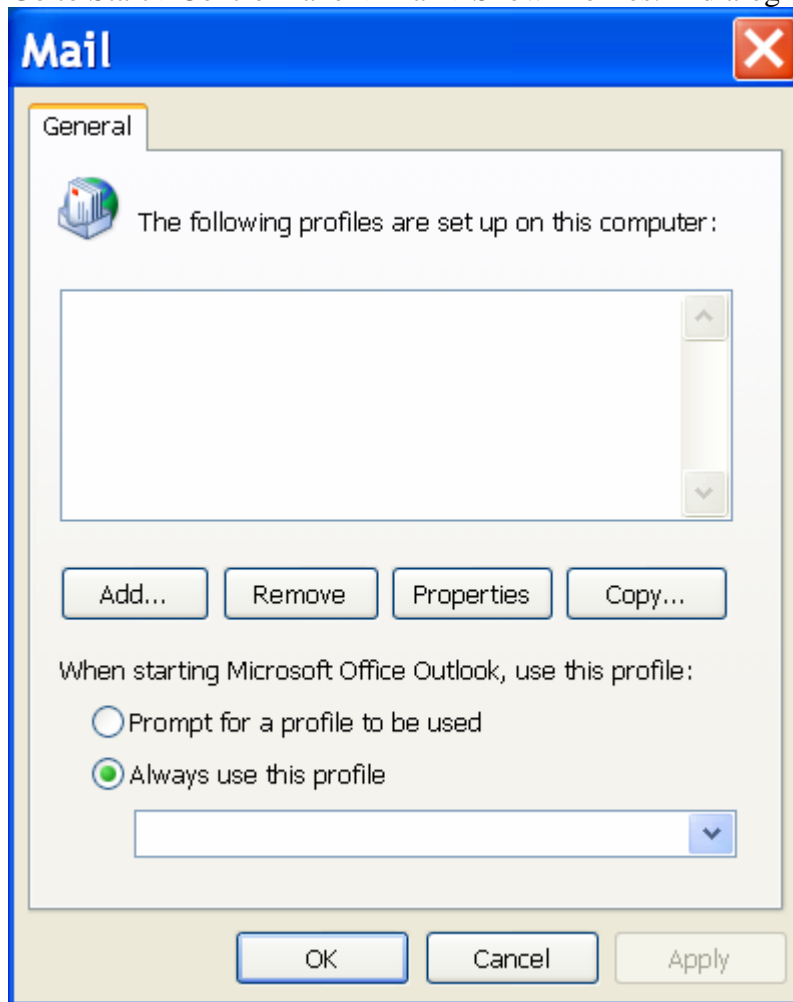




How to configure Outlook to send and receive Internet Email:

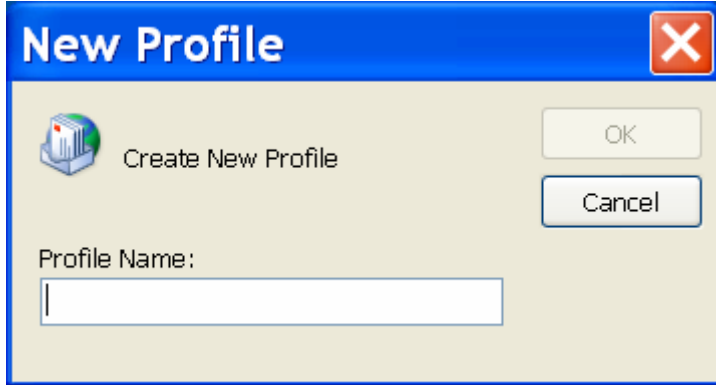
- 1) Go to Start->Control Panel->Mail->Show Profiles. A dialog will display:



