

Configure Outlook 365 (Exchange Online Kiosk - POP3)

Article Number: 2975 | Rating: 5/5 from 2 votes | Last Updated: Fri, Sep 20, 2019 3:50 PM

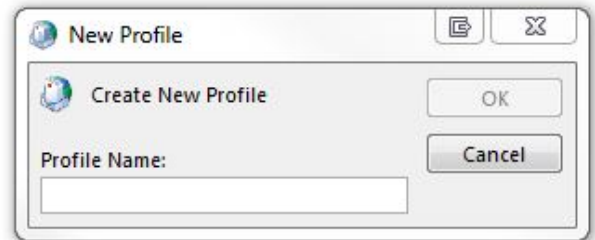
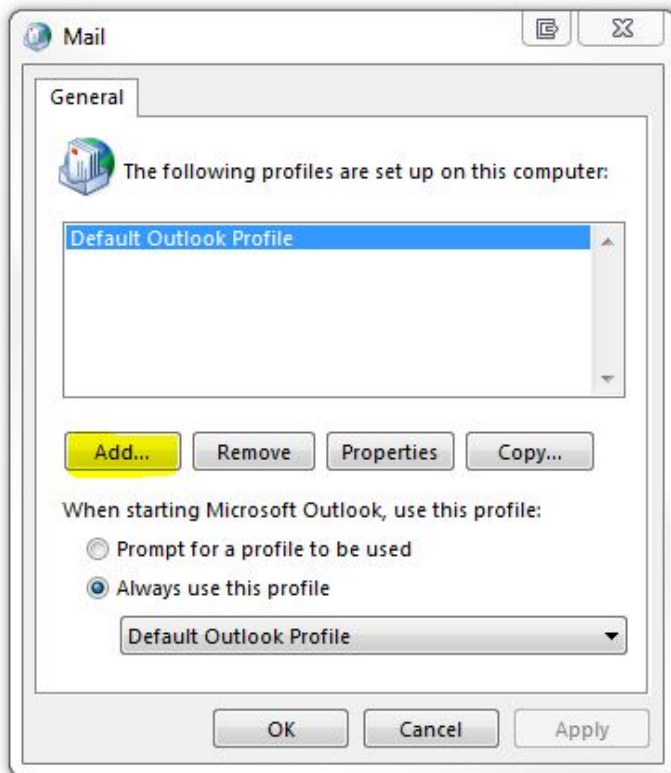
This FAQ is for customers who have one of the following POP3-license: Exchange Online Kiosk.

If you have another license (E1, E3, Exchange Online Plan 1, Exchange Online Plan 2, Business Essentials, Business Premium, ...) please use [this FAQ](#).

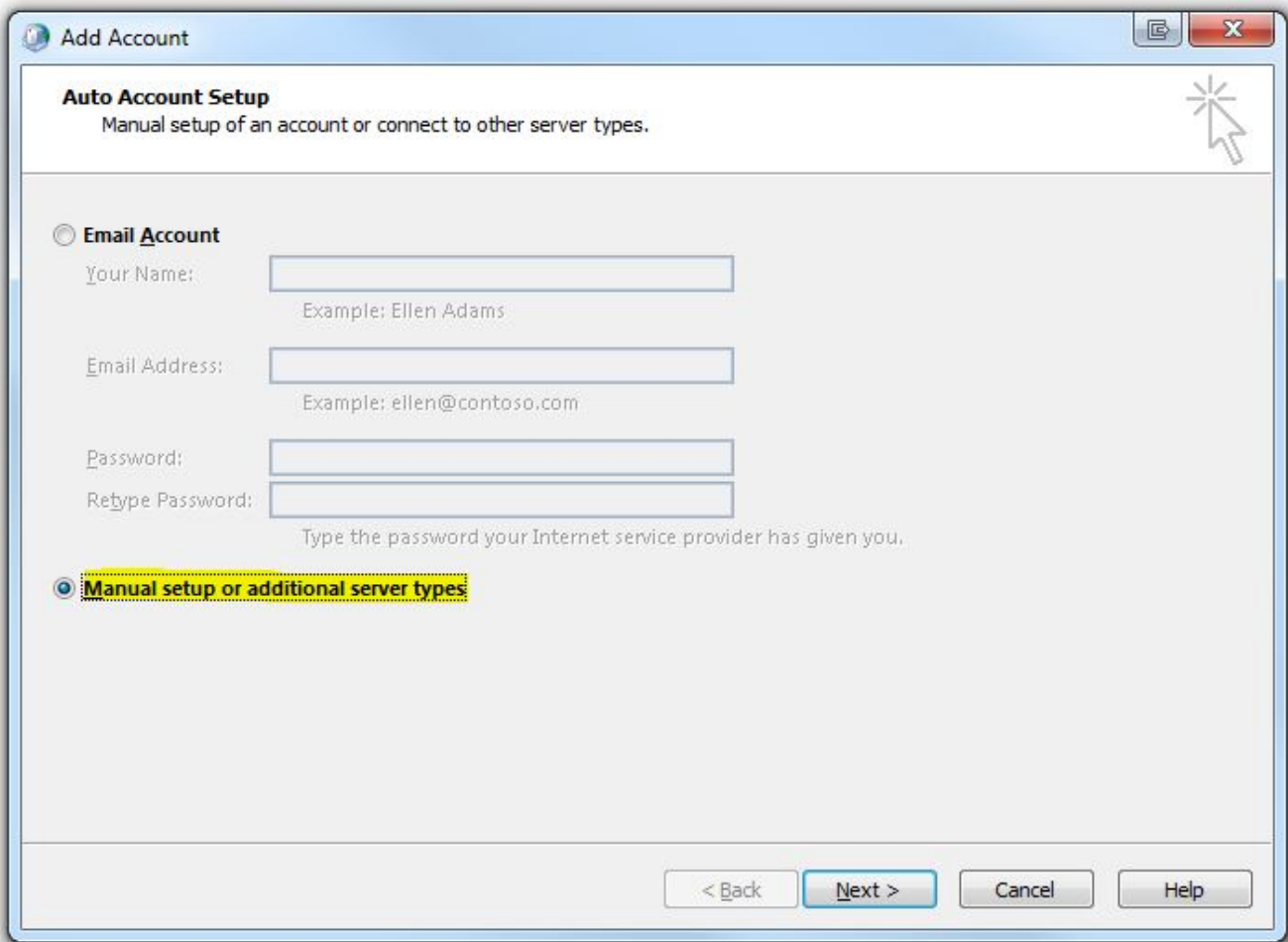
Note: Make sure you have the latest Windows updates for Office installed!

