## Setting up Microsoft Outlook for Email

There are several things you need to have before setting up Outlook.

- 1. Contact your Internet Service Provider (ISP)
- 2. Have them set up an email account and password for you.
- 3. Have them give you their POP3 and SMTP settings.
- 4. Ask them if there are any special account settings you will need to use.

Here is a check sheet you can use.

Your new email address: \_\_\_\_\_

Your Password:\_\_\_\_\_

POP3 Setting:\_\_\_\_\_

SMTP Setting:\_\_\_\_\_

**Special Settings:** 

Is my email also my user name? Yes or No?

Does the outgoing server (SMTP) need authentication? Yes or No?

Is it the same as my incoming server? Yes or No?

Do you need to log on using Secure Password authentication (SPA)? Yes or No?

Do you need to logon to your incoming server before sending mail? Yes or No?

Now I know this sounds like it is going to be difficult but hang in there you have just done the hardest part.

Lets open Microsoft Outlook.

#### If this is your first time opening your Outlook you should see a screen like this.



### Just hit next.

count Configuration	
E-mail Accounts	Ť.
	· · · · · · · · · · · · · · · · · · ·
Fou can configure Outlook to connect to a Micro E-mail, or other E-mail server. Would you like to	o configure an E-mail account?
⊙ Yes 🔶 1	
◯ No	
	<u> </u>
	2
	<pre></pre>

### Select yes to set up an account and click next.



# For Charter and Embarg customers POP3 is the choice for you.

# For Hotmail and Yahoo among others HTTP is the choice.

#### Make your choice based on your ISP Settings and hit next.

#### Now if this is not the first time you have used your Outlook this setup dialog can be found in the main panel of Outlook.

Hold on while I bring the others up to speed.



In the main window of Outlook in the tools menu there is an E-mail Accounts selection.



Select add a new account and hit next



#### You see we are back to the same screen as before make your choice and hit next

E-mail Accour	nts	×
Internet E-r Each of t	nail Settings (POP3)	eet your e-mail account working.
<b>User Inforn</b> Your Name: E-mail Address	this is what people will see in the from box on their email	erver Information ncoming mail server (POP3): Outgoing mail server (SMTP);
Logon Inforn User Name:	nation	Test Settings 3 Anser filling out the information on this screen, we recommend you test your account by clicking the
Password:	Remember password g Secure Password ion (SPA)	Test Account Settings
		< Back Next > Cancel

Now you see why I had you call your ISP to get the settings

- 1. Your POP3 Settings ie: pop.charter.net or mail.charter.net
- 2. Your SMTP settings ie: SMTP.charter.net
- 3. Most times your email address is the same as your user name.
- 4. this is the password that your ISP asked you to give them when you set up your account.

# Ok after we have filled out this part it should look something like this.

E-mail Account	s			
<b>Internet E-m</b> Each of the	ail Settings (POP3) ese settings are required to g	get your e-mail account working.	- AL	
User Informat	tion	Server Information		
Your Name:	Joe Bastedo	Incoming mail server (POP3):	mail.charter.net	
E-mail Address:	joebastedo@charter.net	Outgoing mail server (SMTP):	smtp.charter.net	
Logon Informa	ation	Test Settings		
User Name:	joe_bastedo@charter.net	After filling out the information on this screen, we recommend you test your account by clicking the 1		
Password:	****	button below. (Requires netw	ork connection	
Log on using	Secure Password	Test Account Settings	<b>_</b>	
Authenticatio	on (SPA)		More Settings	
		2		
4		< Back	Next > Cancel	

#### Now we can either go ahead and test our account settings (1) or add our special settings if needed under more settings (2).

