Setting Up Outlook

First, go to Account Settings, this could be in many different places depending on your version of Outlook, but often it is under the File Menu at the top

File Home Send	Receive Folder	View
Save As	Account In	formation
Info	POP/SMTP	ger@outlook.com
Open	Add Account	
Print	-51	Account Settings
Help	Account	Modify settings for this account and configure additional connections.
Dptions	Settings *	
Exit		

Next click on New... to start setting up your email account.

count Settings E-mail Accounts You can add or remove an account. You c	can select an account and change its settings.
E-mail Data SharePoint Lie	sts Internet Calendars Published Calendars Address Books
Name	Туре
✔ todd.meisinger@outlook.com todd.meisinger@cox.net tm@tmSolutionsLLC.com	POP/SMTP POP/SMTP POP/SMTP
Gelected account delivers new messages to the Change Folder tmSolutionsLLC.com\In in data file C:\Users\Todd\	: following location: nbox Documents\Outlook Files\tmSolutionsLLC.com.pst
	Close

Not much to do here, just make sure <u>E-mail Account</u> is checked and press Next >.

Add New Account	x
Choose Service	×.
E-mail Account	
Connect to an e-mail account provided by your Internet service prov your organization.	vider (ISP) or
Text Messaging (SMS)	
Connect to a mobile messaging service.	
🔘 Other	
Connect to a server type shown below.	_
Fax Mail Transport	

Not much here either, you will have to click on <u>Manually configure server settings or additional server</u> <u>types</u>. Then click Next >.

Auto Account Setup Connect to other s	erver types.	
🔿 E-mail <u>A</u> ccount		
Your Name:		
	Example: Ellen Adams	
E-mail Address:		
	Example; ellen@contoso.com	
Password:		
Retype Password;		
	Type the password your Internet service provider has given you,	
) Te <u>x</u> t Messaging (S	5M5)	
Manually configure	e server settings or additional server types	

Still a little boring, make sure Internet E-mail is checked and click on Next >.

Add New Account	x
Choose Service	×
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport 	voice mail messages.
	< <u>B</u> ack Next > Cancel

Here is where all of the work begins. Enter Your Name, your Email Address, leave Account Type POP3, your Incoming and Outgoing mail servers are 'mail.' with your domain, your User Name is your Email Address, and type in your password (and most people click Remember Password). Then press More Settings.

Add New Account		×
Internet E-mail Settings Each of these settings ar	re required to get your e-mail accou	int working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	youremail@tmsolutionsllc.com	below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.tmsolutionsllc.com	✓ Test Account <u>Settings</u> by clicking the Next button
Outgoing mail server (SMTP):	mail.tmsolutionsllc.com	Deliver new messages to:
		New Outlook Data File
User Name:	vouremail@tmsolutionellc.com	Existing Outlook Data File
Password:	******	Browse
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

On Internet E-mail Settings, the General Tab should show your Mail Account:

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"				
youremail@tmsolutionsllc.com				
Other User Information				
Organization:				
Reply E-mail:				
OK Cancel				

Switch to the Outgoing Server, and check the <u>My outgoing server (SMTP) requires authentication</u> box and make sure <u>Use same settings as my incoming mail server</u>.

Internet E-mail Settings
General Outgoing Server Connection Advanced
W outgoing server (SMTP) requires authentication
Ose same settings as my incoming mail server
O Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
Cog on to incoming mail server before sending mail
OK Cancel

Finally, go to the Advanced Tab, make sure you Incoming server (POP3) is set to 110, your Outgoing server (SMTP) is set to 465, and Use the following type on encrypted connection is SSL.

General	Outgoing Server	Connect	ion Advanc	ed	
Server F	ort Numbers				
Incomi	ng server (POP3):	: 110	Use Defa	ults	
	This server requi	res an encr	vpted conne	ction (SSL)	
Outgo	ng server (SMTP)	: 465			
Us	e <mark>the following typ</mark>	be of encry	oted connec	tion: SSL	
	ive a copy of mes Remove from ser Remove from ser	sages on th ver after ver when d	e server 14 🔹 eleted from	days Deleted Iter	ns'

You can update the Delivery options at the bottom as well before clicking on OK.

A little explanation:

- Leave a copy of messages on the server
 - When you check your email with Outlook, Outlook downloads your messages to your local PC. By checking this box, it will leave a copy of the email on your website's server. The reason you might want to do this is if you ever might want to check your email from another PC via WebMail, or from your Phone, it will be available.
- Remove from server after ?? days
 - There is a limit of how many emails you can store on the websites server, 500 MBs. So after 7 days, 14 days, or maybe 30 days, we'll need to remove the emails from the website server, but you will have them in Outlook. If you are expecting a lot of large email attachments daily, you might have to remove from server after fewer days so your website email doesn't fill up and start rejecting emails.
- Remove from server when Deleted from 'Deleted Items'
 - When you delete an email from Outlook, it will actually stay on the website server in the Inbox, no matter if this check box is checked or not. However, if you check this box and Empty your Wastebasket, it will remove the email from the website server. I know a number of people like to keep their deleted emails as a form of record keeping and

don't often empty their wastebasket in Outlook. That's OK, but remember those deleted items stay on the website server and count toward your 500 MB limit.

So in summary, if you want to leave a copy of your emails on the website server, that's fine, but remember you have a 500 MB limit. Try to set the Remove from server after ?? days as short as possible so your website email account doesn't reach the 500 MB limit.

Finally, press OK.

NOTE: You may get a pop-up saying something about a Certificate. It might say it is not valid, don't worry if it does. Accept the Certificate, it really is OK.

The Internet E-mail Settings pop-up should close and you'll be back at the Add New Account window. If we did everything right, you can press Next > and it will run a quick test and you should see the results:

Congratulations! All tests completed successfully. C	lick Close to continue.	Stop Close
Tasks Errors Tasks	Status	
✓ Log onto incoming mail server (POP3) ✓ Send test e-mail message	Completed Completed	

Feel free to contact me if you have problems.