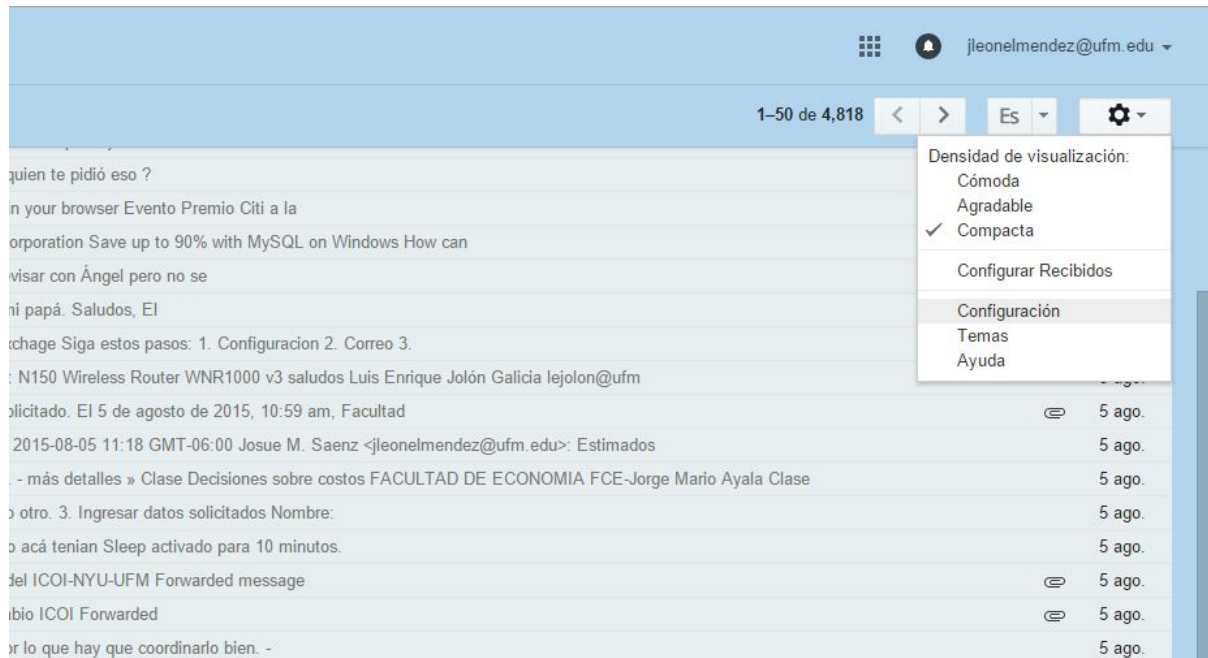


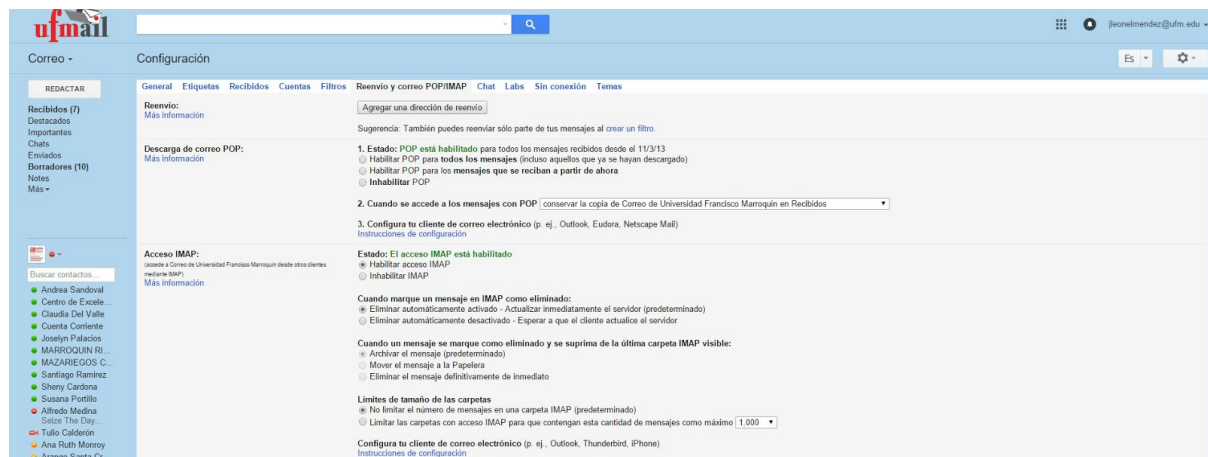
Configuración de correo POP Outlook



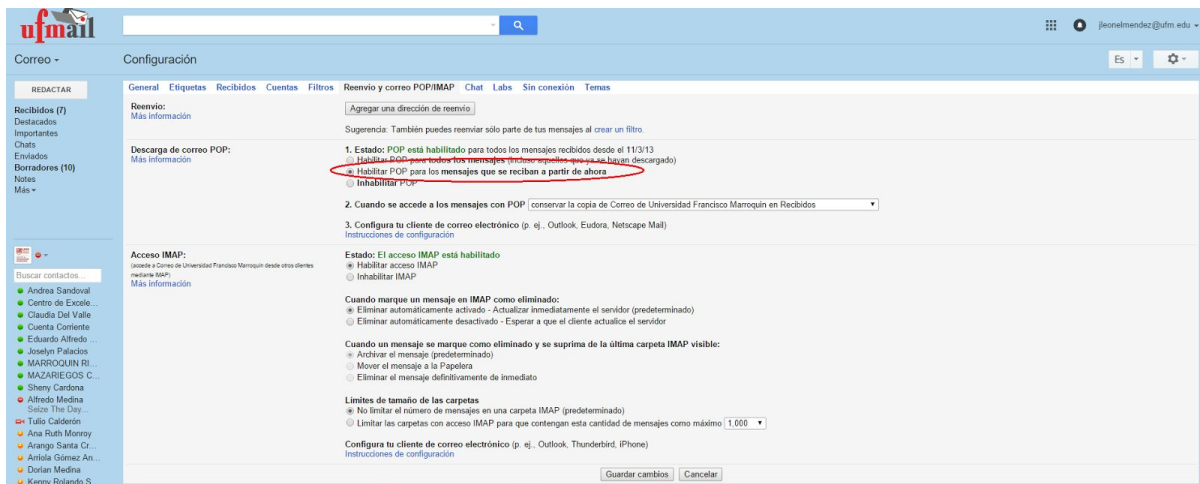
