

Configuring Email Accounts in Microsoft Outlook

In order to receive and send emails using your Domain name, you must first configure your Microsoft Outlook email account. To do this you will need the following information...

- POP3 Incoming Mail Server name, this is typically ***mail.yourDomain.com***.
- Outgoing Mail SMTP Server name, you can obtain this from your ISP.
- Email Account name, this will typically just be your email address.
- Email Account Password.

Once you have all this information at hand, launch Microsoft Outlook and select the **Accounts** option in the Tools menu, as shown in fig 1.

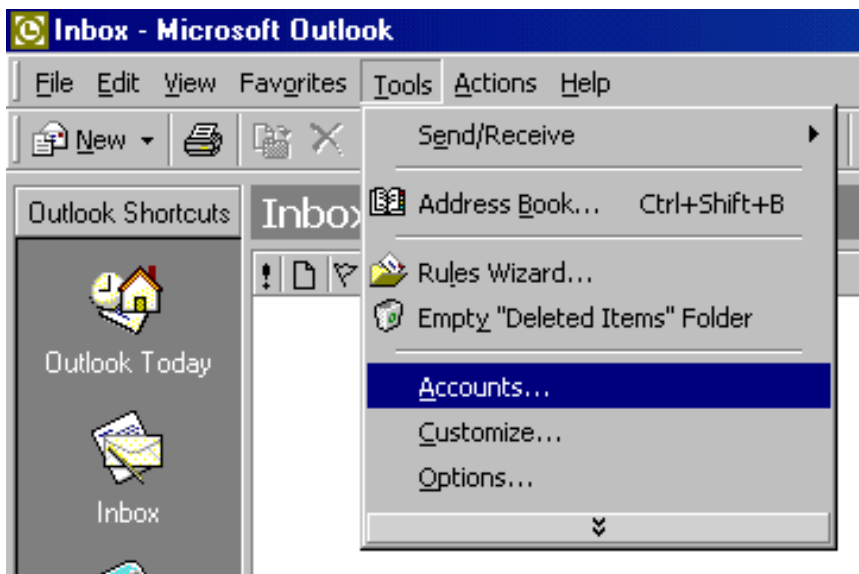


Fig 1.

This will bring up the Internet Accounts dialog box, from which you should select **Add**, then **Mail**, as shown in fig 2.

