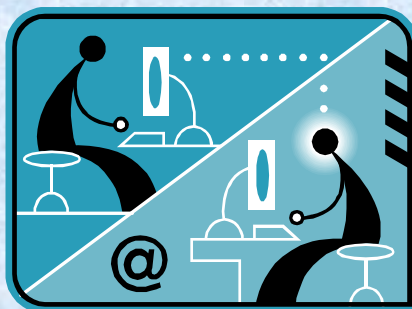




Setting Up Outlook Mail Accounts

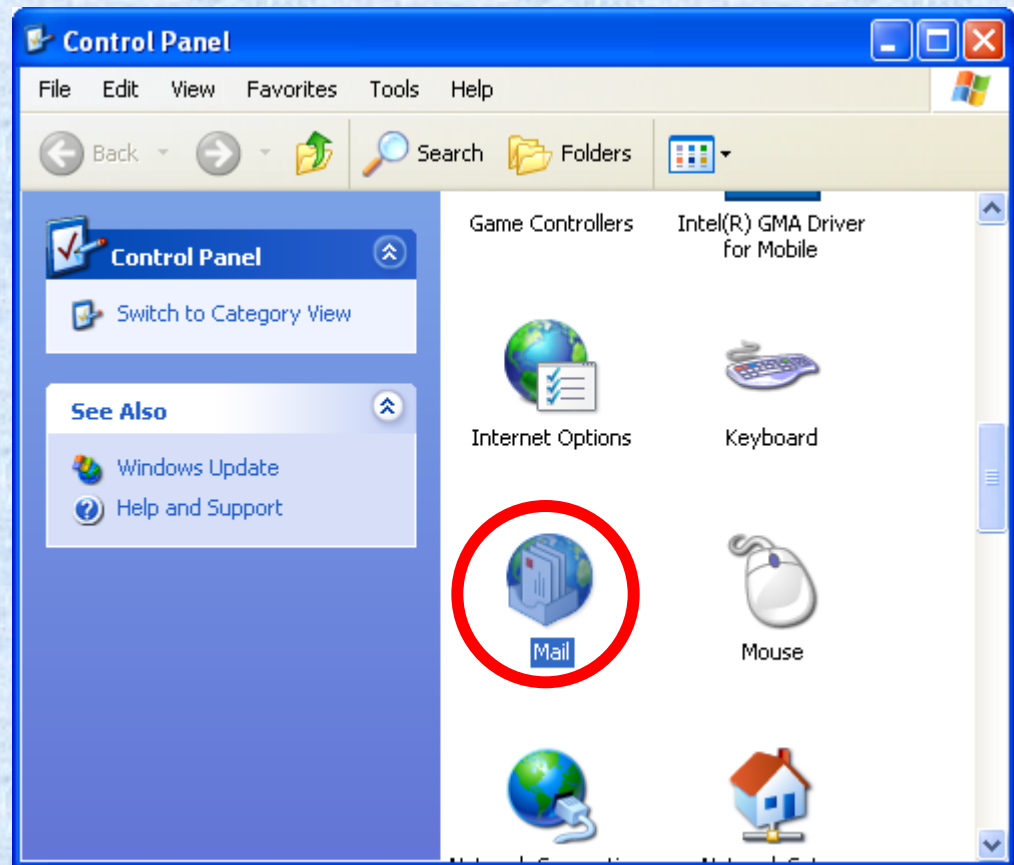


Outlook

Open the Windows Control Panel and double click on the “Mail” icon.

Note! For 64 bit Windows users.

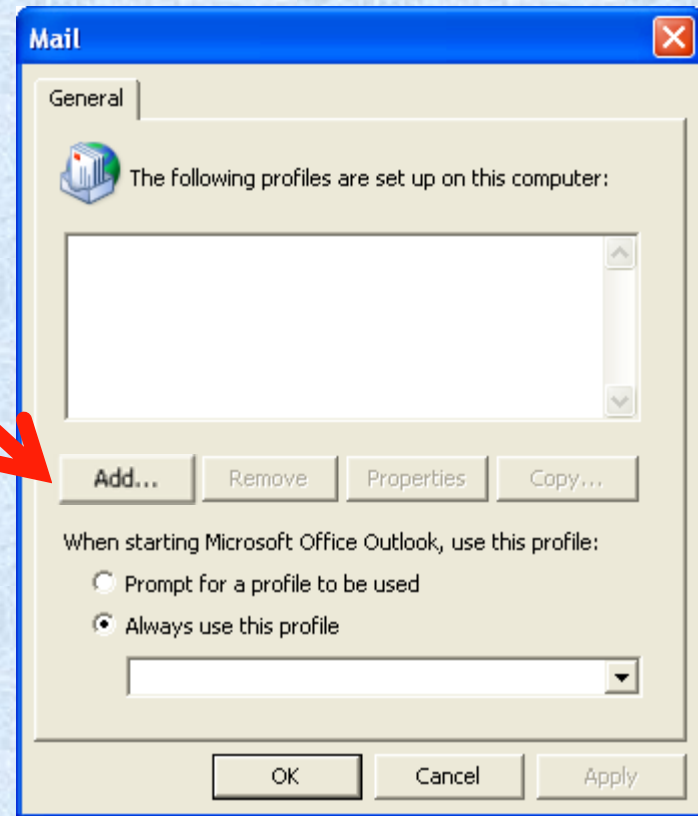
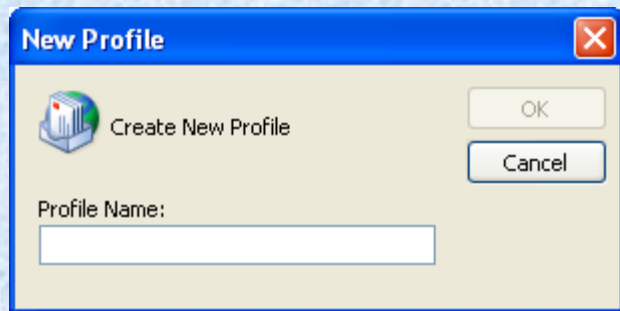
The mail icon could be found inside a folder named “View 32 bit control panel items”.



Outlook Profile

If no Outlook profile exist the mail window will look like this.

Click the “Add” button to create a profile.



Enter a profile name of your choice.
Such as School or Personal

Auto Account Setup

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

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.

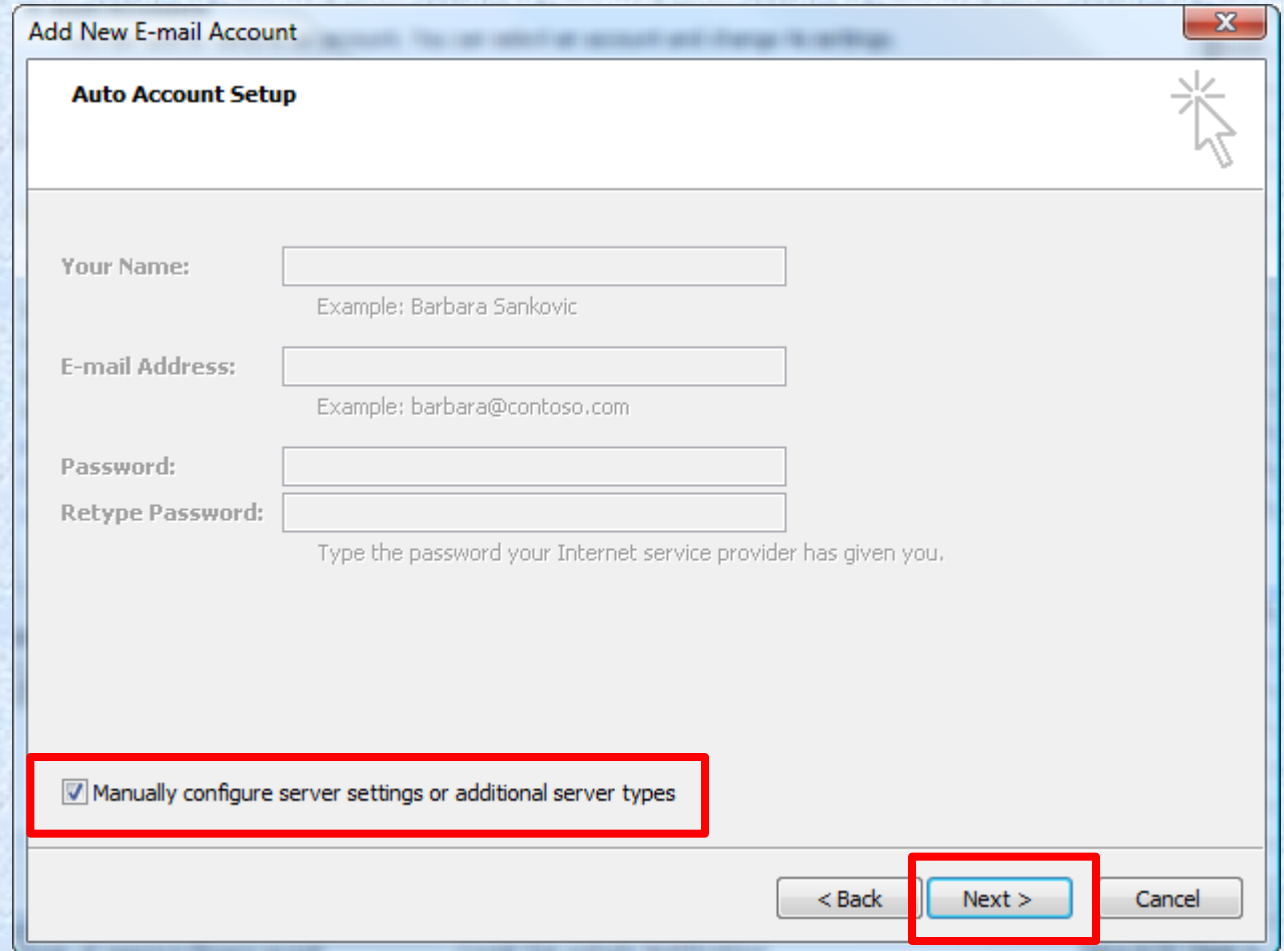
Manually configure server settings or additional server types

< Back Next > Cancel

You can try this but I have not had much luck with it.

Manual Account Setup

Place a check box in the “Manual configure” check box and click OK.



