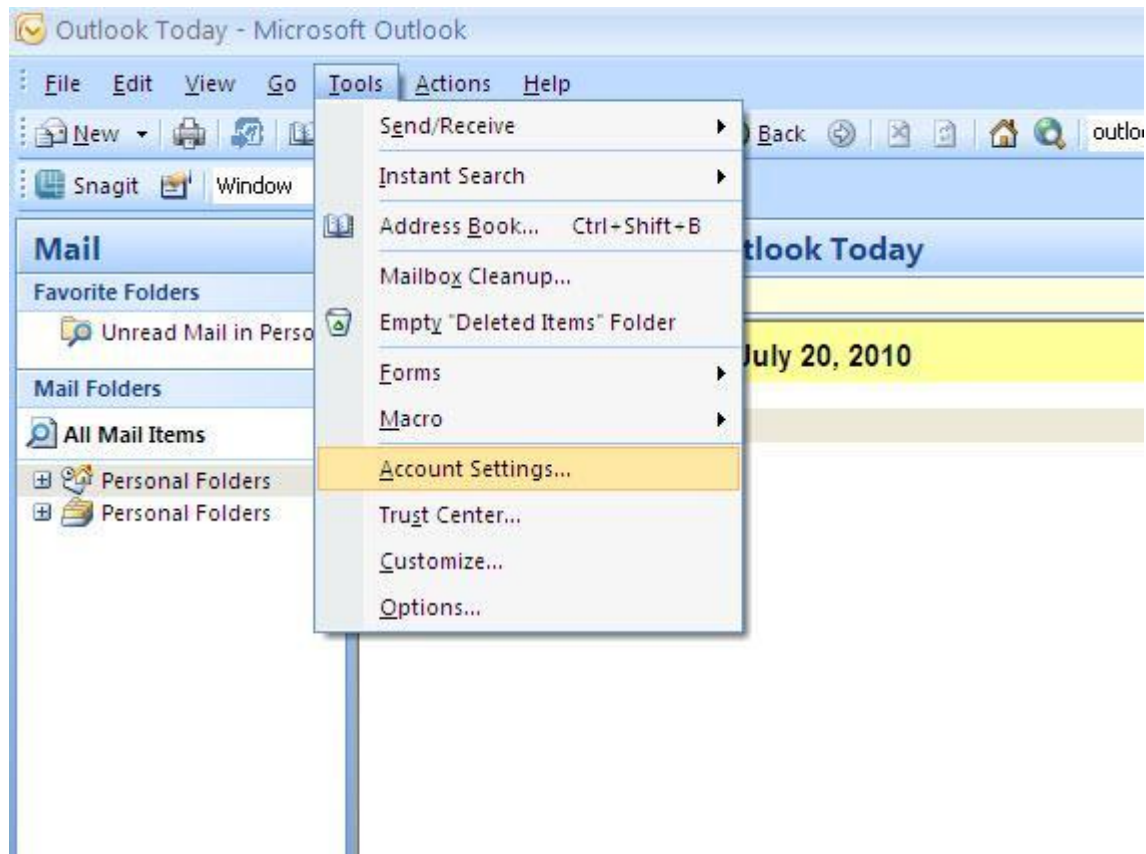


## Procedure to setup Outlook Email Client

