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Configuring Microsoft Outlook Email Accounts

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This tutorial describes how to configure Outlook to receive email from your website's email address (that is, your-name@your-domain.com). The version of Outlook used to write this tutorial is Outlook 2000. If you have a different version, these instructions may not follow exactly. Consult the online help for your version of Outlook for further help on any of the options.

1. Start Outlook.
2. From the **Tools** menu, select **Accounts**.

   The Internet Accounts dialog box appears.

3. Click **Add** on the Internet Accounts dialog box and select Mail from the popup menu.

   The Internet Connection Wizard begins, displaying the Your Name page.

4. In the **Display Name** text box, type the name you want to appear in the From field on email messages you send. Click **Next**.

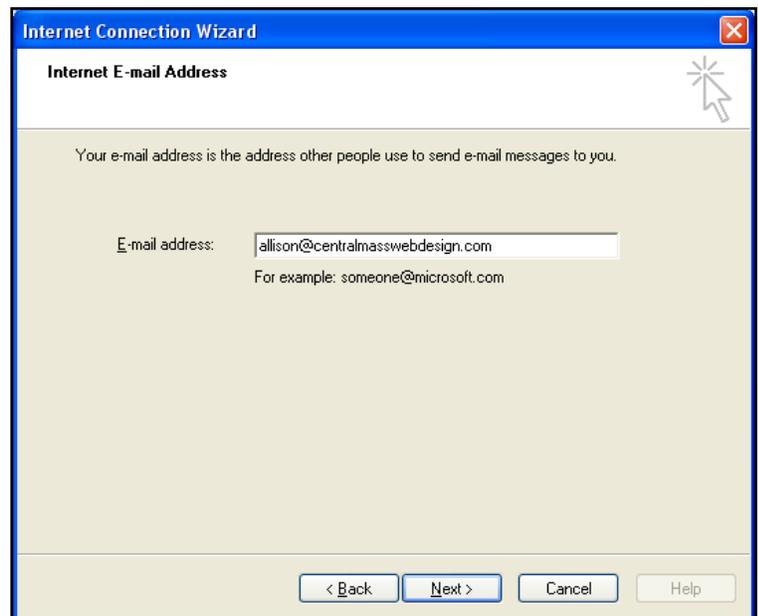   The Internet E-mail Address page appears.
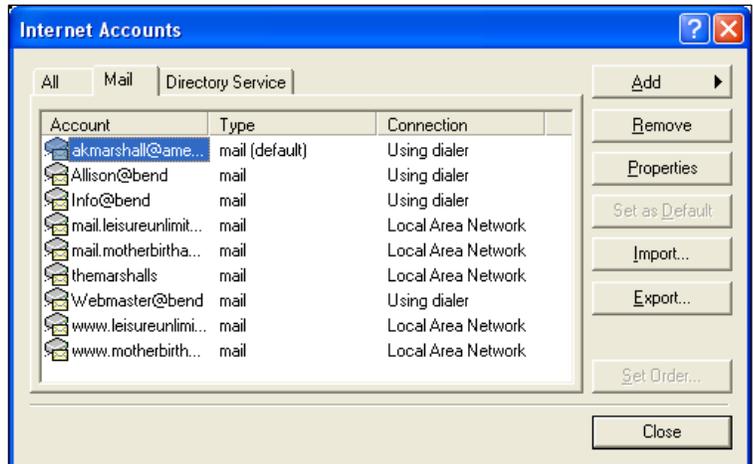
5. In the **E-mail Address** text box, type the email address for the account you want to add. This is the address other people will use to send you e-mail messages. Type it in the format of *yourname@yourdomain.com* . Click **Next**.
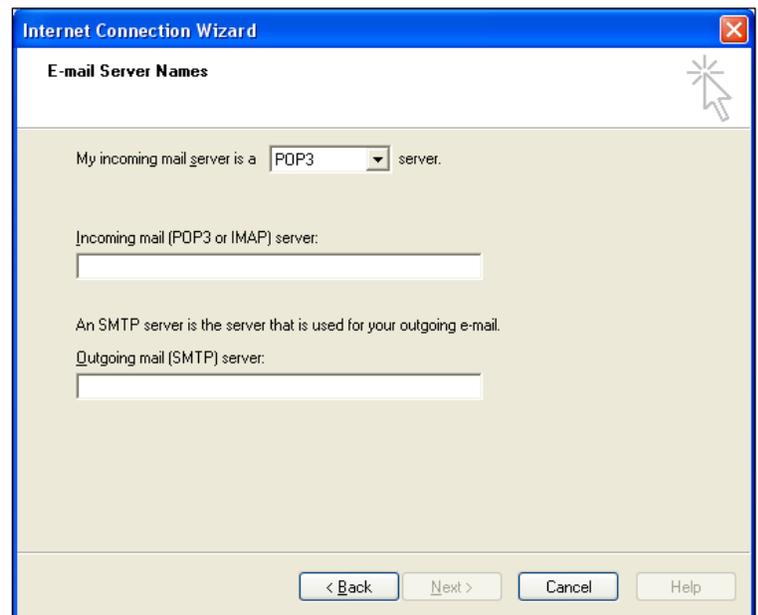
    The E-mail Server Names page appears.

