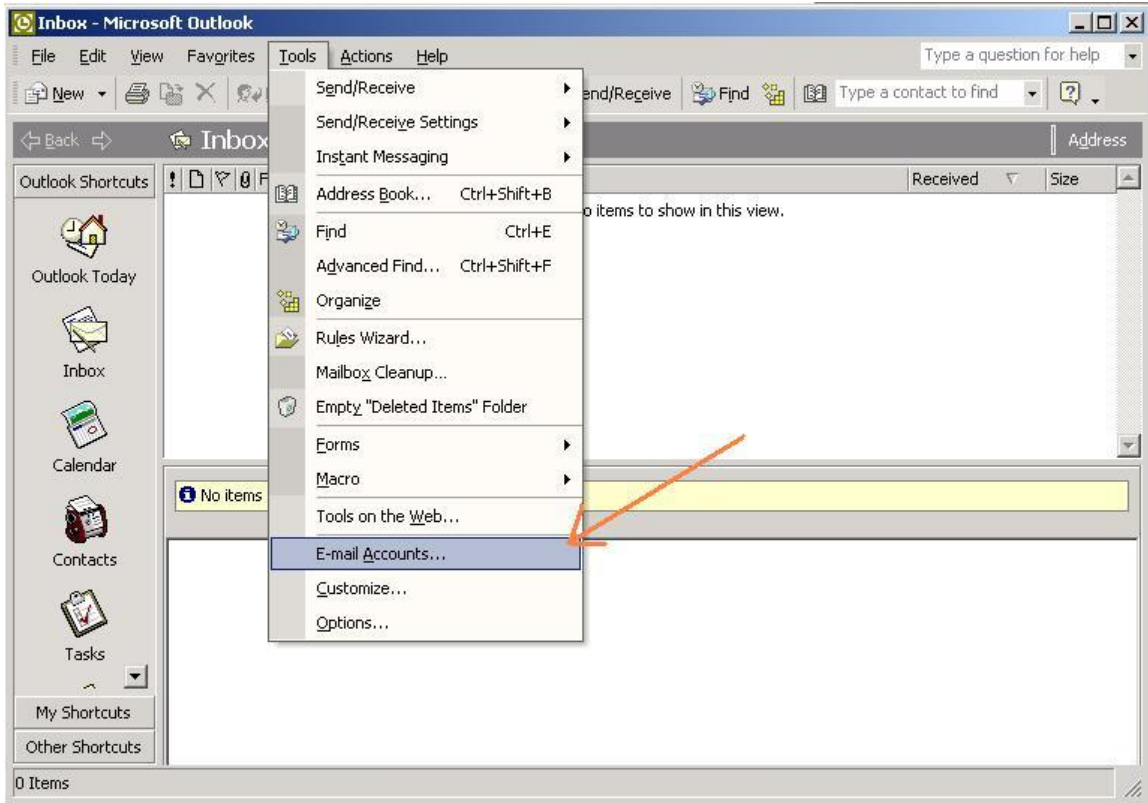


Configure Microsoft Outlook

Outlook is an E-Mail Application included with Microsoft Office. You can configure Outlook to check as many E-mail address as you like.

To add an e-mail Id to Outlook:

