



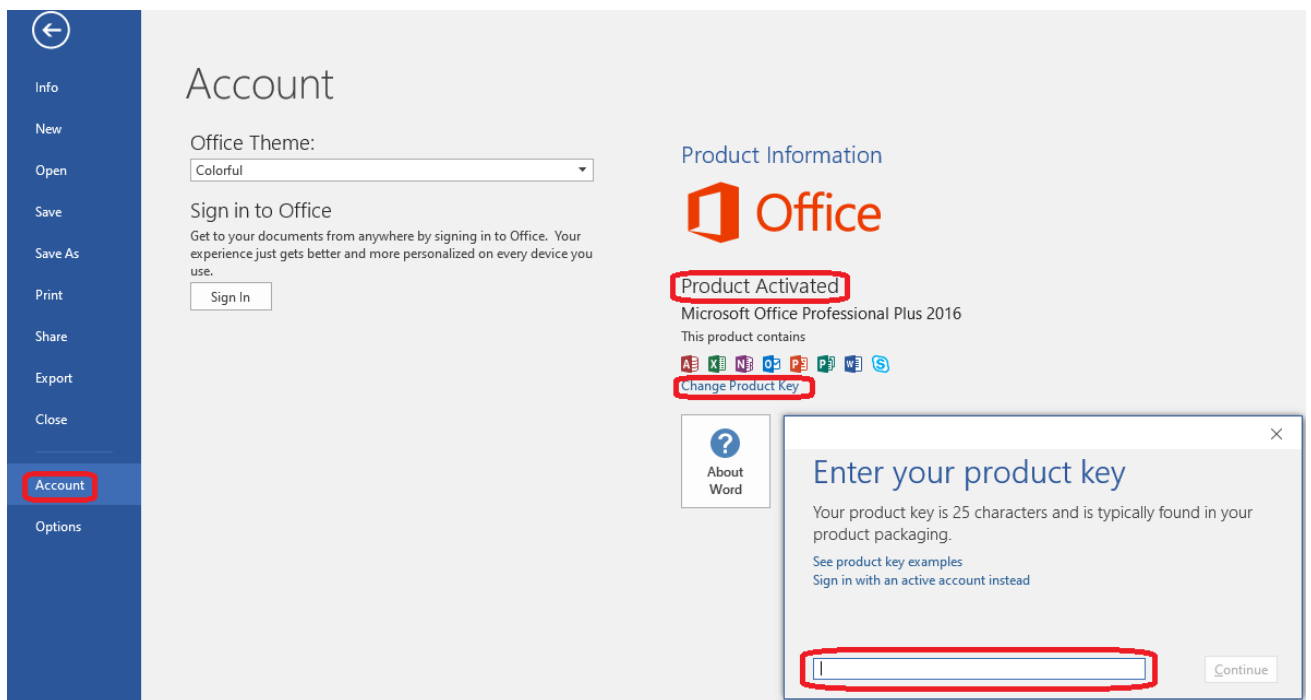
नेपाल सरकार  
अर्थ मन्त्रालय  
महालेखा नियन्त्रक कार्यालय

# 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.



- 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 ^

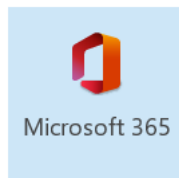
Let me set up my account manually

Connect

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



Advanced setup



POP



IMAP



Exchange 2013  
or earlier

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

×

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

Incoming mail  
Server  Port   
Encryption method    
 Require logon using Secure Password Authentication (SPA)

Outgoing mail  
Server  Port   
Encryption method    
 Require logon using Secure Password Authentication (SPA)

[Go back](#)

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

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

Password

[Go back](#)

- 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.



Account successfully added

 **IMAP**  
servicedesk@fcgo.gov.np

Add another email address

Advanced options ^

 Let me set up my account manually Set up Outlook Mobile on my phone, too

**FINISHED!**