The screenshot shows a Windows dialog box titled "Add New E-mail Account". The main content area is titled "Auto Account Setup". It contains four text input fields: "Your Name:" (with example "Barbara Sankovic"), "E-mail Address:" (with example "barbara@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom, there is a checkbox labeled "Manually configure server settings or additional server types" which is checked and highlighted with a red rectangular box. To the right of this checkbox are three buttons: "< Back", "Next >" (highlighted with a red rectangular box), and "Cancel".

Setup Information

You will need to know some or all of the following information.

POP3 & IMAP

- User name
- User password
- Incoming mail server
 - (pop3 address)
- Outgoing mail server
 - ([SMTP](#) address)
- Outgoing [mail port](#)
 - Sometimes you need to change the default port
- If your provider requires the use of secured socket layers. (SSL) settings.

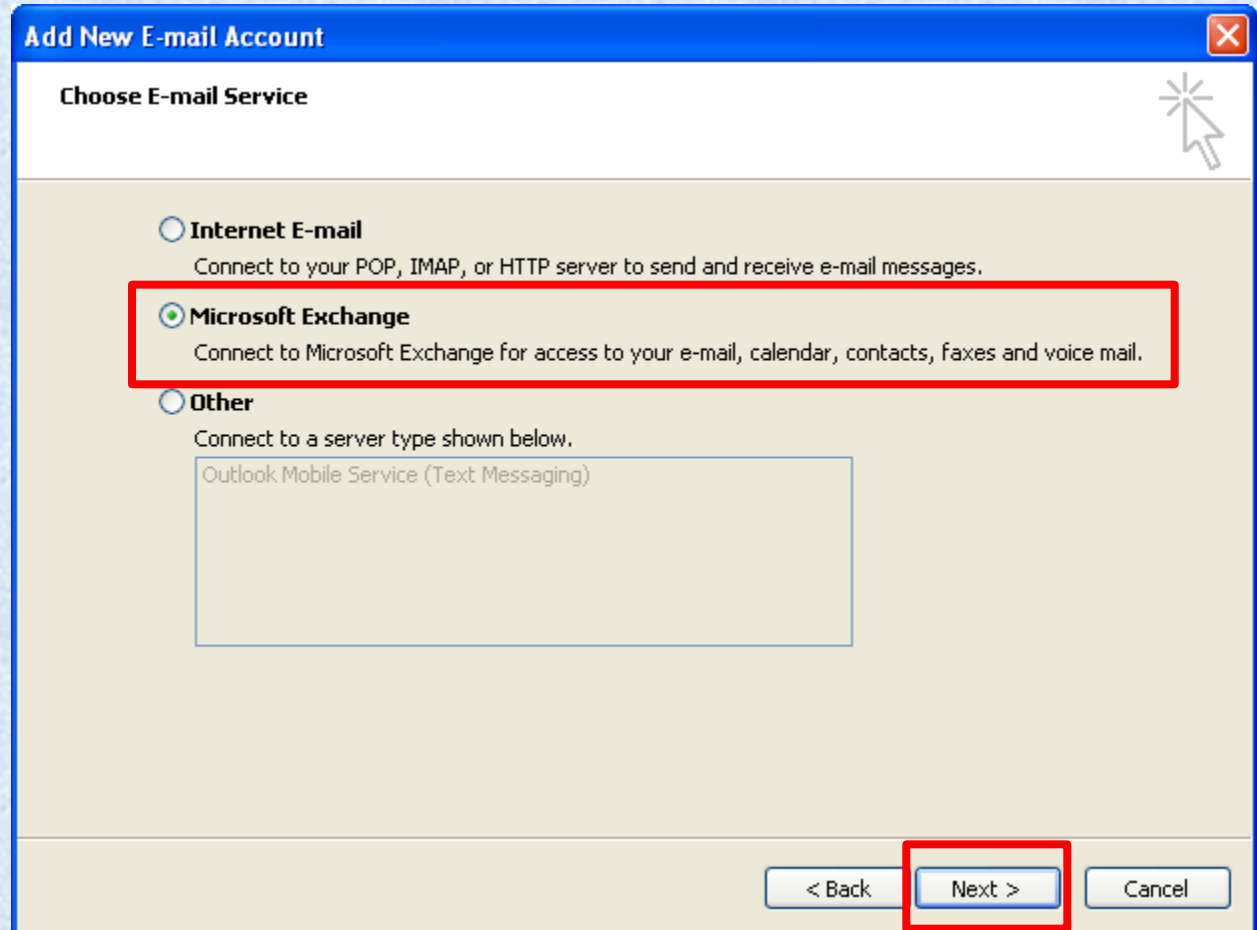
Microsoft Exchange

- User name
- User password
- Exchange server address
- [Proxy server](#) settings
 - Authentication type
 - SSL certificate info

Choose the Type of Mail Account

First I will show you the settings for a Microsoft Exchange mail account.

Choose Microsoft Exchange and click "Next".



The screenshot shows a Windows dialog box titled "Add New E-mail Account". The main heading is "Choose E-mail Service". There are three radio button options:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

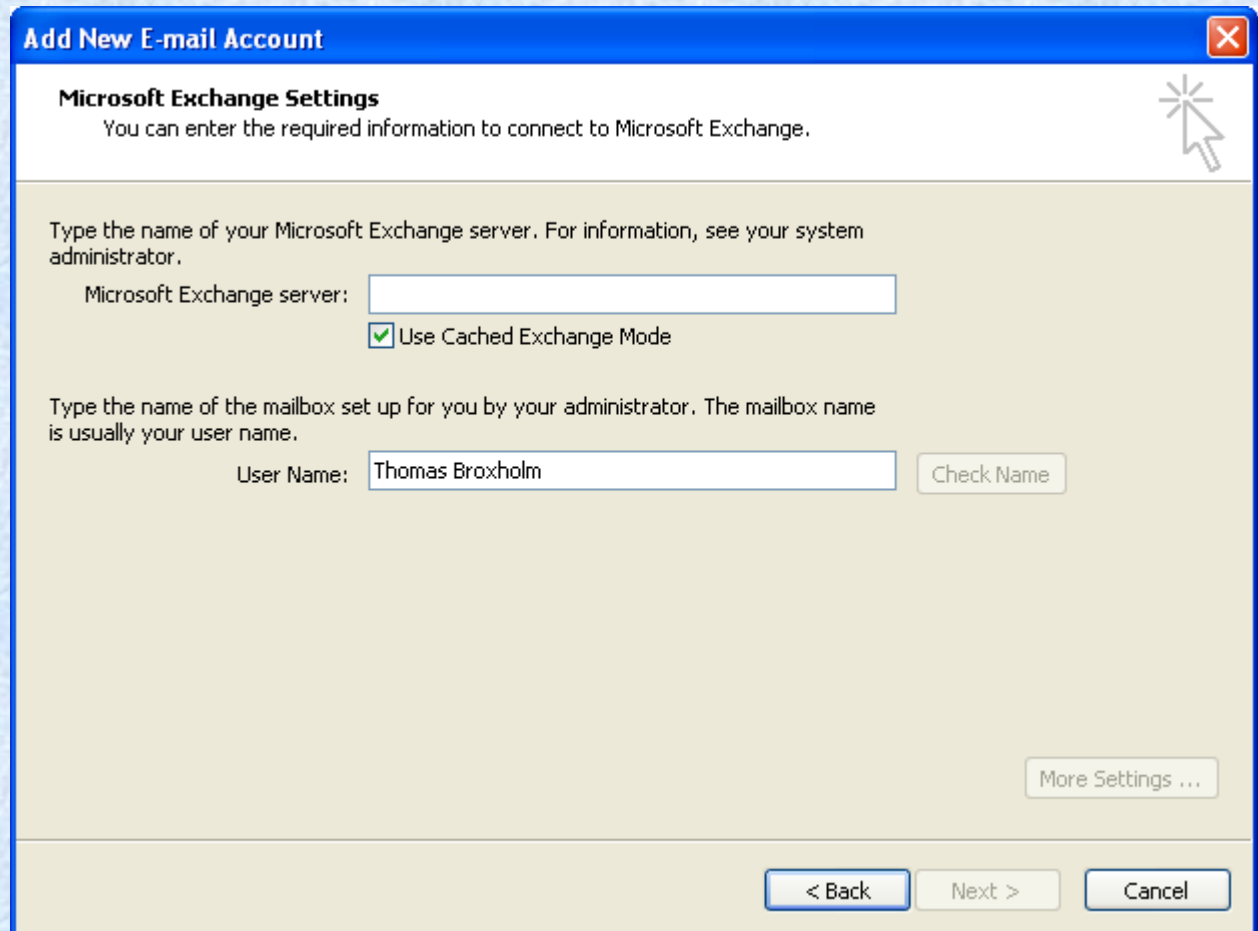
At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red box.

Exchange Server Information

You will need to obtain this information from your IT department or copy it from another computer that is already setup with Exchange mail.

Under User Name: enter your email address. Mine changed to my name.

Do not click “check names” or “more settings”. Just click “Next”



The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a blue header bar. Below the header, the title "Microsoft Exchange Settings" is displayed in bold, followed by the instruction "You can enter the required information to connect to Microsoft Exchange." A mouse cursor is pointing at a help icon in the top right corner. The main area of the dialog is light beige and contains two sections of text with input fields. The first section asks for the "Microsoft Exchange server" name, with a text box and a checked checkbox for "Use Cached Exchange Mode". The second section asks for the "User Name", with a text box containing "Thomas Broxholm" and a "Check Name" button. At the bottom right, there is a "More Settings ..." button. The bottom of the dialog features three buttons: "< Back", "Next >", and "Cancel".

