

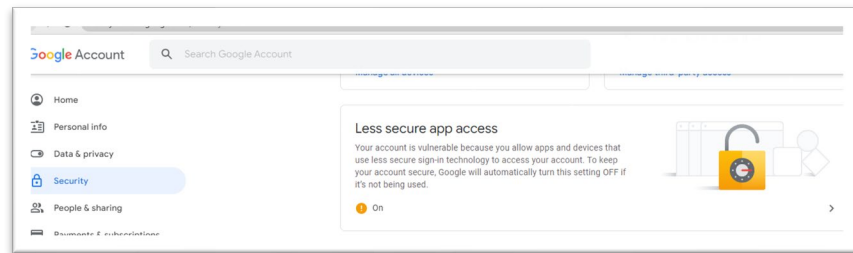
UMMail Guide :- Outlook 365 Configuration

This guide is for MS Outlook 365 version. Some setting may be similar to previous MS Outlook version.

1. Prerequisite

a. Less secure apps

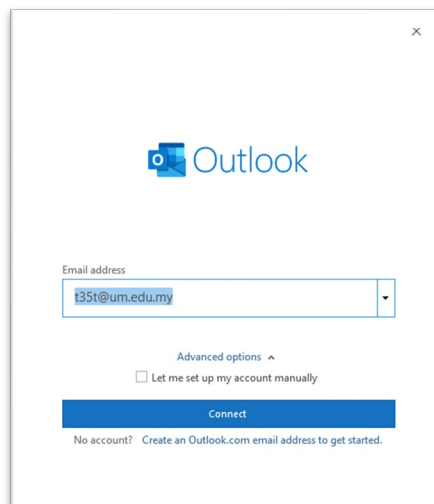
- Please make sure your UMMail/SiswaMail account has enable “Less Secure Apps ” in the security tab.
- <https://myaccount.google.com/security?hl=en>
- Turn on the status if it is off



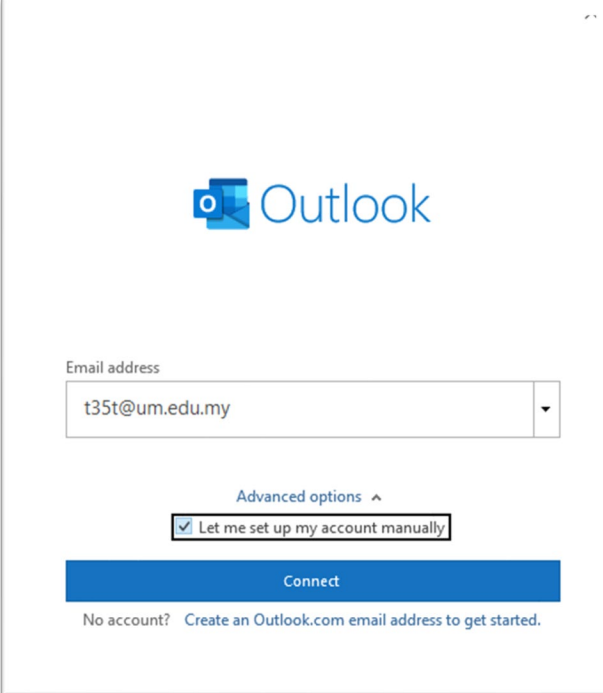
- #### b. Make sure an MS Outlook is installed, in this guide the version used is MS Outlook 365 Client which is installed together when you install MS Office with the MS 365 installer.

2. Setup

a. Start MS Outlook

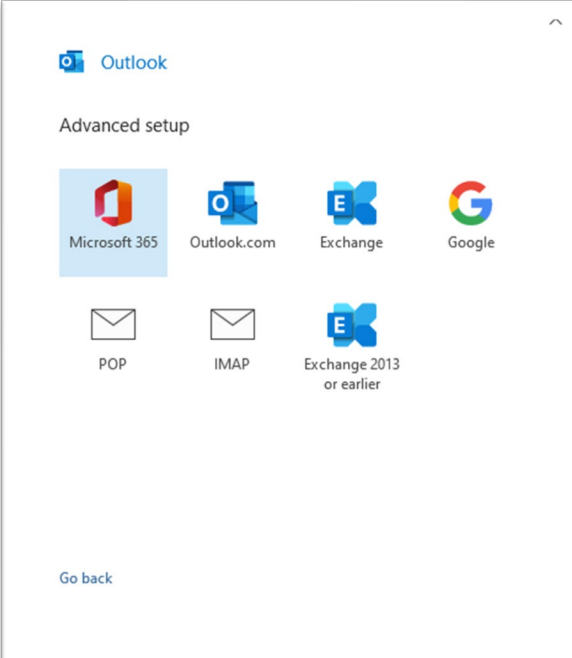


- b. Input full email address as username , select Advance Option to setup account Manually, then click Connect.