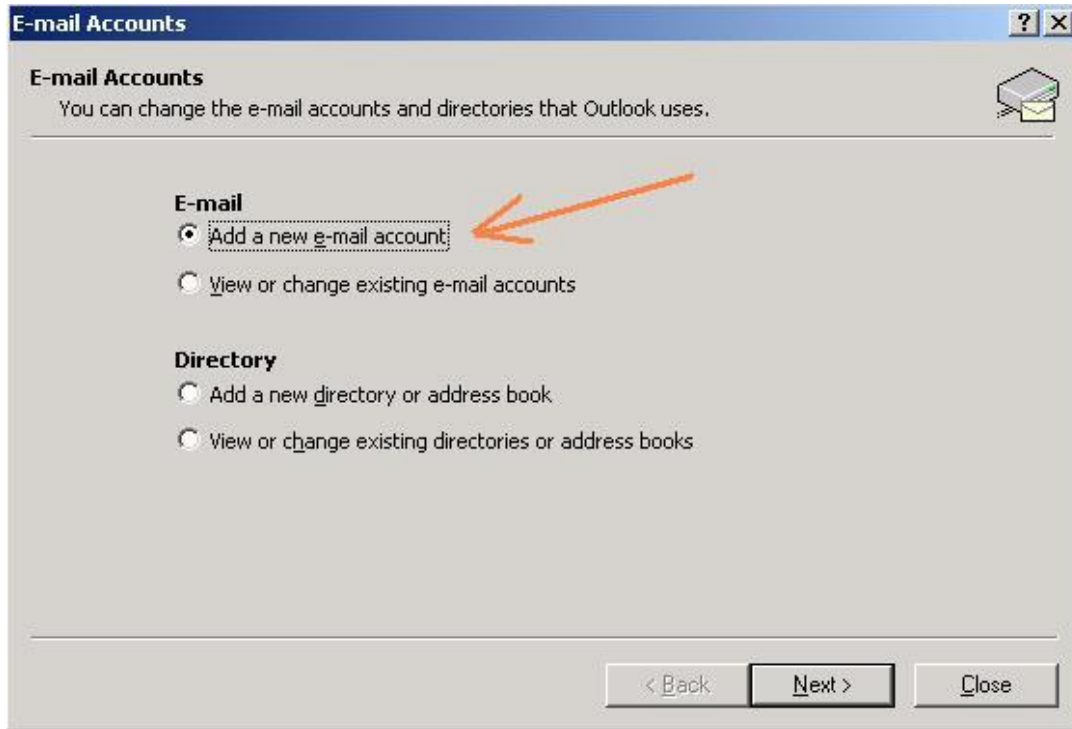
- Start **Outlook**
- Choose **E-mail Accounts** from **Tools** Menu. (See Screen Shot:1)



