How to Check the Setup of Microsoft Outlook
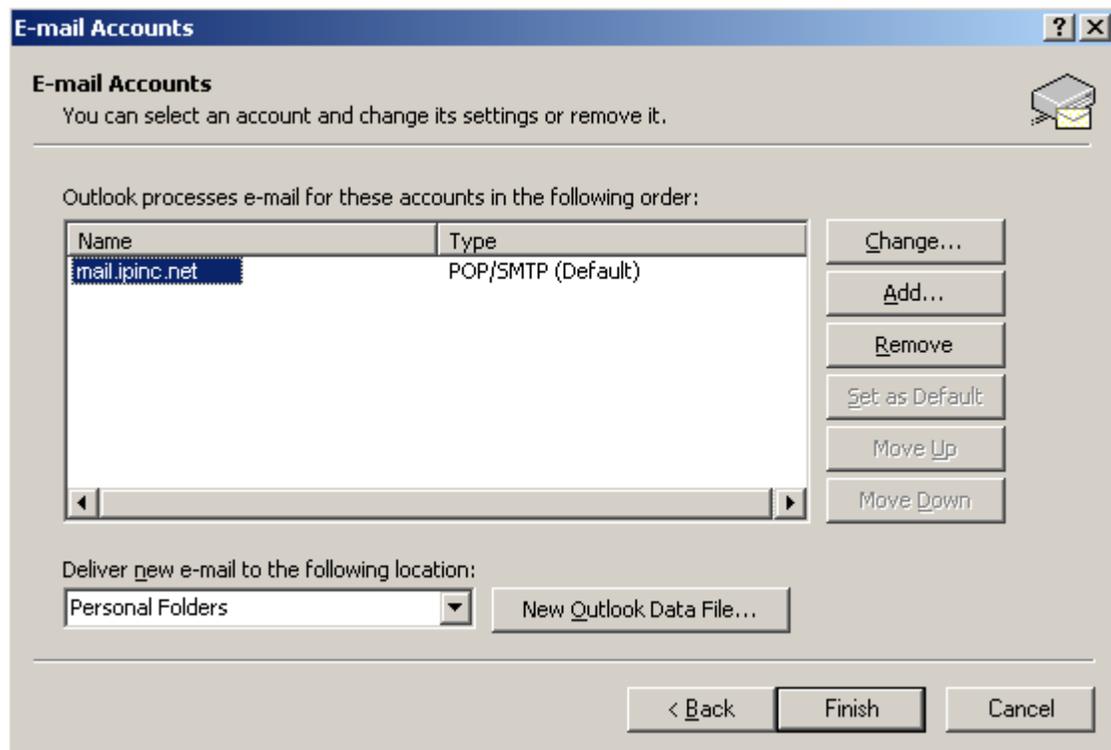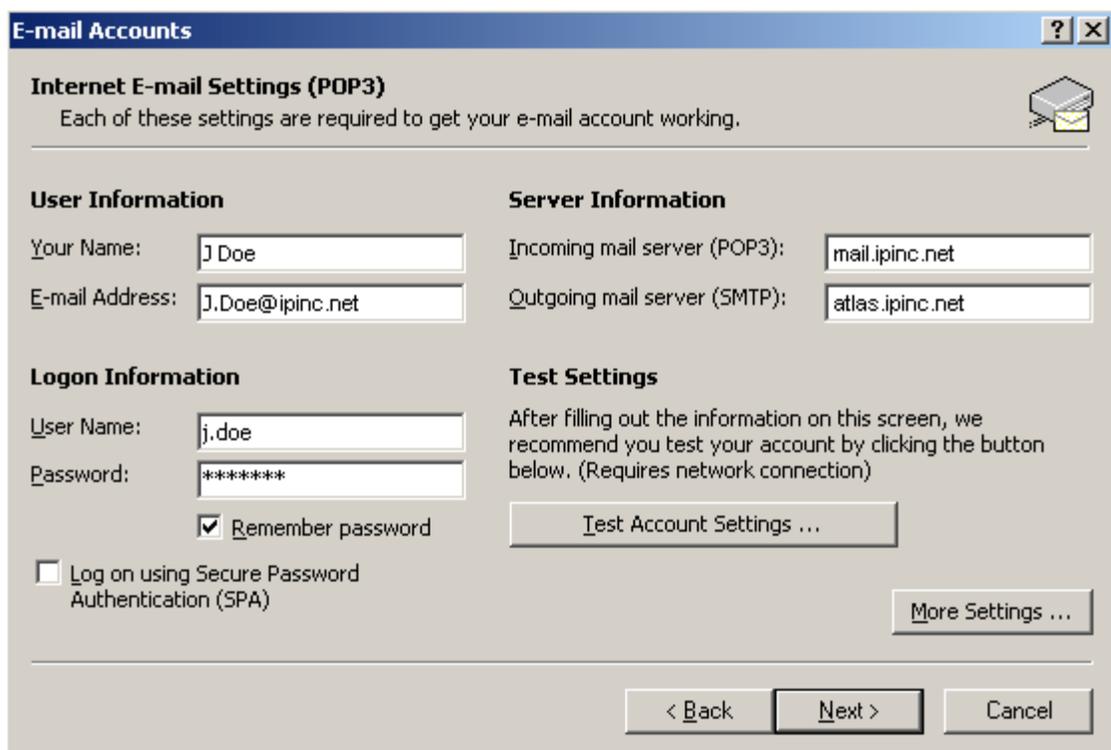
With Microsoft Outlook open choose "Tools", "E-mail Accounts..." it will start a wizard that will take you through the process of setting up a new eMail account.

