

Microsoft Outlook

1) Explain what is IMAP (Internet Message Access Protocol)?

IMAP means **Internet Message Access Protocol**; it is a standard protocol for using e-mail service from your local server.

2) Explain what is POP3 protocol?

POP3 means **Post Office Protocol 3** is a protocol that offers a simple way for users to use mailboxes and download messages to their computers. It allows users to download mails from the mail server to the local server and enables you to read the mail even if you are offline.

3) Explain what is SMTP protocol?

SMTP or Simple Mail Transfer Protocol allows you to send emails and not to receive them, it act as Mail Transfer Agent (MTA) to deliver your e-mail to the recipient's mail server.

4) Explain how to create an e-mail signature in an Outlook?

To set an e-mail signature in an Outlook

- In the main menu under TOOLS, click on OPTIONS
- Go to the MAIL FORMAT tab and click signature
- Under signature tab, click NEW
- Type the new signature's desired name and then click OK
- Type the desired text of your under "EDIT SIGNATURE" and then click OK and click OK again

5) Explain what is new in Outlook 2013?

In Outlook 2013, the new feature includes

- **Preview message in the message list:** You can figure it out from the message list itself, what message to read and what to be ignored, as you can see a little description of mail on the mailing list.
- **Quicker respond with inline replies:** Just with one click you can reply to the mail sender and act as a real-time chat

6) Explain how you can access AOL e-mail account with Outlook?

- Select tools, from account settings in the main menu in Outlook
- Go to the e-mail tab option and then click NEW
- Ensure that Microsoft Exchange, POP3, IMAP or HTTP is selected
- Click Next
- Type your name and enter your full AOL e-mail address
- Click next, and after that make sure internet E-mail is selected
- Click next again
- Now select IMAP under account type
- Under incoming mail server type "imap.aol.com"
- Under outgoing mail server (SMTP) enter "smtp.aol.com"
- Enter your AOL screen name under user name and then enter your AOL password
- Tap on more settings and go to outgoing server tab
- Make sure "My outgoing server" (SMTP) request authentication is checked
- Now go to the "Advanced" tab, under server port numbers type "587" for outgoing server (SMTP). After that click OK, now click Next and then click Finish and then click close.

Microsoft Outlook Troubleshooting Questions Answers

Michael The Green
Button,Button,Michael Miller



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