

# How to set up New Outlook

## 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 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.

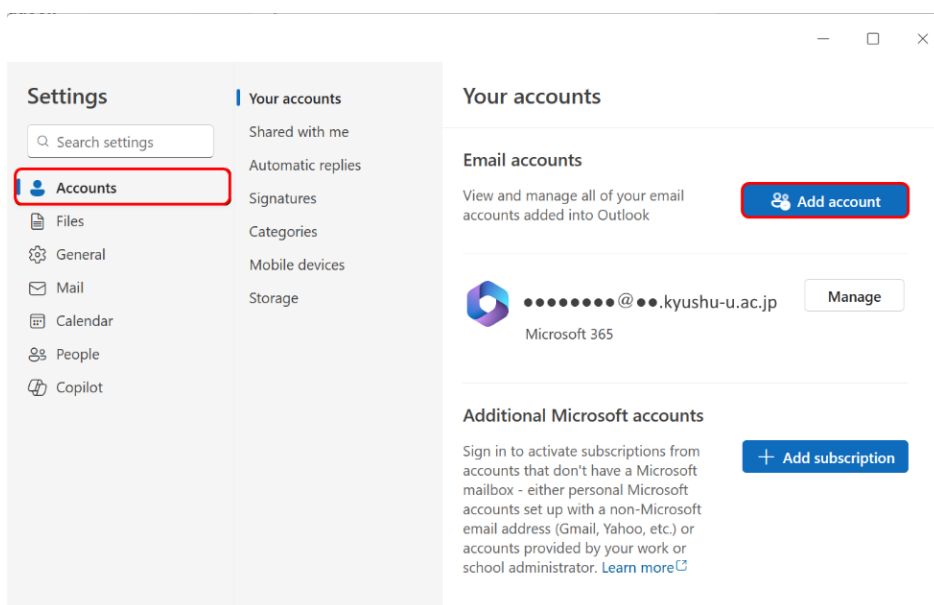
## Email Configuration Procedure

1. Launch the new Outlook and click the [gear icon] in the top right corner of the screen.

Note: If this is your first time setting it up, you will start from the screen shown in Step 3

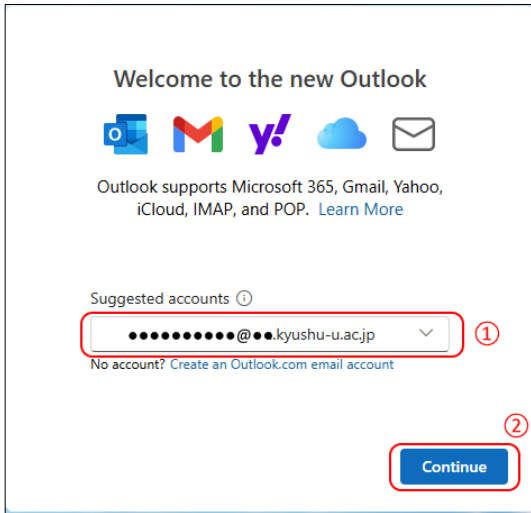


2. From the settings screen, select [Accounts] and then click [Add Account].



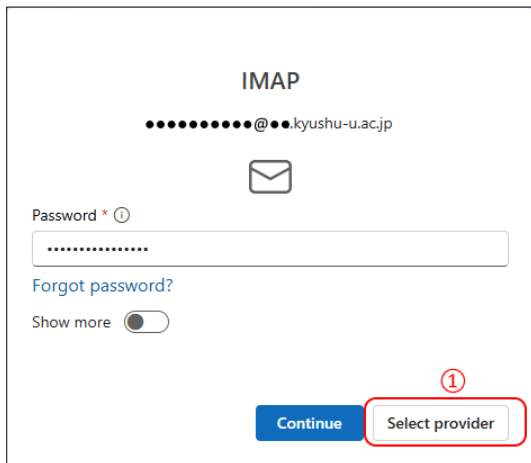
Note: The reference screenshots in this manual are based on the IMAP configuration.

3. Enter the required information as prompted on the screen.

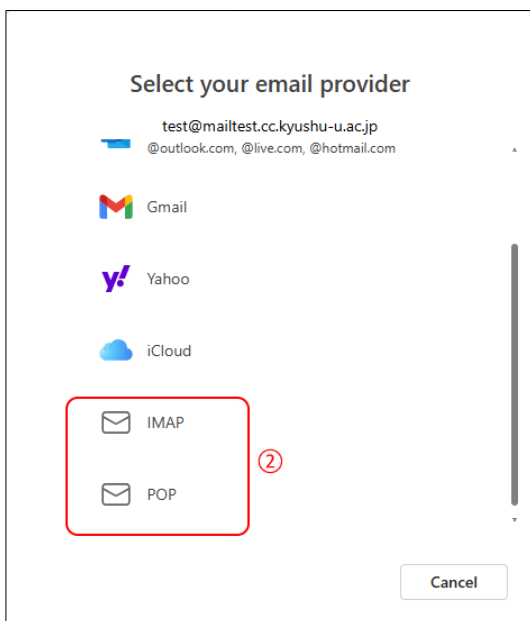


① Enter E-mail address.

② Click [Continue].




① Click [Select provider].



② Click [IMAP] or [POP] as needed.

**IMAP**

.....@...kyushu-u.ac.jp



③ Password \* ⓘ

[Forgot password?](#)

Show more

④

③ Enter Password.

④ Click [Show more] switch to on.

POP Incoming server \* ⑤

Port \*

Secure connection type

**SMTP Configuration**

SMTP username \*

SMTP password

Enter your SMTP password if it differs from your IMAP/POP password.

SMTP Outgoing server \* ⑥

Port \*

Secure connection type

⑦

⑤ Configure the Incoming server settings.

Server	hosting7.cc.kyushu-u.ac.jp
Port*	POP : 995 IMAP : 993
Encryption method	SSL/TLS


\* Port numbers differ based on POP or IMAP. Please enter the appropriate port number for your selected setting.


⑥ Configure SMTP outgoing server settings.

Server	hosting7.cc.kyushu-u.ac.jp
Port	587
Encryption method	StartTLS

⑦ Click [Continue].

**Sync your IMAP account**

 test@mailtest.cc.kyushu-u.ac.jp



To add your IMAP account to Outlook, we need to sync your emails to the Microsoft Cloud. Any contacts and events you create in Outlook will be saved to the Microsoft Cloud. [Learn more](#)

⑧

⑧ Click [Continue].

4. Once the email screen appears, the setup is complete.

