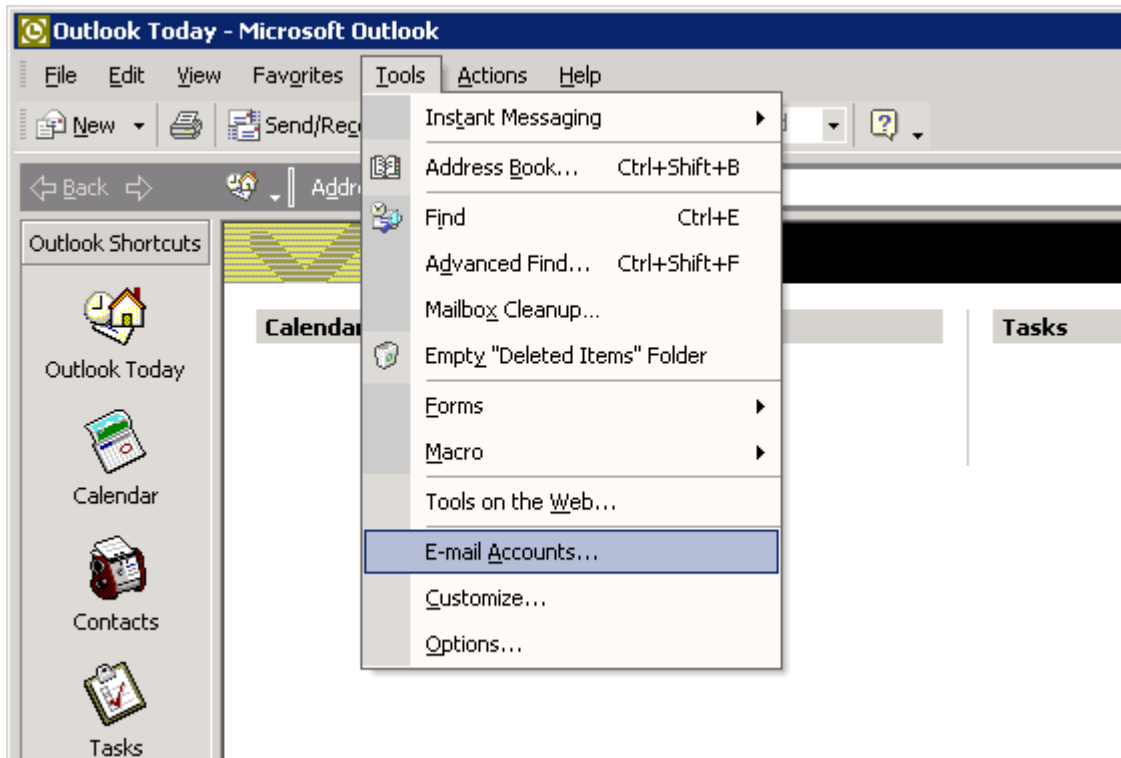


Configuring Outlook for your email

This document describes the process of configuring Microsoft Outlook to receive and send email.