6. On this page, provide the following information. Your webhost should provide you this information. Type all information exactly as it is provided to you, complete with all periods, underscores, and dashes, if any.

    - **My incoming mail server is a _____ server** – Leave this as the default (POP3) unless your web host has specifically indicated that you should change it.
    - **Incoming mail (POP3 or IMAP) server** – Type the address of the incoming mail server. It will have a format similar to *mail.yourdomain.com*.
    - **Outgoing mail (SMTP) server** - Type the address of the outgoing mail server. It will have a format similar to *mail.yourdomain.com*.

    Note If you have more than one email account from which you receive email in Outlook, you do not need to use a different outgoing mail server for each account. You must list an outgoing mail server in each account (otherwise Outlook would be unable to send mail from this account) but you can use the same outgoing server for each account you use in Outlook.

7. Click **Next**.

   The Internet Mail Logon page appears.

8. On this page, provide the following information:
   - **Account Name** text box - type the name of the account your web host specified as your logon account name. The account name typically is the same as your email address.
   - **Password** text box - type the password provided to your by your web host.
   - **Remember password** check box - select if you want Outlook to remember the password for you. If you want to be prompted for your email password each time you check your email, clear this check box.
   - **Log on using Secure Password Authentication (SPA)** – select only if your web host has indicated that your email server requires this option.
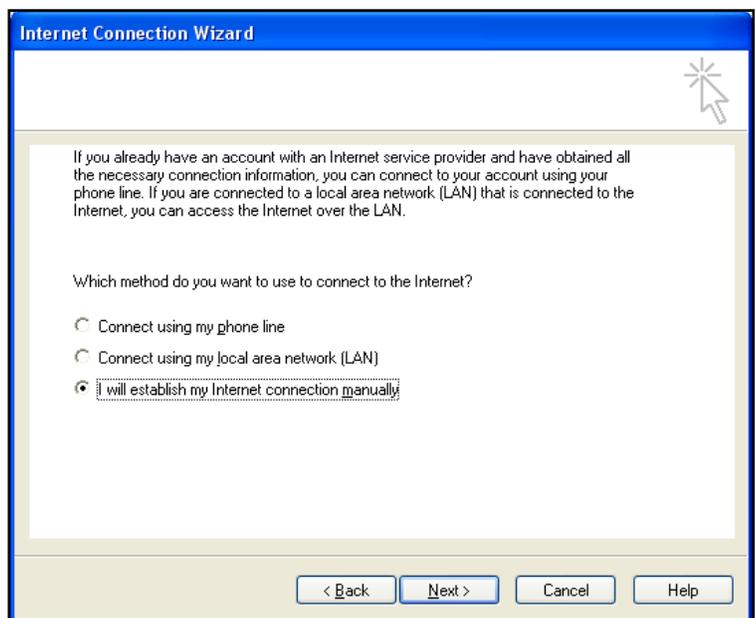
9. Click **Next**.

   The Internet Connection page appears.

10. Select the option that best fits how you connect to the internet, and which you want Outlook to use to connect to the internet when checking email on this account:
    - **Connect using my phone line** – select this option if you have a dialup connection and connect to the internet using a modem each time you need to access the Internet.

