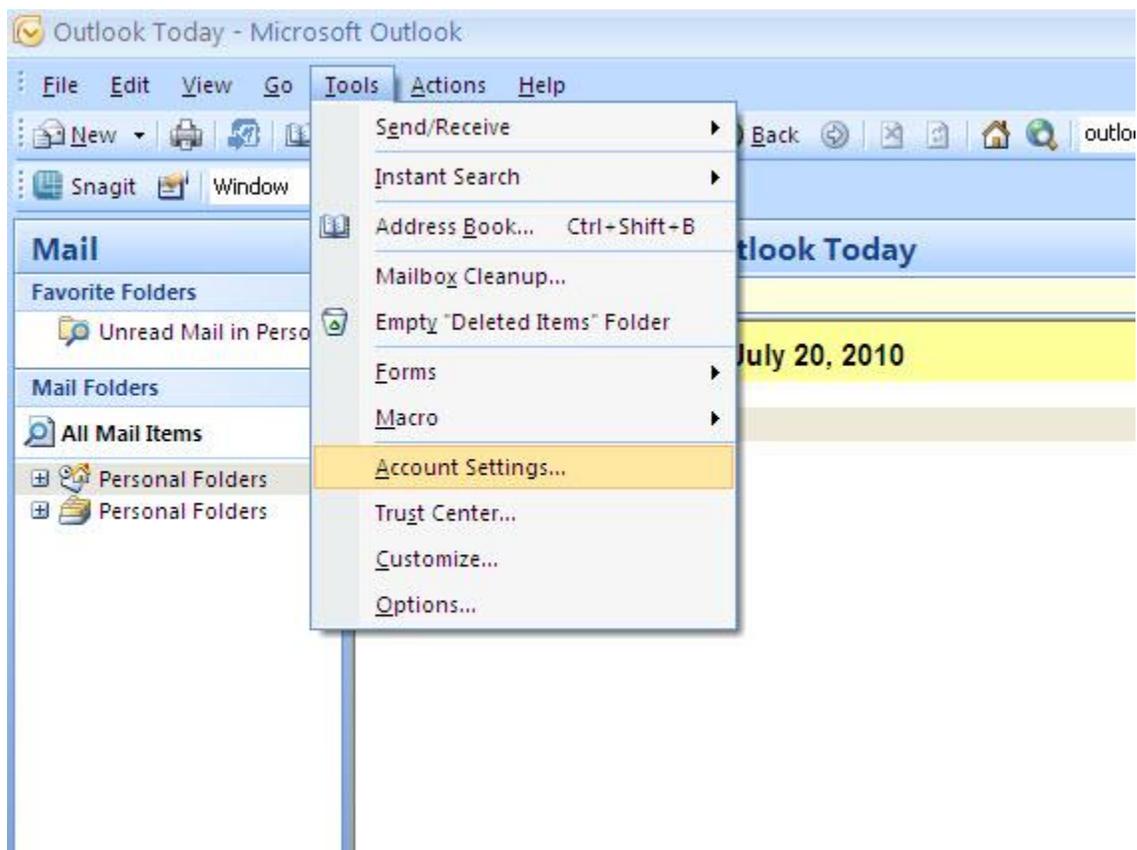


Procedure to setup Outlook Email Client

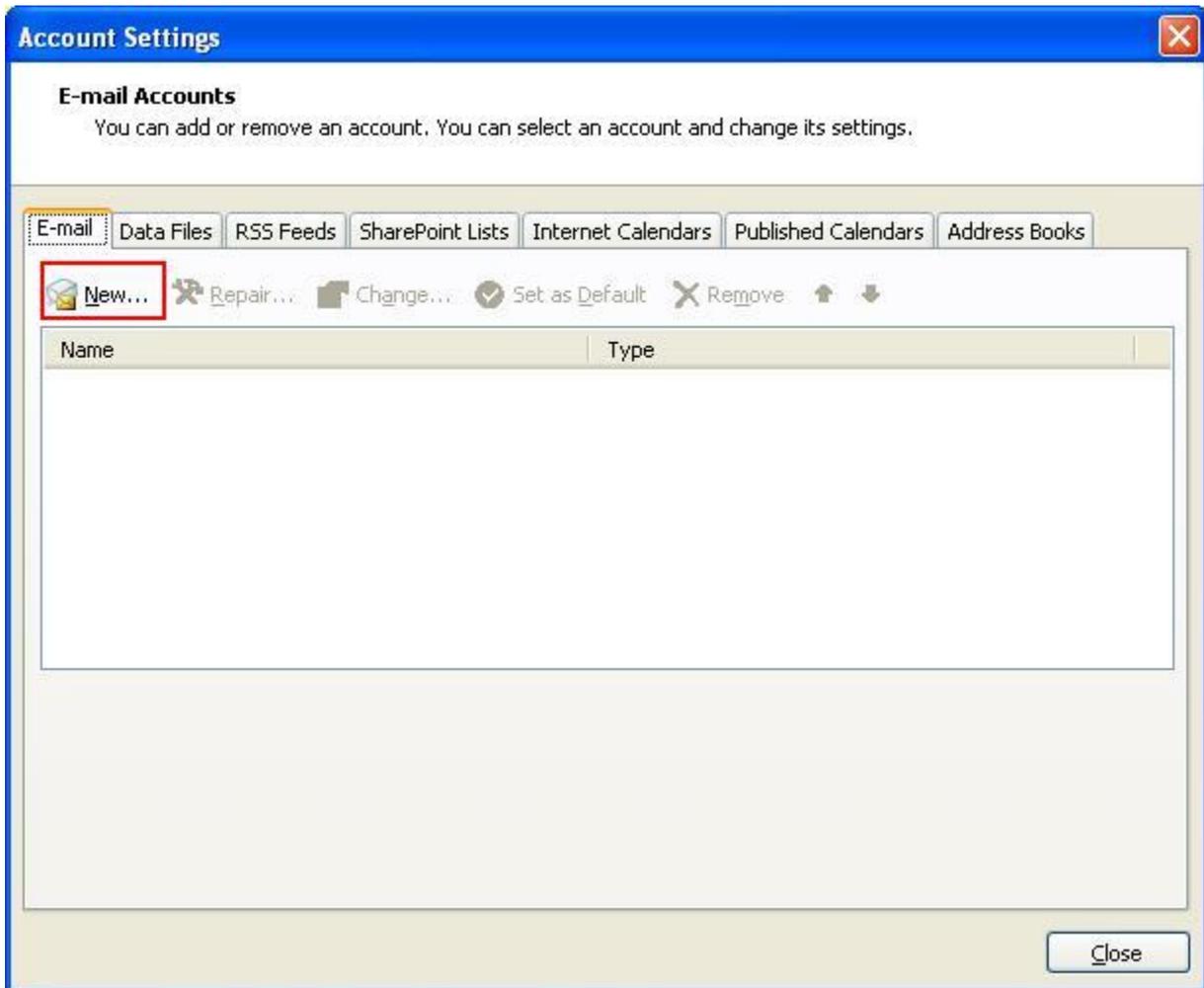
(Please make sure your computer is connected to the internet)

Step 1: Launch Outlook,

Go to Tools > **Account Settings**



You may come across the step shown below, click **New**.



Step 2: Check the check box mentioned below. Click **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

