Configuring E-mail: Microsoft Outlook 2002/XP

 You can open
Microsoft Outlook on your computer by going to Start -> Programs > Microsoft Outlook.

• Once in Microsoft Outlook, from the **Tools** menu, select **E-mail Accounts**. Then select the radio button marked **Add a new e-mail account** and click **Next**.

Note: If you are just updating your settings for the new security features then you would select **View or change existing e-mail accounts** and click **Next.**

E-mail Accounts	<u>? ×</u>
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail Image: Add a new g-mail account Image: Wew or change existing e-mail accounts Directory Image: Add a new girectory or address book Image: Wew or change existing directories or address books	
< <u>B</u> ack <u>N</u> ext >	Close

• Select the radio button marked **POP3** and click **Next**.



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• In the User **Information** fields, enter your first and last name and e-mail address you would like to set up on Microsoft Outlook.

• In the Server Information fields, enter *mail.yourdomain.com* as the **Incoming mail** server and *mail.yourdomain.com* as the **Outgoing mail** server.

• In the **Logon** Information fields, enter your e-mail address as the **User Name** and the password for that mailbox as the Password.

NOTE: If you are updating a previously created e-mail account that has a '%' in the username please change the '%' to an '@' so that it looks like an e-mail address.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Outlook to this mailbox, Outlook will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured email programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

• Then click More Settings.

• Click on the **Outgoing Server** tab and check the box labeled My outgoing server (SMTP) requires authentication.

Each of these	e settings are required to get	your e-mail account working.	20		
User Informal	tion	Server Information			
Your Name:	Your Name	Incoming mail server (POP3):	mail.yourdomain.com		
E-mail Address:	email@yourdomain.com	Qutgoing mail server (SMTP):	mail.yourdomain.com		
Logon Information		Test Settings			
User Name:	email@yourdomain.com	After filling out the information on this screen, we recommend you test your account by clicking the button			
Password:	******	below. (Requires network conn	ection)		
	Remember password	Test Account Settings .			
Log on using Authenticati	g Secure Password ion (SPA)		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						
01	og on using					
C	Jser <u>N</u> ame;					
E	eassword:					
	l	🔽 <u>R</u> emembe	r password			
I	Log on using Ser	cure Passwor	d Authenticati	ion		
0.	.og on to incoming r	mail server be	fore sending (mail		
			<u>ок</u> 1	Cancel		
			UK			

Then select the radio button marked Use same settings as my incoming mail server.

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• Click on the **Advanced** tab and verify that the **Incoming server** (**POP3**) is set to 110 and the **Outgoing sever (SMTP)** is changed from 25 to 587 for better spam protection. Then click **OK**.

<u>NOTE</u>: If you have previously sent messages with a different SMTP port number, that number will still work.

Internet E-mail Settings				
General Outgoing Server Connection Advanced				
Server Port Numbers Incoming server (POP3): 110 This server requires a secure connection (SSL) Outgoing server (SMTP): 25 This server requires a secure connection (SSL)				
Server Timeouts				
Short —— J—— Long 5 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				

 Microsoft Outlook has now been configured to your mailbox! Click
Finish; then click on the Inbox icon in the left navigation menu of Microsoft Outlook to see the inbox of the e-mail account you have just set up.

E-mail Accounts	?×
Congratulations	
You have successfully entered all the information required to setup your account.	
To close the wizard, click Finish.	
< Back Finish	

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Testing Your Account

• Send yourself a message from an external e-mail address to make sure that you are properly set up to receive mail. Click on the **Send/Receive** button to receive your incoming e-mail.

Next, send a message using Outlook to an external e-mail address to make sure that you can send mail.

If you do not receive an error message when you receive or send mail, you can begin using Microsoft Outlook.

Add Another Mailbox

If you would like Microsoft Outlook to receive mail from more than one mailbox, select first the **Tools** menu and then **E-mail Accounts** again and continue along with the steps outlined in this tutorial.