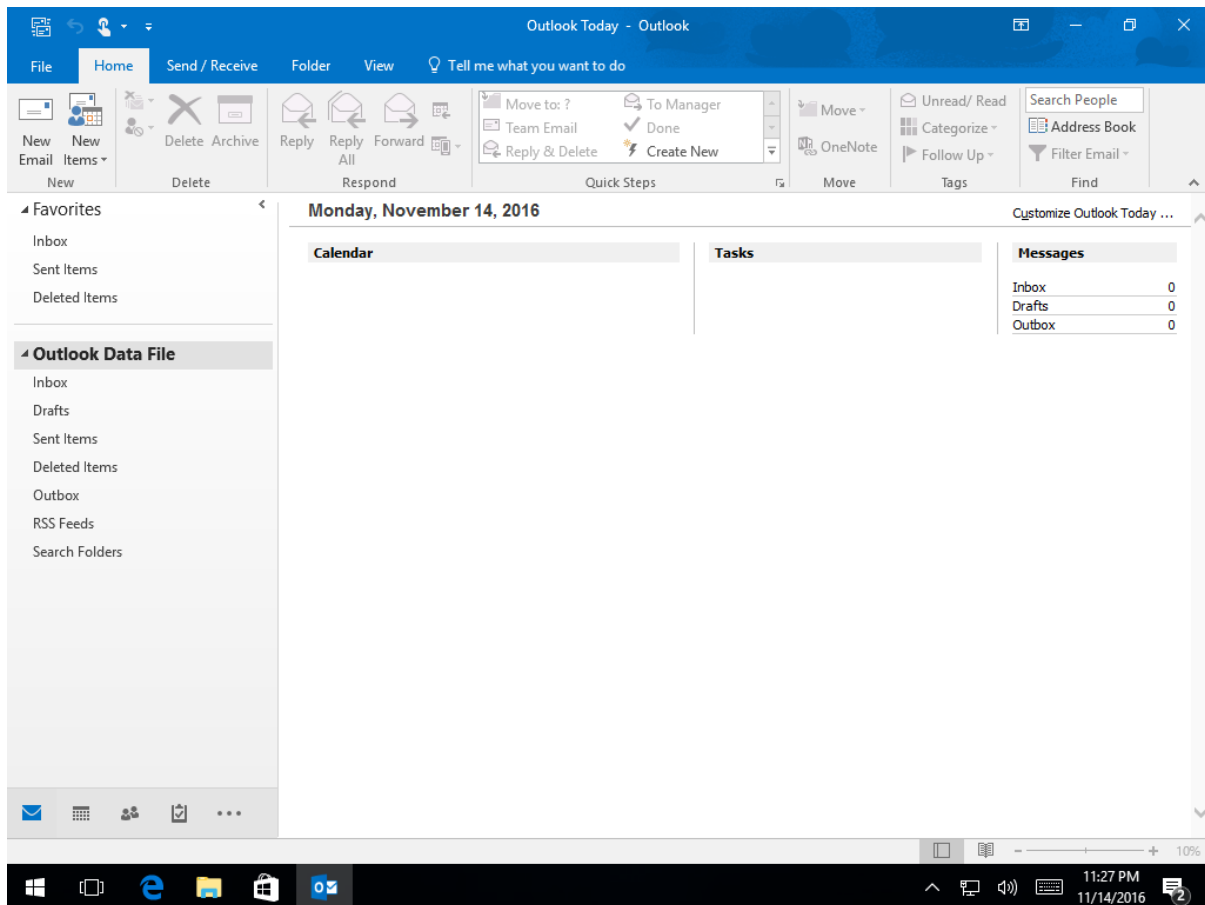
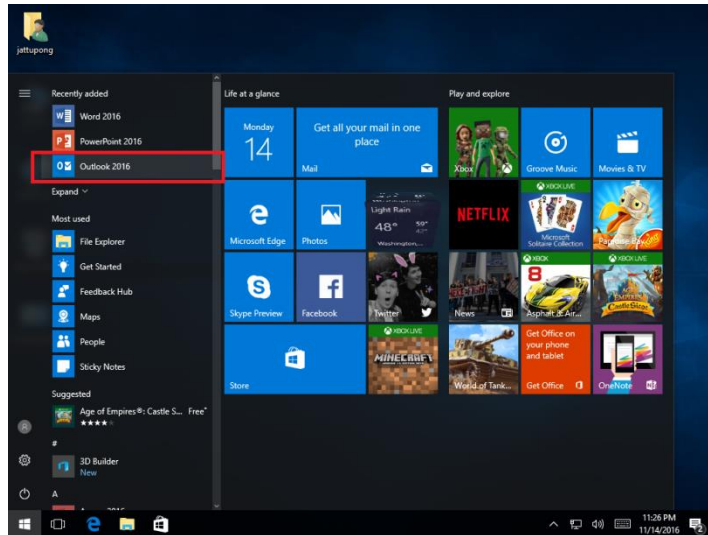


