



✓ Step-by-Step Setup in Outlook for Windows

1. Open Outlook

- Launch **Microsoft Outlook**.
- If this is your first time opening Outlook, it may prompt you to add an account automatically.
- Otherwise, go to:
 - **File → Account Settings → Account Settings → New...**

2. Choose Manual Setup

- Fill in your **Email address**.
- Select **Advanced options**.
- Select **Let me set up my account manually**.
- Click **Connect**.

3. Choose Account setup type

- Select **IMAP**.
- Type your email password.
- Click **Connect**.
- Click **Done**
- Your account is now set up in Outlook.

4. Optional: Confirm Account settings

- Open **Control Panel**.
- Click on **User Accounts**.
- Click on **Mail (Microsoft Outlook)**.

5. Email Accounts

- Click **Email Accounts...**



- Double click your email address.

6. POP and IMAP Account Settings

- Verify **Your Name**.
- Verify **Email Address**.
- Verify **Account Type: IMAP**.
- Verify **Incoming mail server** (mail.ctifiber.com or mail.ctitech.com).
- Verify **Outgoing mail server (SMTP)** (mail.ctifiber.com or mail.ctitech.com).
- Confirm **User Name**.
- Confirm **Password**.

7. More Settings ...

- Click on **More Settings ...**
 - Click on the **Outgoing Server** tab. Verify that **My outgoing server (SMTP) requires authentication** is checked. Also, verify that **Use same settings as my incoming mail server** is checked.
 - Click on the **Advanced** tab.
 - Verify **Incoming server (IMAP)** port is **993**.
 - Verify **Incoming server (IMAP)** is using **SSL/TLS**.
 - Verify **Outgoing server (SMTP)** port is **587**.
 - Verify **Outgoing server (SMTP)** is using **STARTTLS or SSL**.
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