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Warning Message

You may get this warning message. Just click OK



This is Next

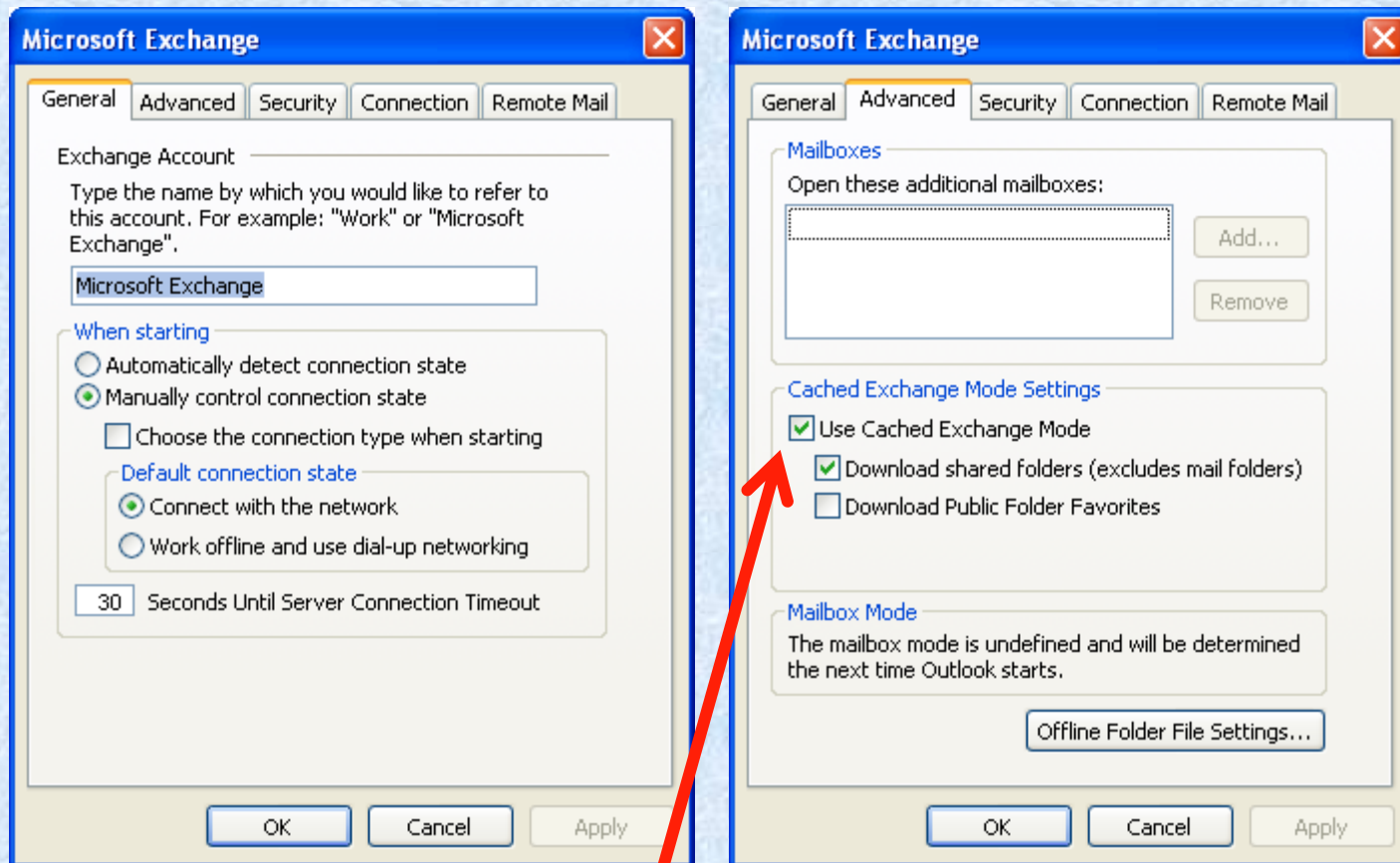
There is nothing to enter here. Your information should already populate these boxes. Just click OK



The image shows a screenshot of the Microsoft Exchange 'General' settings dialog box. The window title is 'Microsoft Exchange' with a red close button in the top right corner. The 'General' tab is selected. It contains two text input fields: 'Microsoft Exchange server:' and 'Mailbox:'. The 'Mailbox:' field has a 'Check Name' button to its right. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'. A note at the bottom of the dialog reads: 'Once the names have been checked and are underlined, click OK.'

General & Advanced Exchange Settings

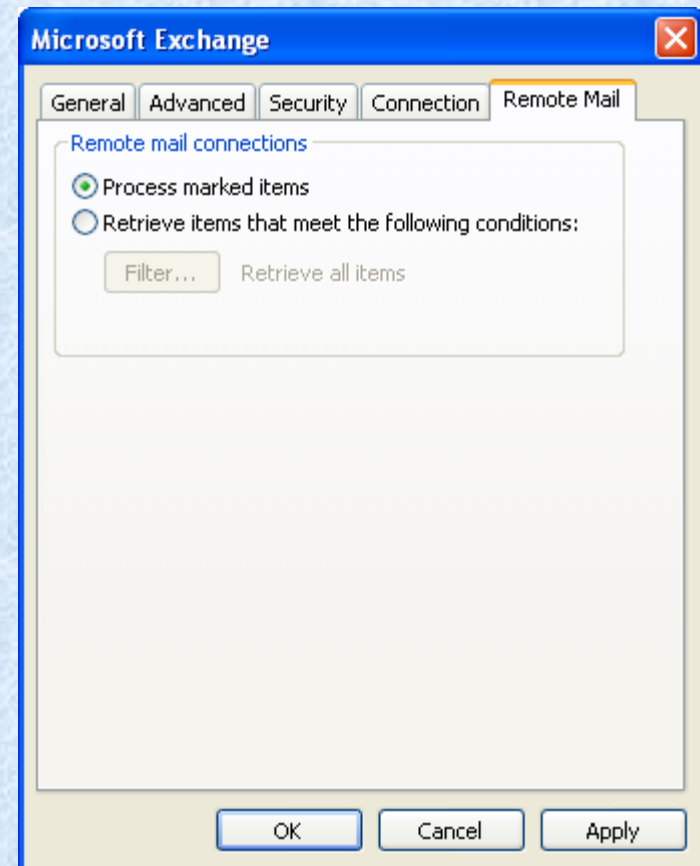
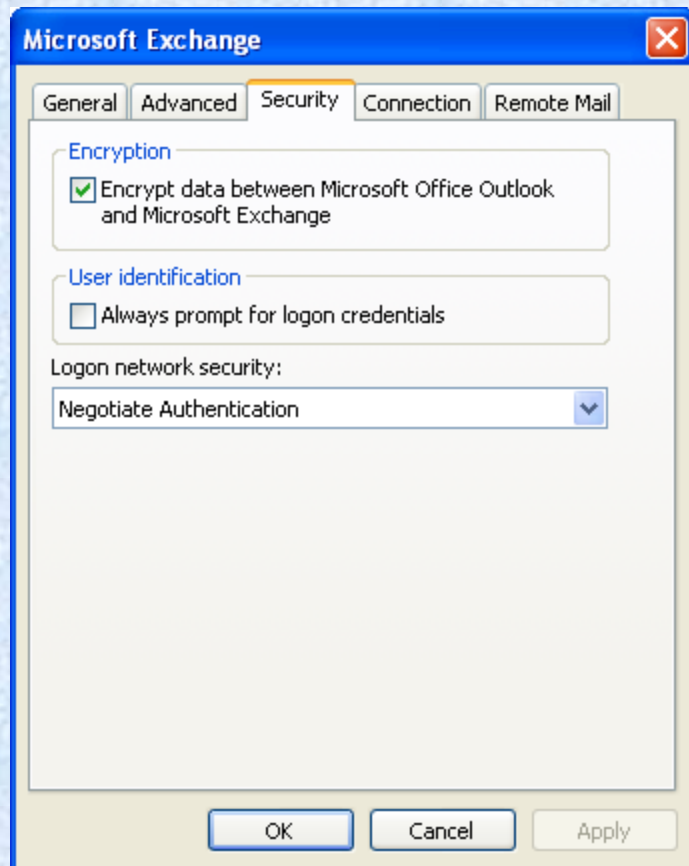
No changes are needed here. You could change the name on the General tab if you wish.



The Cached mode will store you information locally for off line use.

Security & Remote Exchange Settings

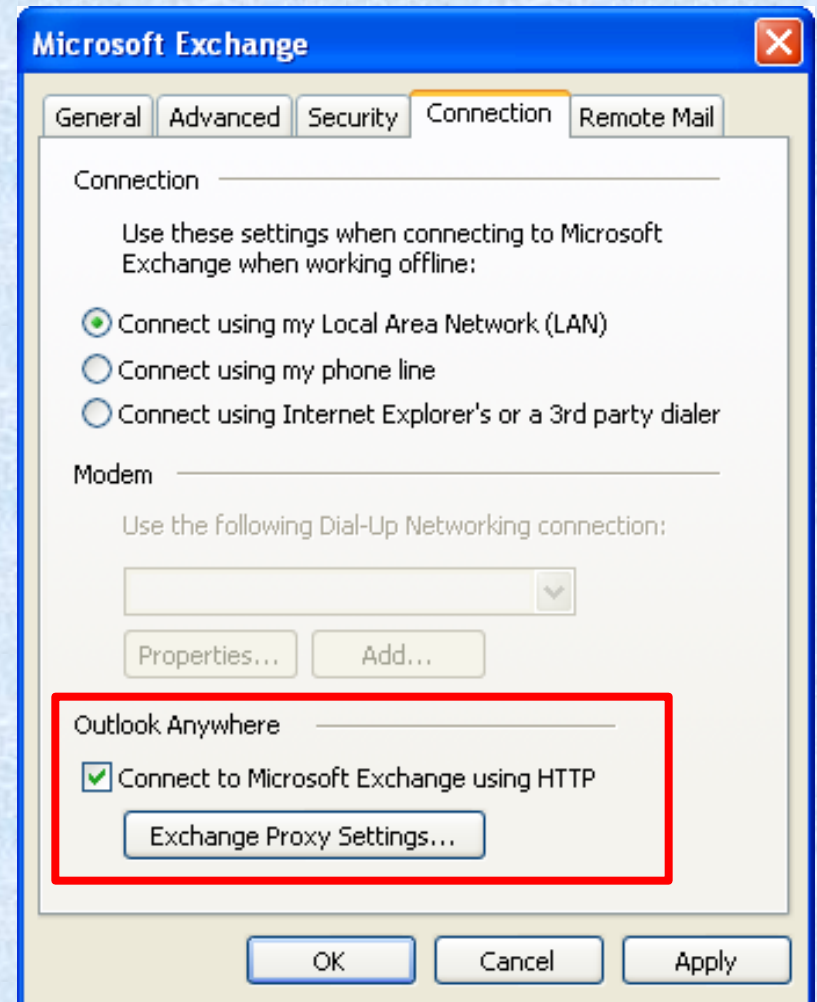
No changes are needed here.



Connection Settings

Check the box to use HTTP.

Then click on the Proxy Settings button.



Proxy Settings

Enter the proxy server address, SSL certificate info, connection info and authentication information that you obtained from your IT department or from looking at a computer that has already been setup for Exchange mail.