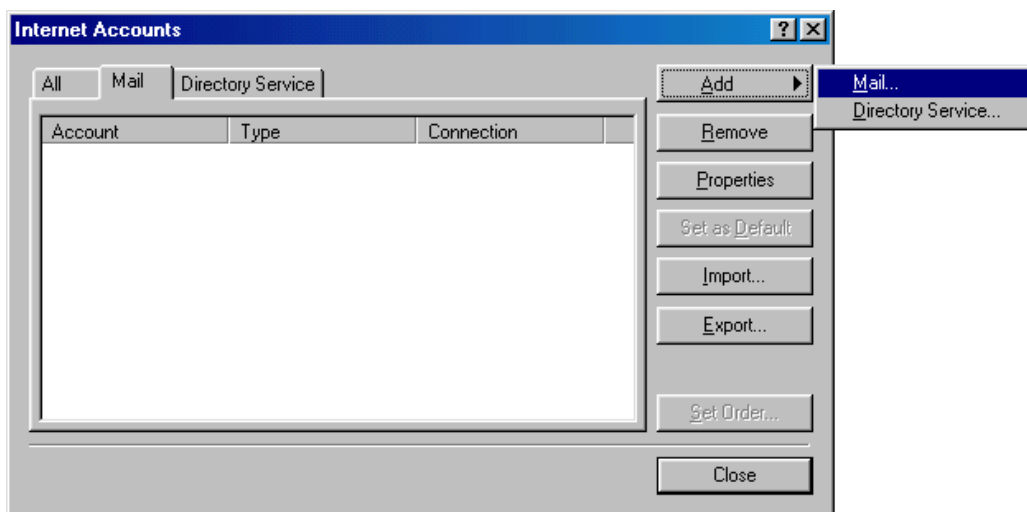
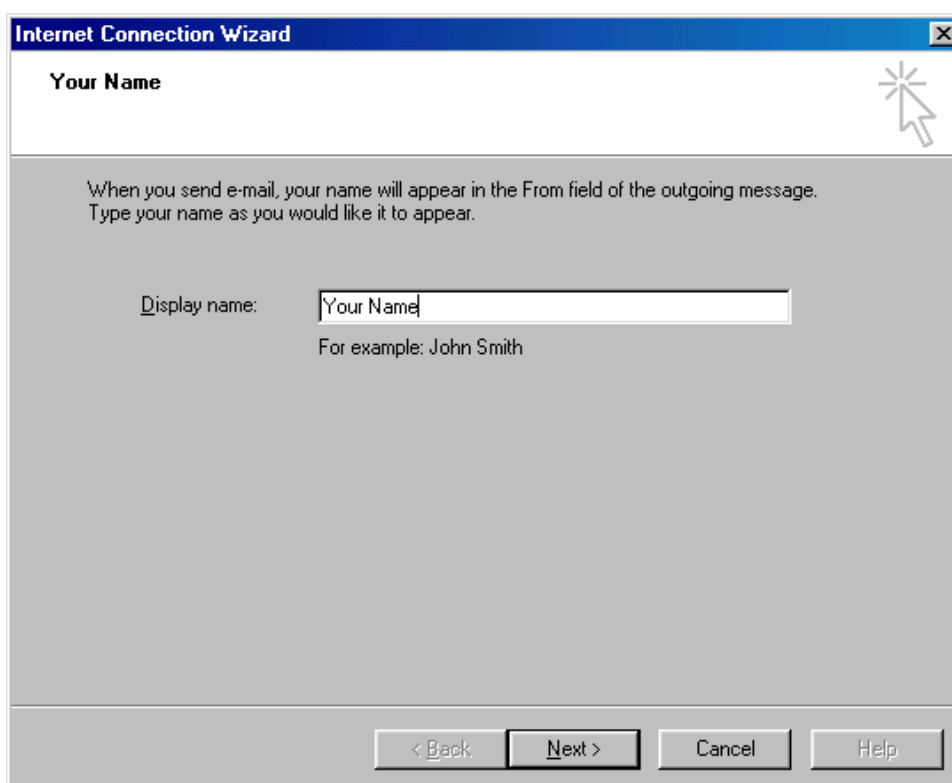


Fig 2.

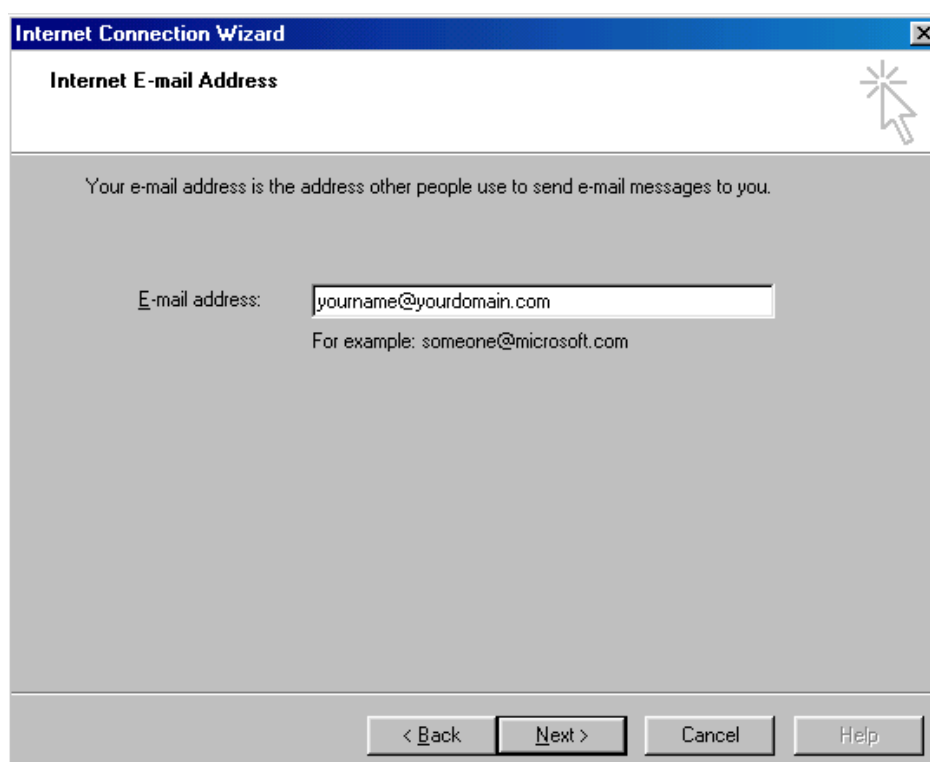
You should now be presented with the Internet Connection Wizard – Your Name dialog box, as shown in figure 3. Here you will be prompted to enter your display name. Simply put in your name, or whatever you want to appear in the **From** field of your outgoing message. Then select **Next** to continue.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Your Name". Below the title, there is a text box containing "Your Name". To the right of the text box is a mouse cursor icon. Below the text box, there is a label "Display name:" followed by the text "For example: John Smith". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Fig 3.

