COMO CONFIGURAR MI CUENTA EN MICROSOFT OUTLOOK



1. File > Info > Account Information > Add Account



2. Seleccionamos la opcion "Manually configure server settings or additional server types."

Connect to other s	erver types.	
) E-mail <u>A</u> ccount		
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,	
) Te <u>x</u> t Messaging (9	ims)	
<u>Manually configur</u>	e server settings or additional server types	

Next.

3. Seleccionamos Internet E-mail.

Add New Account	×
Choose Service	×
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages. 	
Text Messaging (SMS) Connect to a mobile messaging service.	
< Back Next >	Cancel

4. Ingresamos la información correspondiente a nuestro servidor.

Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.
User Information		Test Account Settings
Your Name:	Ejemplo	After filing out the information on this screen, we recommend you test your account by dicking the button
E-mail Address:	ejemplo@ejemplo.com	below. (Requires network connection)
Server Information		Test Account Settions
Account Type:	POP3	Teacheronic percenda III
Incoming mail server:	pop.ejemplo.com	Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	smtp.ejemplo.com	Deliver new messages to:
Logon Information		 Rew Outbook Data File Existing Outlook Data File
User Name:	ejemplo@ejemplo.com	Browse
Password:	******	
Reguire logon using Secure	Lemember password Password Authentication (SPA)	More Settings

Nombre: Escribimos nuestro nombre. E-mail: Nuestro correo electrónico Account Type: POP Servidor entrante: pop.[dominio] ej: pop.ejemplo.com Servidor de salida: smtp.[dominio] ej: smtp.ejemplo.com Username: Nuestro correo electrónico Password: ****** 5. Seleccionamos More Settings

Internet E-mail Settings Each of these settings an	re required to get your e-mail acco	unt working.
User Information	Ejemplo	Test Account Settings After filling out the information on this screen, we
E-mail Address:	ejemplo@ejemplo.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Account Settings
Incoming mail server:	pop.ejemplo.com	V Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.ejemplo.com	New Outlook Data File
Logon Information		© Existing Outlook Data File
<u>U</u> ser Name:	ejemplo@ejemplo.com	Browse
Password:	\$\$\$\$\$\$	
Reguire logon using Secure	Remember password Password Authentication (SPA)	More Settings

6. Seleccionamos la pestaña Outgoing server y marcamos la opción: My outgoing server requires authentication.

I	nternet E-	mail Setting	Js			x
	General	Outgoing S	erver	Connection	Advanced	
	🔽 Му <u>о</u> ц	utgoing serv	er (SM	ITP) requires au	uthentication	
	<u> </u>	se same sett	ings as	is my incoming i	mail server	
	© <u>L</u> e	og on using				
	L	lser <u>N</u> ame:				
	E	assword:				
			√ <u>R</u> er	member passw	vord	
		Reguire Se	ecure P	Password Auth	entication (SPA)	
	© Le	og on to <u>i</u> nco	ming m	mail server befo	ore sending mail	
					ОК	Cancel

7. Ahora, seleccionamos la pestaña **Advanced** y verificamos que la configuración este igual en a la de la imagen.

Internet E-mail Setting	s	_	_	_	×
General	Sent It	ems	De	leted Items	;
Outgoing Server	0	Connection		Advance	d
Server Port Numbers					
Incoming server (IM	IAP): 110	Use De	faults		
Use the followin	g type of <u>e</u> ncr	ypted conne	ection:	None	•
<u>O</u> utgoing server (SM	MTP): 25				
Use the followin	g type of eng	ypted conne	ection: I	None	•
Server <u>T</u> imeouts ——					
Short 🤍	Long	1 minute			
Folders					
Root <u>f</u> older path:					
			ОК	Car	ncel

8. Ok > Next >Finish.