Microsoft Exchange Proxy Settings [X]

Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
https://

Connect using SSL only
 Only connect to proxy servers that have this principal name in their certificate:

On fast networks, connect using HTTP first, then connect using TCP/IP
 On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

OK Cancel

Microsoft Exchange Proxy Settings [X]

Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
https://

Connect using SSL only
 Only connect to proxy servers that have this principal name in their certificate:

On fast networks, connect using HTTP first, then connect using TCP/IP
 On slow networks, connect using HTTP first, then connect using TCP/IP

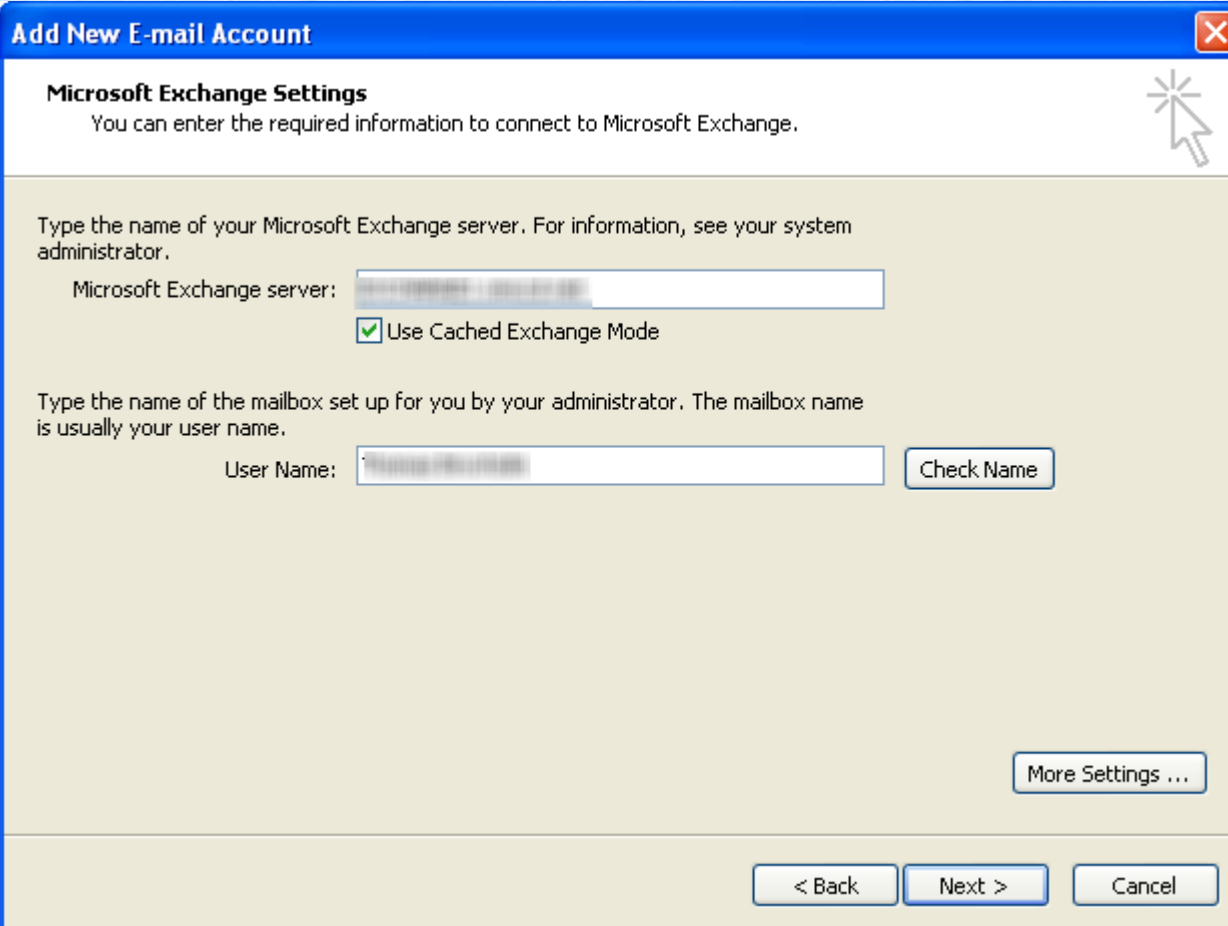
Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:


OK Cancel

Final Steps

After closing the Exchange settings you will see this. Click “Next”



Add New E-mail Account ✕

Microsoft Exchange Settings 

You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

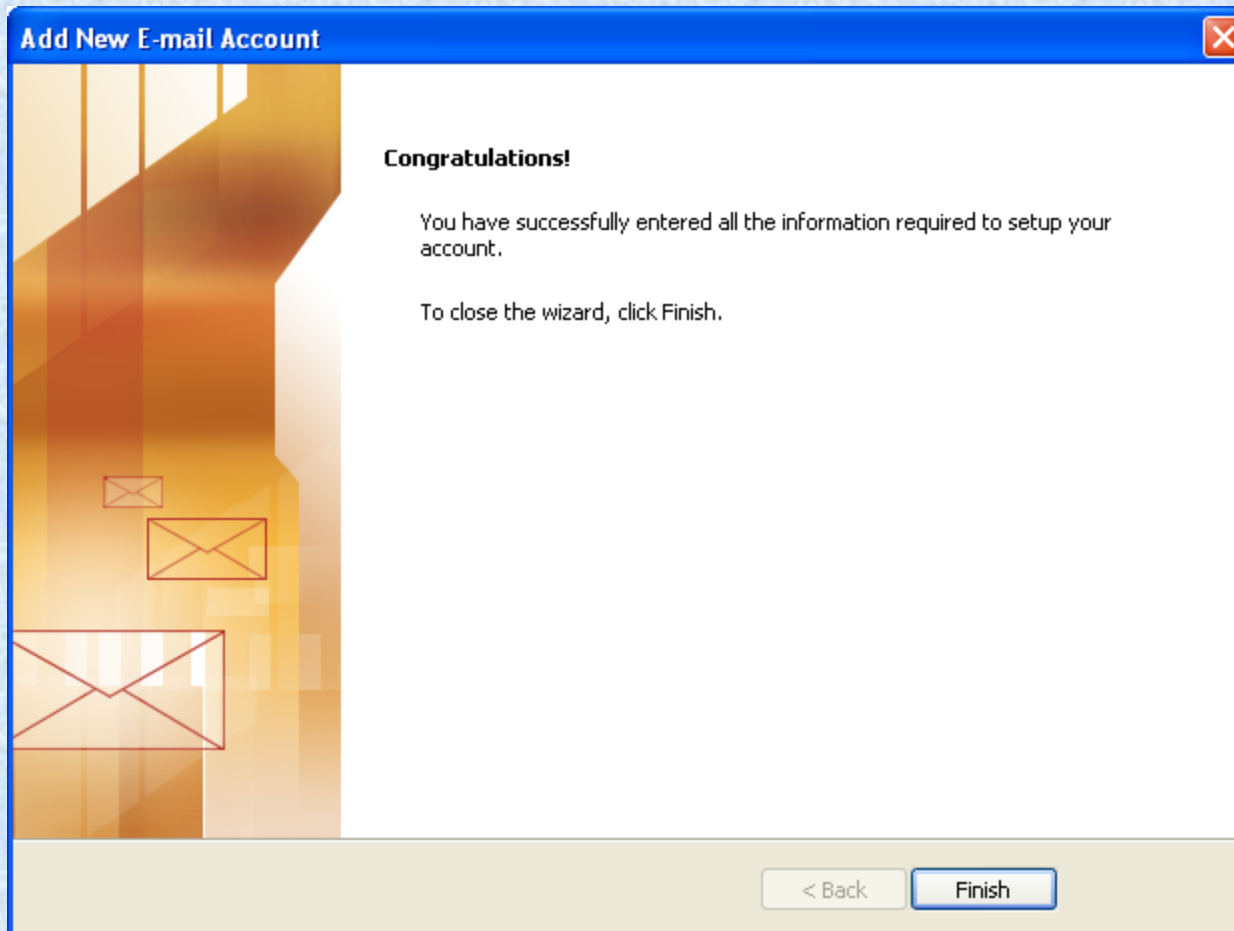
Microsoft Exchange server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

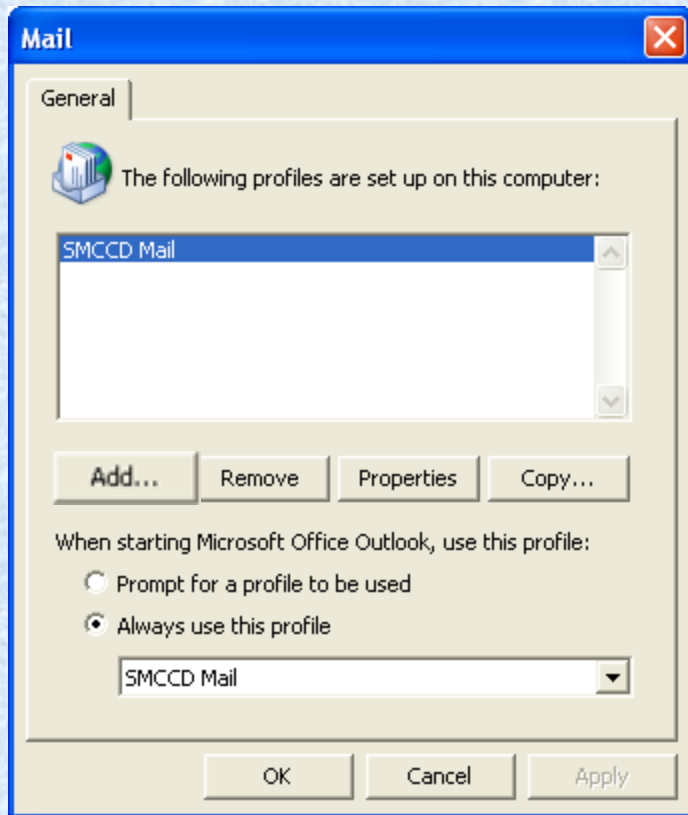
Finished



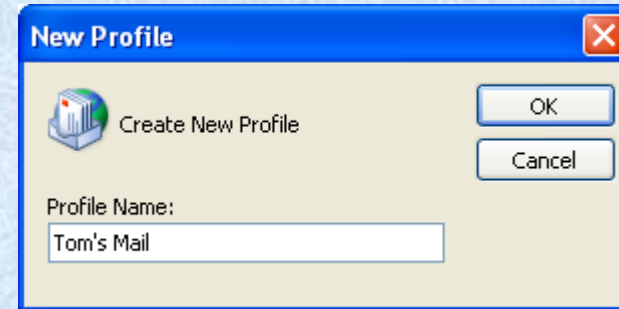
Click Finished

Multiple Mail Account Setup

You will now see your new profile in the mail setup window.

