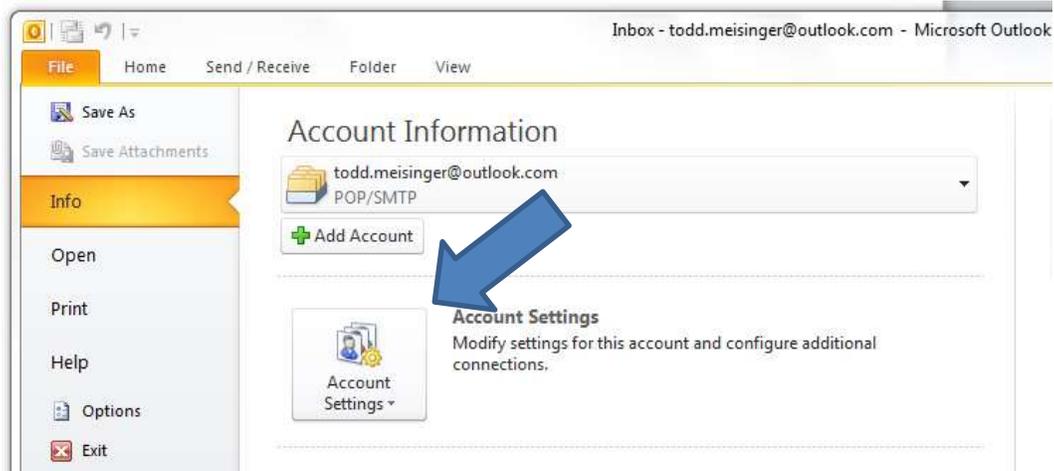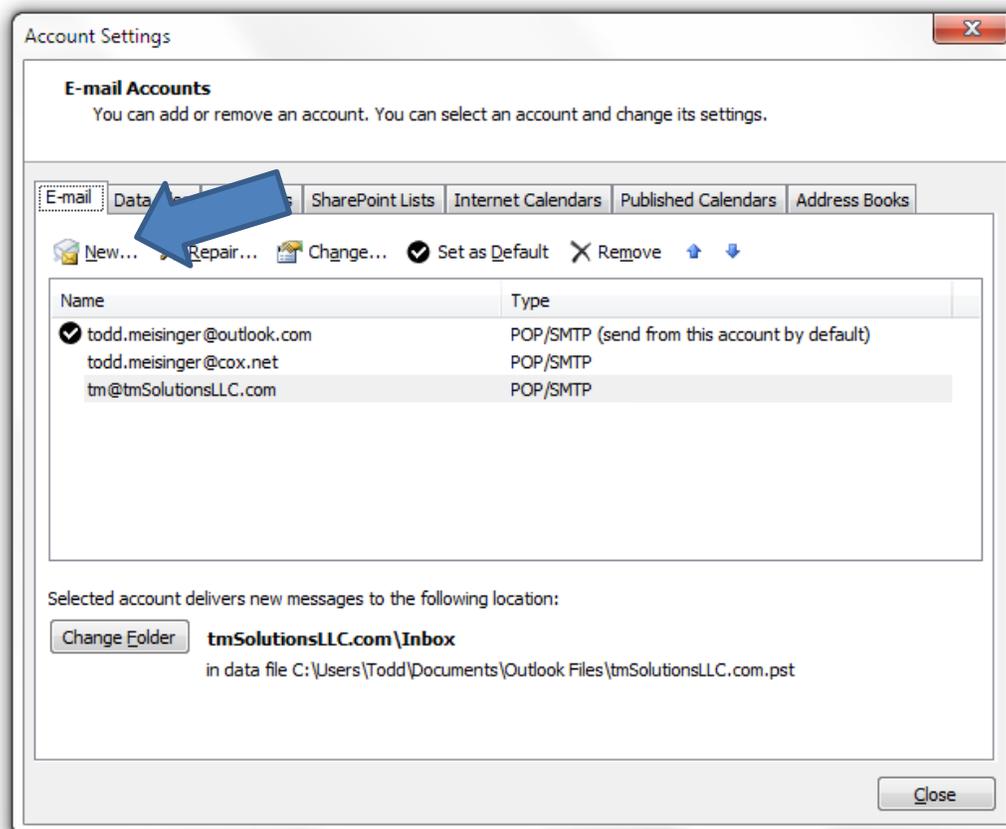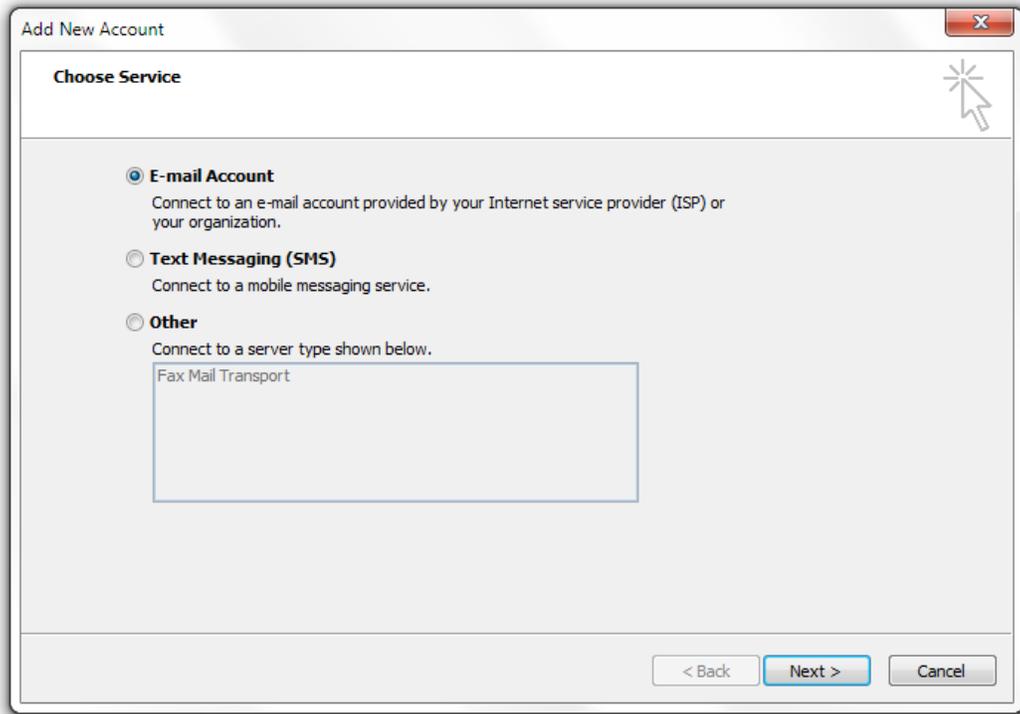# Setting Up Outlook