Note: Make sure that the user has already logged in on the [Microsoft Online Portal](#) once!

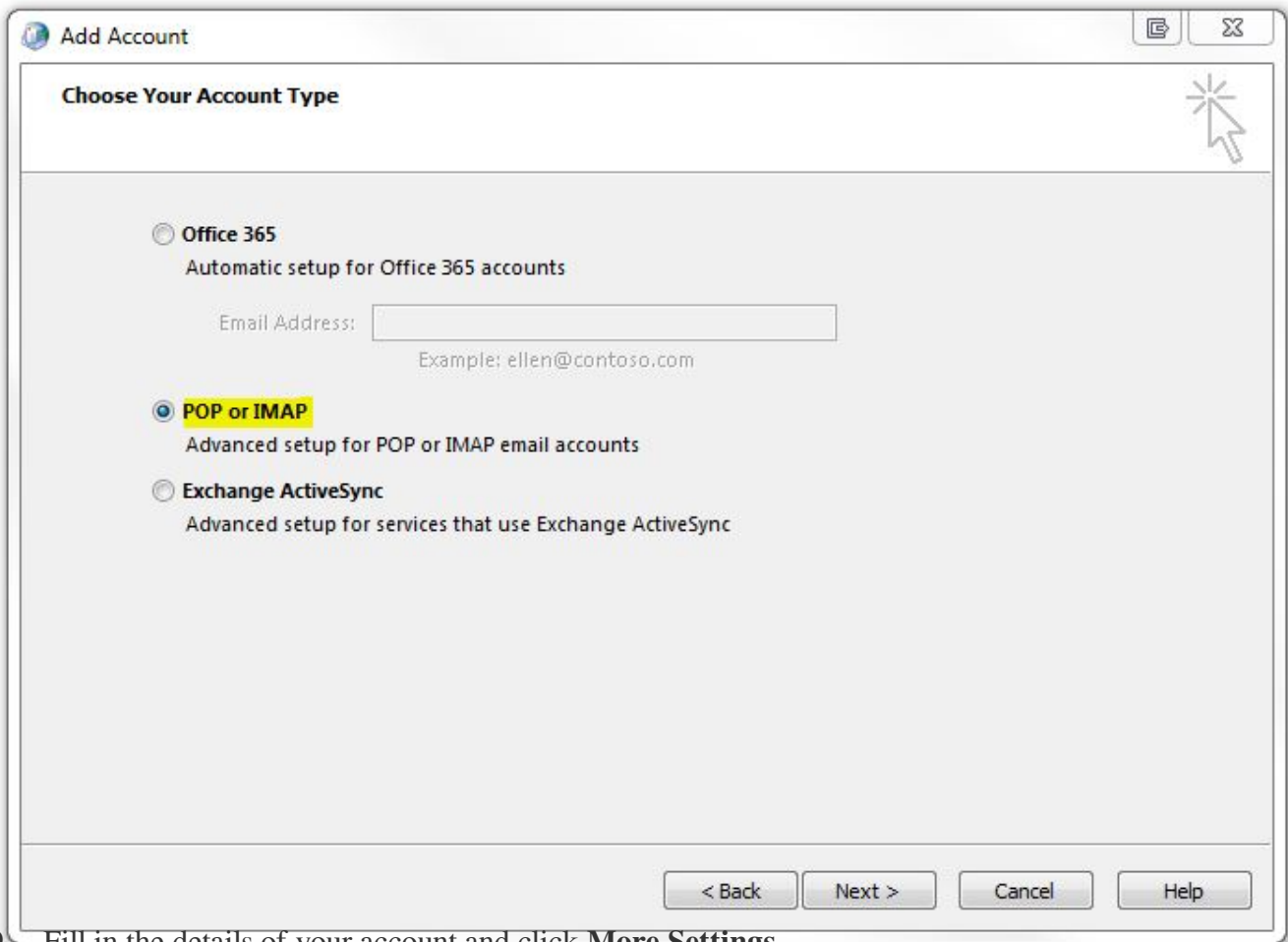
1. Close Outlook
2. Click **Start** in Windows
3. Click **Control Panel**
4. Click **Mail**
5. Click **Show Profiles**
6. Click **Add** and enter the name of your choice (i.e. Outlook, Exchange, Office365, ...)