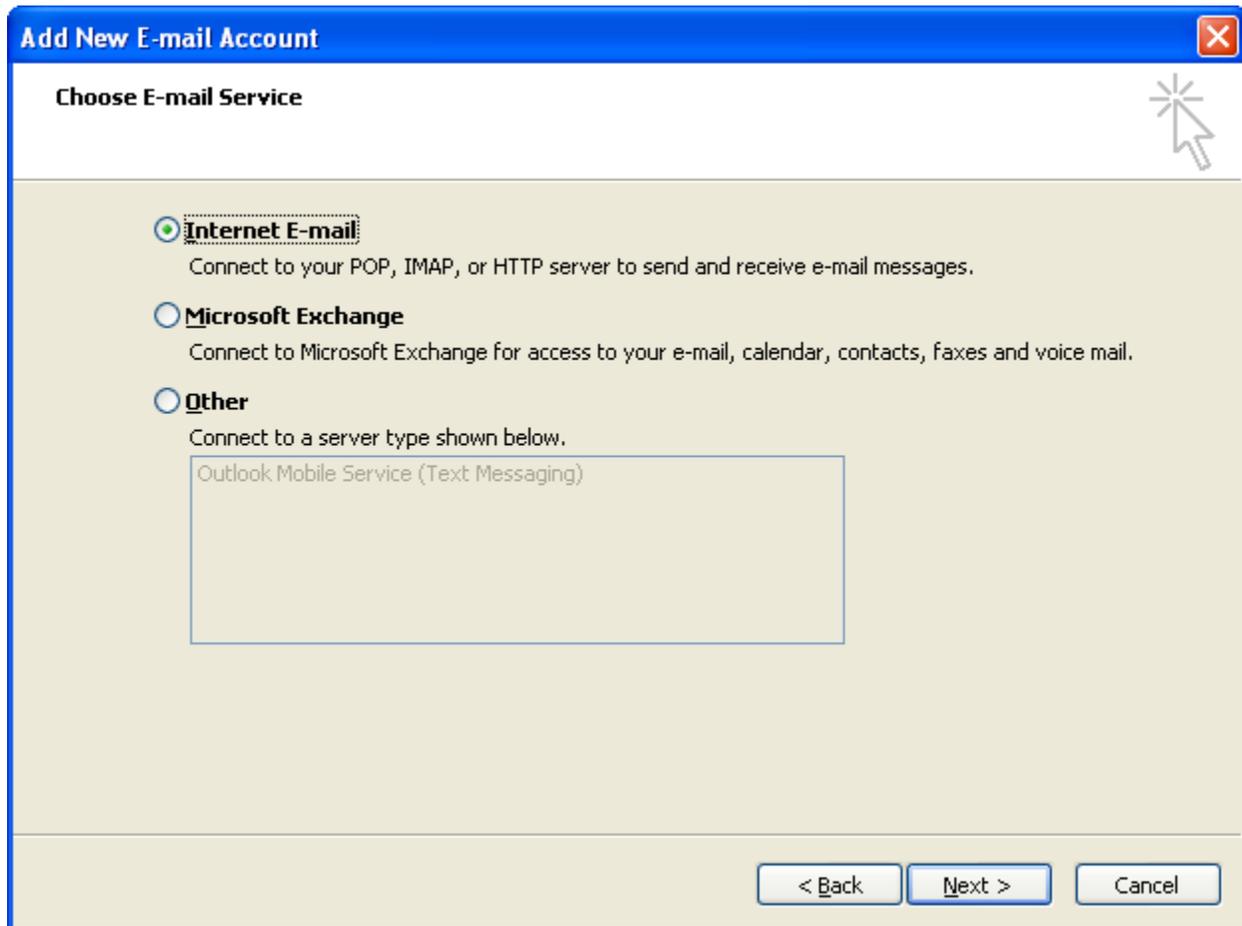
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