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
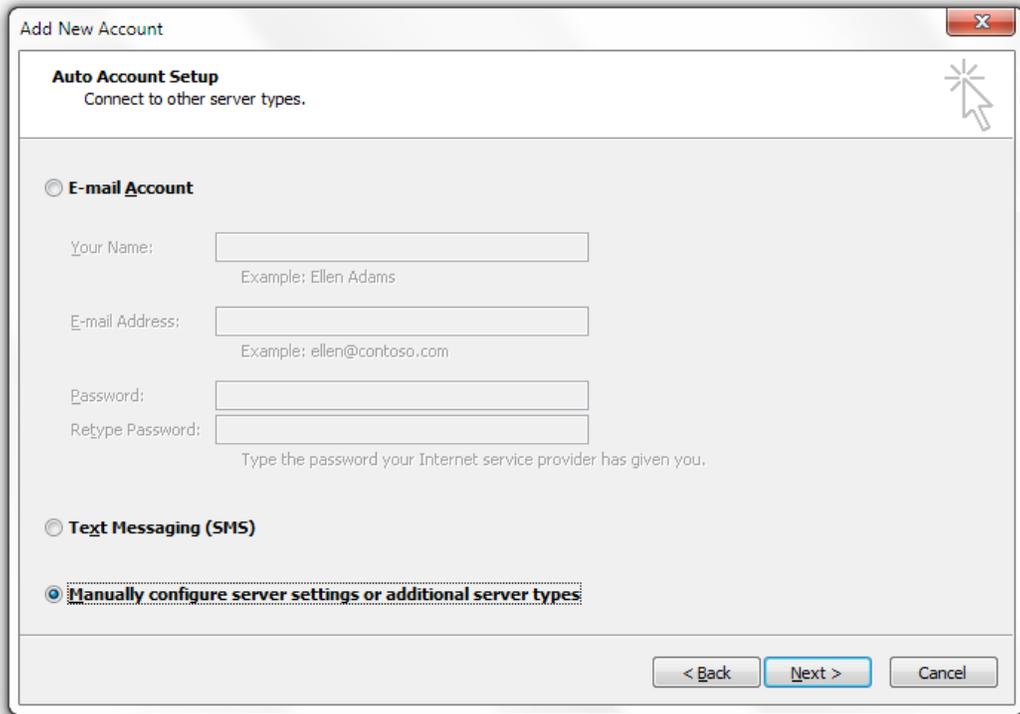