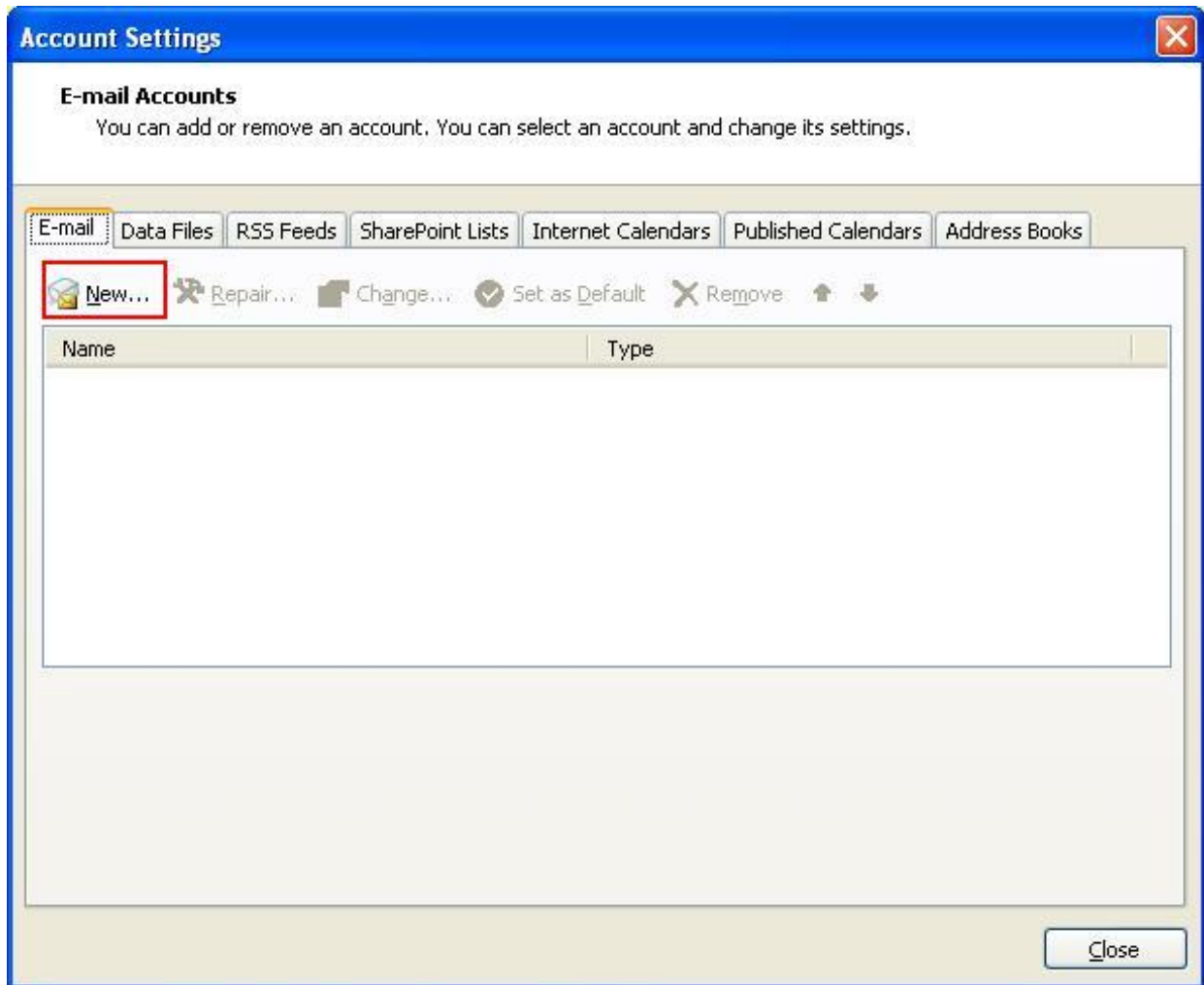
(Please make sure your computer is connected to the internet) Step 1:

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

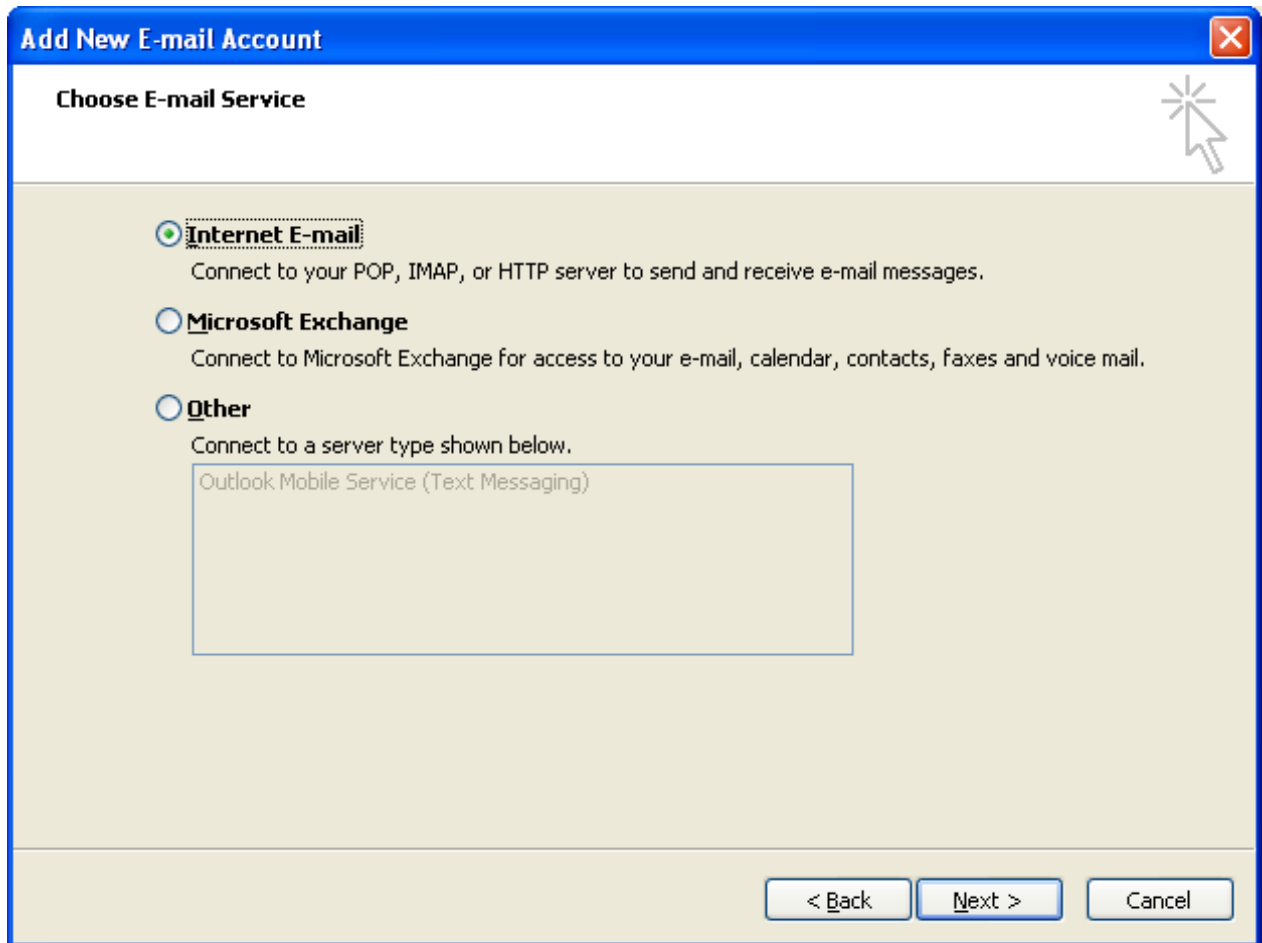
E-mail Address:   
Example: barbara@contoso.com

Password:

