

## How to Setup Microsoft Outlook

The first time you open Microsoft Outlook it will start a wizard that will take you through the process of setting up a new eMail account.

E-mail Accounts	? ×
<b>E-mail Accounts</b> You can change the e-mail accounts and directories that Outlook uses.	
E-mail          Image: Add a new e-mail account         Image: Wey with the second seco	
Directory C Add a new <u>d</u> irectory or address book C View or c <u>h</u> ange existing directories or address books	
< <u>B</u> ack <u>N</u> ext >	<u>C</u> lose

Click "Add a new e-mail account" and click "Next"

-mail Accounts	? ×
Server Type You can choose the type of server your new e-mail acount will work with.	
<ul> <li>Microsoft Exchange Server         <ul> <li>Connect to an Exchange server to read e-mail, access public folders, and share documents.</li> <li>DDP3                 Connect to a POP3 e-mail server to download                 your e-mail.</li> <li>IMAP                 Connect to an IMAP e-mail server to download e-mail and synchronize                 mailbox folders.</li>                 HTTP                 Connect to an HTTP e-mail server such as Hotmail to download e-mail and                 synchronize mailbox folders.</ul></li>                  Connect to an HTTP e-mail server such as Hotmail to download e-mail and                 synchronize mailbox folders.                  Connect to another workgroup or 3rd-party mail server. </ul>	
< <u>B</u> ack <u>N</u> ext >	Cancel

## Click "POP3" and click "Next"

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	on Information Test Settings		
<u>U</u> ser Name:	j.doe	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
Password:	****		
	Remember password	Test Account Settings	
Log on using	Secure Password		
Authenticati	on (SPA)		More Settings

Enter The "User Information", "Login Information", and "Server Information" "mail.ipinc.net.net" for the incoming and "atlas.ipinc.net" outgoing server boxes and click "<u>M</u>ore 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 Name:	
Password:	
Remember password	
Log on using Secure Password Authentication	
O Log on to incoming mail server before sending mail	
ОК	Cancel

Click on the "Outgoing Server" tab and click in the "My <u>o</u>utgoing server (SMTP) requires authentication"

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)         Outgoing server (SMTP):       587         This server requires an SSL-secured connection (SSL)         Server Timeouts
Short Long 3 minutes
Delivery
<ul> <li>Leave a copy of messages on the server</li> <li>Remove from server after 10 days</li> <li>Remove from server when deleted from 'Deleted Items'</li> </ul>
OK Cancel

Click on the "Advanced" tab change "<u>O</u>utgoing server (SMTP):" to 587, and "Server <u>T</u>imeouts" to 3 minutes, and then click the "OK" button

If your computer does not show the above screen then click "Next' button, and then for this screen click the "Finish" button and you are done

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