

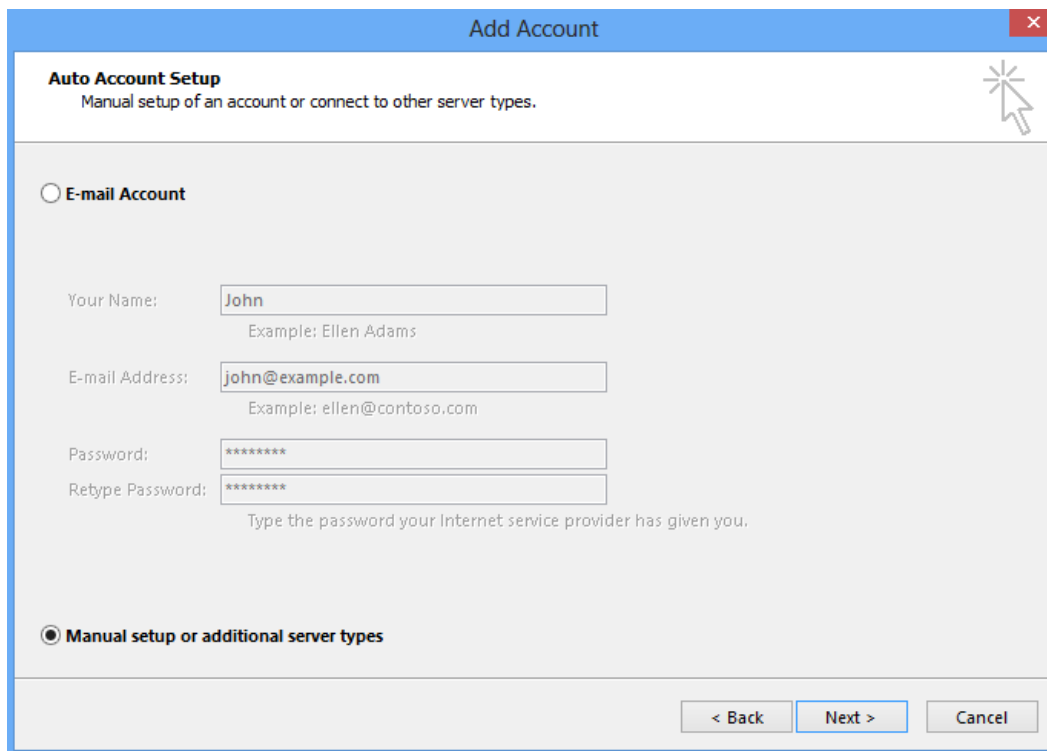


*Configuración de cuentas de correo
Vía Outlook*

PASOS PARA LA CONFIGURACIÓN DEL CORREO

1. Open **Outlook**
2. Click **File**.
3. Click **Info**.
4. Click **Add Account**.
5. Choose **Manual setup or additional server types**.
6. Click **Next**.
7. Choose **POP**.
8. Click **Next**.
9. Fill in the following information:
 - **Your Name:** The name to display on your email.
 - **Email Address:** Your full email address (usuario@dominio.com)
 - **Account Type:** POP
 - **Incoming Mail Server:** 65.254.250.102
 - **Outgoing Mail Server (SMTP):** 65.254.250.102
 - **User Name:** Your full email address (usuario@dominio.com)
 - **Password:** Your emailpassword
 - **Remember Password:** We recommend having this checked.
 - **Require logon using Secure Password Authentication (SPA):** We recommend having this unchecked.
10. Click **More Settings**.
11. Click **Outgoing Server**.
12. Check **My outgoing server (SMTP) requires authentication**.
13. Select **Use the same settings as my incoming mail server**.
14. Click **Advanced**.
15. Fill in the following information:
 - **Incoming Server (POP Port):** 110
 - **Use the following type of encrypted connection (Incoming):** Optional. If enabled, change Incoming Server (POP Port) to 995.
 - **Outgoing Server (SMTP Port):** 587
 - **Use the following type of encrypted connection (Outgoing):** Optional. If enabled, change Outgoing Server (SMTP Port) to 465.
16. Click **OK**.
17. Click **Next**.
18. Click **Finish** to complete the set-up.