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

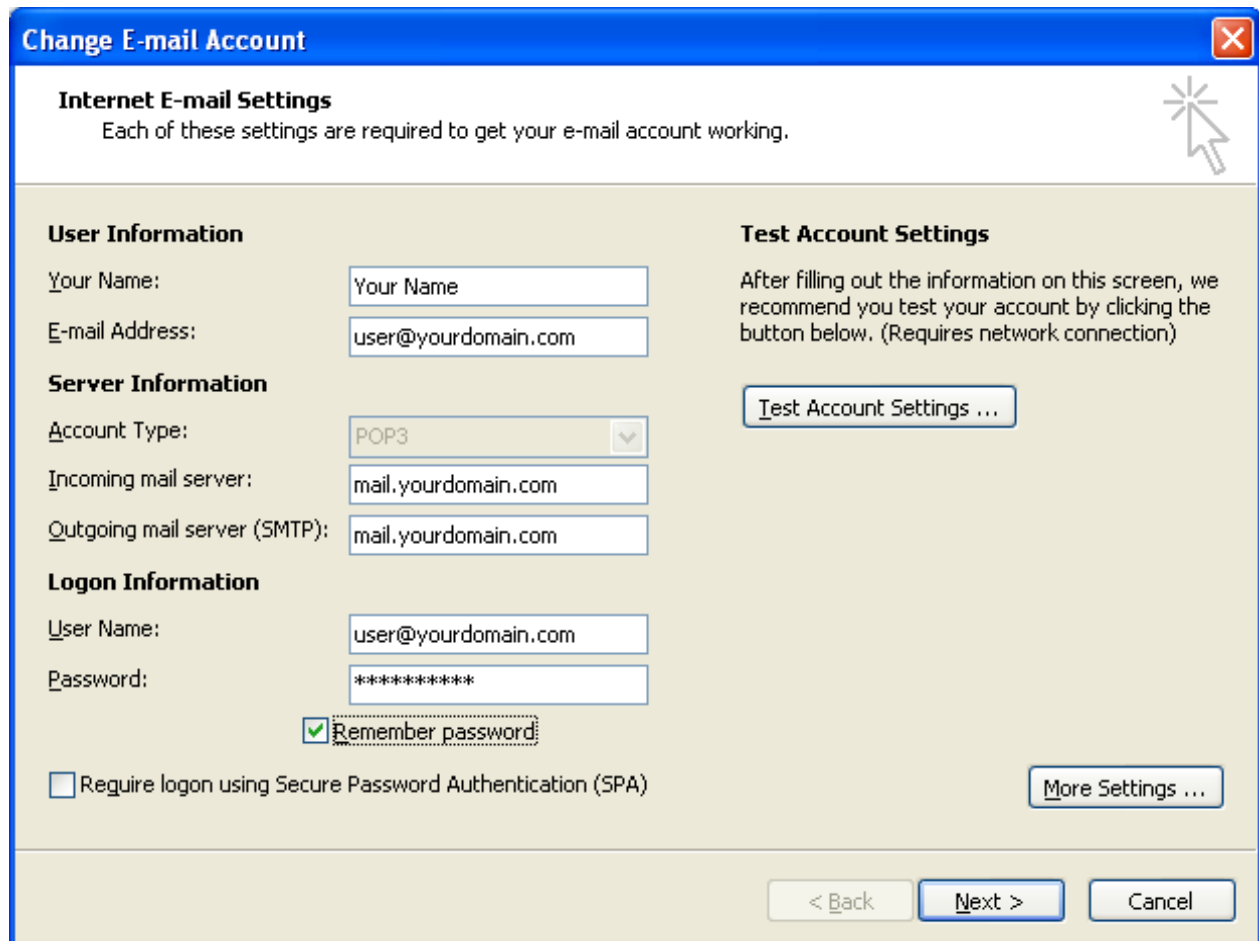
Manually configure server settings or additional server types