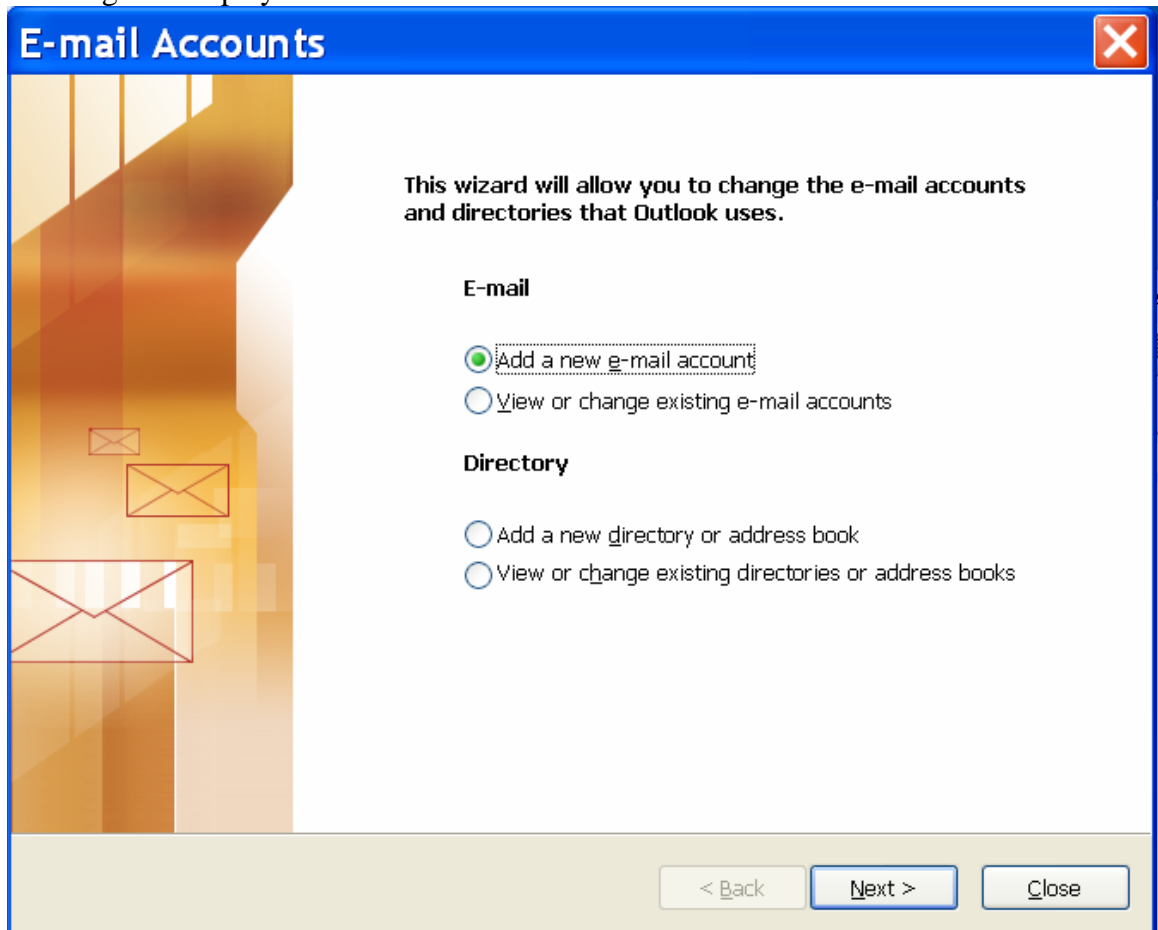
- 2) Click on Add...



- 3) A dialog will be displayed requesting a “Profile Name:”. Enter a name (i.e. Internet):