GUIA VISUAL DE CONFIGURACION



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' tab selected. The title bar is blue with the text 'Add Account' and a close button. The main area is light gray. At the top, it says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' Below this, there are two radio buttons: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there are four text input fields: 'Your Name:' (containing 'John'), 'E-mail Address:' (containing 'john@example.com'), 'Password:' (containing '*****'), and 'Retype Password:' (containing '*****'). Below the password fields, there is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Add Account

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

☐ **E-mail Account**

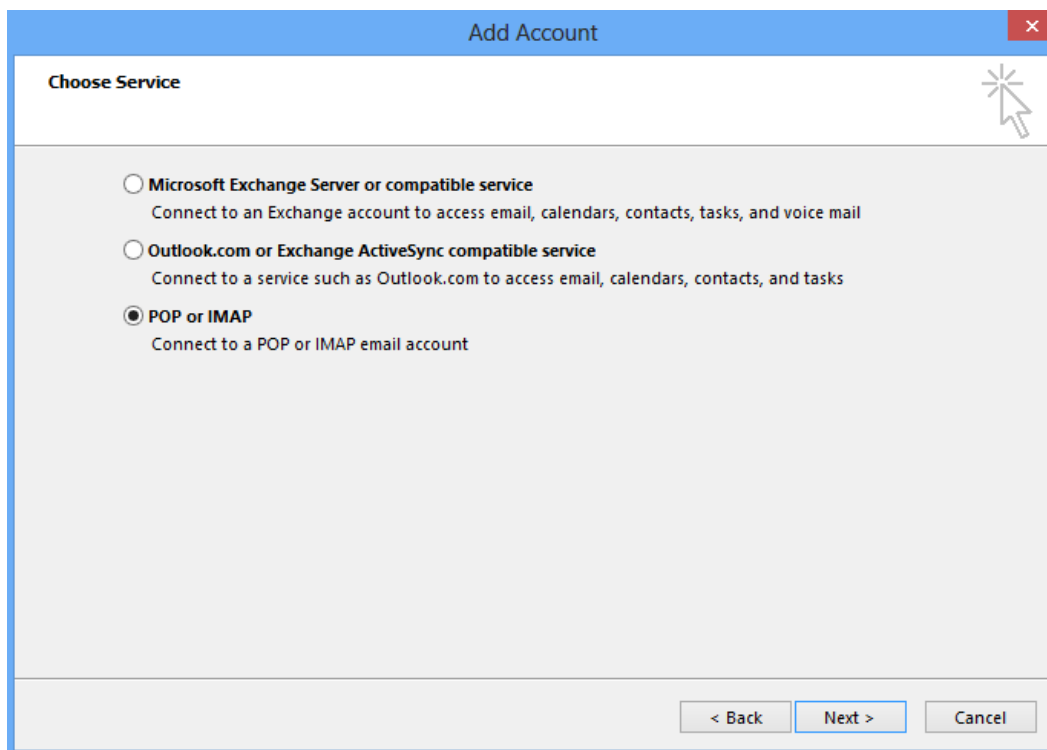
Your Name:
Example: Ellen Adams

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



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' tab selected. The title bar is blue with the text 'Add Account' and a close button. The main area is light gray. At the top, it says 'Choose Service'. Below this, there are three radio buttons: 'Microsoft Exchange Server or compatible service' (unselected), 'Outlook.com or Exchange ActiveSync compatible service' (unselected), and 'POP or IMAP' (selected). Each radio button has a description below it. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Add Account

Choose Service

☐ **Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

☐ **Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

☒ **POP or IMAP**
Connect to a POP or IMAP email account

< Back Next > Cancel

Change Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name: maykoll
E-mail Address: maykoll@dominio.com

Server Information

Account Type: POP3
Incoming mail server: 65.254.250.102
Outgoing mail server (SMTP): 65.254.250.102

Logon Information

User Name: maykoll@dominio.com
Password: *****

☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

☒ Test Account Settings by clicking the Next button

More Settings ...

< Back

Next >

Cancel

Click **More Settings ...**

Change Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:

☐ Require logon using Secure Password Authentication (SPA)

Internet E-mail Settings

General

Outgoing Server

Connection

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)

☐ Log on to incoming mail server before sending mail

OK

Cancel

More Settings ...

Next >

Cancel

