

Info

Open & Export

Save As

Save Attachments

Print

Office
Account

Feedback

Options

Exit

Account Information



john.doe@company.com@gmail.com

IMAP/SMTP



Add Account



Account
Settings ▾

Account Settings

Change settings for this account or set up more connections.

- [Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.](#)



Account Settings...

Add and remove accounts or change existing connection settings.



Account Name and Sync Settings

Update basic account settings such as account name and folder sync settings.



Server Settings

Update logon information, such as server name, port, and authentication settings.



Change Profile

Restart Microsoft Outlook and choose a different profile.



Manage Profiles

Add and remove profiles or change existing profile settings.



by emptying Deleted Items and archiving.

ynchronize your incoming email messages, and receive changed, or removed.