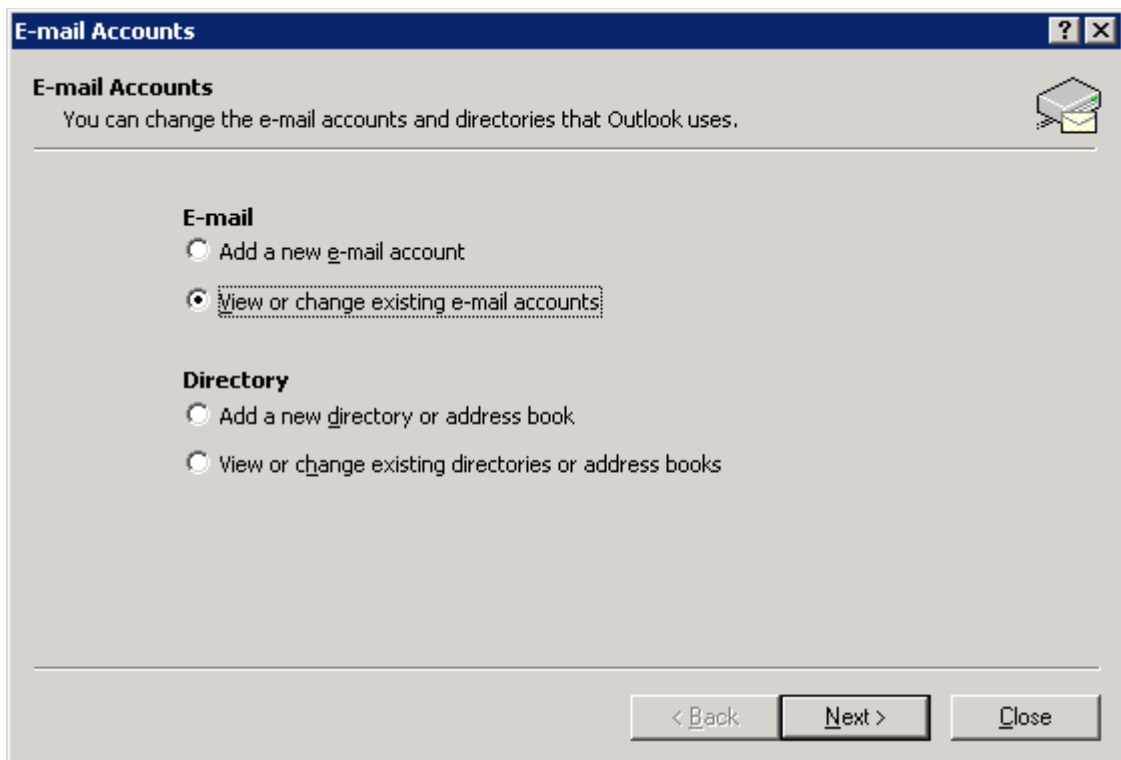
Step 1

Load up Outlook and select E-mail Accounts from the tools menu



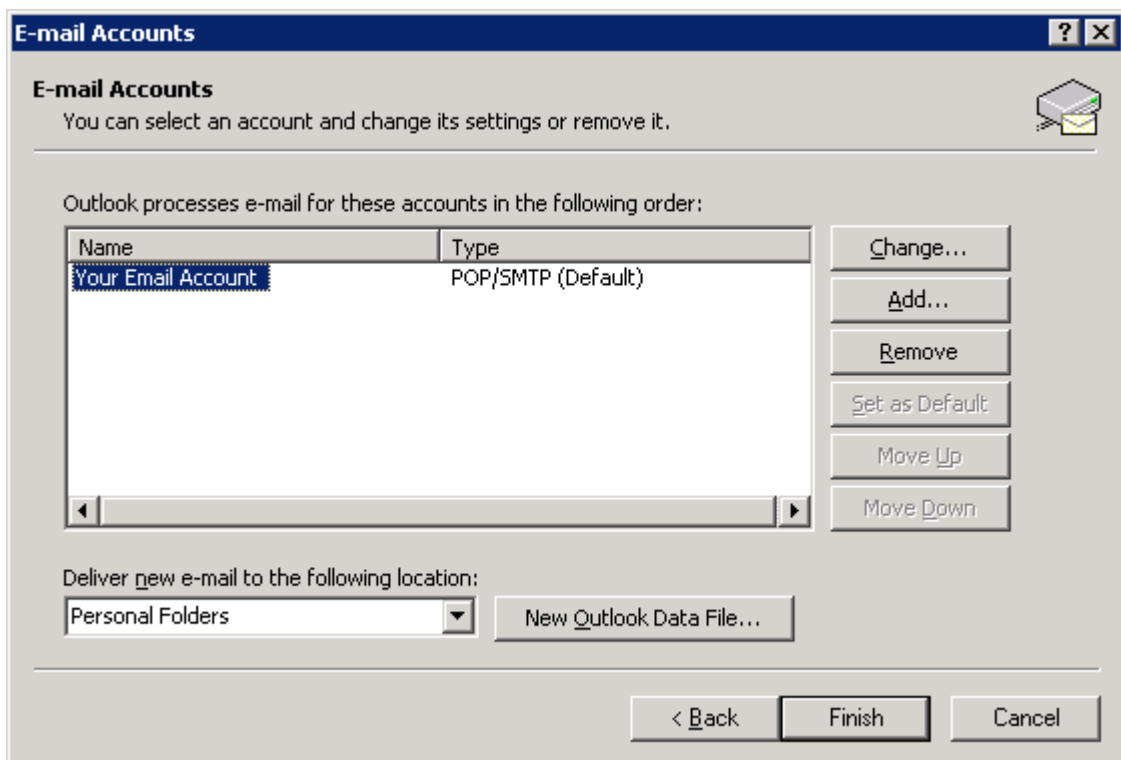
Step 2

Select View or change existing e-mail accounts and press next



Step 3

Select an email account to modify and press change. If there are no email accounts add one using the add button. You are using a POP3 account.



Step 4

Enter your name and email address.

