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Email Setup in Outlook

https://support.microsoft.com/en-us/kb/829918

Summary

Below are the reference for different version of Outlook

Outlook 2013		*See Manually setup Internet Email
Outlook 2010	https://support.microsoft.com/en-us/kb/2028939#method2	*See Manually setup Internet Email
Outlook 2007	https://support.microsoft.com/en-us/kb/287532	

Sample answers during setup

Type of email account	Exchange	
Username	your full email address, e.g. client@itcaring.com	
Password	your online email password	
Outoging Server (SMTP) Name	outlook.office365.com (example)	
Incoming Server (IMAP) Name	outlook.office365.com (example)	
Is Secure Password Authentication (SPA) required	NO	
The port number that is used for SMTP	587	
Is encryption required	TLS	
The port number that is used for IMAP	993	
Is encryption required	SSL	
Does the outgoing email server (SMTP) require authentication	YES	

For the SMTP and IMAP server, login your Office 365 account, go to Mail, then click "Options > Account > POP and IMAP".

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