# คู่มือการเพิ่ม Account ใหม่

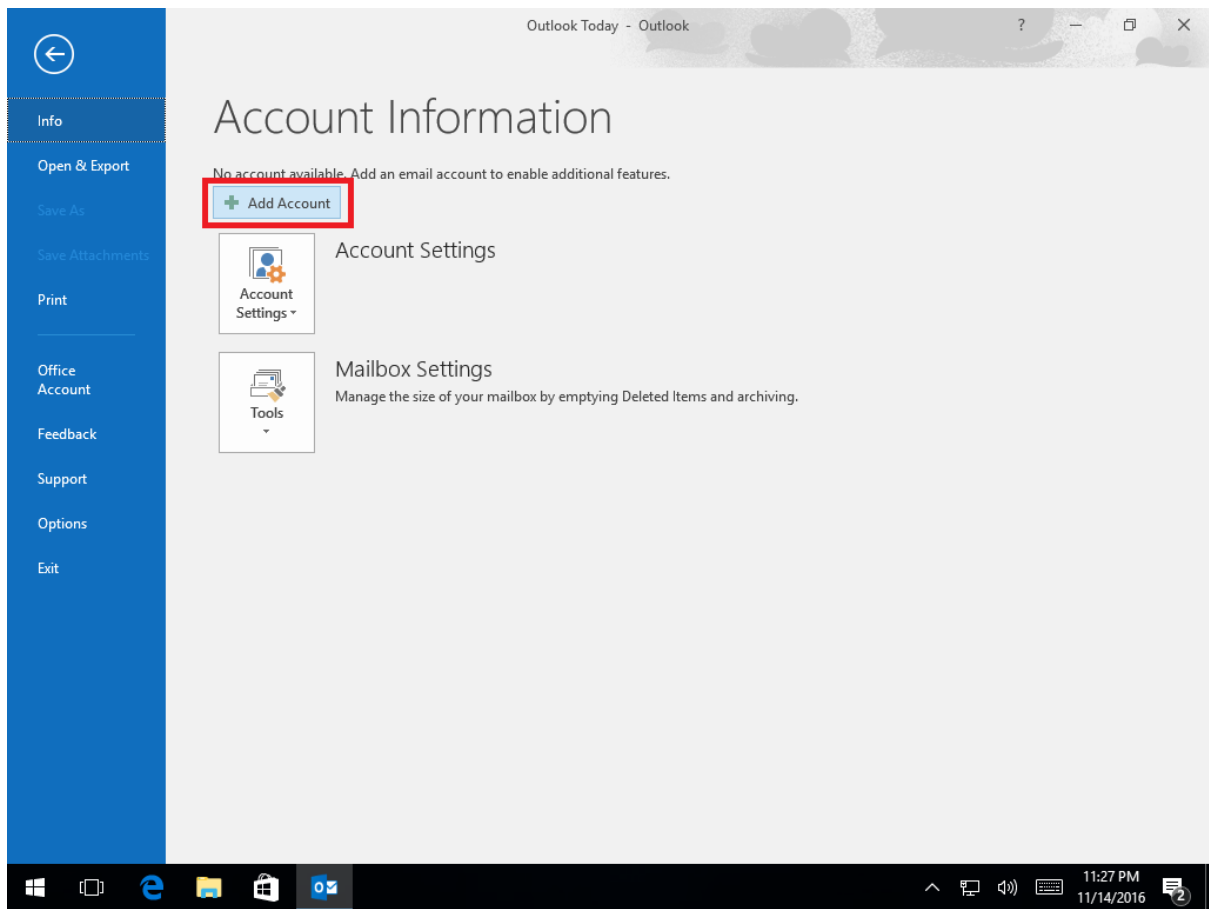
## Microsoft Outlook 2016 [IMAP]