The incoming server is mail.yourdomain.co.uk – for example ours is mail.rioka.com

The outgoing mail sever is mail.authsmtp.com

Under logon information the user name is your full email address e.g. example@domain.com

You should know your email password – if you want Outlook to remember your password tick the box.

Click on More Settings.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The window title is 'E-mail Accounts'. Below the title bar, there is a sub-header 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In 'User Information', 'Your Name' is 'Your Name' and 'E-mail Address' is 'mail.address@domain.com'. In 'Server Information', 'Incoming mail server (POP3)' is 'pop3.your-isp.com' and 'Outgoing mail server (SMTP)' is 'mail.authsmtp.com'. In 'Logon Information', 'User Name' is 'pop3.username', 'Password' is masked with asterisks, and the 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. The 'Test Settings' section contains a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

Step 5

Select the Outgoing Server tab.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The window title is 'Internet E-mail Settings'. The tabs are 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab contains the following fields: 'Mail Account' (with a sub-note: 'Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"') and a text box containing 'Your Email Account'. Below this is 'Other User Information' with 'Organization:' and 'Reply E-mail:' labels, each followed by a text box. At the bottom, there are 'OK' and 'Cancel' buttons.

Step 6

Tick My Outgoing sever(SMTP) requires authentication

Select Log on using.

The User Name is ac12552

A password will be supplied to you.

Select remember password.

Press ok.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under the 'Log on using' radio button, the 'User Name' field contains 'authsmtp.username' and the 'Password' field contains '*****'. The 'Remember password' checkbox is also checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is selected. The 'OK' and 'Cancel' buttons are visible at the bottom right.

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

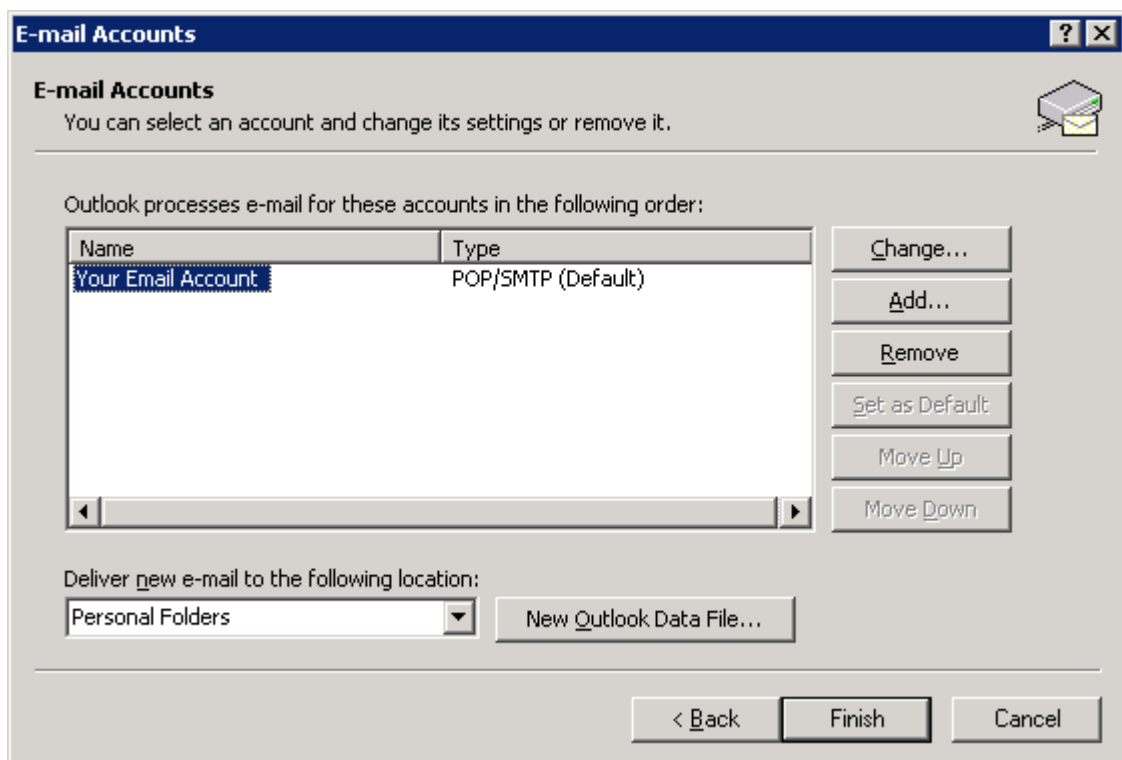
Log on using Secure Password Authentication

Log on to incoming mail server before sending mail

OK Cancel

Step 7

Click the next button then the finish button.



Close Outlook. Next time you open it you should be able to send email.