Estando en la cuenta de Gmail, haga click en Configuración



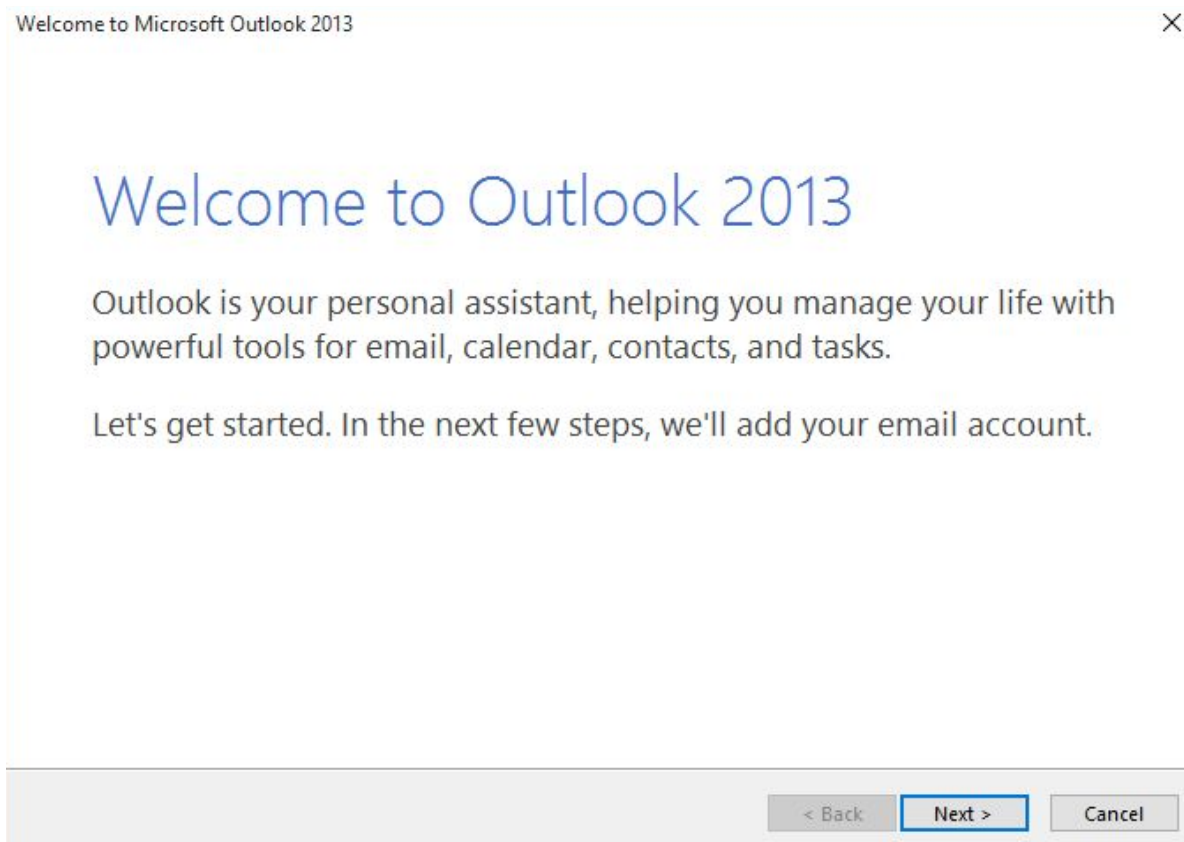
En Configuración, haga click en la pestaña de Reenvío y Correo POP:



En la sección "Descarga Correo POP", en la opción "1.Estado", seleccione: **Habilitar POP para los mensajes que se reciban a partir de ahora.**



Entramos a Outlook y presione Next



Le mostrará la siguiente ventana y presione Next

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes
 No

< Back **Next >** Cancel

Seleccione la opción Manual setup or additional server types y presione Next

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Seleccione la Opción: Pop or IMAP y presione Next

Add Account



Choose Service



- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

< Back

Next >

Cancel

Escriba la dirección de Gmail (xx@ufm.edu)

Cambie el Incoming mail server por: pop.gmail.com

Cambie el Outgoing mail server (SMTP) por: smtp.gmail.com

Cambie el User Name por la dirección de Gmail

Presione el boton de More Settings

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

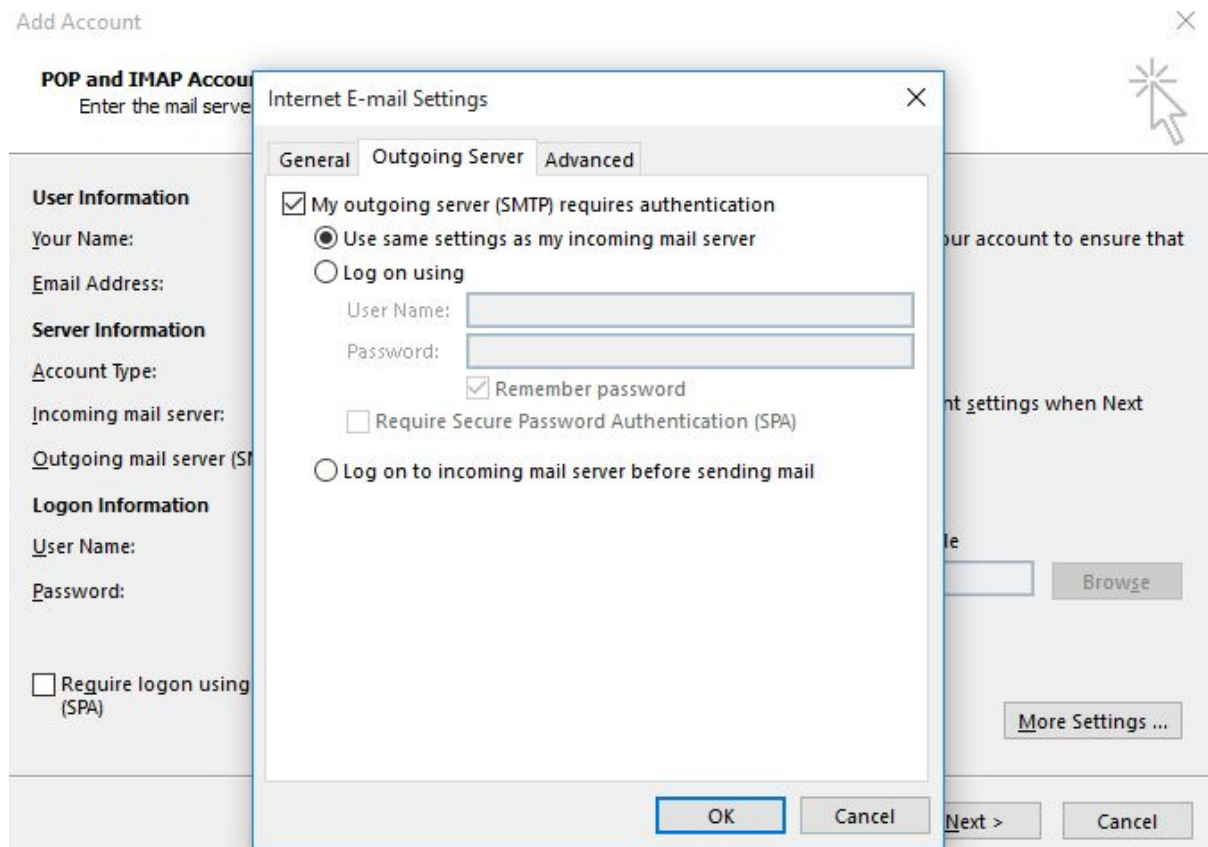
Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

