

How to configure Outlook for sending and receiving email

E-mail Accounts [X]

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)

< Back Next > Cancel

Internet E-mail Settings [X]

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"

Other User Information _____

Organization:

Reply E-mail:

OK Cancel

Internet E-mail Settings [X]

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password


Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

Internet E-mail Settings [X]

General | **Outgoing Server** | **Connection** | Advanced

 Please specify the type of connection to use for e-mail.

Connection _____

Connect using my local area network (LAN):

Connect via modem when Outlook is offline

Connect using my phone line

Connect using Internet Explorer's or a 3rd party dialer

Modem _____

Use the following Dial-Up Networking connection:

Properties... Add...

OK Cancel

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 25

This server requires an encrypted connection (SSL)

Server Timeouts

Short Long 1 minute

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