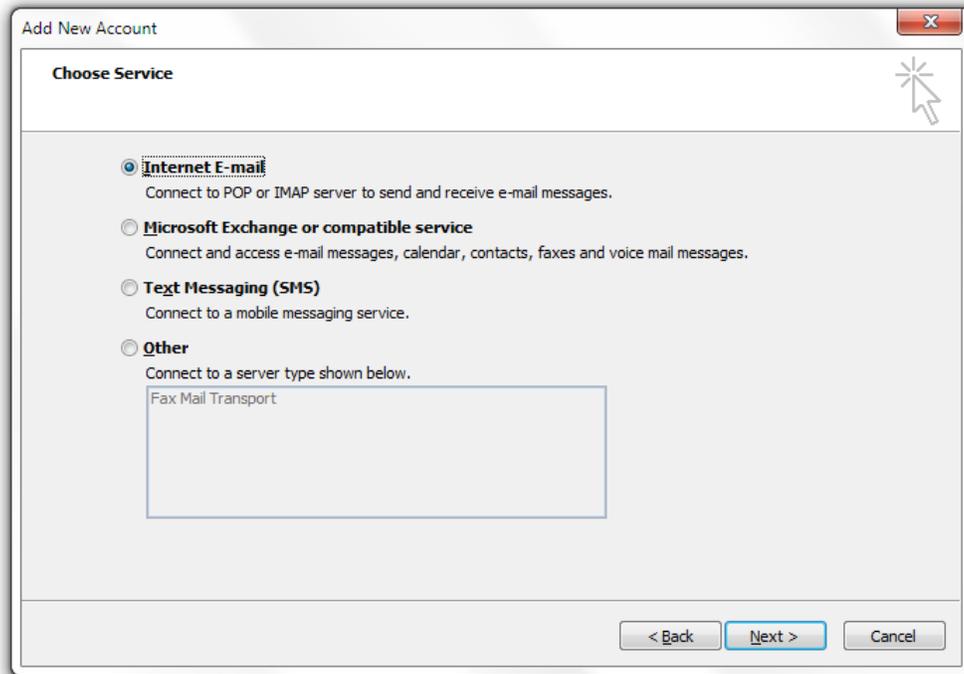Next click on New… to start setting up your email account.

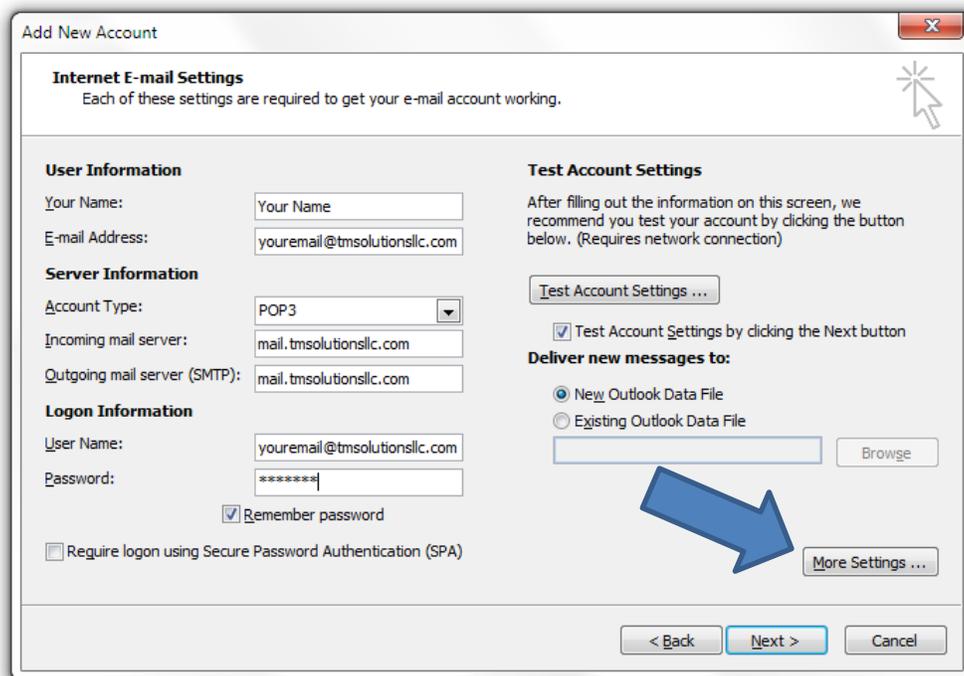Not much to do here, just make sure E-mail Account is checked and press Next >.

