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## HOW TO CONFIGURE OUTLOOK

## If your email inbox is full, you can use Microsoft Outlook, which is installed on your computer.

## STEPS:

- 1) Locate Outlook on your PC first. If it is already installed, move to step four; otherwise, download Microsoft Office.
- 2) After you've successfully downloaded Microsoft Office, install it on your computer and activate it with the provided key.
- 3) Open Microsoft Word and go to File, Account, and then Change Product Key to activate the office package. Product Activated will appear after you enter the proper key. For your convenience, you can see the screenshot below.

¢			
Info	Account		
New	Office Theme:	Product In	formation
Open	Colorful		
Save	Sign in to Office Get to your documents from anywhere by signing in to Office. Your		Office
Save As	experience just gets better and more personalized on every device you		
Print	use. Sign In	Product Act Microsoft Offic	ivated ce Professional Plus 2016
Share		This product cont	ains
Export		A N N O	
Close			×
			Enter your product key
Account		About Word	Enter your product key
Options			Your product key is 25 characters and is typically found in your product packaging.
			See product key examples Sign in with an active account instead

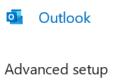
4) Once the product is activated, close Microsoft Word, open Outlook, and adjust the settings as below.

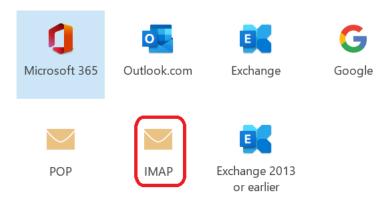
Type your official email address in the box, and then select **Advanced options**. Select the box, **Let me manually set up my account** and then click the **Connect** option to continue as indicated below.



Email address		
servicedesk@fcgo.gov.np		
Advanced options		
Let me set up my account manually		
Connect		

5) Select **IMAP** as shown in figure below.





6) Enter the parameters and click **Next** as shown in figure below.

IMAP Account Settings servicedesk@fcgo.gov.np	(Not you?)
Incoming mail Server mail.nepal.gov.np Port 993	
Encryption method SSL/TLS	
Require logon using Secure Password Authentication (SPA	7)
Outgoing mail	
Server smtp.nepal.gov.np Port 465	
Encryption method SSL/TLS -	
Require logon using Secure Password Authentication (SPA	4)

Go back		Next	
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7) Enter the correct password and click **Connect** as shown in figure below.

IMAP Account Settings servicedesk@fcgo.gov.np	(Not you?)
Password	•

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8) Do not check the boxes, **Let me set up my account manually** and **setup Outlook Mobile on my Phone, too**. After that, click **Done**. The Outlook Configuration is now complete.

💁 Outlook				
Account successfully added				
IMAP servicedesk@fcgo.gov.np				
Add another email address				
Email address	Next			
Advanced options				
Let me set up my account manually				
🔲 Set up Outlook Mobile on my phone, too				
Done				

## **FINISHED!**