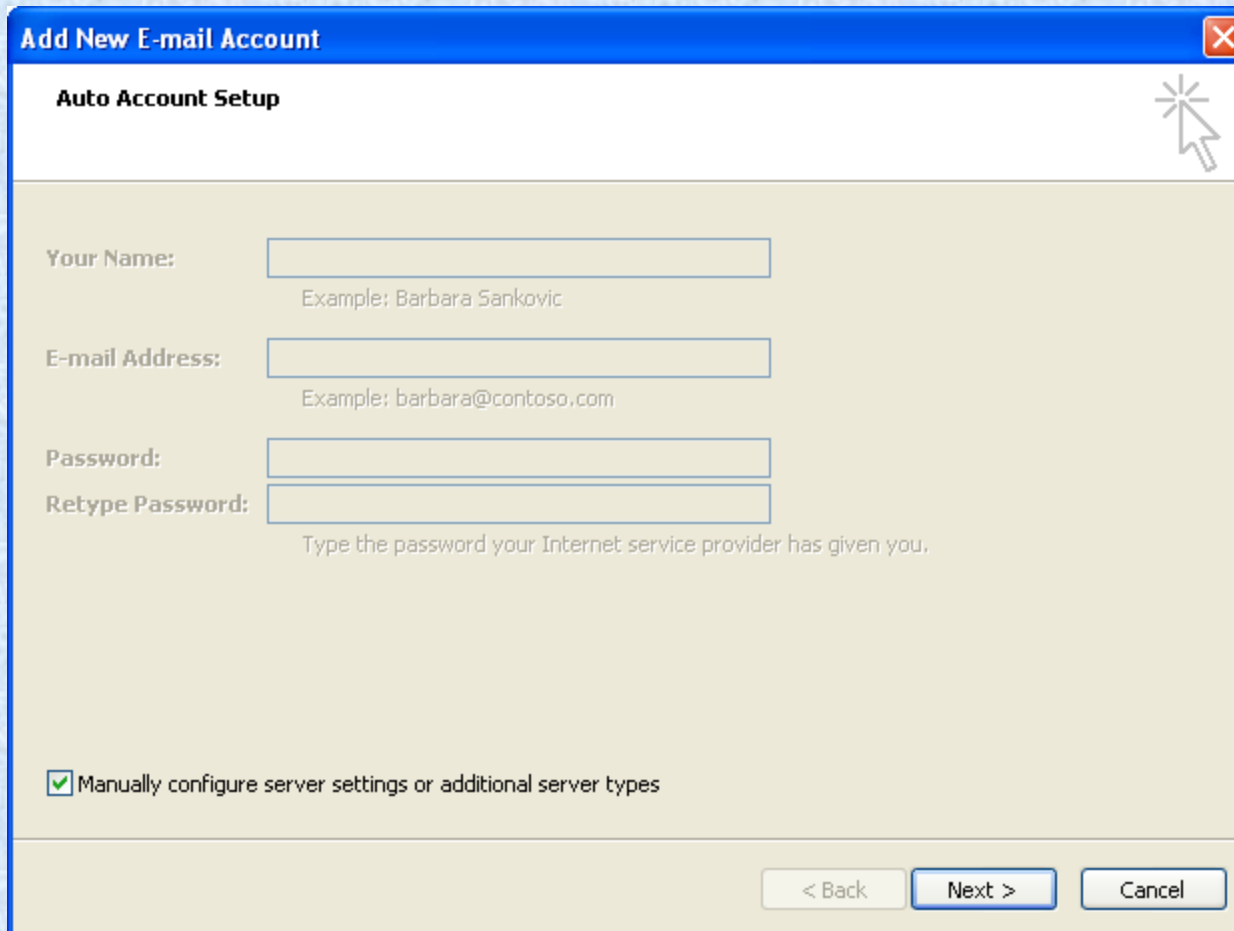


Enter the new profile name



Click "Add" to add additional profiles.

Manual Settings



The screenshot shows a Windows-style dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. The dialog is divided into two sections. The top section, titled "Auto Account Setup", contains a mouse cursor icon pointing to a starburst symbol. The bottom section contains four input fields: "Your Name:" with the example "Barbara Sankovic", "E-mail Address:" with the example "barbara@contoso.com", "Password:", and "Retype Password:". Below the password fields is a checkbox labeled "Manually configure server settings or additional server types" which is checked. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

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

If you want to try the automatic settings go ahead and give it a try.

POP Mail Setup

Add New E-mail Account 

Choose E-mail Service 

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

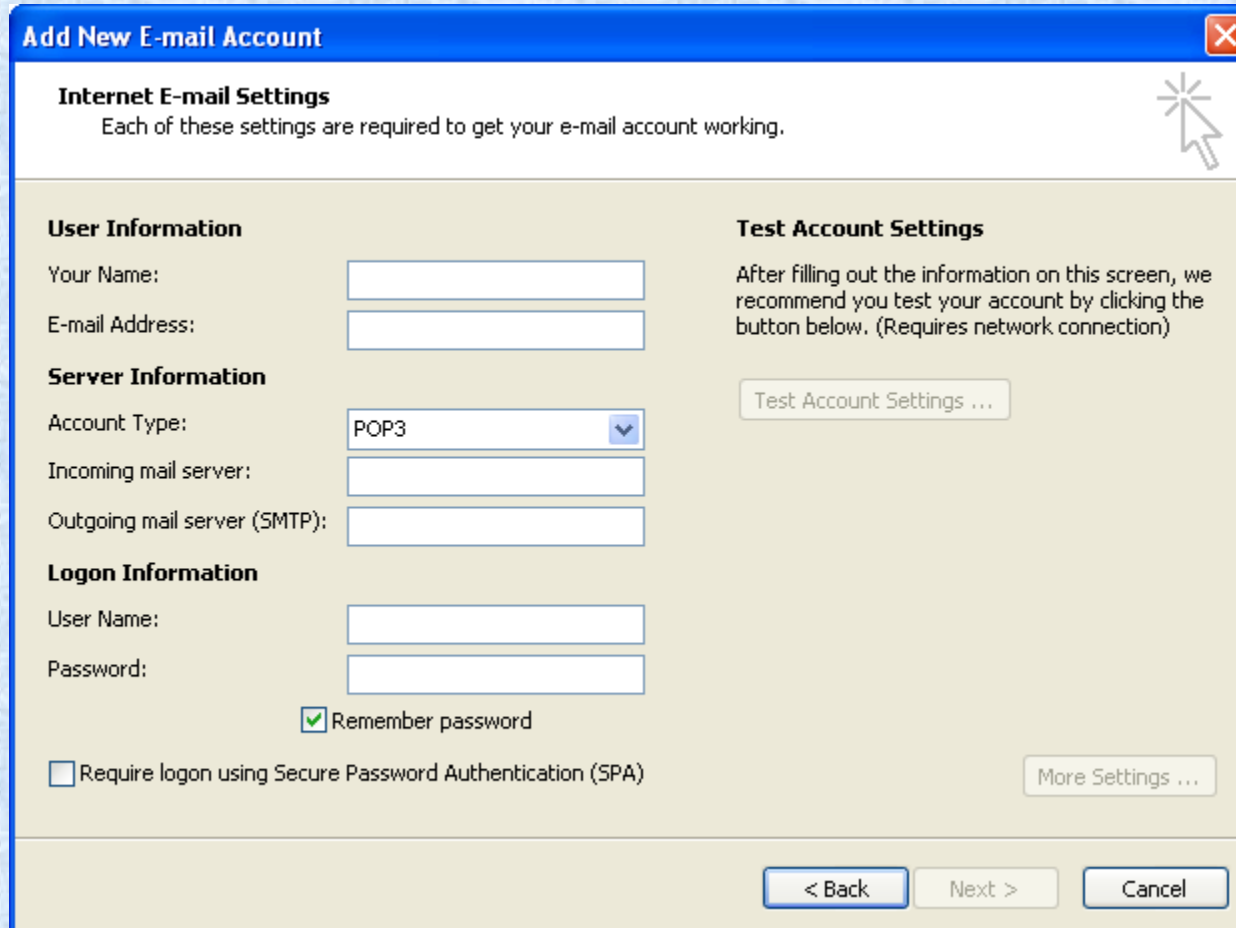
Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

Mail Settings

You may need to consult the Internet or your mail provider for this information.



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)

[Common examples](#)

Test your Account Settings

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:

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)

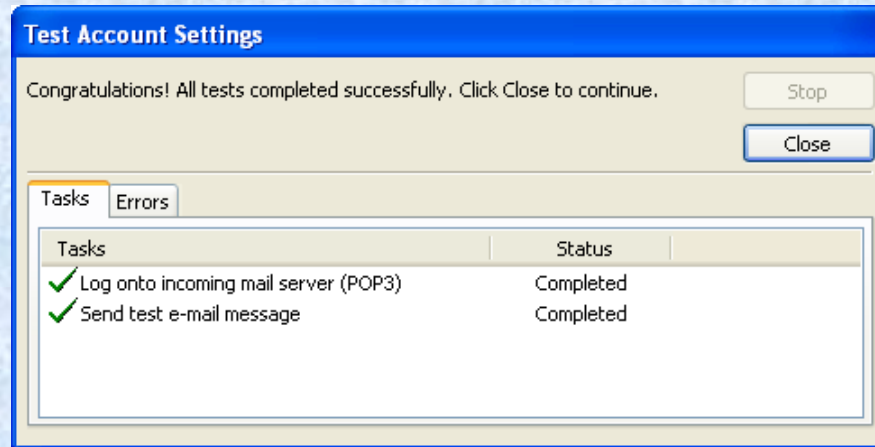
Test Account Settings ...

More Settings ...