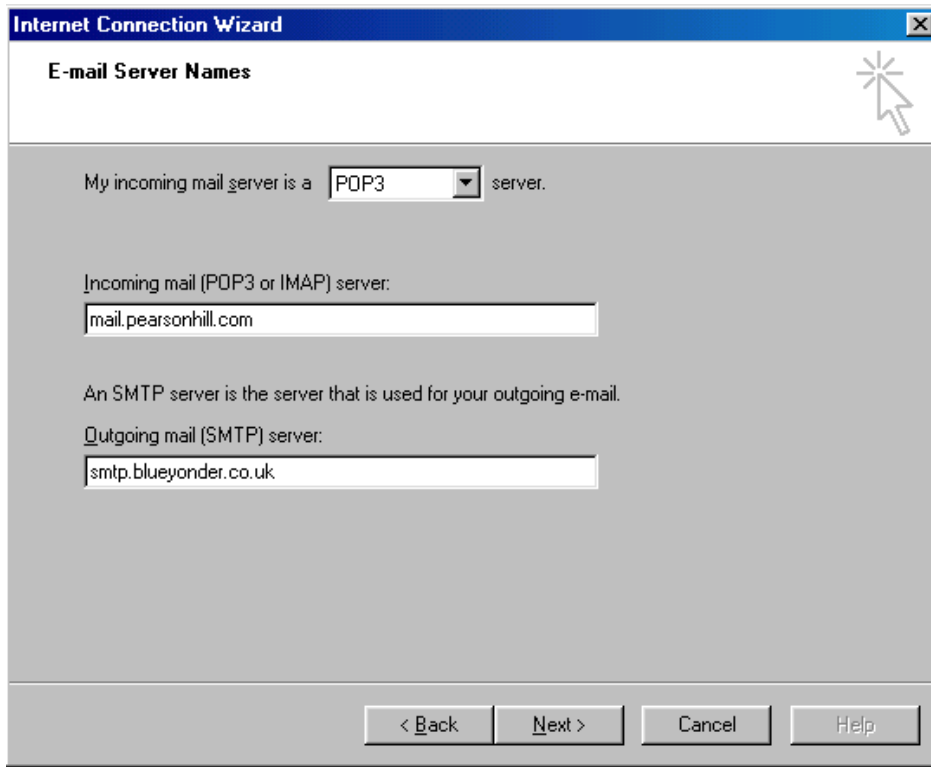
You will then be asked to enter the email address of the account you are setting up, as shown in figure 4. Then click **Next**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a text box containing "yourname@yourdomain.com". To the right of the text box is a mouse cursor icon. Below the text box, there is a label "E-mail address:" followed by the text "For example: someone@microsoft.com". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Fig 4.