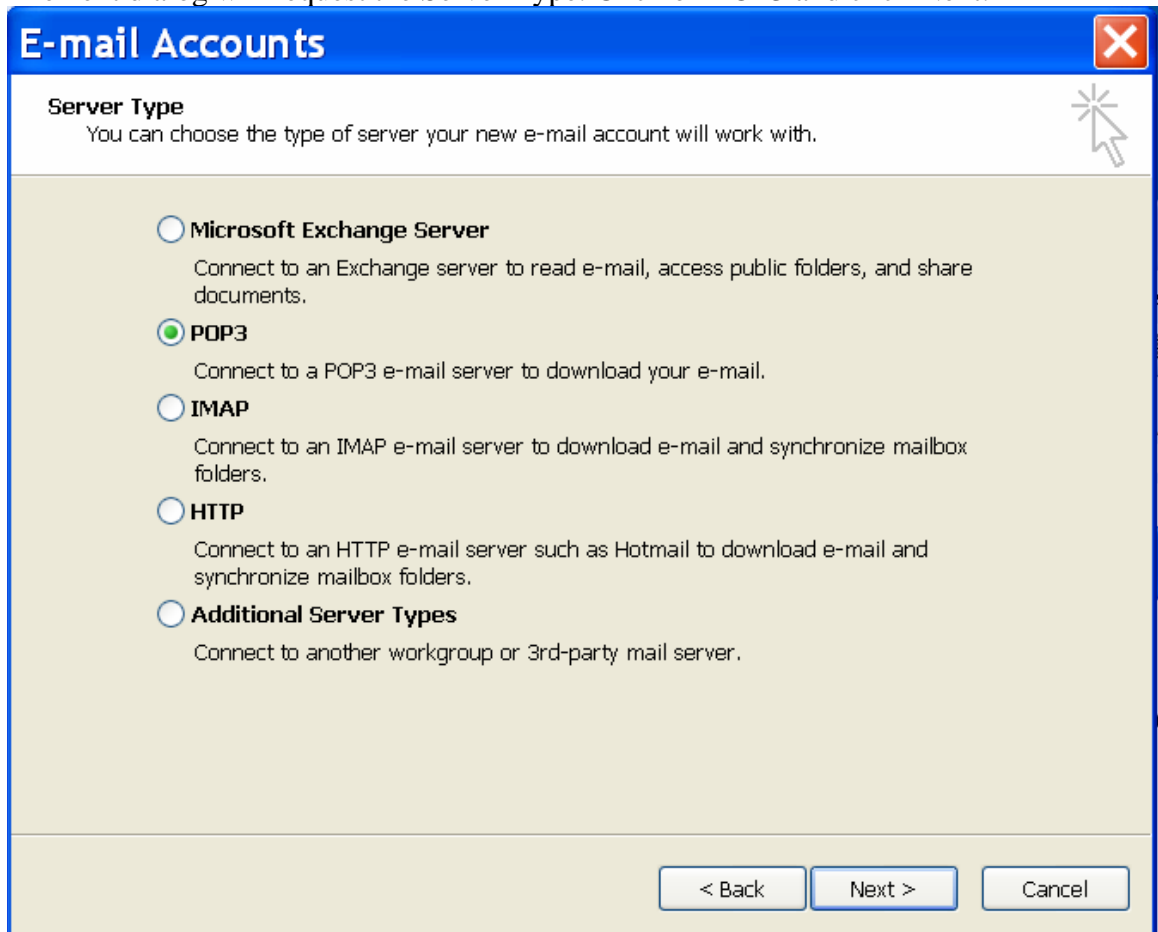


- 4) A dialog will display. Click on “Add a new e-mail account” and click Next:





5) The next dialog will request the Server Type. Click on POP3 and click Next:





Internet Email Configuration – Outlook

- 6) The next dialog will request your name, email, userid, POP3 server, and SMTP server. Please use these values supplied to you with your mailbox information. After entering in this information, click on “More Settings”:

E-mail Accounts

Internet E-mail Settings (POP3)
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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel



7) A dialog will display:

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

pop3.mydomain.com

Other User Information _____

Organization: _____

Reply E-mail: _____

OK Cancel



- 8) Click on the “Outgoing Server” tab:

The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Underneath, the "Use same settings as my incoming mail server" radio button is selected. There are input fields for "User Name:" and "Password:", and a checked "Remember password" checkbox. Other options include "Log on using Secure Password Authentication (SPA)" (unchecked) and "Log on to incoming mail server before sending mail" (unselected). "OK" and "Cancel" buttons are at the bottom.

Make sure the “My outgoing server (SMTP) requires authentication” checkbox is checked. Click on OK.

- 9) You will now be back at the E-mail Accounts dialog from step 6. Click on Next. You will now see a dialog congratulating you on successfully entering in the information required to use Outlook. Click on Finish.



Internet Email Configuration – Outlook

- 10) You will now be back at the dialog from step 1. Make sure the radio button labeled “Always use this profile” is checked and make sure the pulldown below it displays the profile you created. Click on OK.

- 11) Open up Outlook and you may now send and receive Internet email.