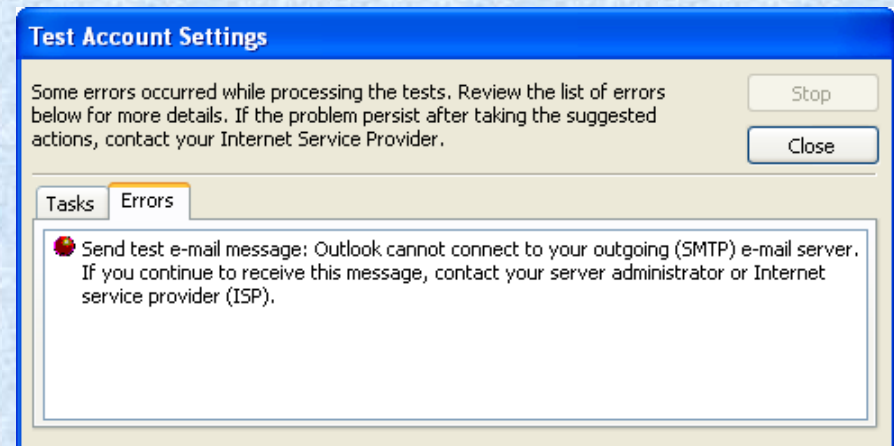
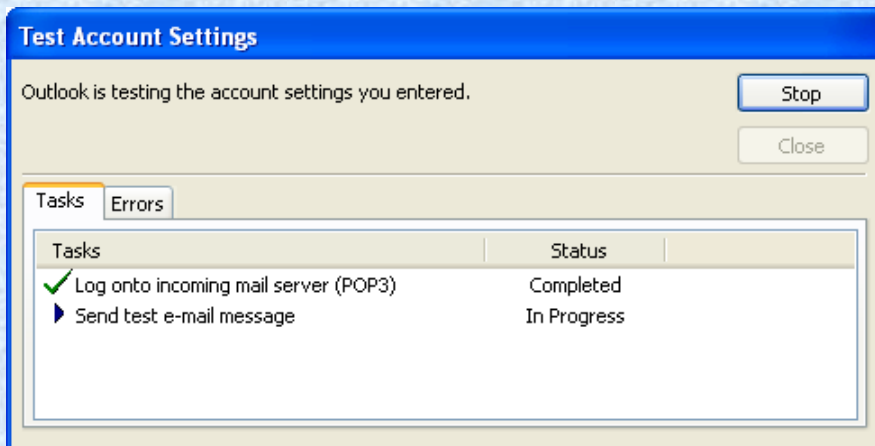
< Back Next > Cancel

Test Results

If you get two green check marks you are all set to go. No additional configuration is needed.

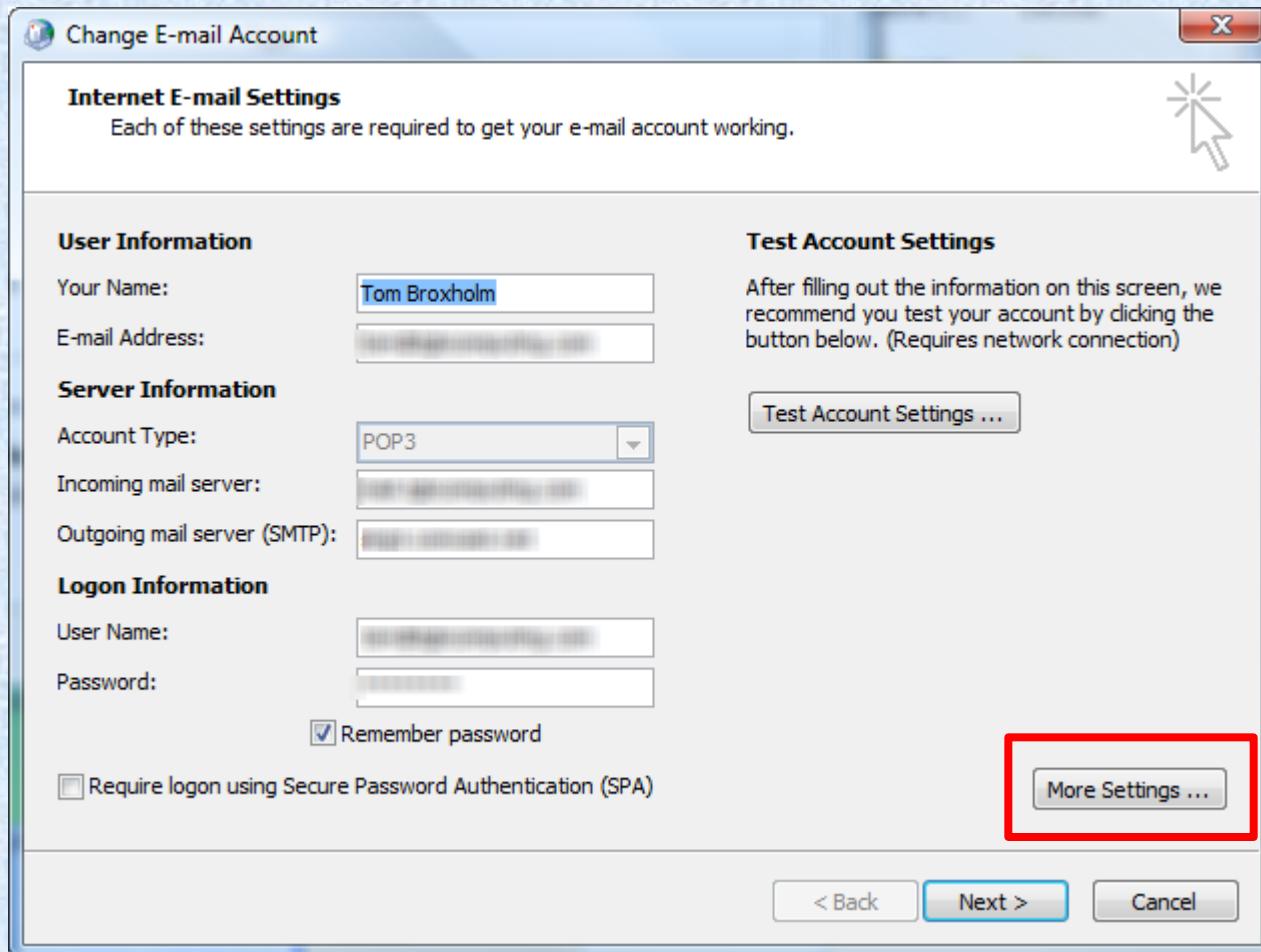


If you get an error message additional settings will need to be tweaked.



Tweaking your mail settings

Click the “More Settings” button.



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:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

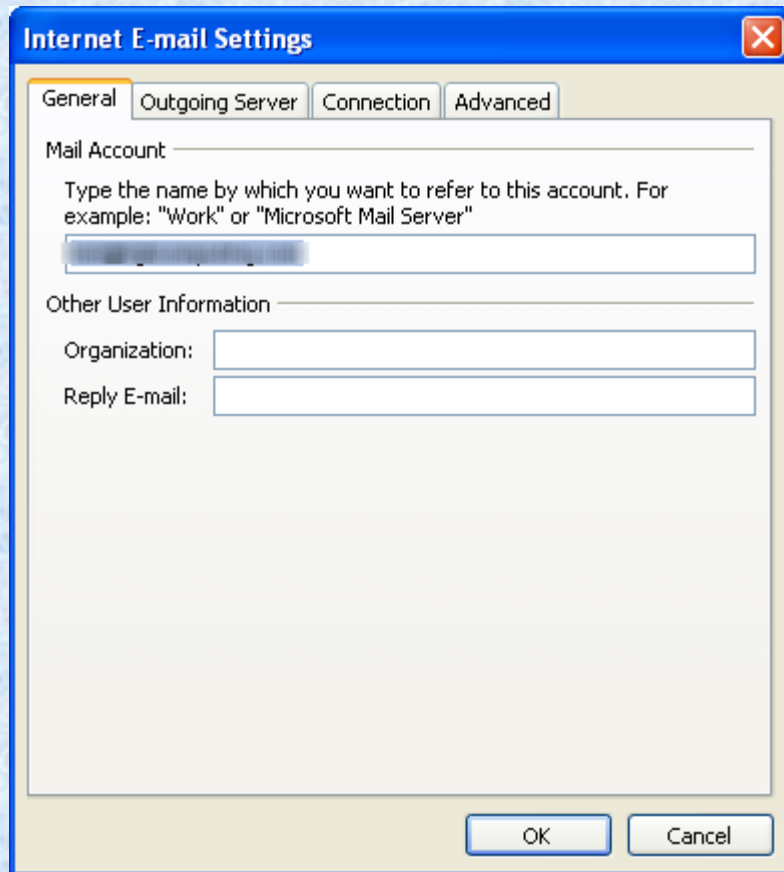
Require logon using Secure Password Authentication (SPA)

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)

General & Connection Tabs

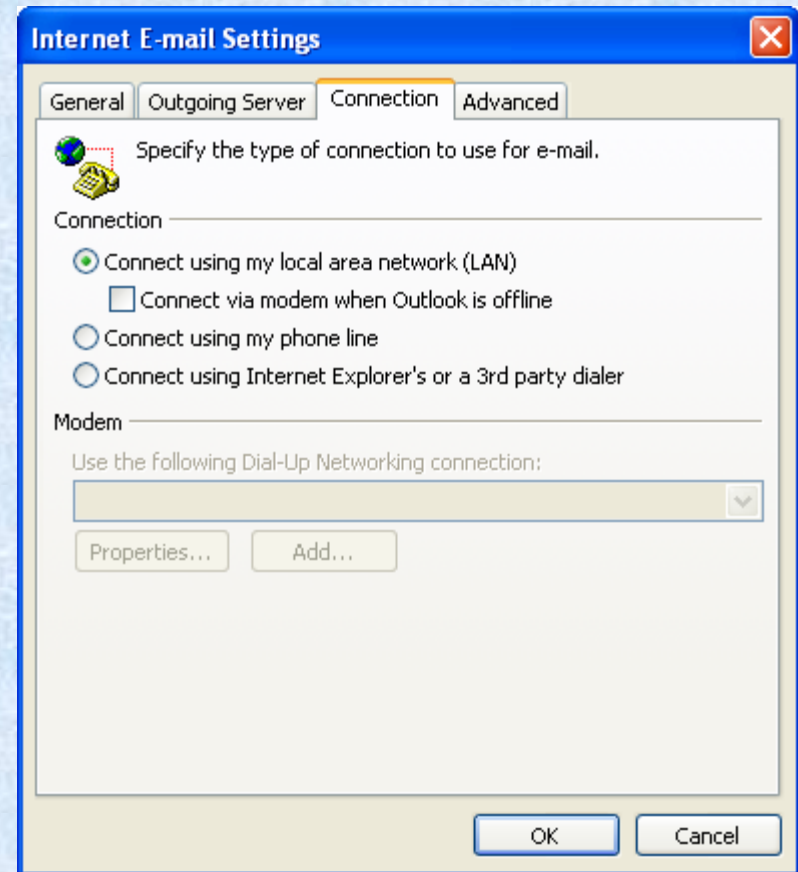
Making changes here won't solve your error message. However you can enter or change the information on the General tab if you wish.



