

# Outlook

## Migrate POP3 email

1. Move or copy .pst folder to \local\path
2. Setup new email address from within Outlook (File → Account Settings) and select the .pst file when setting up the email manually
3. Do not use the \default\path (which is My Documents\Outlook Files) as \local\path, as you might run into unknown errors if doing so

## Default mail settings

<html> <table class="table-slist">

```

<tr>
  <td style="width: 35%;">
    <h2>Default Ports:</h2>
  </td>
  <td style="width: 35%;">Server:</td>
  <td style="width: 15%;">Authentication:</td>
  <td style="width: 15%;">Port:</td>
</tr>
<tr>
  <td>SMTP Server (Outgoing Messages)</td>
  <td>Non-Encrypted</td>
  <td>AUTH</td>
  <td>25 (or 587)</td>
</tr>
<tr>
  <td>&nbsp;</td>
  <td>Secure (TLS)</td>
  <td>StartTLS</td>
  <td>587</td>
</tr>
<tr>
  <td>&nbsp;</td>
  <td>Secure (SSL)</td>
  <td>SSL</td>
  <td>465</td>
</tr>
<tr>
  <td>POP3 Server (Incoming Messages)</td>
  <td>Non-Encrypted</td>
  <td>AUTH</td>
  <td>110</td>
</tr>

```

```

    <tr>
      <td>&nbsp;</td>
      <td>Secure (SSL)</td>
      <td>SSL</td>
      <td>995</td>
    </tr>
  </table>

```

</html> [A List of SMTP and POP3 Server](#)

## Yahoo mail settings

Incoming Mail (POP) Server - Requires SSL

```

Server - pop.mail.yahoo.com
Port - 995
Requires SSL - Yes

```

Outgoing Mail (SMTP) Server - Requires TLS

```

Server - smtp.mail.yahoo.com
Port - 465 or 587
Requires SSL - Yes
Requires authentication - Yes

```

If your POP client doesn't offer TLS, you'll still be able to use SSL.

Login info - Requires authentication

```

Email address - Your full email address (name@domain.com.)
Password - Your account's password.

```

## Clean up mailbox

- [Tips For Cleaning Up Your Mailbox](#)
- [Reduce the size of Outlook Data Files \(.pst and .ost\)](#)
- [How to deal with Outlook Error code 0x8004060C?](#)

## Change Calendar sort criteria

Sub FileAs()

```

(Outlook 2003) Dim oFolder As MAPIFolder
(Outlook 2007) Dim oFolder As Folder
Set oFolder = Session.PickFolder

```

```
If oFolder Is Nothing Then Exit Sub
```

```
For Each Item In oFolder.Items  
Dim oContact As ContactItem  
Set oContact = Item  
If Not oContact Is Nothing Then  
If oContact.FirstName = "" Then  
oContact.FileAs = oContact.LastName  
ElseIf oContact.LastName = "" Then  
oContact.FileAs = oContact.FirstName  
ElseIf oContact.LastName <> "" Then  
oContact.FileAs = oContact.FirstName & ", " & oContact.LastName  
End If  
oContact.Save  
Set oContact = Nothing  
End If
```

```
Next
```

```
End Sub
```

## reset Outlook folder names to default language of the client

Outlook /ResetFolderNames

## Start Outlook as Administrator

Hold Ctrl-Shift when clicking the Outlook icon.

## Links

- [Working with Outlook calendar](#)
- [Adding Birthdays and Anniversaries to Outlook's Calendar](#)

From:  
<http://wiki.condrau.com/> - **Bernard's Wiki**

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Last update: **2015/11/16 17:00**

