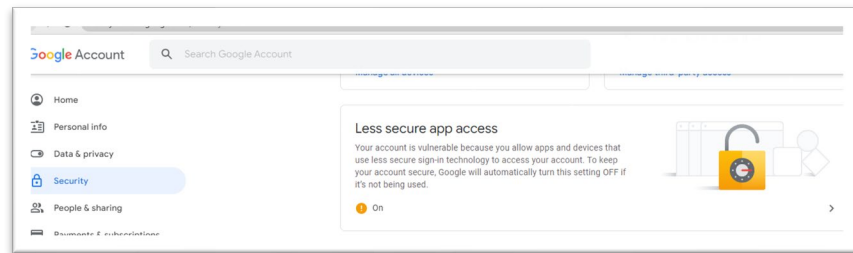# UMMail Guide :- Outlook 365 Configuration

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
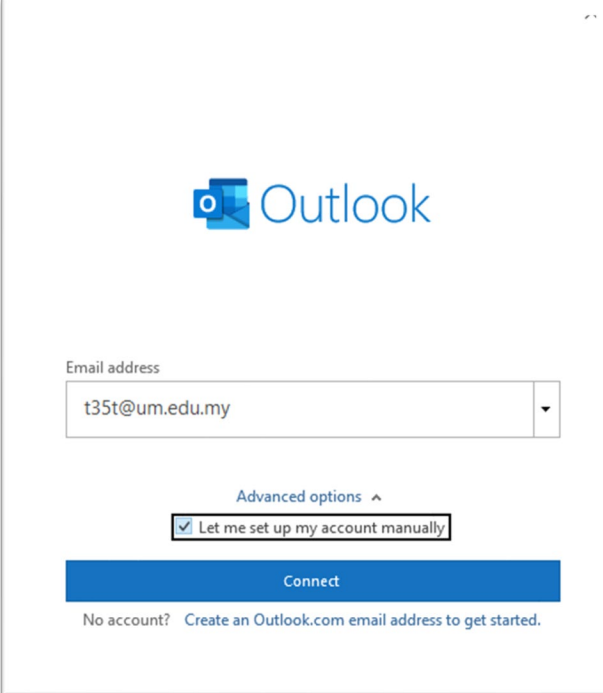

   b. Make sure an MS Outlook in install, in this guide the version used is MS Outlook 365 Client which is install together when you install MS Office with the MS 365 installer.
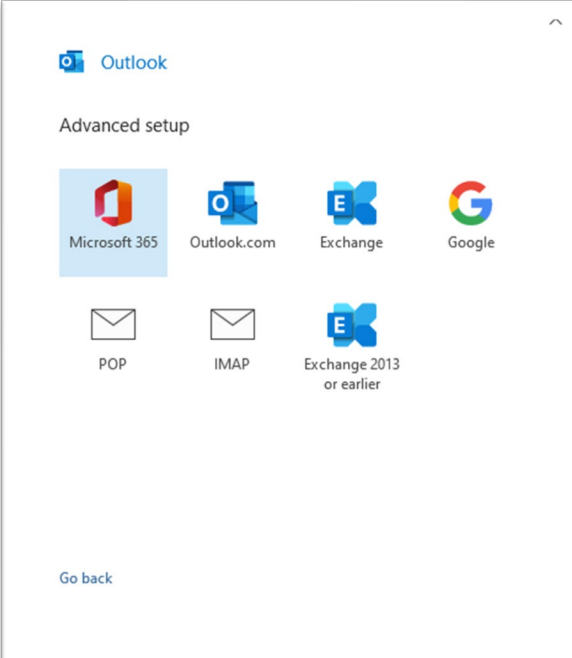
2. Setup