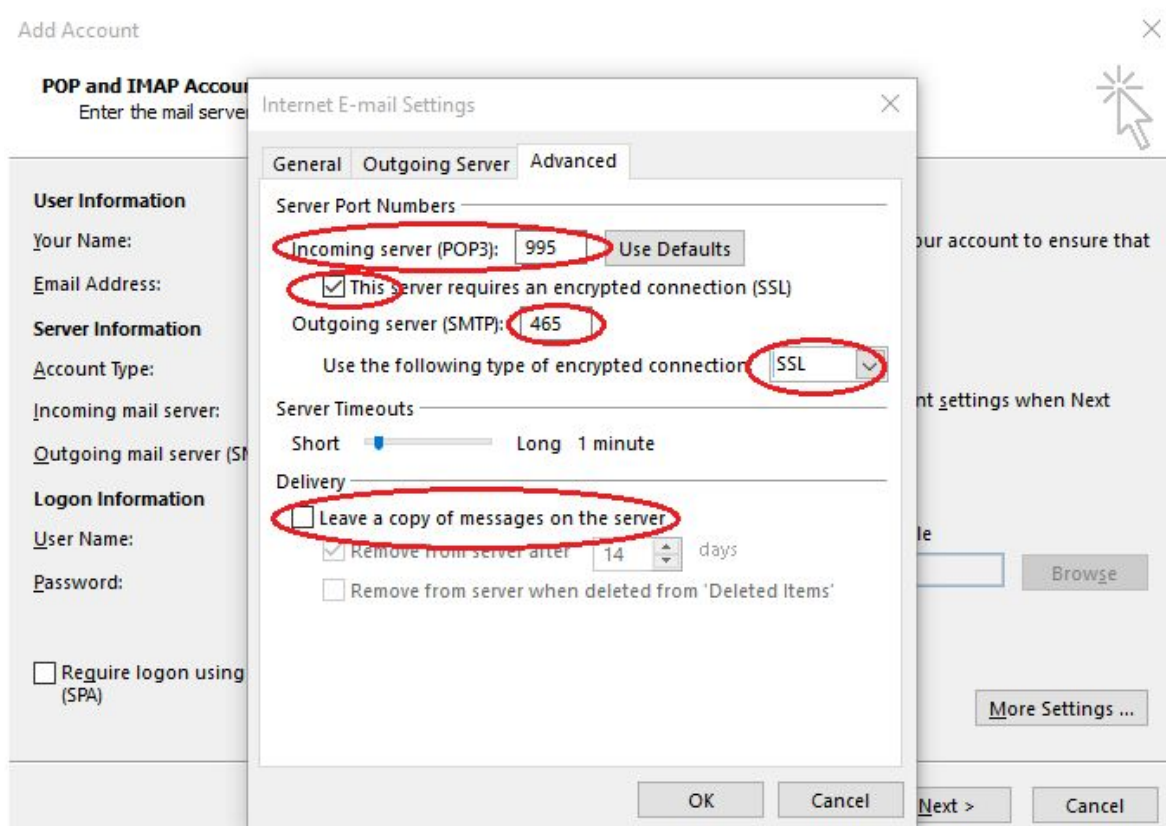
Existing Outlook Data File

En la pestaña Outgoing Server seleccione la casilla My Outgoing Server (SMTP) requires authentication




En la pestaña Advanced,

- Coloque el Incoming server (POP3): 995
- Revise que esté habilitada la casilla "This server requires an encrypted connection (SSL)"
- Coloque el Outgoing server (SMTP):465
- En "Use the following type of encrypted connection" Seleccione SSL
- No es necesario que esté seleccionada la casilla Leave a copy of messages on the server
- Presione el botón de Ok



Presione el Botón Next

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account. 

User Information	Test Account Settings
Your Name: <input type="text" value="Josué Méndez"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address: <input type="text" value="jleonelmendez@ufm.edu"/>	<input type="button" value="Test Account Settings ..."/>
Server Information	<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type: <input type="text" value="POP3"/>	Deliver new messages to:
Incoming mail server: <input type="text" value="pop.gmail.com"/>	<input checked="" type="radio"/> New Outlook Data File
Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>	<input type="radio"/> Existing Outlook Data File
Logon Information	<input type="text" value=""/> <input type="button" value="Browse"/>
User Name: <input type="text" value="jleonelmendez@ufm.edu"/>	<input type="button" value="More Settings ..."/>
Password: <input type="password"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	

Le mostrará el Test Account Settings, indicando que se completó la configuración Incoming Mail server y Send test. Presione Close.

Add Account



POP and IMAP Account Settings

Enter the mail s

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

Tasks

- ✓ Log onto incoming mail server (POP3)
- ✓ Send test e-mail message

Status

Completed
Completed

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail serv

Outgoing mail serv

Logon Information

User Name:

jleonelmendez@ufm.edu

Existing Outlook Data File

Password:

Browse

Remember password

Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

Presione el Botón Finish

Add Account



You're all set!

We have all the information we need to set up your account.

Add another account...

< Back

Finish