- **Connect using my local area network (LAN)** – select this option if your computer is connected to a network (either local area (LAN) or wide area (LAN)) and your internet connection is always present.
- **I will establish my Internet connection manually** – select this option if you want to manually connect to the internet each time you check email on this account.
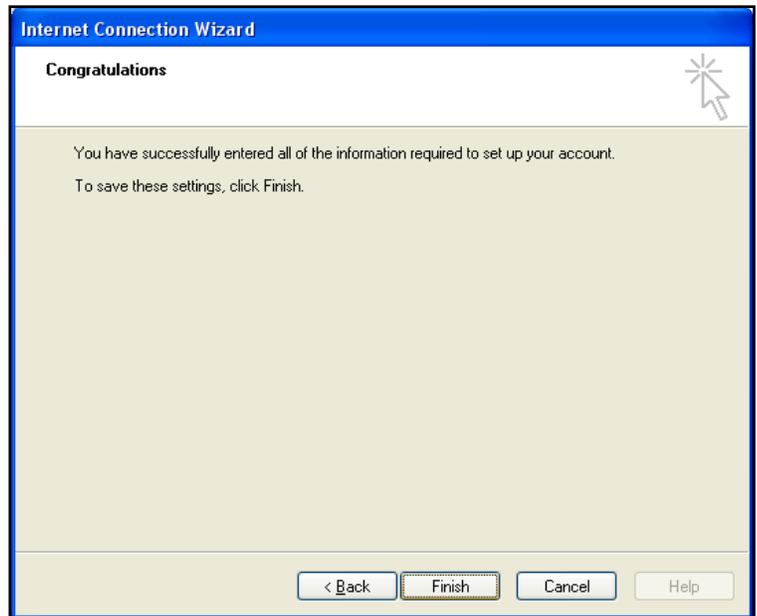
11. Click **Next**.

The Congratulations page appears.

12. Click **Finish**.
13. Click **Close** on the Internet Accounts dialog box.

Your email account is configured. You can now check email on this account.

Modifying Email Account Settings

If you need to modify your email account settings, follow these instructions.

Note: use caution when modifying these settings, and always make note of the information you change so if necessary you can undo your changes! Be sure to keep any paperwork you receive from your webhost that lists your account settings so you can verify your changes.

1. From the **Tools** menu, select **Accounts**.

The Internet Accounts dialog box appears.

2. On the **Mail** tab or the **All** tab, select the email account whose settings you want to modify and click **Properties**.

The <mail account> Properties dialog box appears.
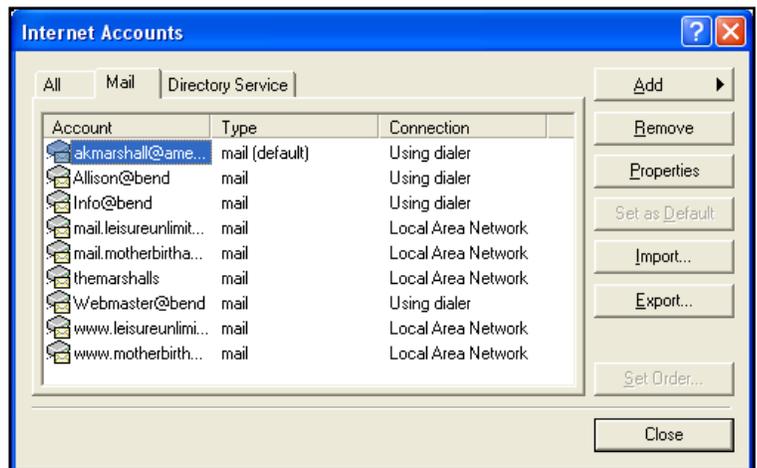
3. On the **General** tab, you can change the following information:

- **Mail Account Name** – In the text box under Mail Account, type the name by which this account is listed in the Internet Account dialog box. This setting is for your convenience and does not affect how the account functions.
- **Name** – Type the display name for this account (the name you want to appear in the From field on email messages you send).
- **Organization** – Type the name of your group or organization. This field can be left blank.
- **E-mail address** – Type the email address of this account in the format of *yourname@yourdomain.com*.
- **Reply address** – If you want replies to the email messages you send from this account to be sent to an email address other than the one for this account, type it in this text box. If you want replies to the email messages you send from this account to go to this email account, leave this field blank.
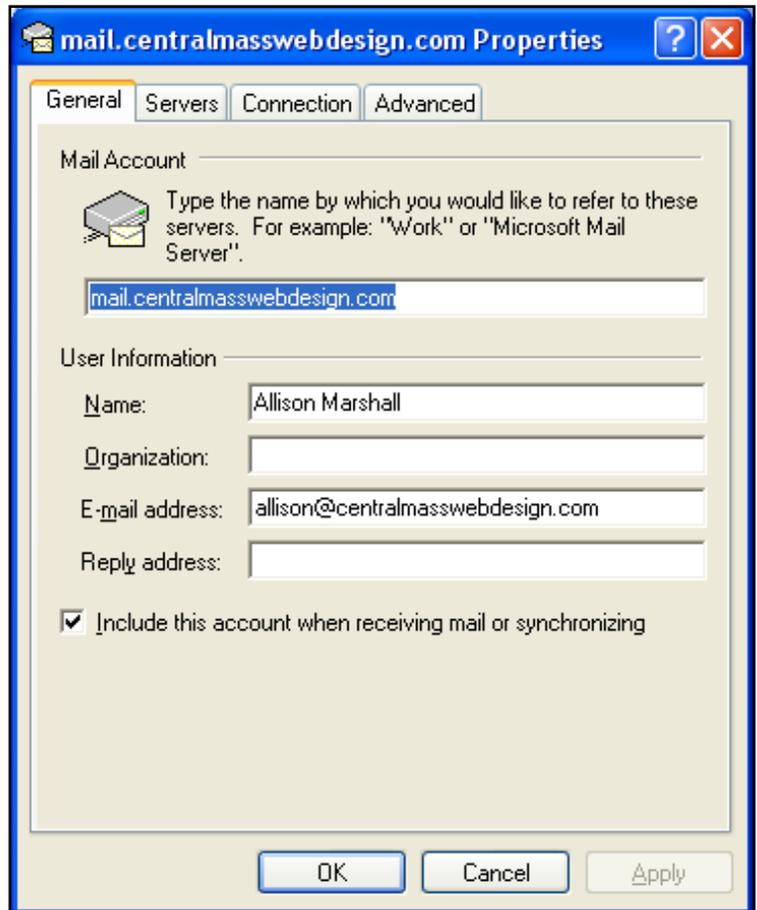
4. Click the **Servers** tab.

5. Under **Server Information**, you can change the incoming and outgoing mail server address. Typically this address has the format of *mail.yourdomain.com*.

   Note If you have more than one email account from which you receive email in Outlook, you do not need to use a different outgoing mail server for each account. You must list an outgoing mail server in each account (otherwise Outlook would be unable to send mail from this account) but you can use the same outgoing server for each account you use in Outlook.

6. Under **Incoming Mail Server**, type your account name and password given to you by your web host for this account. The account name typically is the same as your email address (e.g., *yourname@yourdomain.com*).
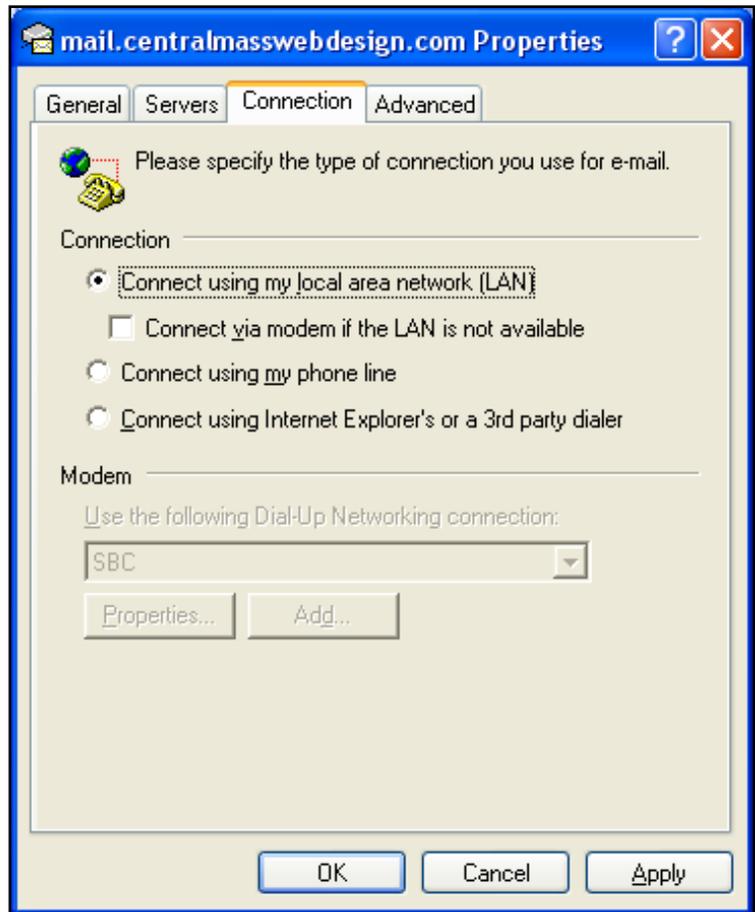
7. Select the **Remember password** check box if you want Outlook to remember your email password. If you want to be prompted for your email password each time you check your email, clear this check box.