เปิดโปรแกรม Microsoft Outlook



คลิกเลือก **File** [มุมบนซ้ายมือ]

เลือก **Add Account**

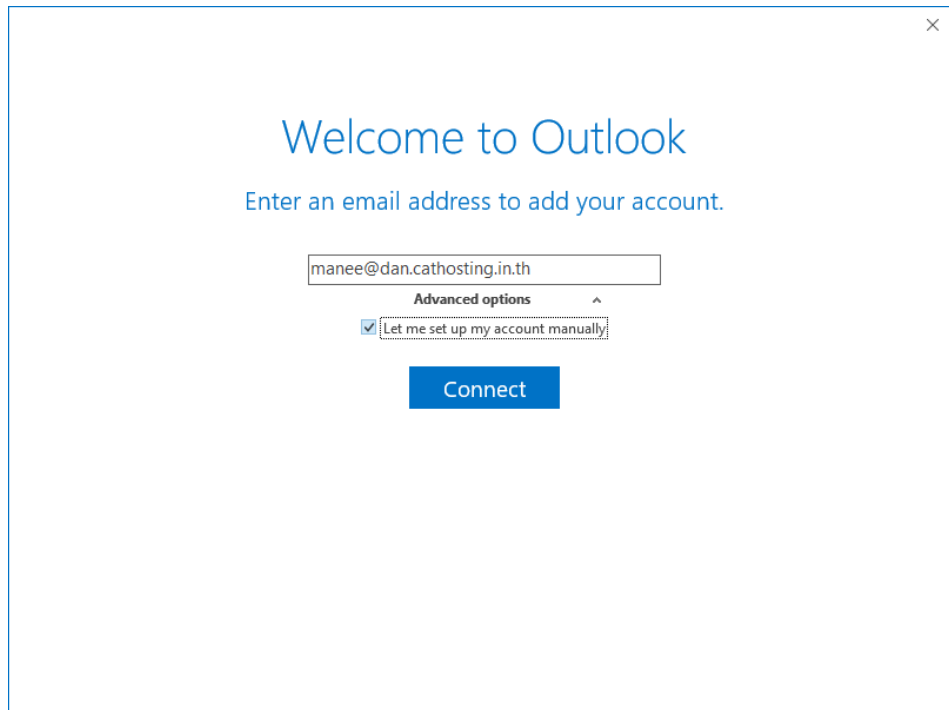


Add new account

And click **Advance options**

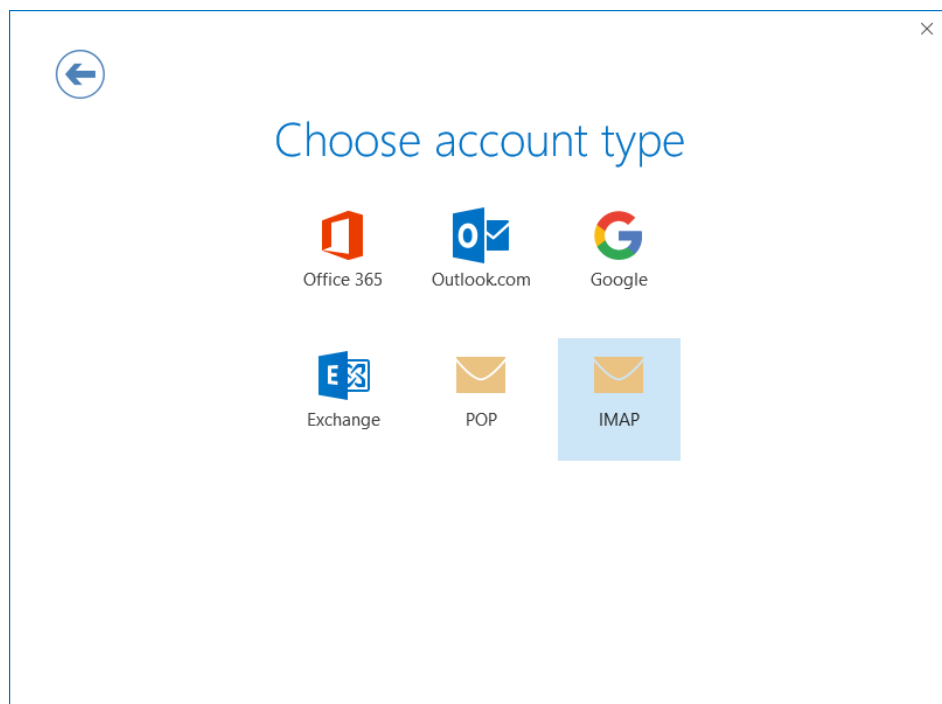
Select **Let me set up my account manually**

Click **Connect**



The screenshot shows the Outlook account setup interface. At the top, it says "Welcome to Outlook" and "Enter an email address to add your account." Below this is a text input field containing the email address "manee@dan.cathosting.in.th". Underneath the input field is a section titled "Advanced options" with a dropdown arrow. A checkbox labeled "Let me set up my account manually" is checked. At the bottom of the form is a blue "Connect" button.

Select **IMAP**