Add New Account

Choose Service

- ⦿ **E-mail Account**
  Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.
- ○ **Text Messaging (SMS)**
  Connect to a mobile messaging service.
- ○ **Other**
  Connect to a server type shown below.

  Fax Mail Transport

< Back   Next >   Cancel

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

Add New Account

Auto Account Setup
    Connect to other server types.

○ E-mail Account

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.

○ Text Messaging (SMS)

⦿ Manually configure server settings or additional server types
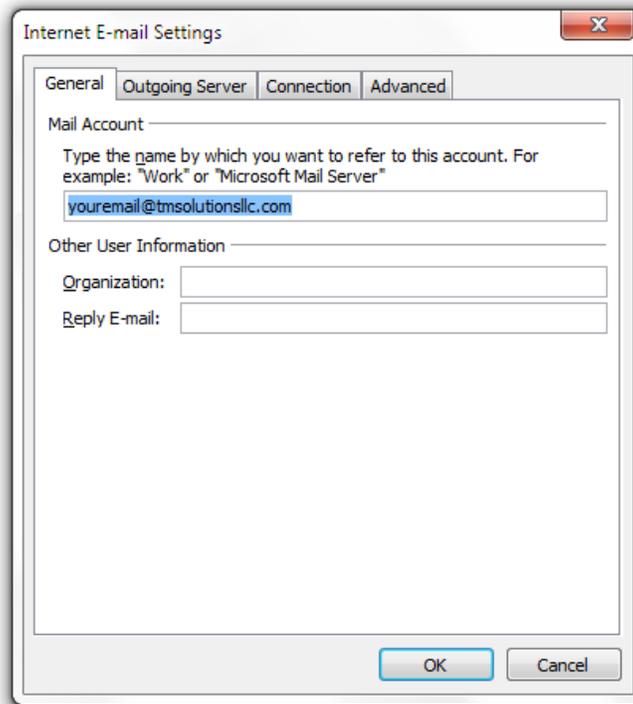
< Back   Next >   Cancel

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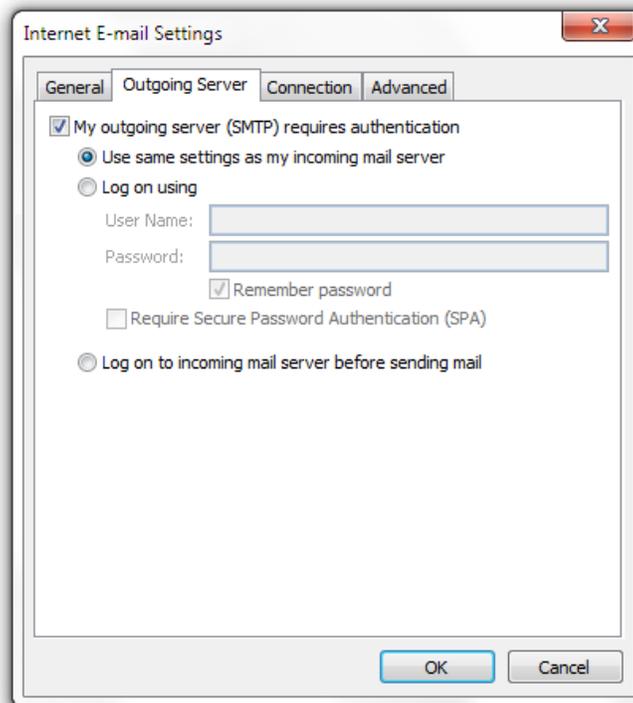