The screenshot shows the 'General' tab of the 'Internet E-mail Settings' dialog box. The title bar is blue with a close button. Below the title bar are four tabs: 'General' (selected), 'Outgoing Server', 'Connection', and 'Advanced'. The main area contains the following fields:

- Mail Account:** A text box with a placeholder name and a description: "Type the name by which you want to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information:** Two text boxes labeled "Organization:" and "Reply E-mail:".

At the bottom are 'OK' and 'Cancel' buttons.



The screenshot shows the 'Connection' tab of the 'Internet E-mail Settings' dialog box. The title bar is blue with a close button. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection' (selected), and 'Advanced'. The main area contains the following options:

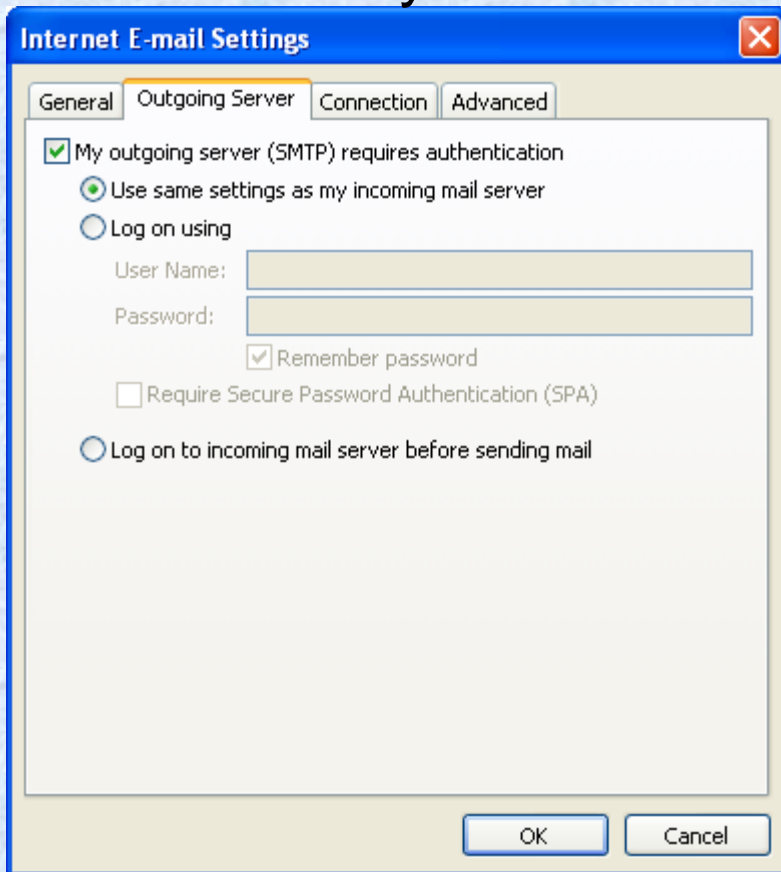
- Specify the type of connection to use for e-mail:** A globe and phone icon.
- Connection:** A text box followed by three radio button options:
 - Connect using my local area network (LAN)
 - Connect via modem when Outlook is offline
 - Connect using my phone line
 - Connect using Internet Explorer's or a 3rd party dialer
- Modem:** A text box followed by a dropdown menu labeled "Use the following Dial-Up Networking connection:". Below the dropdown are 'Properties...' and 'Add...' buttons.

At the bottom are 'OK' and 'Cancel' buttons.

Outgoing server settings

If your incoming and outgoing mail servers are different you may need to log into your outgoing mail server before mail will send.

First try this



Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

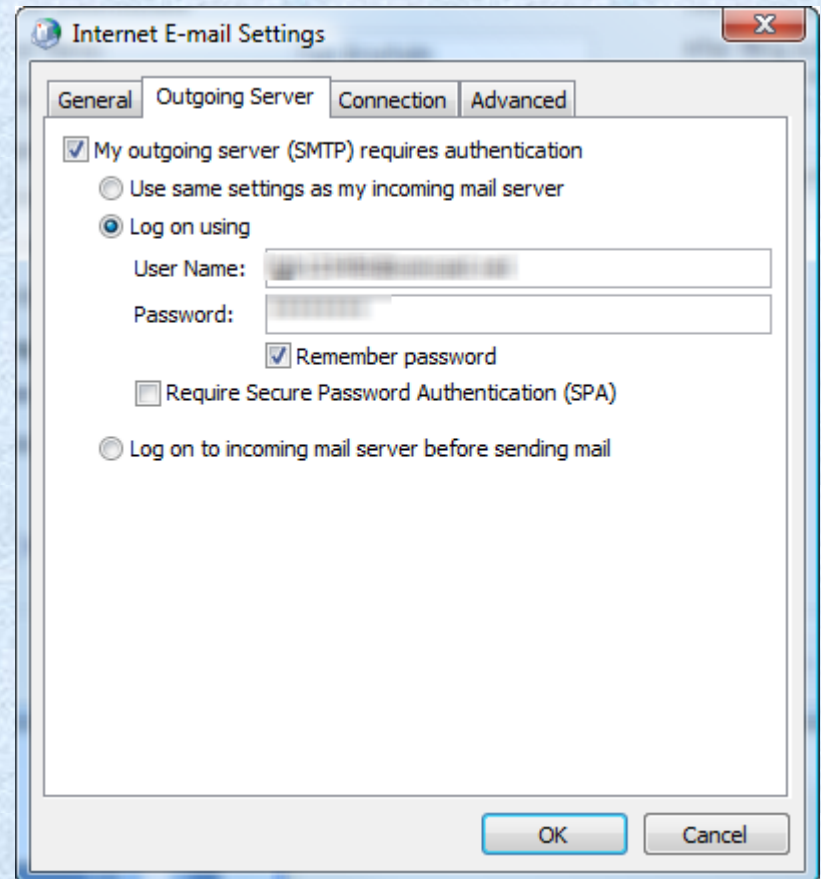
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel



Internet E-mail Settings

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

Require Secure Password Authentication (SPA)

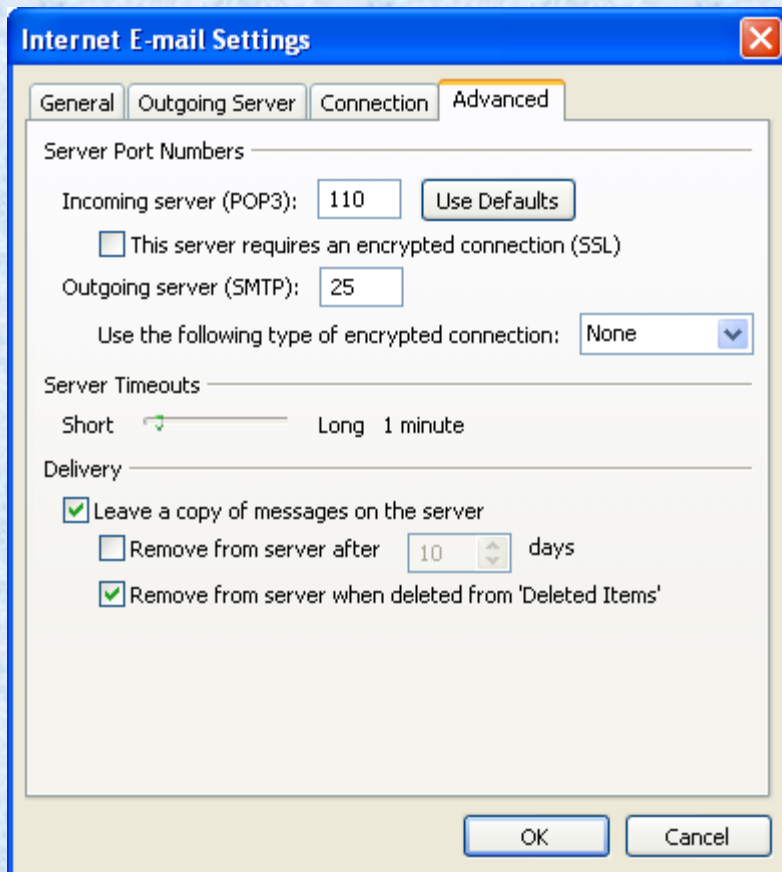
Log on to incoming mail server before sending mail

OK Cancel

Examples

Changing Ports

Here you can change your incoming and outgoing port numbers, choose to use SSL (as per you're provider) and keep a copy of your mail on the server.