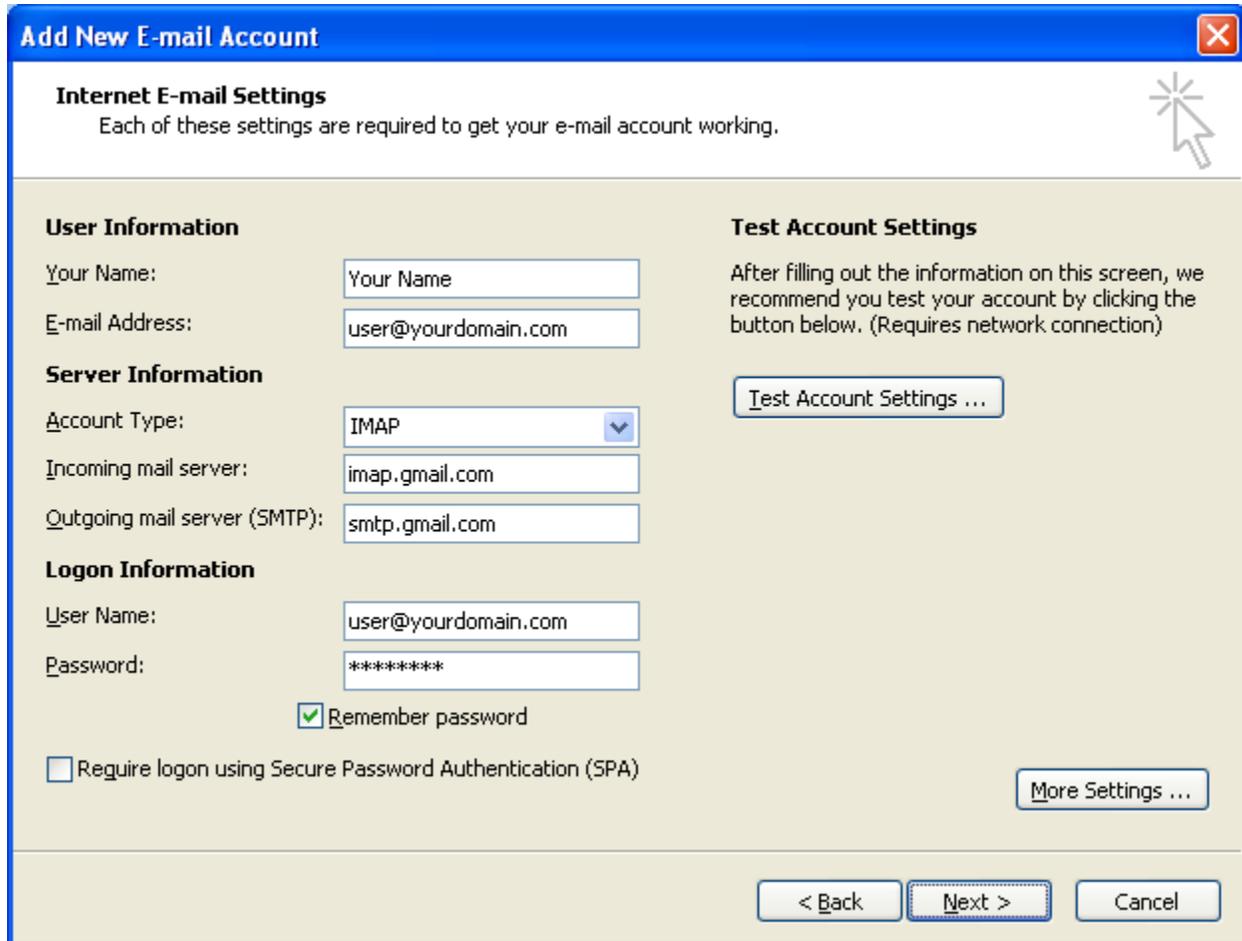
< Back Next > Cancel

Step 3: Click Next.



Step 4: Fill in the mail Account details as mentioned.

Step 5: Click on **More Settings**.



Add New E-mail Account [Close]

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type: [v]

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

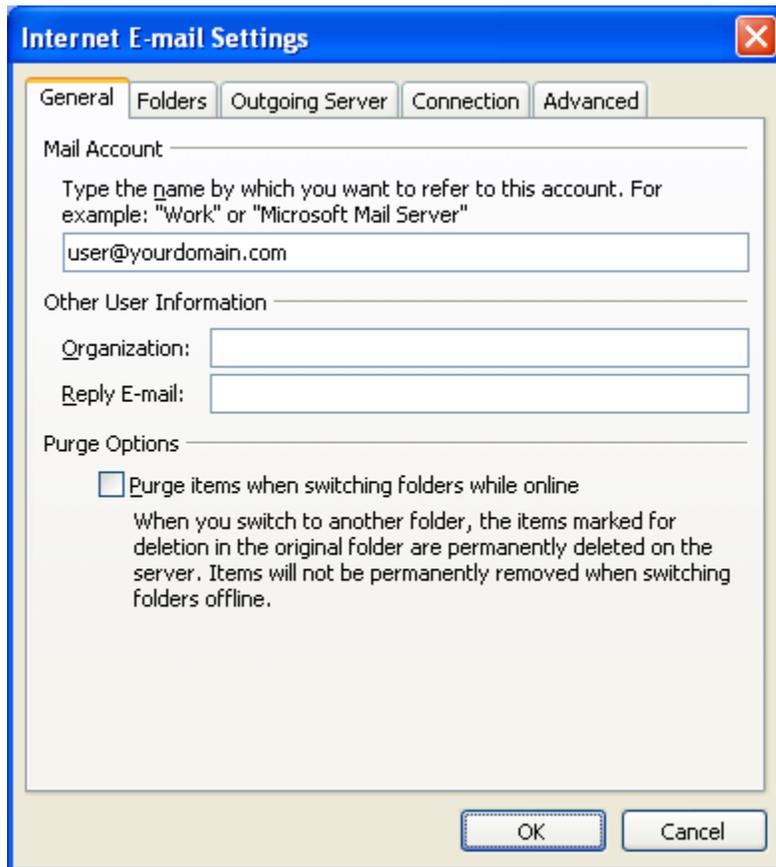
Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[< Back] [Next >] [Cancel]

