

How to Check the Setup of Microsoft Outlook

With Microsoft Outlook open choose "Tools", "E-mail <u>A</u>ccounts..." it will start a wizard that will take you through the process of setting up a new eMail account.

E-mail Accounts	<u>? ×</u>
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail C Add a new <u>e</u> -mail account C Wew or change existing e-mail accounts Directory	
 Add a new <u>directory</u> or address book View or change existing directories or address books 	
< Back Next >	<u>C</u> lose

Click "View or change existing e-mail accounts" and click "Next"

nail Accounts			?
mail Accounts You can select an account	and change its settings or remove it.		$\widehat{\mathbf{x}}$
Outlook processes e-mail f	or these accounts in the following order:		
Name		<u>⊂</u> hange	
mail.ipinc.net	POP/SMTP (Default)	<u>A</u> dd	
		<u>R</u> emove	
	5	et as Default	
		Move <u>U</u> p	
•		Move <u>D</u> own	
Deliver <u>n</u> ew e-mail to the f Personal Folders	New <u>O</u> utlook Data File		
	< <u>B</u> ack Finis	sh Ca	ancel

The program should now show only one entry so click "Change.."

User Informat	ion	Server Information		
Your Name:	J Doe	Incoming mail server (POP3):	mail.ipinc.net	
<u>E</u> -mail Address:	J.Doe@ipinc.net	Outgoing mail server (SMTP):	atlas.ipinc.net	
Logon Informa	ation	Test Settings		
<u>U</u> ser Name: <u>P</u> assword:	j.doe *****	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)		
	Remember password	Test Account Settings		
Log on using Authenticati	Secure Password on (SPA)		More Settings	

Check The "User Information", "Login Information", and "Server Information"

type "mail.ipinc.net" in the incoming and "atlas.ipinc.net"in the outgoing server boxe and click "More Settings . . . "

Internet E-mail Settings	? ×
General Outgoing Server Connection Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
C Log on using	
User <u>N</u> ame;	-
Password:	
Remember password	
🗖 Log on using Secure Password Authentication	
O Log on to incoming mail server before sending mail	
	Jancel

Click on the "Outgoing Server" tab and check that the "My <u>o</u>utgoing server (SMTP) requires authentication" is checked

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an SSL-secured connection (SSL) Qutgoing server (SMTP): 587 This server requires an SSL-secured connection (SSL) Server Timeouts
Short Long 3 minutes
Delivery Leave a copy of messages on the server Remove from server after 10 = days Remove from server when deleted from 'Deleted Items'
OK Cancel

Click on the "Advanced" tab check that the "Outgoing server (SMTP):" is set to 587, and "Server Timeouts" set to 3 minutes, and then click the "OK" button

Click the "Next" button then "Finish" button and you are done

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