You will then be asked to enter the email server details, as shown in figure 5. This is where you enter your **POP3 Incoming Mail Server** name, this is typically *mail.yourDomain.com*, and your **Outgoing Mail SMTP Server** name, you can obtain this from your ISP. Then click on **Next**.

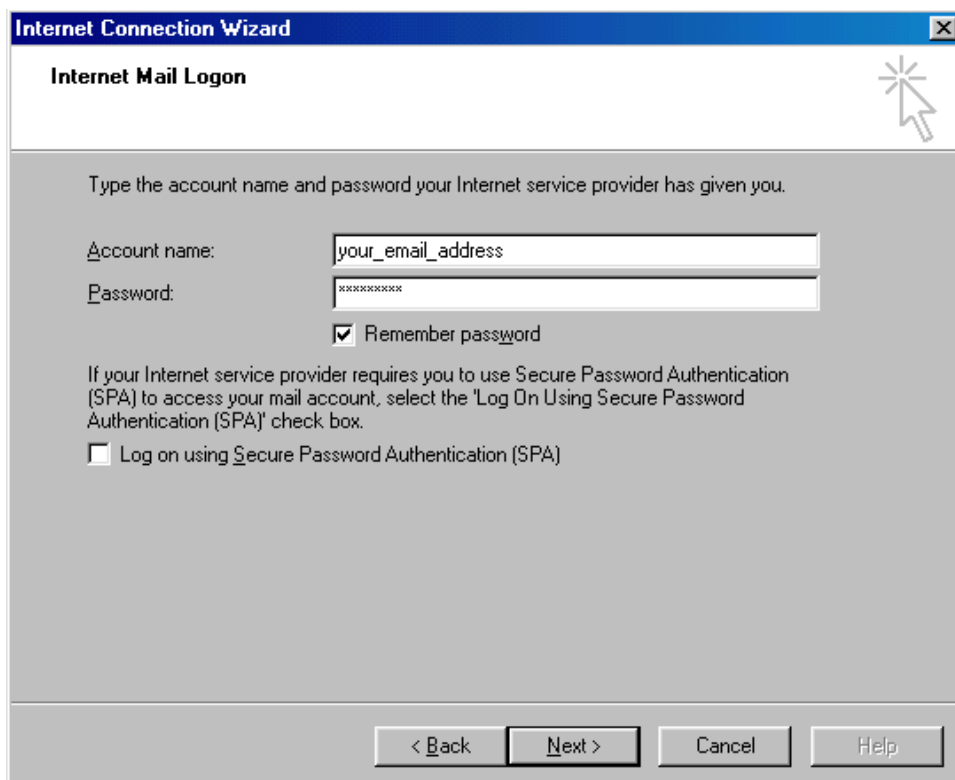


The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It contains the following text and fields:

- 'My incoming mail server is a server.'
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'mail.pearsonhill.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'smtp.blueyonder.co.uk'.
- Buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

Fig 5.

You will now be asked to enter your Email Account name and Password as shown in figure 6. Do so but you do not need to select the **Log on using Secure Password Authentication** option. Then click on **Next**.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'your_email_address'.
- 'Password:' followed by a text box containing 'xxxxxxxxxx'.
- Remember password
- 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- Log on using Secure Password Authentication (SPA)
- Buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

Fig 6.

This next dialog box, figure 7, will ask how you are connected to the internet. If you are connected by a standard phone line, select **Connect using my phone line**. If you are connected by cable select the **LAN** option, then click on **Next**.