### Lets move to the more settings box

Eau Eau	the termail Settings (PUP3) ich of these settings are required to get your e-mail account 1	t working.
Yq Inte	ernet E-mail Settings	mail.charter.net
E- Ge	eneral Outgoing Server Connection Advanced	sm2.charter.net
Lc Us Pa	<ul> <li>Use same settings as my incoming mail server</li> <li>Log on using</li> <li>User Name:</li> <li>Password:</li> <li>Remember password</li> <li>Log on using Secure Password Authentication (SP/</li> <li>Log on to incoming mail server before sending mail</li> </ul>	A) More Settings
		4 Next > Cancel

- The outgoing server is usually where the special settings are needed.
   The most common Setting needed is
- 2. The most common Setting needed is authentication. Your ISP will tell you about this at the time of setup
- 3. This almost always involves using the same settings as your incoming server.

If your ISP requires you to log on with SPA the you will need to fill out the data under the "Log on using" selection.

**4.Hit ok** 

### Lets go to "Test Account Settings"

Congrat	ulations! All tests completed success	ully, Click Close to continue	Stop	
9 Tasks	Errors		Close	
sei Task	s	Status	~	
ase 🗸 Es	tablish network connection	Completed		
🗸 🗸 Fi	nd outgoing mail server (SMTP)	Completed	III	
- <b>√</b> Fi	nd incoming mail server (POP3)	Completed		
Tu 🗸 Lo	g onto incoming mail server (PO	Completed		
19 . / c.	end test e-mail message	Completed	~	

#### If we have done it all right we should get a bunch of green checks and we can close out of this.

nan Accounts		
E-mail Accounts You can select an accou	nt and change its settings or remove it.	÷.
Outlook processes e-mail for I	hese accounts in the following order:	
Name	Туре	Change
pop.gmx.co.uk	POP/SMTP (Default)	
pop.gmail.com	POP/SMIP	Add
Grateful Poon	POP/SMTP POP/SMTP	Remove
poprendiconnice	rorpann	Kellove
		Set as Default
		Move Up
		Move Down
Deliver new e-mail to the follo	wing location:	
Personal Folders	New Outlook Data File	. 2
		< Back Finish Cancel

We will see our new account in a list on this tab. Hit finish and it will take you to your inbox.

Inbox - Microsoft Outloo	ok			
<u>File E</u> dit <u>V</u> iew <u>Go T</u> ool:	s <u>A</u> ctions <u>H</u> elp Adobe <u>P</u> DF			
🔊 🛷 📆 📮 🐼 🛛 🚱 Back	k 💿   🗖 📑 🛕   🤊   🎪   Messages	• 🖃 🖉 🛃 🕫 🕤	SnagIt 📑 Window	*
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🌍 Synchronize   🗿 Sync Help	F			
Mail	Look for:	▼ Search In ▼ Inbox		Find Now
Favorite Folders	Inbox			
Inbox (1)	! 🗋 🛛 From	To	Subject	
For Follow Up	🖃 Date: Today	1		
All Mail Folders  All Adil Folders  AVG Virus Vault  AVG Virus Vault  AVG Virus Vault  Drafts  Control Drafts  Folders  Control Drafts  Control Drafts  AVG Virus  Control Drafts  AVG Virus  AVG Virus AVG	joe_bastedo@charter.net         joe_bastedo@charter.net         Microsoft Office Outlook Test Message           This is an e-mail message sent automatically by Microsoft Office Outlook's Account Manager while testing the settings for your POP3 account No virus found in this incoming message. Checked by AVG Free Edition.         Microsoft Office Outlook's Account Manager while testing the settings for your POP3 account Version: 7.5.465 / Virus Database: 269			
	SC Kiwanis Towers Dear Joe, I don't really know what you do The HUD website: http://www.h	joe@gratewbooh.com , how much you are looking to execut, but I an uud.gov/offices/hsg/mfl/nnw/nnwinos.cfm	Neighborhood Networks n a Service Coordinator so putting peop 2	

If this is your first time using Outlook you will have to hit the "Send/Receive" Button. (1) You will notice a New email pop up and a test message that we just sent to ourselves when we tested our account settings.

# If this is so then congratulations you have an email account in Outlook!

#### **Grateful Pooh Designs**

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