The screenshot shows the "Choose account type" screen in Outlook. It features a back arrow in the top left corner. The title "Choose account type" is centered at the top. Below the title are six options arranged in two rows. The first row includes "Office 365" (with the Office logo), "Outlook.com" (with the Outlook logo), and "Google" (with the Google logo). The second row includes "Exchange" (with the Exchange logo), "POP" (with an envelope icon), and "IMAP" (with an envelope icon). The "IMAP" option is highlighted with a light blue background.

Type	Meaning	Example
Incoming mail server	mail.[โดเมนของลูกค้า]	mail.abcd.com
Outgoing mail server	mail.[โดเมนของลูกค้า]	mail.abcd.com

Setting Incoming and Outgoing mail server

Click **Next**

←

### IMAP Account Settings for manee@dan.cathosting.in.th

[\(Not you?\)](#)

×

**Incoming mail**

Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

**Outgoing mail**

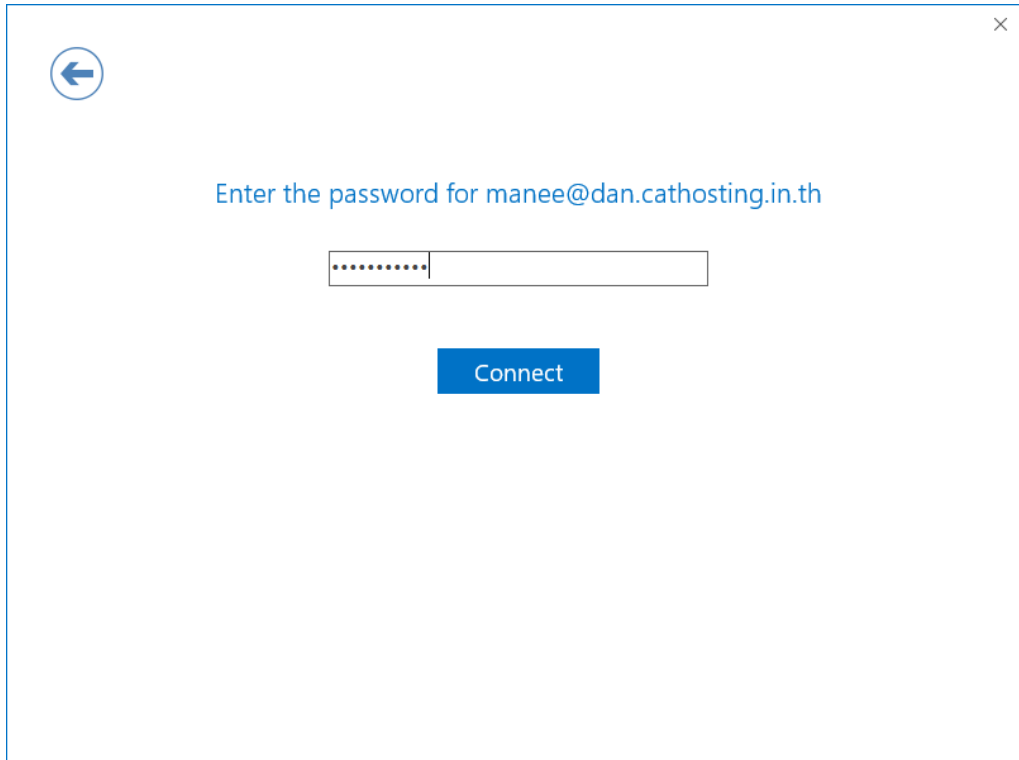
Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