ScreenShot: 1

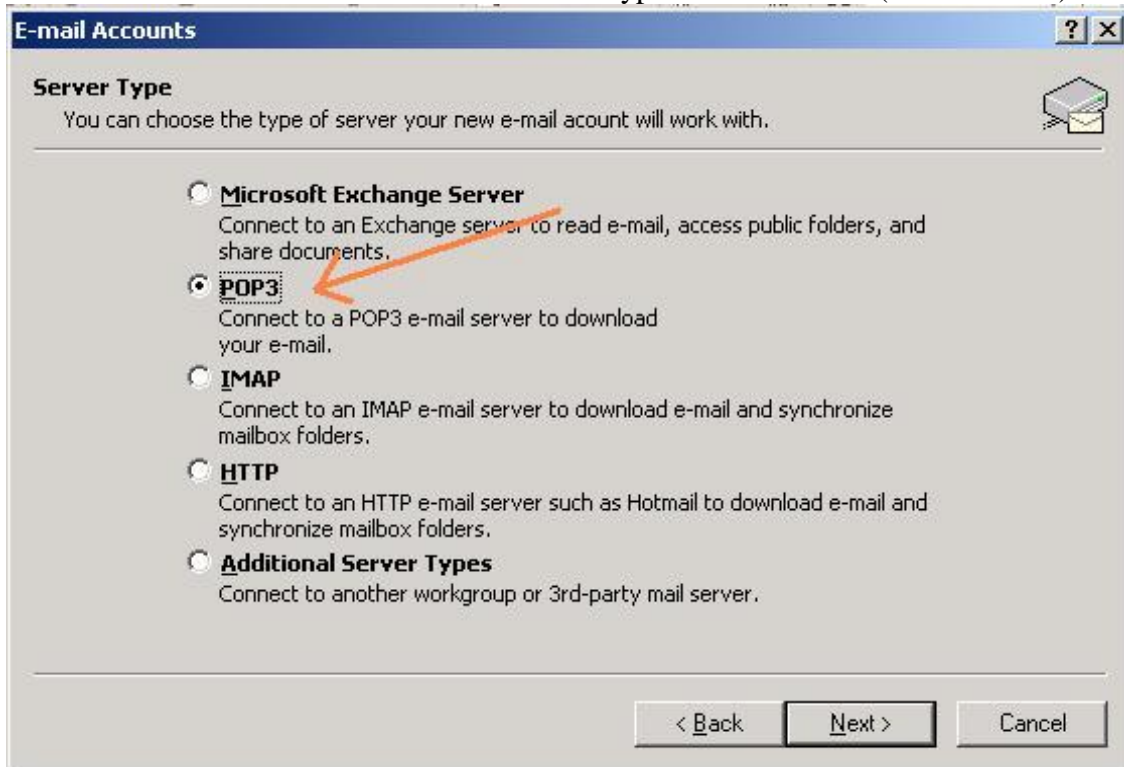
Mail Setup: Microsoft Outlook

- The **E-Mail Account** Dialog Box will appear
- Choose “**Add a new e-mail account**” from E-mail Section and click Next.
See Screen Shot: 2



ScreenShot: 2

- Choose POP3 Server in Server Type and click Next. (ScreenShot:3)



ScreenShot: 3

Mail Setup: Microsoft Outlook

On next screen put

- **User Information:** Name, Email address
- **Logon Information:** User Name, Password

Note: Put your Full Email ID as User Name.

Server Information: Incoming Mail Server (POP3): Put your Domain name here.

Outgoing Mail Server (SMTP): Put smtp.yourdomain.com

ScreenShot: 4

E-mail Accounts [?] [X]

Internet E-mail Settings (POP3) [Icon]

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

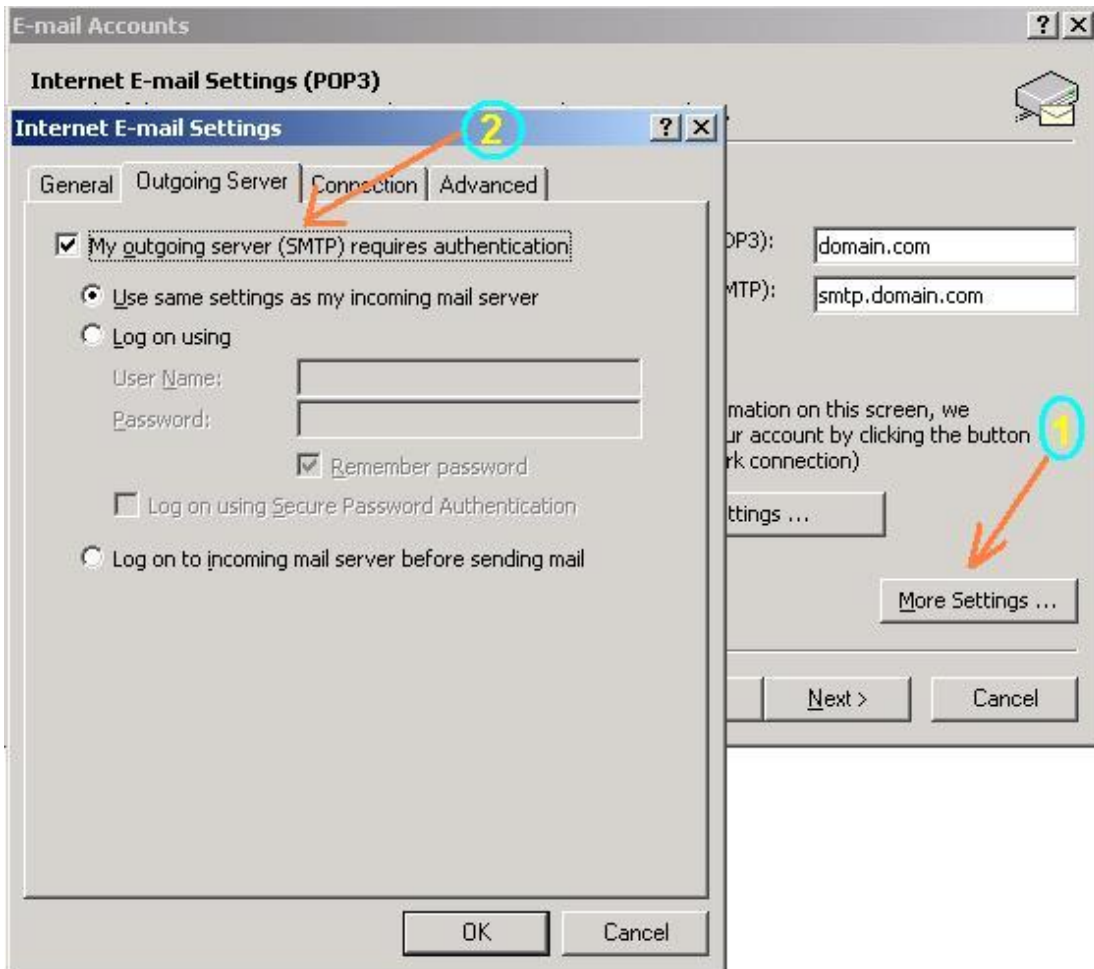
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

