Configuring Institutional Email Account using Outlook

A. <u>Desktop / Laptop</u>

Steps:

- 1. Login to the webmail and change the default password: https://webmail.ebi.gov.et/
- 2. Remove Outlook classic shortcut from start menu
- 3. Install Outlook for Windows from Microsoft Store
- 4. Click on Add account
- 5. Type the email address and the new password
- 6. Connect it through IMAP protocol (Don't use POP)

Secure <u>SSL/TLS</u> Settings (Recommended)	
Username:	tewodros.worku@ebi.gov.et
Password:	Use the email account's password.
Incoming Server:	mail.ebi.gov.et IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.ebi.gov.et SMTP Port: 465
IMAP, POP3, and SMTP require authentication.	

- 7. Click on connect
- 8. Add Signature
 - a. Setting Accounts Signature Tewodros Worku
 ICT Executive Officer
 Ethiopian Biodiversity Institute – EBI Email: <u>tewodros.worku@ebi.gov.et</u>
 Mobile: +251-911-098586
- 9. Pin Outlook on the task bar
- 10. Done

B. Mobile

Steps:

- 1. Install Outlook from play or app store
- 2. Add account
- 3. Type the email address and the new password
- 4. Give display name
- 5. Connect it through IMAP protocol (Don't use POP)
- 6. Done

Finally, give a short training on "how to use the outlook applications".