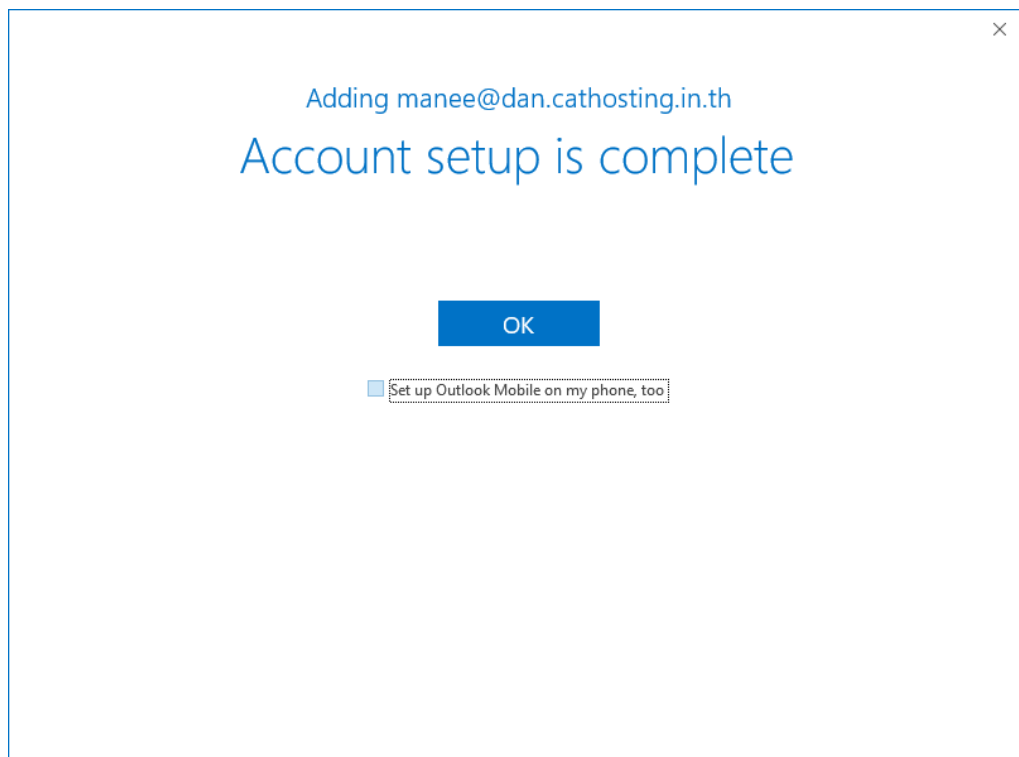
Next

## Setting Password



A dialog box titled "Setting Password" with a close button (X) in the top right corner and a back button (left arrow) in the top left corner. The main text reads "Enter the password for manee@dan.cathosting.in.th". Below this is a password input field containing ten dots. A blue "Connect" button is centered below the input field.

Click **OK** to finish



A dialog box titled "Adding manee@dan.cathosting.in.th" with a close button (X) in the top right corner. The main text reads "Account setup is complete". Below this is a blue "OK" button. At the bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too".