Step 6: Please note your email address needs to be here.



The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'General' tab. The dialog box has a blue title bar with the text 'Internet E-mail Settings' and a close button (X) on the right. Below the title bar are five tabs: 'General', 'Folders', 'Outgoing Server', 'Connection', and 'Advanced'. The 'General' tab is selected and highlighted with an orange border. The main content area is divided into three sections: 'Mail Account', 'Other User Information', and 'Purge Options'. The 'Mail Account' section has a text box containing 'user@yourdomain.com'. The 'Other User Information' section has two text boxes labeled 'Organization:' and 'Reply E-mail:'. The 'Purge Options' section has a checkbox labeled 'Purge items when switching folders while online' which is currently unchecked. Below the checkbox is a paragraph of text explaining the option. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

Internet E-mail Settings

General Folders Outgoing Server Connection Advanced

Mail Account

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

user@yourdomain.com

Other User Information

Organization:

Reply E-mail:

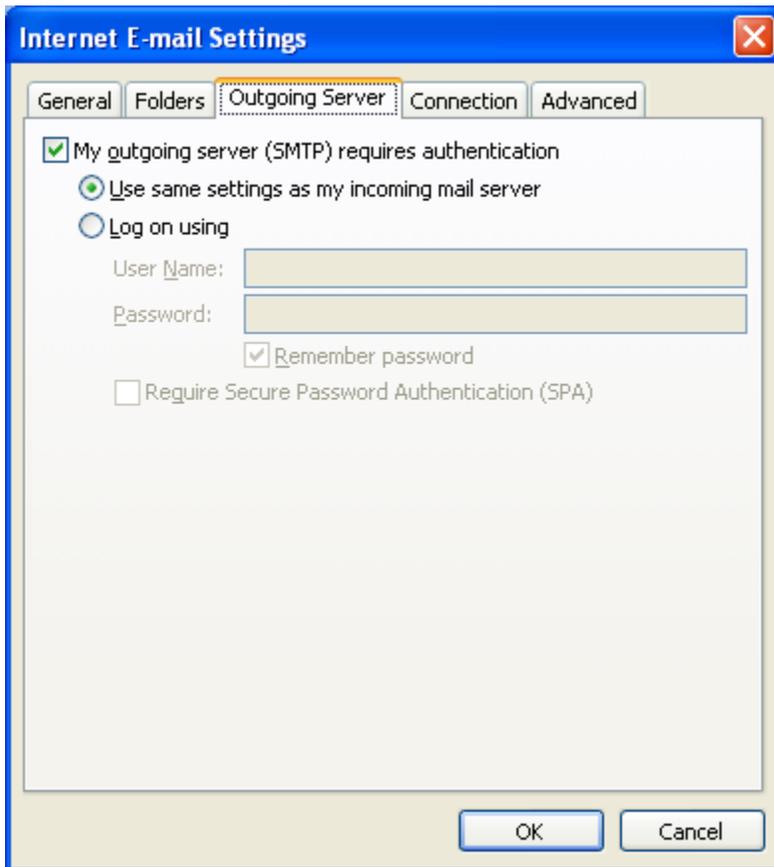
Purge Options

Purge items when switching folders while online

When you switch to another folder, the items marked for deletion in the original folder are permanently deleted on the server. Items will not be permanently removed when switching folders offline.

OK Cancel

Step 7: Check the below mentioned check box.



Step 8: Incoming server (POP3) port is **993**.

