail server settings

Server	hosting7.cc.kyushu-u.ac.jp
Port	587
Encryption method	STARTTLS
Require logon using Secure Password Authentication (SPA)	Check

#### ③ Click [Next]

## 8. Account settings (Password)

IMAP Account Settings  
.....@m.kyushu-u.ac.jp (Not you?)

① Password  
\*\*\*\*\*

Go back

② Connect

① Enter the password.

② Click [Connect].

## 9. Account Setup Completion Screen

Outlook

Account successfully added

① POP  
.....@m.kyushu-u.ac.jp

Add another email address

Next

Advanced options ^

Let me set up my account manually

②  Set up Outlook Mobile on my phone, too

③ Done

① Confirm your email setting is correctly completed.

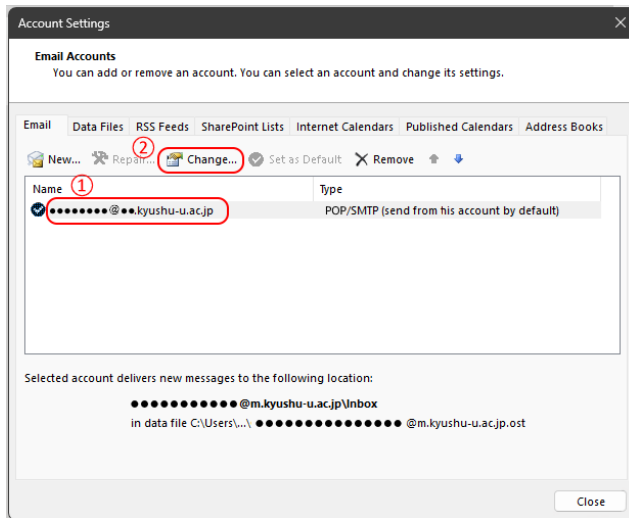
② Un check *Set up Outlook Mobile on my phone, too*.

③ Click [Done].

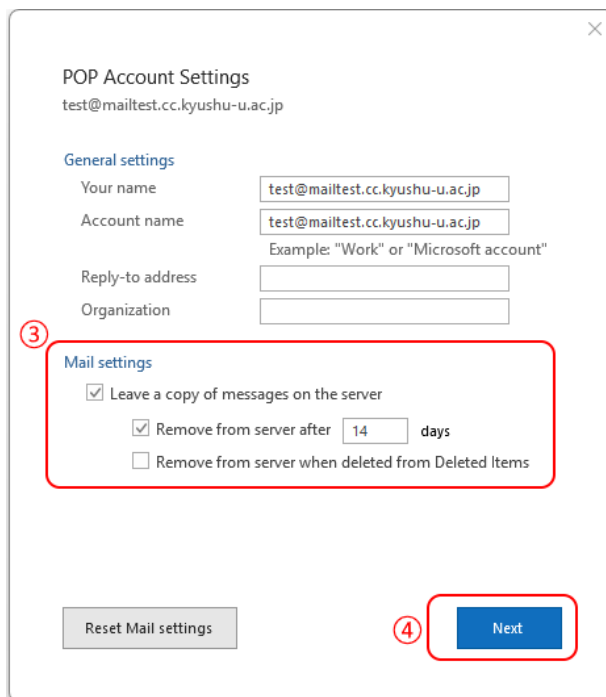
## 10. 【POP setting Only】

In Outlook's POP settings, if you use the default configuration, emails on the mail server will be automatically deleted after a certain period (default: 14 days).

This setting is useful for saving server storage space, but if you prefer to keep emails on the server, please follow the steps below to change the configuration.



- ① Select an account you want to change the setting.
- ② Click [Change...].



- ③ Change the parameter of *Leave a copy of messages on the server* option as needed.

### ●Leave a copy of messages on the server

- : Emails will be deleted from the server after being viewed.
- : Emails will remain on the server after being viewed. You can choose from the following options:

#### - Remove from server after [ ] days

- : Emails will not be deleted from the server after being viewed.
- : Emails will not be deleted from the server after being viewed.

#### - Remove from server when deleted from Deleted Items

- : Emails will remain on the server even if deleted from the Deleted Items folder.
- : Emails will be deleted from the server when removed from the Deleted Items folder.

- ④ Click [Next] and then click [Done].

### Note:

If the mail server reaches its storage limit, you will no longer be able to receive new emails.

If you choose not to automatically delete emails from the server, it is recommended to check the option **Remove from server when deleted from Deleted Items** and regularly delete unnecessary emails.

Additionally, you can delete emails directly from the server by using the webmail interface:

<https://webmail.hosting7.cc.kyushu-u.ac.jp/>