7. Select **Manually configure server settings or additional server types**, click **Next**



8. Select **POP** or **IMAP**, click **Next**



9. Fill in the details of your account and click **More Settings**

Add Account

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

User Information
Your Name: YourName
Email Address: email@domain.be

Server Information
Account Type: POP3
Incoming mail server: outlook.office365.com
Outgoing mail server (SMTP): smtp.office365.com

Logon Information
User Name: email@domain.be
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

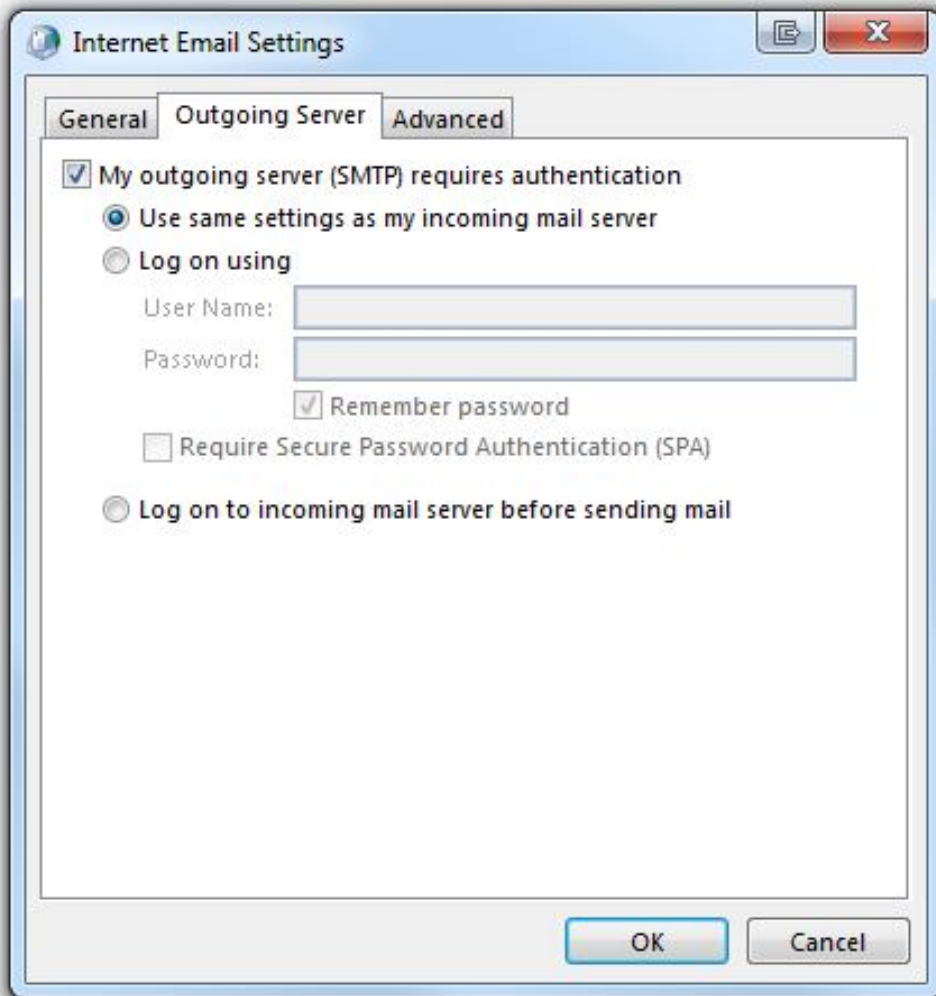
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

