University of Management and Technology
Step-by-Step Guide for UMT E-mail on Microsoft Outlook

How to configure Email Account on Microsoft Outlook

1. Open Microsoft Outlook Click on Start, Click on Programs, Click on Microsoft Outlook and click on Microsoft Office Outlook 2007. A start Wizard will pop up click on Next.

2. On the next screen select check box stating Manually configure server settings or additional server types and click Next.

3. Select radio button stating Internet E-mail and click on Next.

4. Fill the information as instructed
   a. Your Name: <Your Complete Name>
   b. Email Address: <Complete Email Address provided by OTS department>
   c. Account type: Pop3
   d. Incoming mail Server: pop.gmail.com
   e. OutgoingMail Server (SMTP): smtp.gmail.com
   f. Username: <Complete e-mail address provided by OTS department>
   g. Password: <Password for e-mail address provided by OTS department>

   Select check box Remember Password and click on More Settings.

5. In general tab Fill in the Organization name. <University of Management and Technology>

6. Select The Outgoing Server tab and select text box stating My outgoing server (SMTP) requires authentication.

7. Select Advance tab and fill in the required information as follows
   a. Incoming server (POP3): 995
   b. Outgoing server (SMTP): 587

8. Select check box “This server requires an encrypted connection” and from the drop down stating “Use the following type of encrypted connection” choose “TLS”. Select check box stating Leave a copy of messages on server. Click on OK button.

9. Click on Finish.

10. For additional accounts in Outlook click on Tools and select Account Settings.

11. Click on New.
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Step 7. Select check box stating **This server requires an encrypted connection** and from the drop down stating **Use the following type of encrypted connection** choose **TLS**. Select check box stating **Leave a copy of messages on server**. Click on **OK** button.

Step 8. Click on **Finish**.
Step 9. If you want another Account to add GoTo Tools tab.

Step 10. In Account Settings option click New and repeat the previous whole cycle.