8. Click the **Connection** tab.
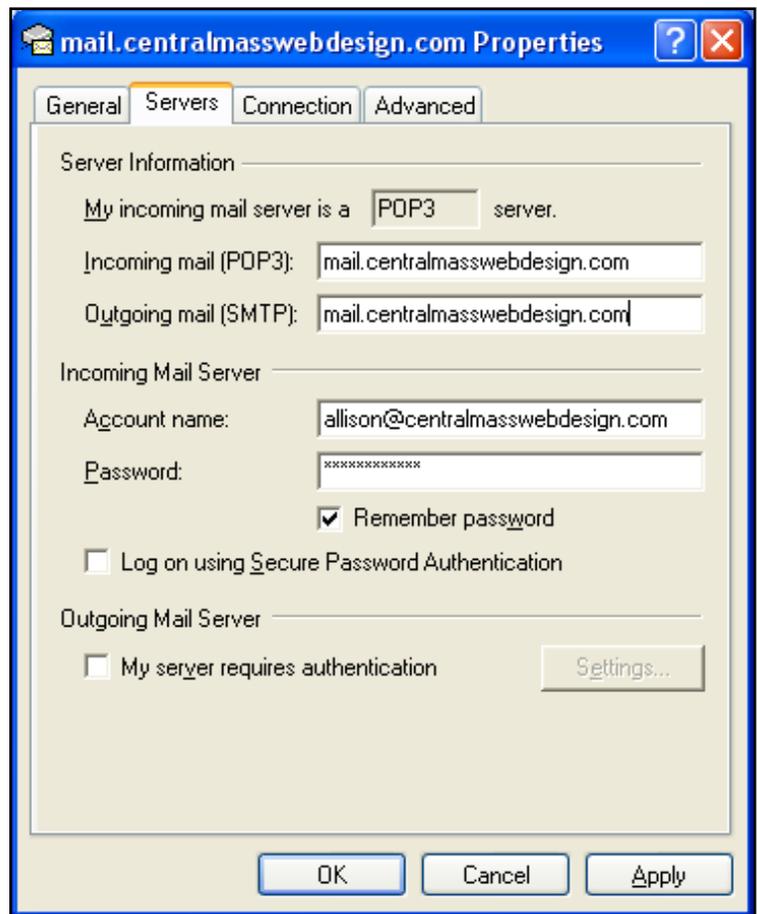
9. On this tab you can specify how you want this account to connect to the internet to check for new email.

- **Connect using my local area network (LAN)** – select this option if your computer is connected to a network (either local area (LAN) or wide area (LAN)) and your internet connection is always present. If you want Outlook to connect using your modem should the LAN not be available, select the **Connect via modem if the LAN is not available** check box.
- **Connect using my phone line** – select this option if you have a dialup connection and connect to the internet using a modem each time you need to access the Internet. If you select this option, choose the connection you want to use from the **Dial-Up Networking connection** drop-down menu. See the Outlook or Windows online help for more information about this option.
- **Connect using Internet Explorer's or a 3rd party dialer** – select this option if you want to use Internet Explorer's default modem dialer, or a 3rd party dialer.

10. Do not modify options on the **Advanced** tab unless directed to do so by your internet service provider or your web host.

11. Click **Apply** to save your changes and then **OK** to exit the Properties dialog box.