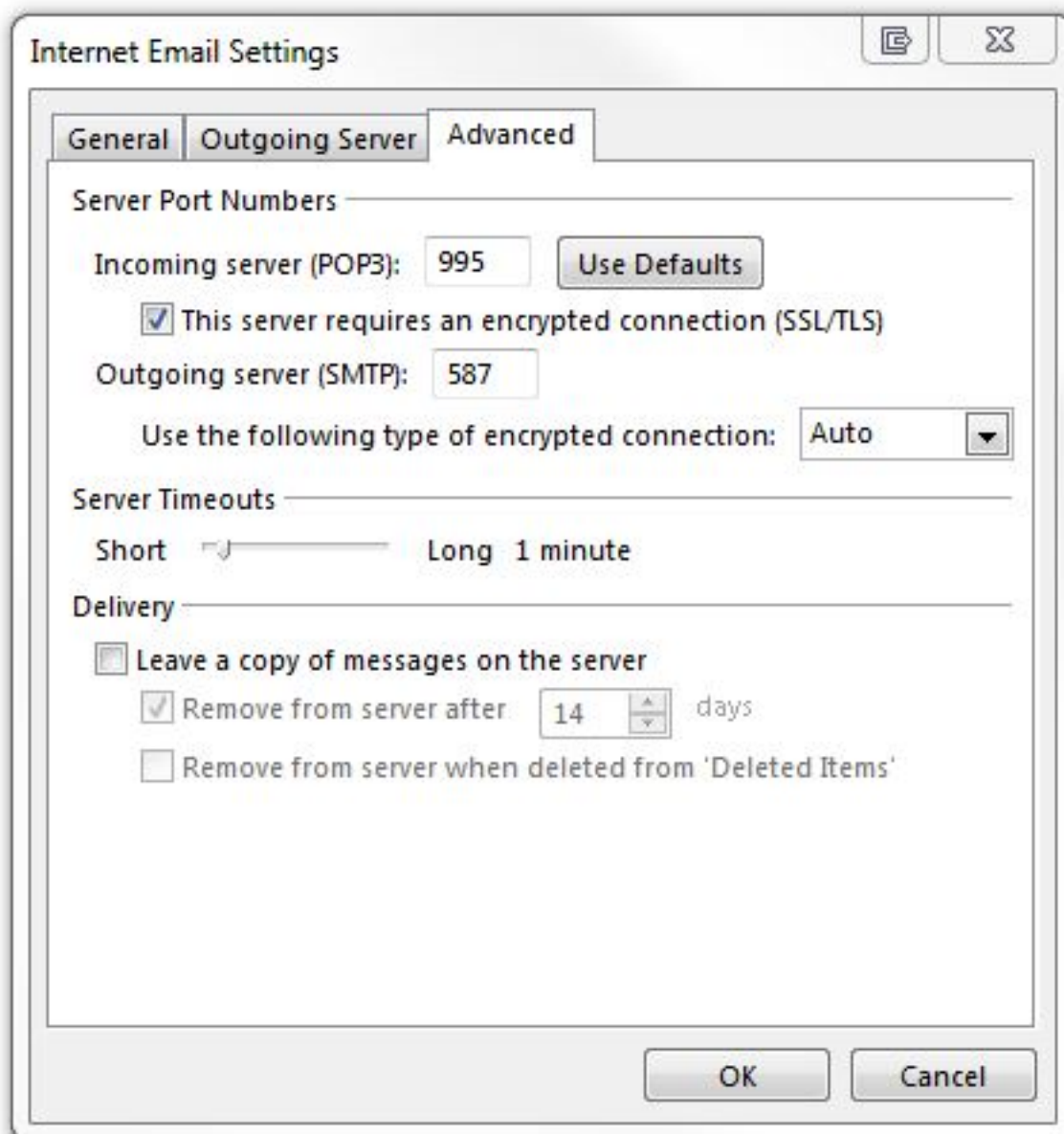
More Settings ...

< Back Next > Cancel Help

10. Click **Outgoing Server**, configure the following settings



11. Click **Advanced**, configure the following settings and click **OK**



12. Click **Next** and **Finish**
13. Select **Always use this profile** and select the profile you just created
14. Click **Apply** and **OK**
15. Start Outlook
16. Fill in your user name and password and click **OK**. Your Outlook account has now been configured.

Posted : Nick Corne - Fri, Feb 7, 2014 12:00 PM. This article has been viewed 80295 times.

Online URL: <https://onlinehelp.cloud.telenet.be/article.php?id=2975>