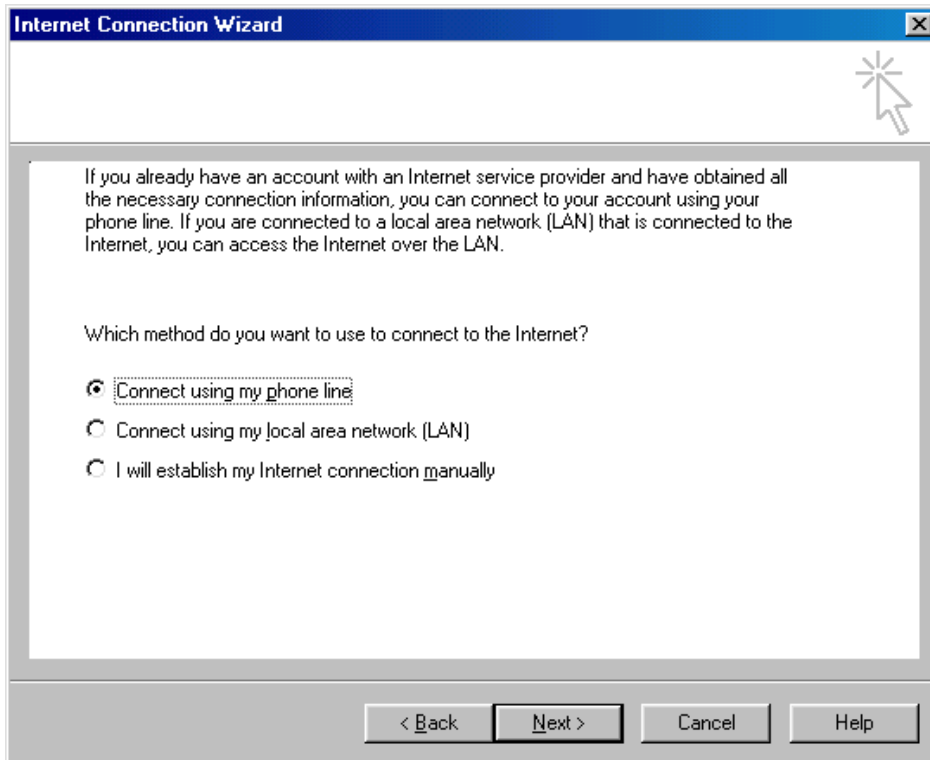


Fig 7.

If you had selected the **Connect using my phone line** option, you will be presented with the dialog as shown in figure 8. In this case just select the **Use an existing dial-up connection** option, and select the connection from the list, then click on **Next**.

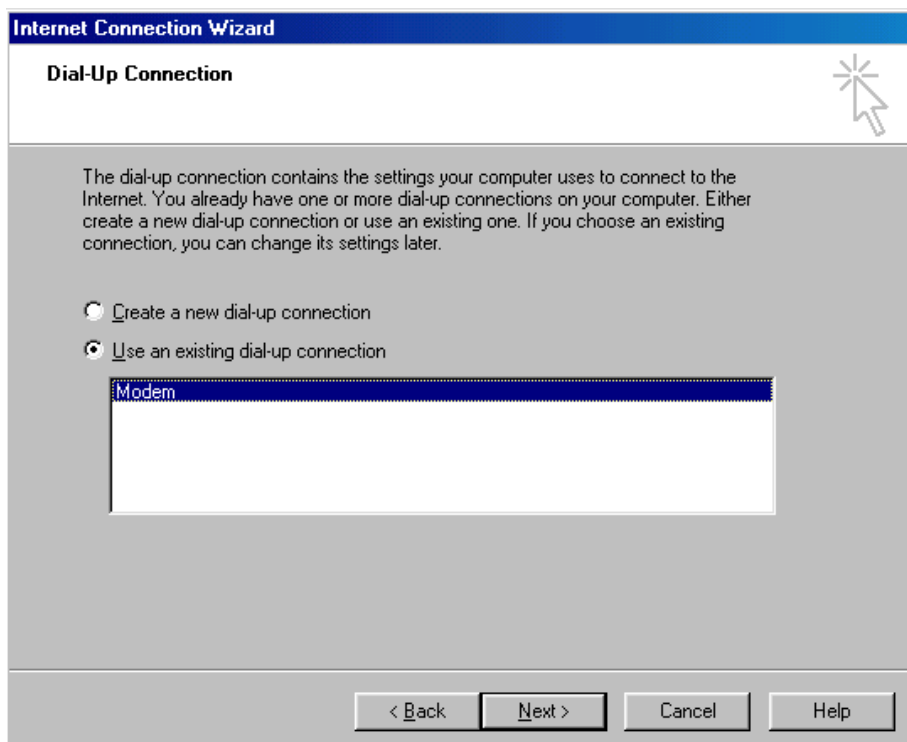


Fig 8.