**Step 3: Click Next.**



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

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



**Change 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

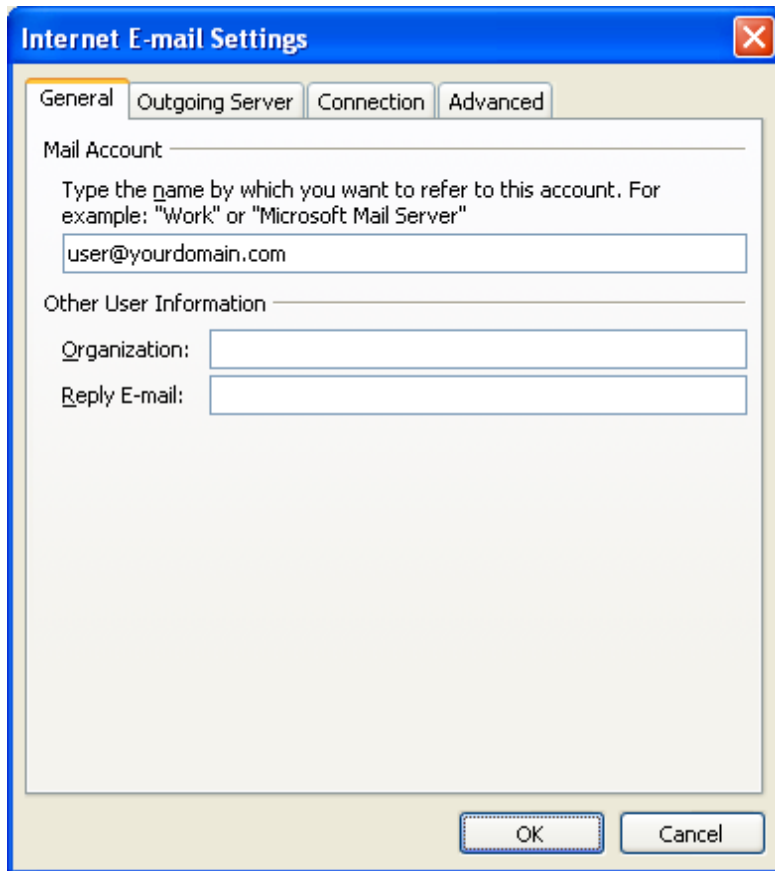
Require logon using Secure Password Authentication (SPA)

**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) in the top right corner. Below the title bar, there are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'General' tab is selected and highlighted. The main content area of the dialog box is divided into two sections. The first section is labeled 'Mail Account' and contains a text box with the placeholder text 'user@yourdomain.com'. Below this text box is a smaller text box with the placeholder text 'user@yourdomain.com'. The second section is labeled 'Other User Information' and contains two text boxes: 'Organization:' and 'Reply E-mail:'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

Internet E-mail Settings

General 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

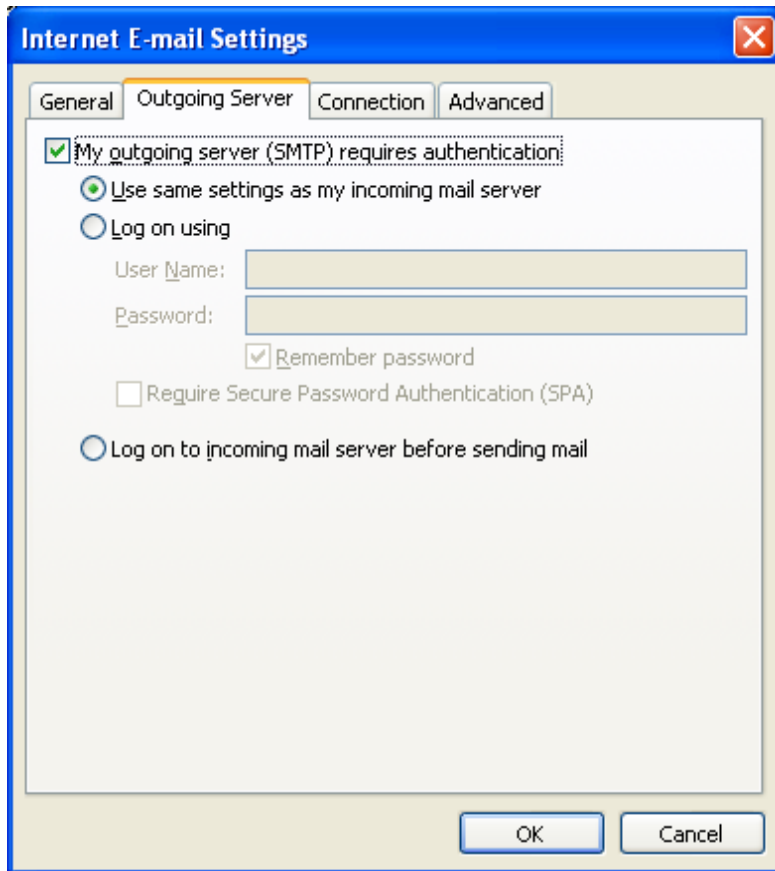
Other User Information

Organization:

Reply E-mail:

OK Cancel

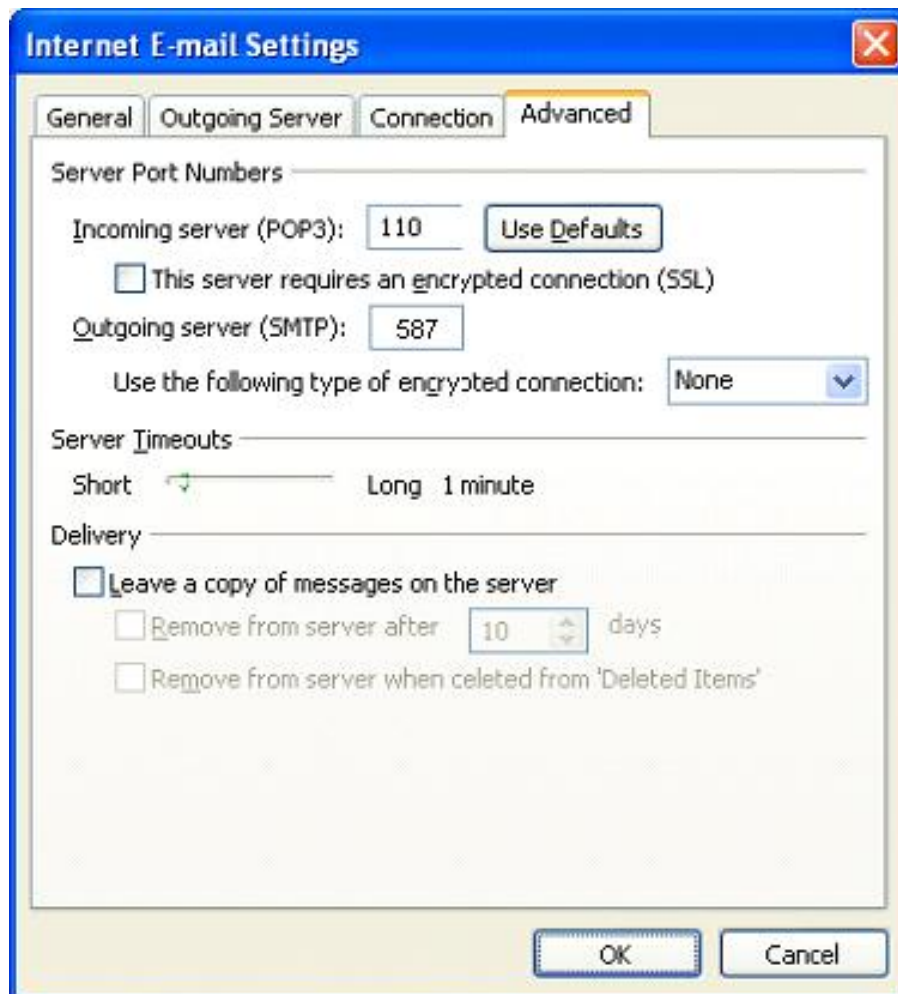
**Step 7:** Check the below mentioned check box.



**Step 8:** Incoming server (POP3) port is **110**.

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

Click **OK**.