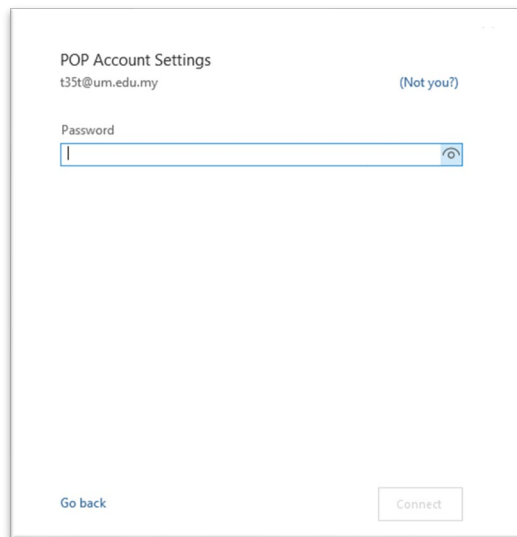
The screenshot shows the Outlook account setup interface. At the top is the Outlook logo. Below it is a text input field labeled "Email address" containing the text "t35t@um.edu.my". Underneath the input field is a link "Advanced options" with a small upward arrow. Below that is a checkbox labeled "Let me set up my account manually" which is checked. At the bottom is a large blue button labeled "Connect". Below the button is a link "No account? Create an Outlook.com email address to get started."

- c. Configure POP3 settings
Select POP



The screenshot shows the "Advanced setup" screen in Outlook. At the top is the Outlook logo. Below it is the text "Advanced setup". There are four large icons in a row: Microsoft 365 (highlighted with a blue background), Outlook.com, Exchange, and Google. Below these are three smaller icons: POP (highlighted with a blue background), IMAP, and Exchange 2013 or earlier. At the bottom left is a link "Go back".

Input your password, and click Connect

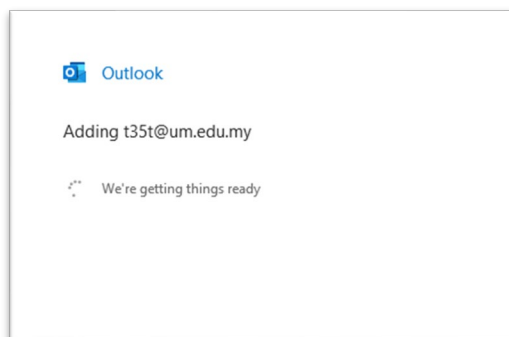


POP Account Settings
t35t@um.edu.my (Not you?)

Password

Go back Connect

Processing...

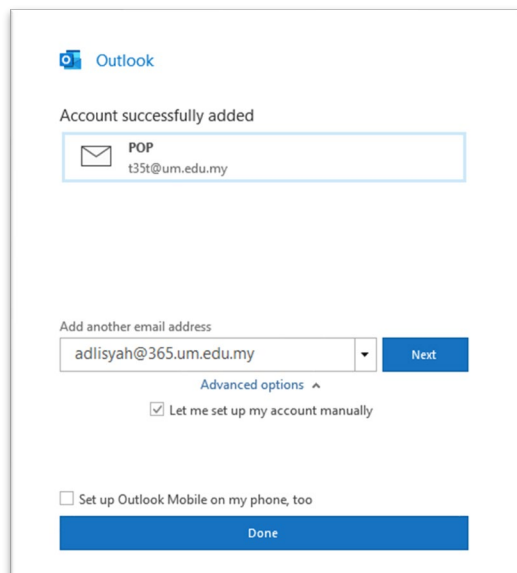


Outlook

Adding t35t@um.edu.my

We're getting things ready

Setup Complete , Click Done to access outlook with the new POP setting.



Outlook

Account successfully added

POP
t35t@um.edu.my

Add another email address

adlisyah@365.um.edu.my Next

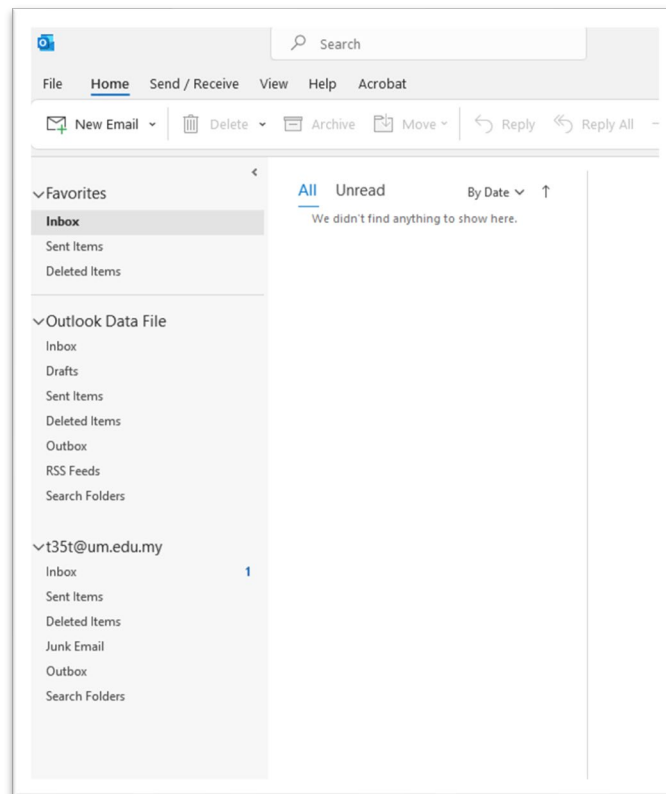
Advanced options ^

☒ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

Done

d. Once in Outlook you will see your username , and it will start to pull your inbox



Sysadmin @ UM

Jabatan Teknologi Maklumat

Universiti Malaya

am