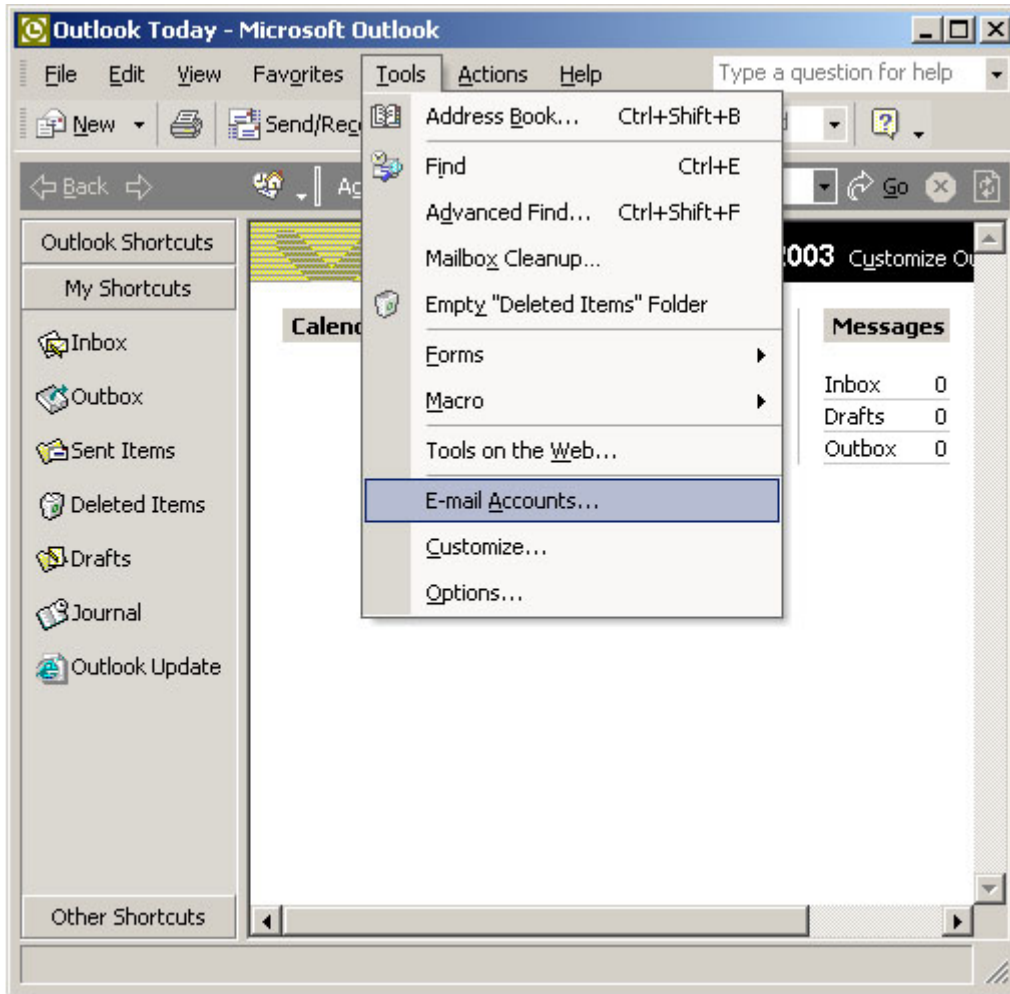


## Configuring Outlook

### Open Microsoft Outlook

1. From the Microsoft Outlook **Tools** menu, select **E-Mail Accounts...**



2. Click on the **Add a new Account** and click **Next**



3. Click **POP3** and click **Next**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts' with a help icon and a close button. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. **User Information:**

- o **Your Name:** First name, Last name. For example John Doe
- o **E-mail:** Your email address. For example [john@abc.com](mailto:john@abc.com)

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts' with a help icon and a close button. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' (containing 'user') and 'E-mail Address' (containing 'user@domain.com'). 'Server Information' has fields for 'Incoming mail server (POP3):' (containing 'mail.domain.com') and 'Outgoing mail server (SMTP):' (containing 'mail.domain.com'). 'Logon Information' has fields for 'User Name' (containing 'user@domain.com') and 'Password' (containing '(your password)'), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. **Server Information:**

- o **Incoming mail (POP3):** [mail.domain.com](mailto:mail.domain.com) (for example: mail.abc.com)
- o **Outgoing mail (SMTP):** [mail.domain.com](mailto:mail.domain.com) (for example: mail.abc.com)

6. **Logon Information:**

- o **User Name:** [username@domain.com](mailto:username@domain.com) (for example john@abc.com)
- o **Password:** your email password
- o Check **Remember password**

7. **Test Settings:**

- o Click on the **More Settings...** button
- o Check the **My outgoing server (SMTP) requires authentication** box

- o Select **Use same settings as my incoming mail server**
- o **DO NOT** check Log on using Secure Password Authentication
- o Click **OK**

8. When you are done click **Next**
9. Click **Finish** to complete the process



Youre Done!

## Leaving a Copy of E-mail in the Server

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At step 9 on the Internet e-mail Settings window select the **Advanced tab**:

- **Leave a copy of messages on server:** This will cause the server not to remove e-mails from storage once they have been downloaded to your computer. You can check all your e-mail from your computer or from anywhere in the world through the web. (Use [mail.yourdomain.com](mailto:mail.yourdomain.com))
- **Remove from server after X days:** (Optional) Select to have the server automatically remove all e-mails that are X days old. If the e-mail was not downloaded to your computer in the time specified by X, the mail will be lost. Please exercise caution when using this option.
- **Remove from server when deleted from 'Deleted Items:'** (Optional) This will synchronize Outlook with the e-mail server. Select to have Outlook delete e-mails in the server when you delete e-mails in Outlook.

Click on **OK** for settings to take effect  
Done!

**Internet E-mail Settings** ? X

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3):

This server requires a secure connection (SSL)

Outgoing server (SMTP):

This server requires a secure connection (SSL)

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after   days

Remove from server when deleted from 'Deleted Items'