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

**Change E-mail Account**

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

**User Information**  
Your Name: Your Name  
E-mail Address: user@yourdomain.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.yourdomain.com  
Outgoing mail server (SMTP): mail.yourdomain.com

**Logon Information**  
User Name: user@yourdomain.com  
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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

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

**Test Account Settings**

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

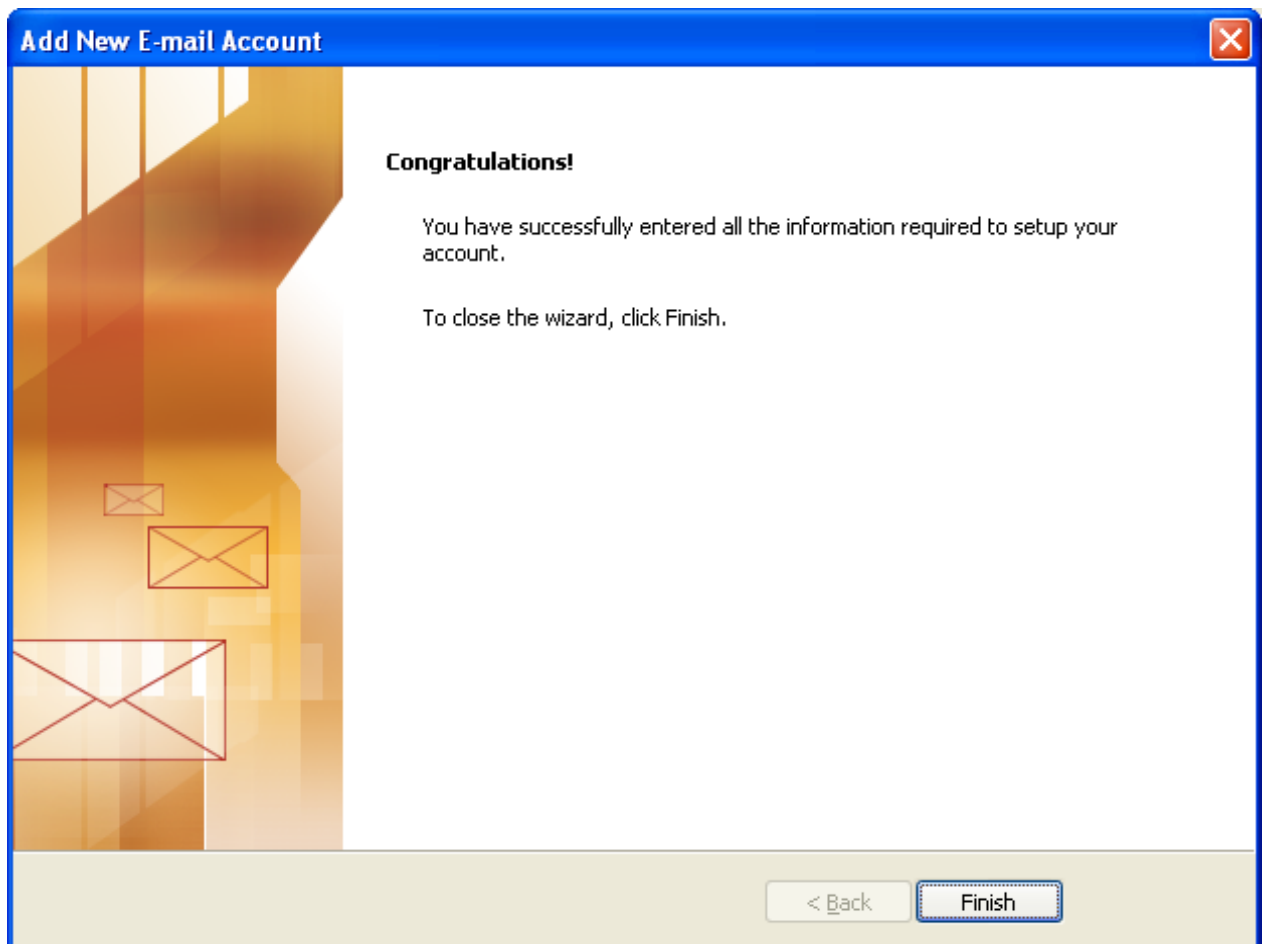
Stop

Close

Tasks   Errors

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

## Step 10. Click on 'Finish'



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