ScreenShot: 4

NOTE: The SMTP Server Requires Authentication. To Enable Server Authentication Click More Settings. (ScreenShot: 5)

Mail Setup: Microsoft Outlook

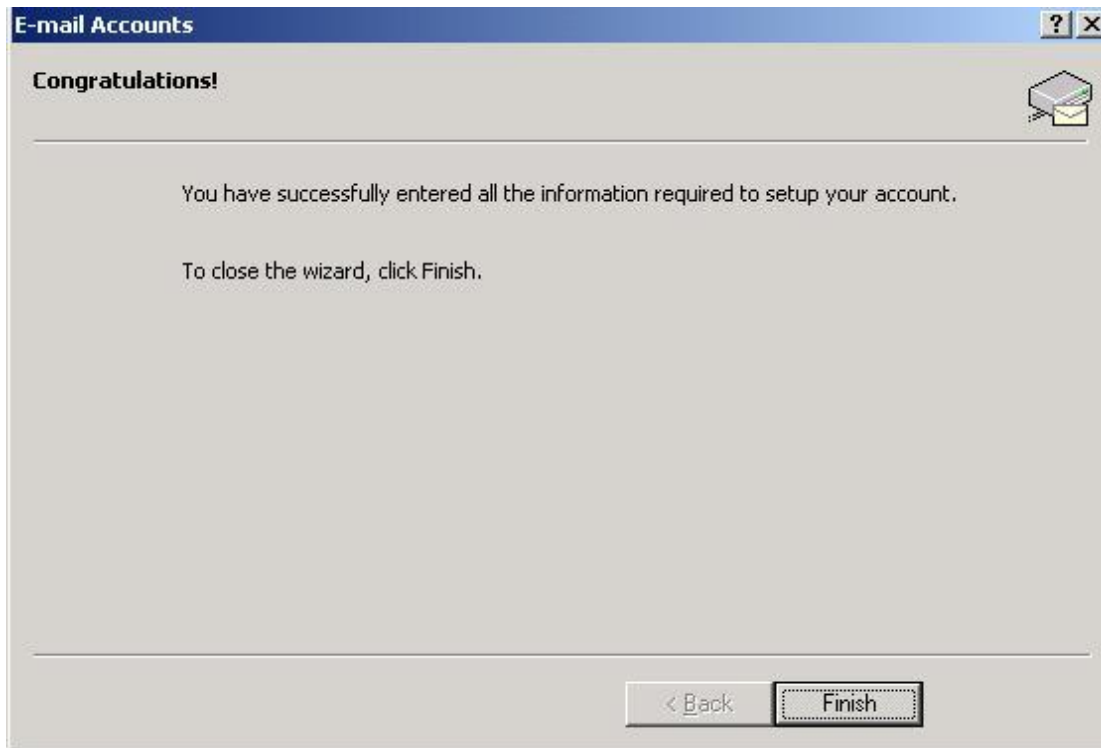
- Select “**My Outgoing Server (SMTP) Requires Authentication**”.
- And select “**Use same settings as my incoming Mail Server**”, and click OK



ScreenShot:5

Mail Setup: Microsoft Outlook

- Click Finish to end New Email Settings.



You can check mails by Click on Send and Receive under Tools or Press F9 to Send and Receive.