   a. Start MS Outlook
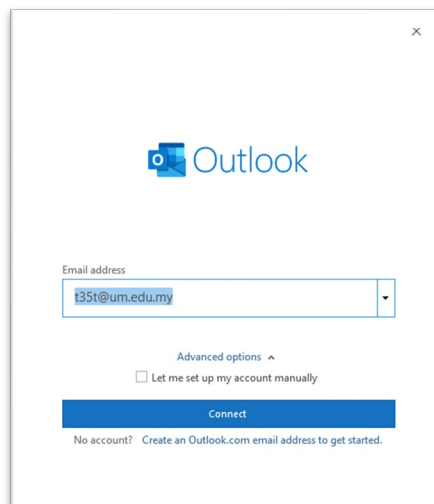
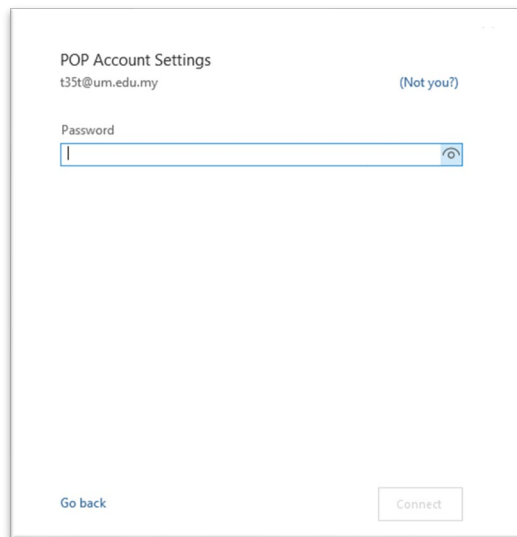b. Input full email address as username , select Advance Option to setup account Manually, then click Connect.

c. Configure POP3 settings
    Select POP

Input your password, and click Connect
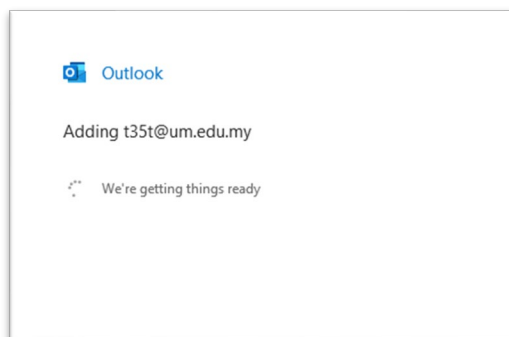
Processing…
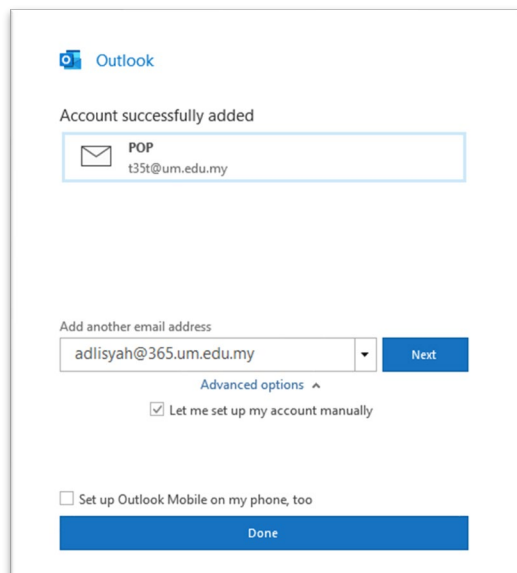
Setup Complete , Click Done to access outlook with the new POP setting.

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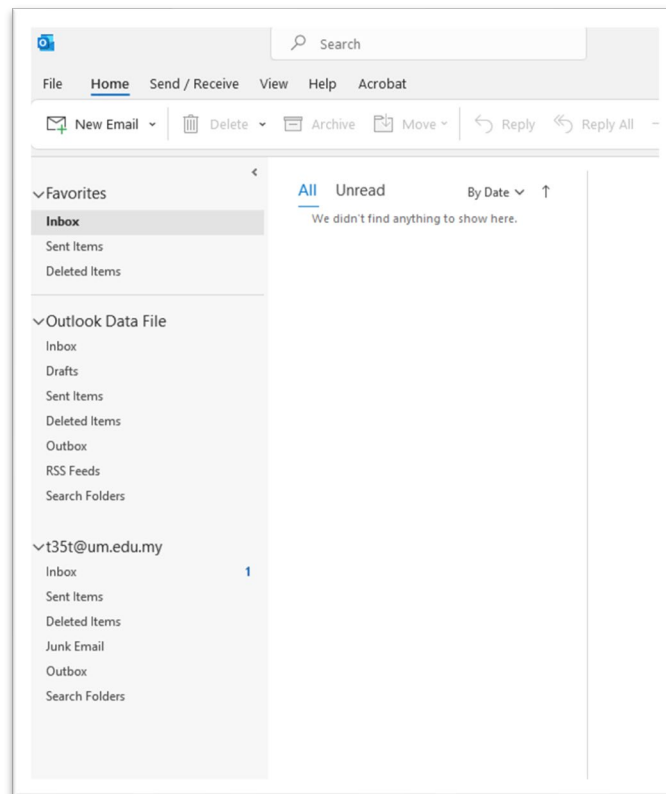
Sysadmin @ UM

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