How to Set-up Email Addresses in Outlook: A Step-by-Step Guide

This document describes how to set up an email account under Outlook so that you can collect your emails.

- 1. Launch Outlook
- 2. From the menu bar at the top of the Outlook window click on Tools
- 3. You should now see a list of options. From these options select E-mail Accounts
- 4. You will see a window called Email Accounts as below. Click Next to start setting up your email address

E-mail Accounts	
	 This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail Add a new e-mail account View or change existing e-mail accounts Directory Add a new directory or address book View or change existing directories or address books
	< Back Next > Close

5. You should now see the box shown below. Select the POP3 option as shown and click Next

E-mail Accounts	
Server Type You can choose the type of server your new e-mail acount will work with.	×
O Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
● POP3	
Connect to a POP3 e-mail server to download your e-mail.	
○ IMAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
Онттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< Back Next >	Cancel

6. You will now see the box below. For the purposes of this guide, the email address we are trying to set-up is jack@adomainname.com. Fill in the boxes with the appropriate data for your mailbox as shown below

E-mail Accounts	5	enne Trinit		
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Informati	ion	Server Information		
<u>Y</u> our Name:	Jack Smith	Incoming mail server (POP3):	adomainname.com	
<u>E</u> -mail Address:	jack@adomainname.com	Outgoing mail server (SMTP):	smtp.myisp.com	
Logon Informa	ition	Test Settings		
<u>U</u> ser Name:	jack	After filling out the information	on this screen, we	
Password:	****	button below. (Requires network connection)		
	Remember password	Test Account Settings		
Log on using S Authenticatior	Secure Password n (SPA)		More Settings	
		< <u>B</u> ack	Next > Can	:el

IMPORTANT NOTES:

- a) smtp.myisp.com is just an example. Please ask your ISP what SMTP server you should use and how to configure it in Outlook Express. Your ISP provides you with your internet connection.
- b) You can again use your domain name as the SMTP server. In this case, click "<u>M</u>ore Settings..." and select the Outgoing Server tab at the top of the window, and tick "My outgoing server (SMTP) requires authentication". The option for "Use same settings as my incoming mail server" should be selected.

After clicking **Next** you will see a final screen. Please click **Finish** to complete the set-up of your account. To check everything is working, please send yourself an email.

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