Outgoing server (SMTP) port is **587**.

Click **OK**.



Step 9: Click “Test Account Settings” button to check. Click **Next**.

Add New E-mail Account

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

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

You should see the following result. If not, check the parameters entered.

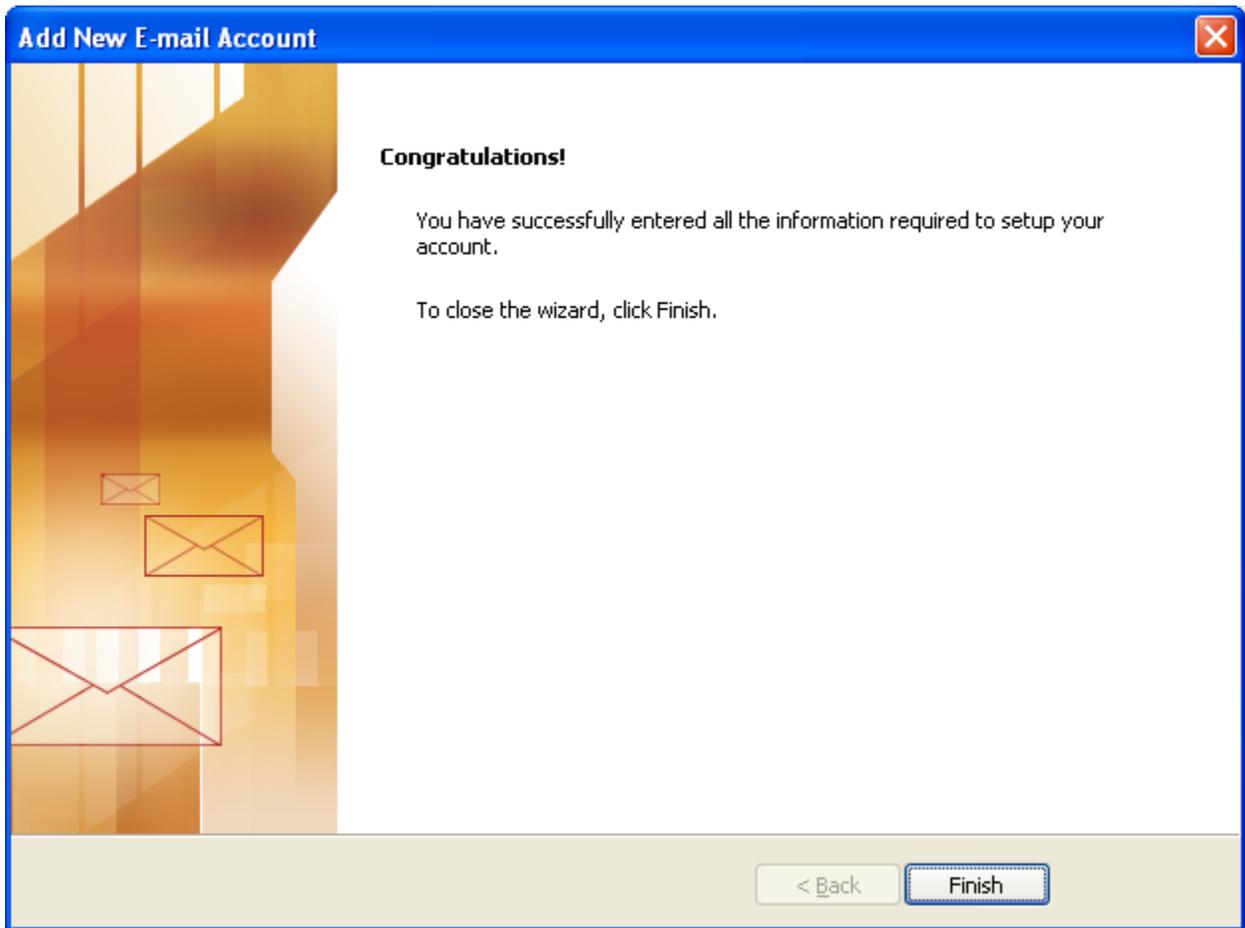
Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Step 10: Click Finish.



Please Note: All the other accounts can be setup with the same procedure.