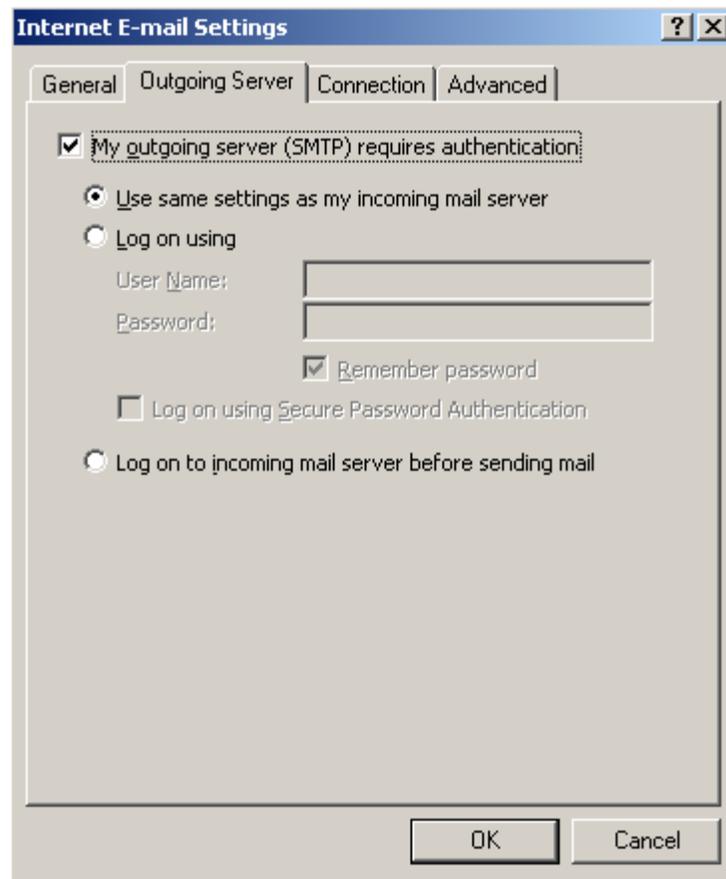**Click "View or change existing e-mail accounts" and click "Next"**

E-mail Accounts ? X

E-mail Accounts
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
mail.ipinc.net	POP/SMTP (Default)

Change...
Add...
Remove
Set as Default
Move Up
Move Down

Deliver new e-mail to the following location:

Personal Folders ▼   New Outlook Data File...

< Back   Finish   Cancel

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

E-mail Accounts ? X

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name: J Doe
E-mail Address: J.Doe@ipinc.net

Server Information
Incoming mail server (POP3): mail.ipinc.net
Outgoing mail server (SMTP): atlas.ipinc.net

Logon Information
User Name: j.doe
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)

Test Account Settings ...

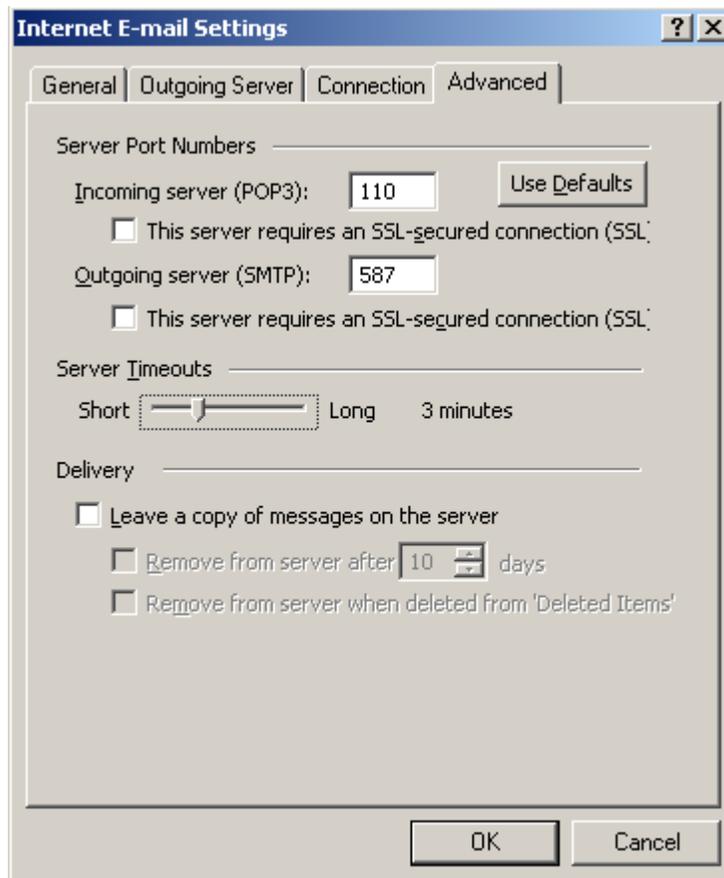More Settings ...

< Back   Next >   Cancel

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 . . ."

Click on the "Outgoing Server" tab and check that the "My outgoing server (SMTP) requires authentication" is checked

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

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