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

Use the following type of encrypted connection: None

Server Timeouts

Short Long 1 minute

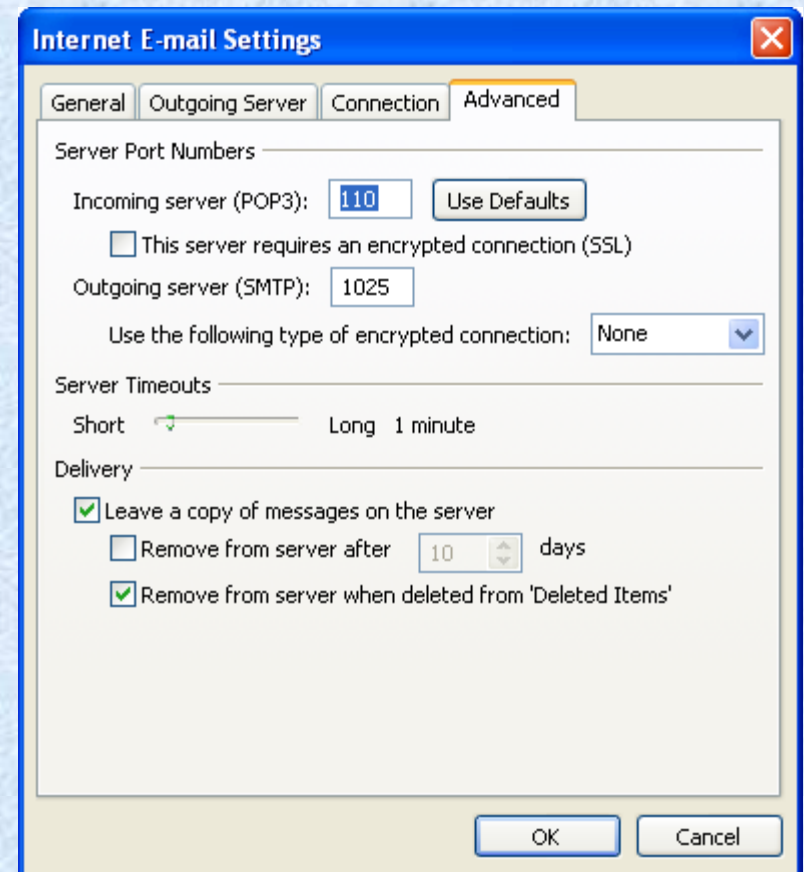
Delivery

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

OK Cancel



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): 1025

Use the following type of encrypted connection: None

Server Timeouts

Short Long 1 minute

Delivery

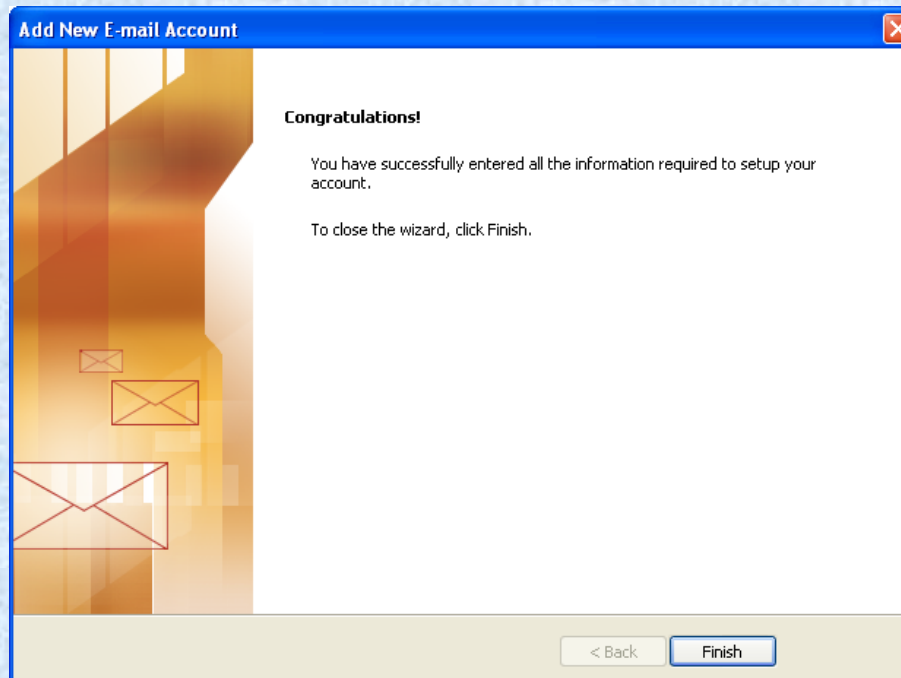
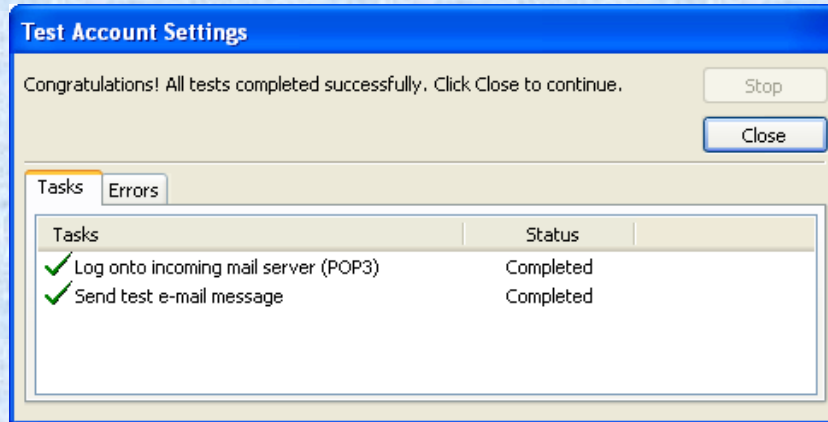
Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

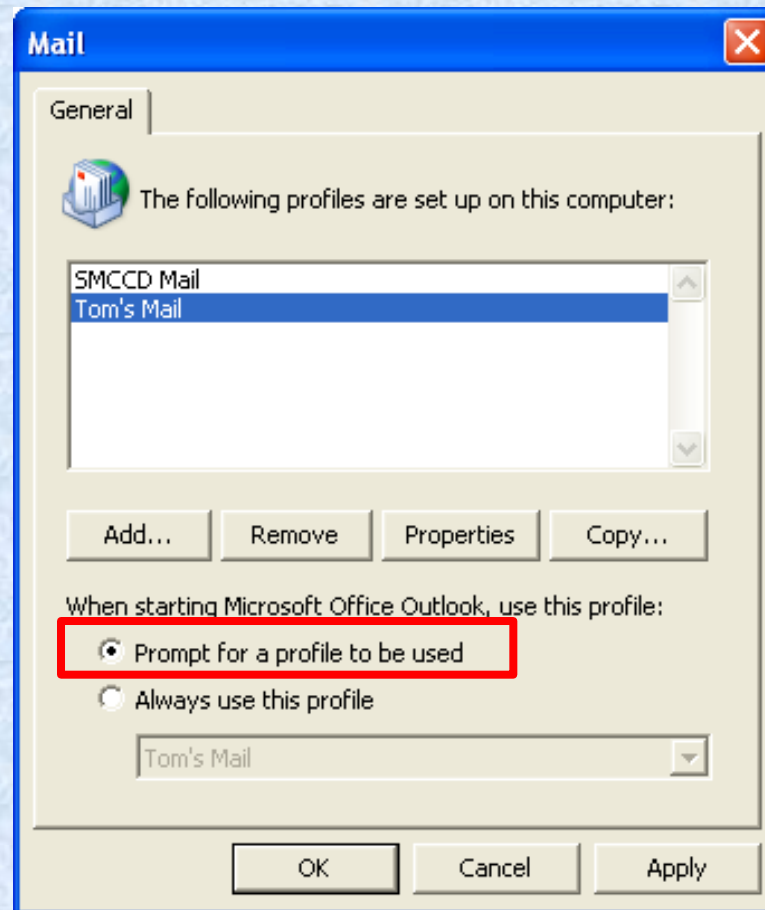
OK Cancel

Test the Account

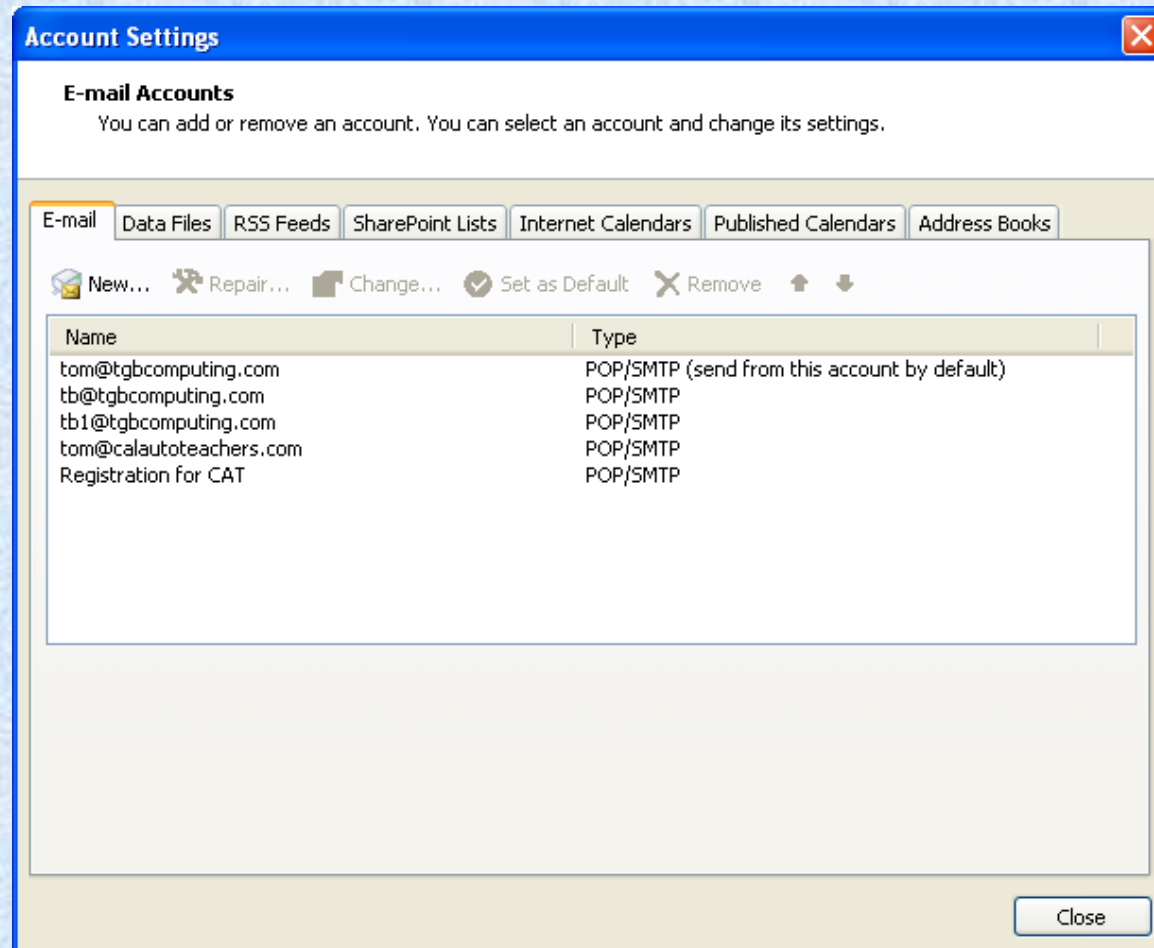


Choose to be prompted

Make sure you choose to be prompted which profile to use.



Checking several accounts inside one profile



You can setup to check multiple email accounts within one profile.

Opening Outlook for the first time

Outlook will prompt you to choose a profile. It will then proceed to setup Outlook for the very first time.