You should now be presented with the congratulations dialog, as shown in figure 9. You have now set up your new email account, save your settings by clicking on the **Finish** button.

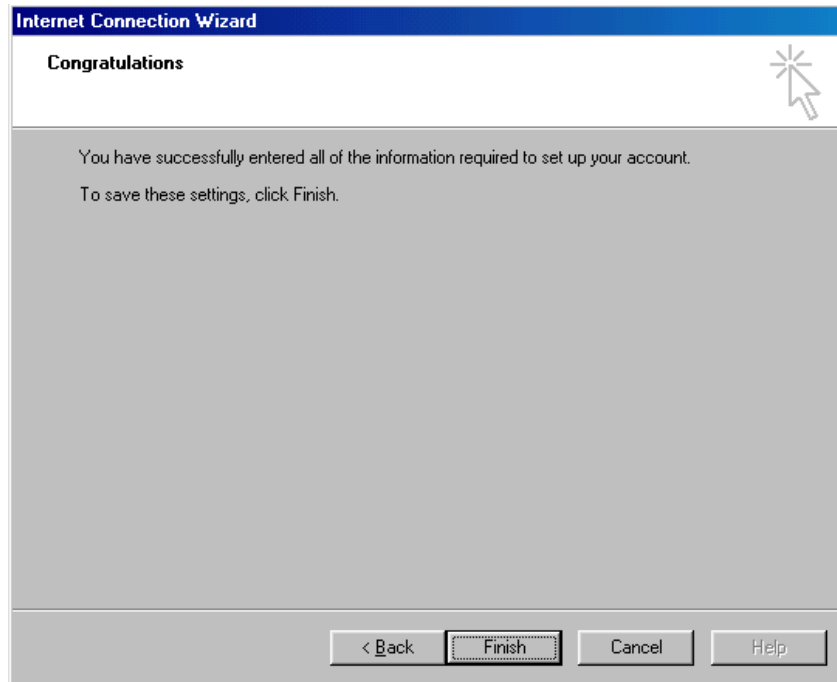


Fig 9.

If you now go back to your email accounts dialog, you will see your new email account. You will notice Microsoft Outlook displays your Incoming Mail Server name as the name of the account in the list, you can give it a more appropriate name by selecting the account, then clicking on **Properties**, as indicated in figure 10.