Here is where all of the work begins. Enter Your Name, your Email Address, leave Account Type POP3, your Incoming and Outgoing mail servers are 'mail.' with your domain, your User Name is your Email Address, and type in your password (and most people click Remember Password). Then press More Settings.
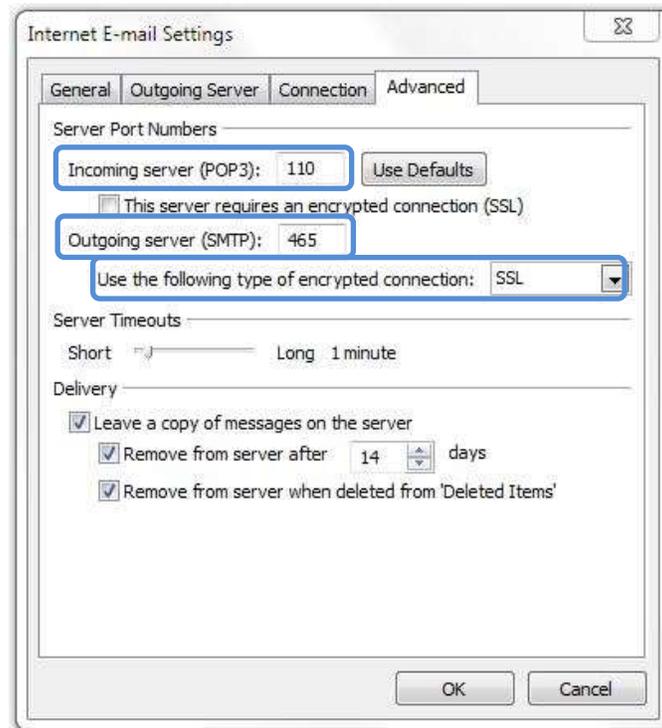
On Internet E-mail Settings, the General Tab should show your Mail Account:

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>.

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.

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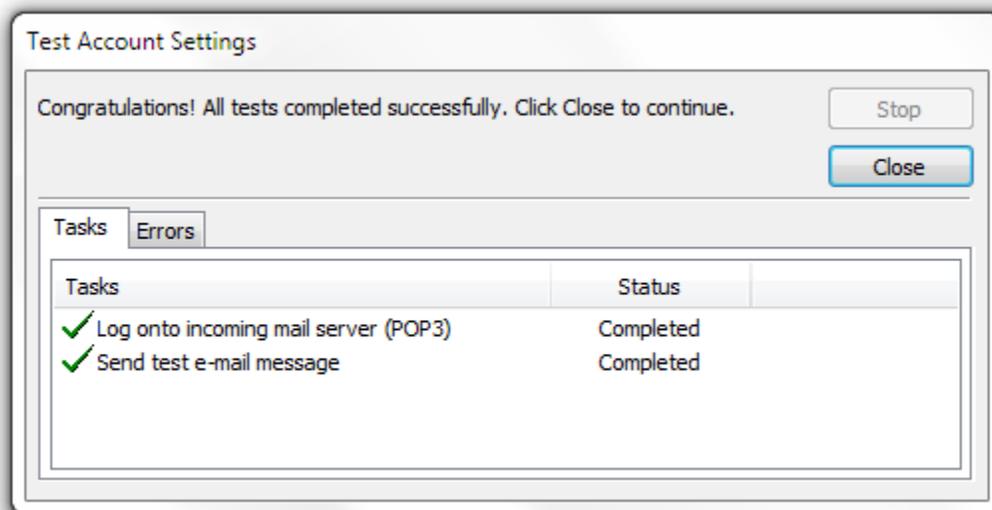
don't often empty their wastebasket in Outlook. That's OK, but remember those deleted items stay on the website server and count toward your 500 MB limit.

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:

Feel free to contact me if you have problems.