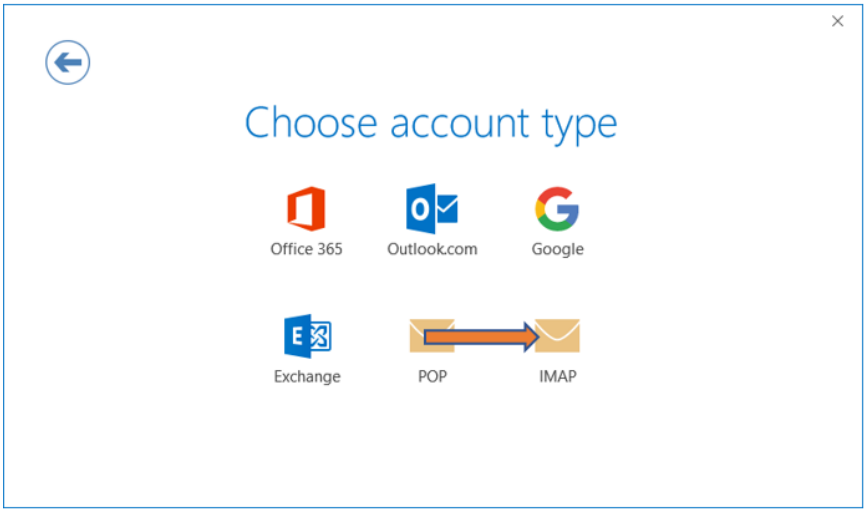
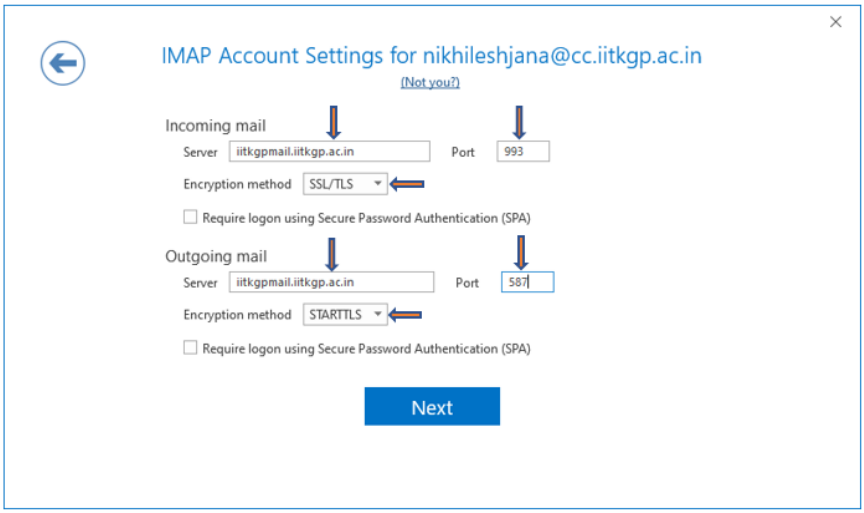
1. Launch **Microsoft Outlook**. Type in your institute provided email id and click on **Connect**.

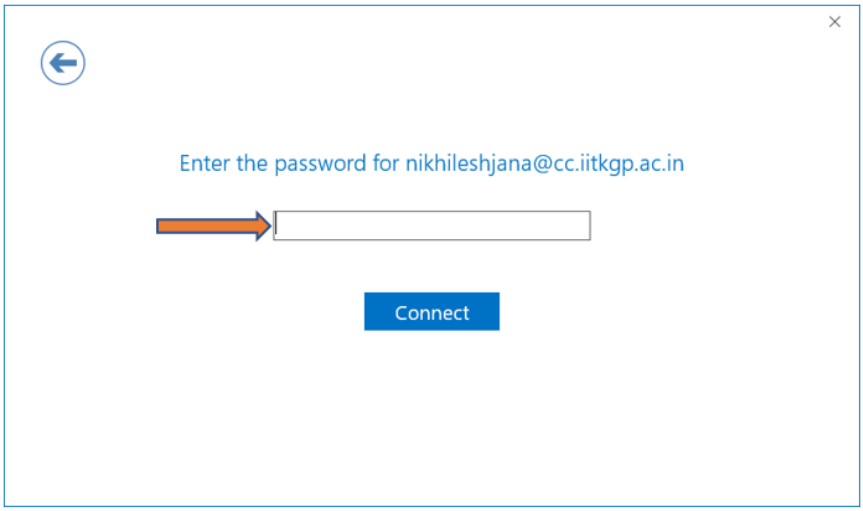
2. Click on **IMAP** option.
   - When you read an email message using **IMAP**, you aren't actually downloading or storing it on your computer; instead, you're reading it from the email service. As a result, you can check your email from different devices, anywhere in the world: your phone, a computer, a friend's computer.
   - **POP** works by contacting your email service and downloading all of your new messages from it. Once they are downloaded onto your machine, they are deleted from the email service. This means that after the email is downloaded, it can **only** be accessed using the same computer.



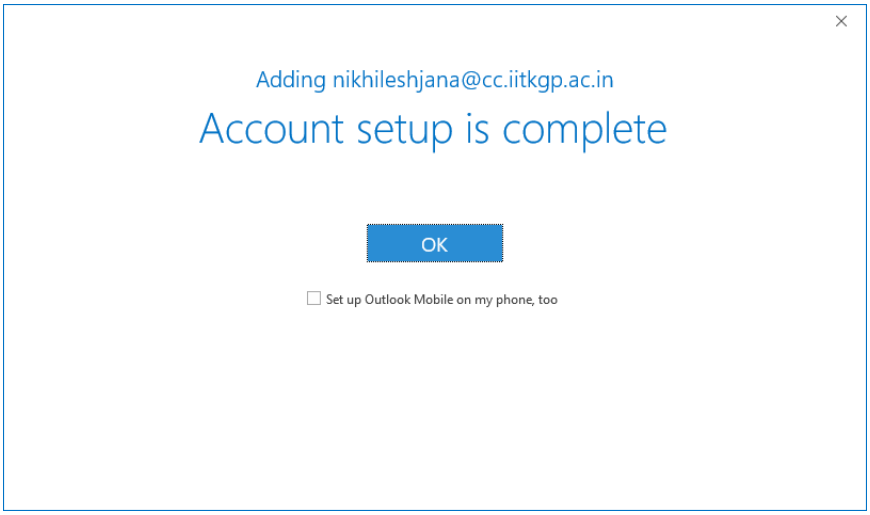
3. Populate information related to **Server, Port, Encryption** and click on **Next**. Refer to **CIC Website** for the values of Server, Port & Encryption.



4. Enter your institute webmail's password and click on **Connect**.



5. You should receive below confirmation message. Click on **OK**.



6. In the right-side bottom of your Outlook window, you will notice that Outlook is not **Connected** and it is **Synchronizing**. Depending upon the size of your mailbox, Outlook will take some to time to complete synchronization.