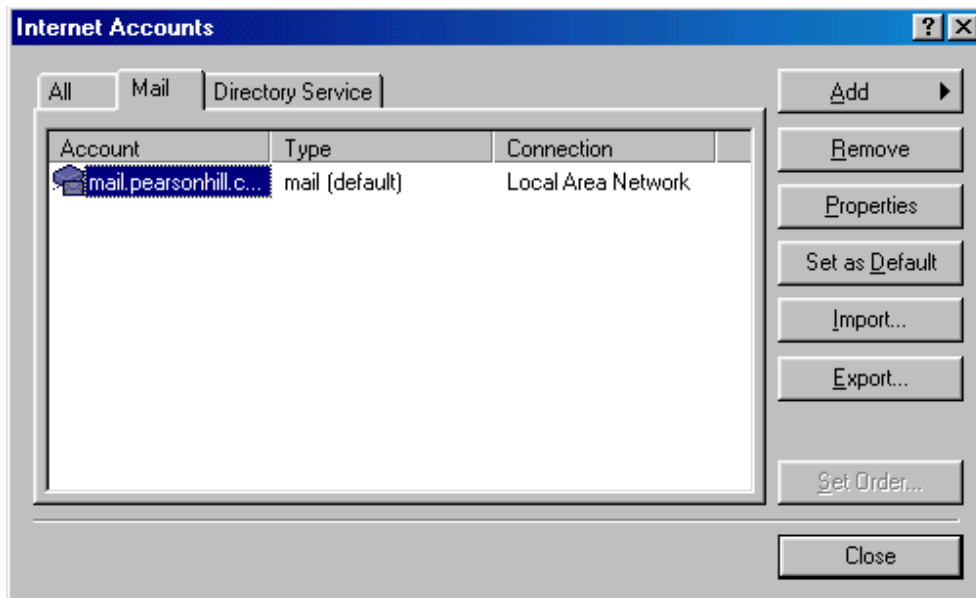


Fig 10.

From the Properties dialog box, you can rename the account to whatever you want, as indicated in figure 11.

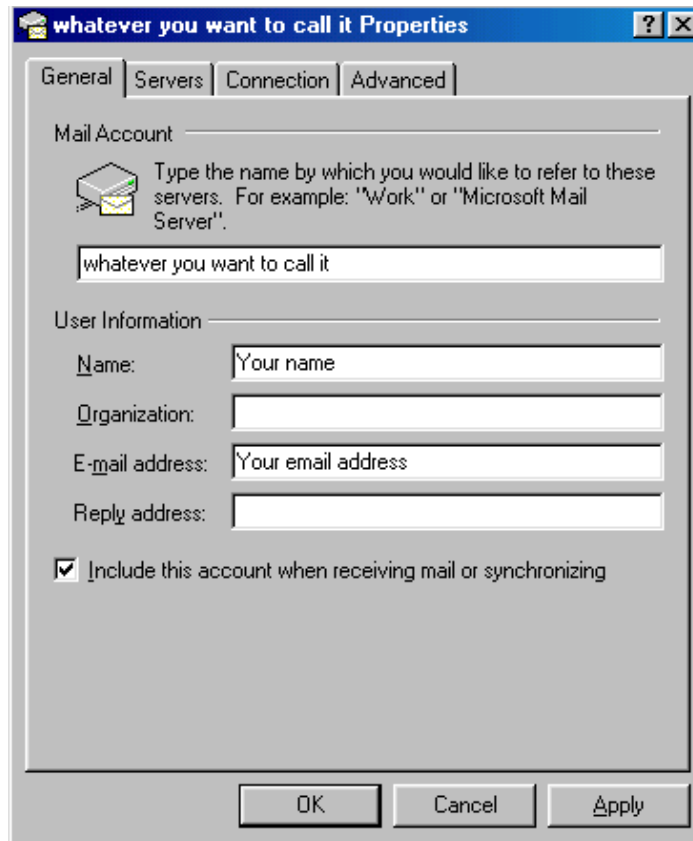


Fig 11.

Whenever you send a new email, it will automatically be sent from your default email address. To send an email from any of your other email accounts, create your email as usual, however when you go to click on the **Send** button, select the drop down list arrow next to it. Then select your email account from the drop down list, as shown in figure 12.

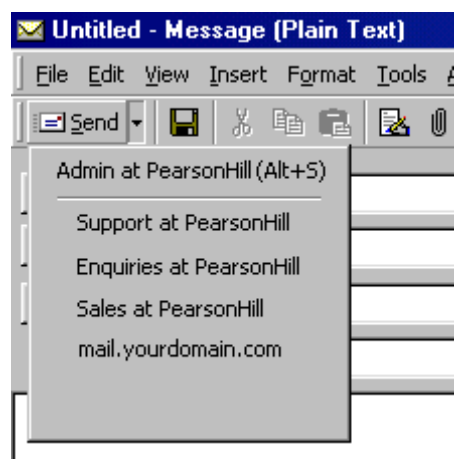


Fig 12.

Congratulations, you have now fully configured your new email account and can begin sending and receiving emails under your own Domain name. Enjoy!

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