


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 >

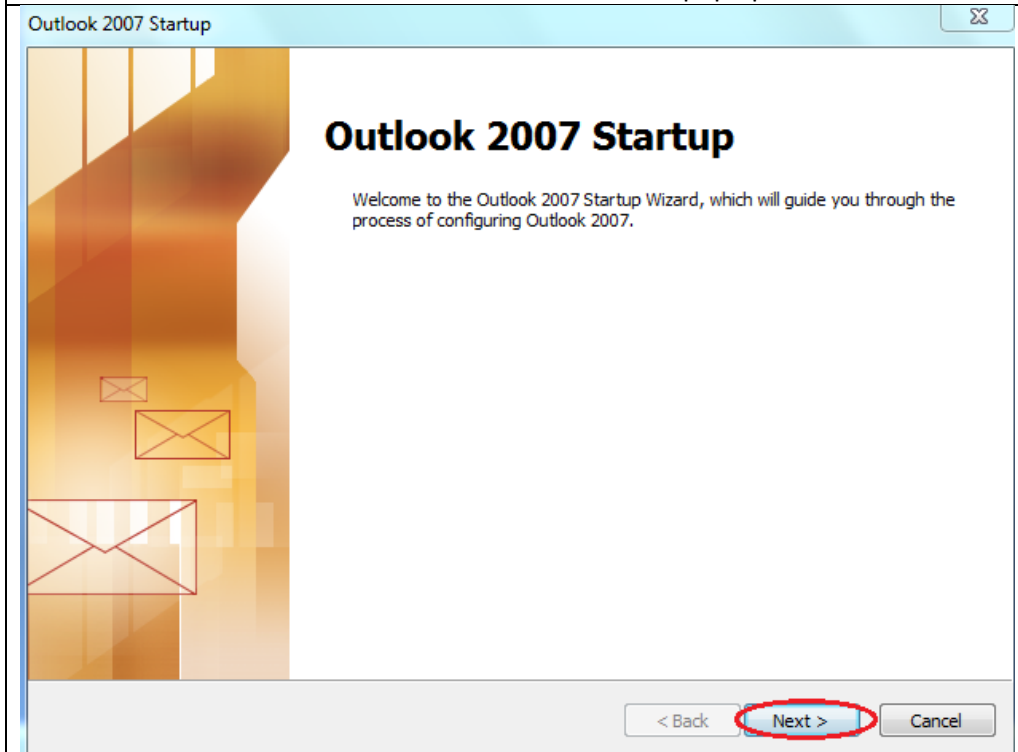
Select check box **Remember Password** and click on **More Settings**.

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**.

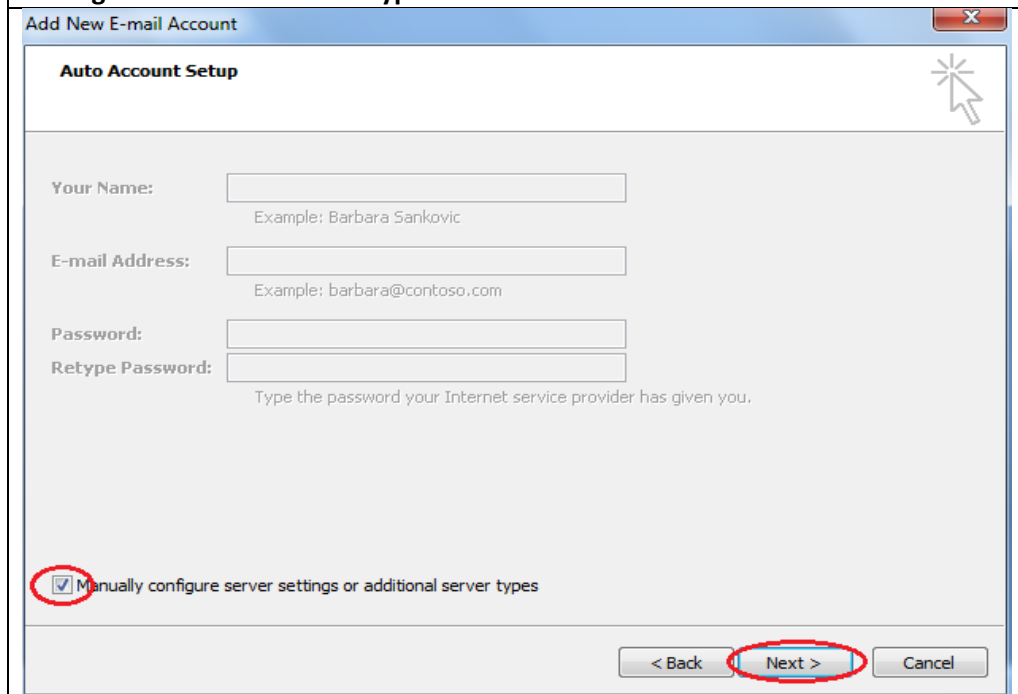
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 Microsoft Office Outlook 2007. A start Wizard will pop up click on Next.

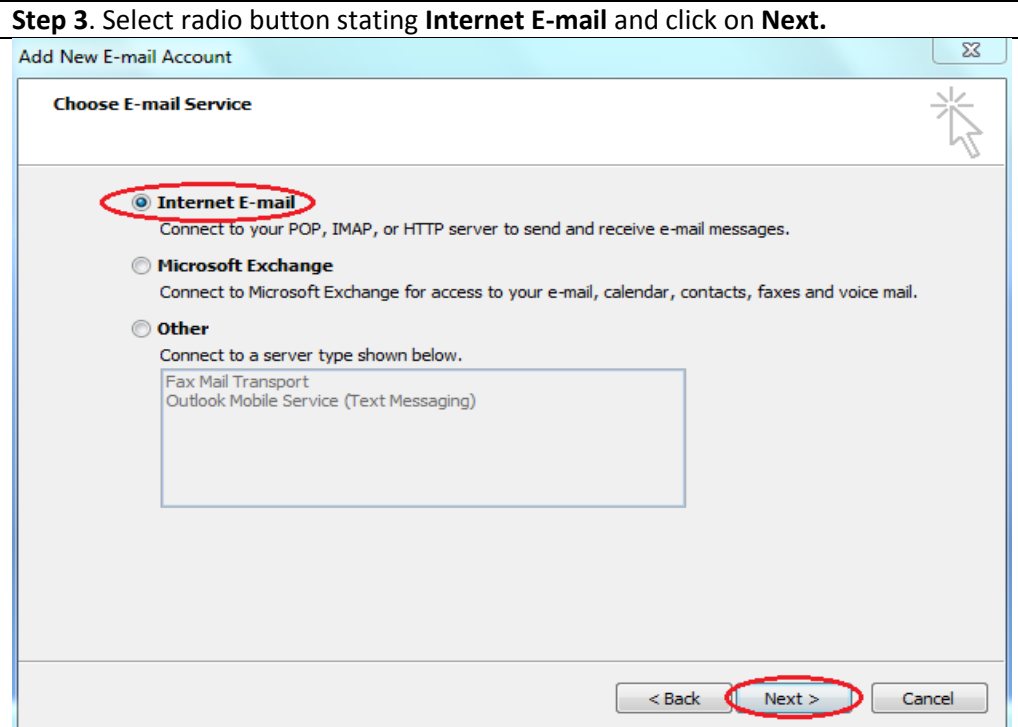


Step 2. On the next screen select check box stating **Manually configure server settings or additional server types** and click **Next**.



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



Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

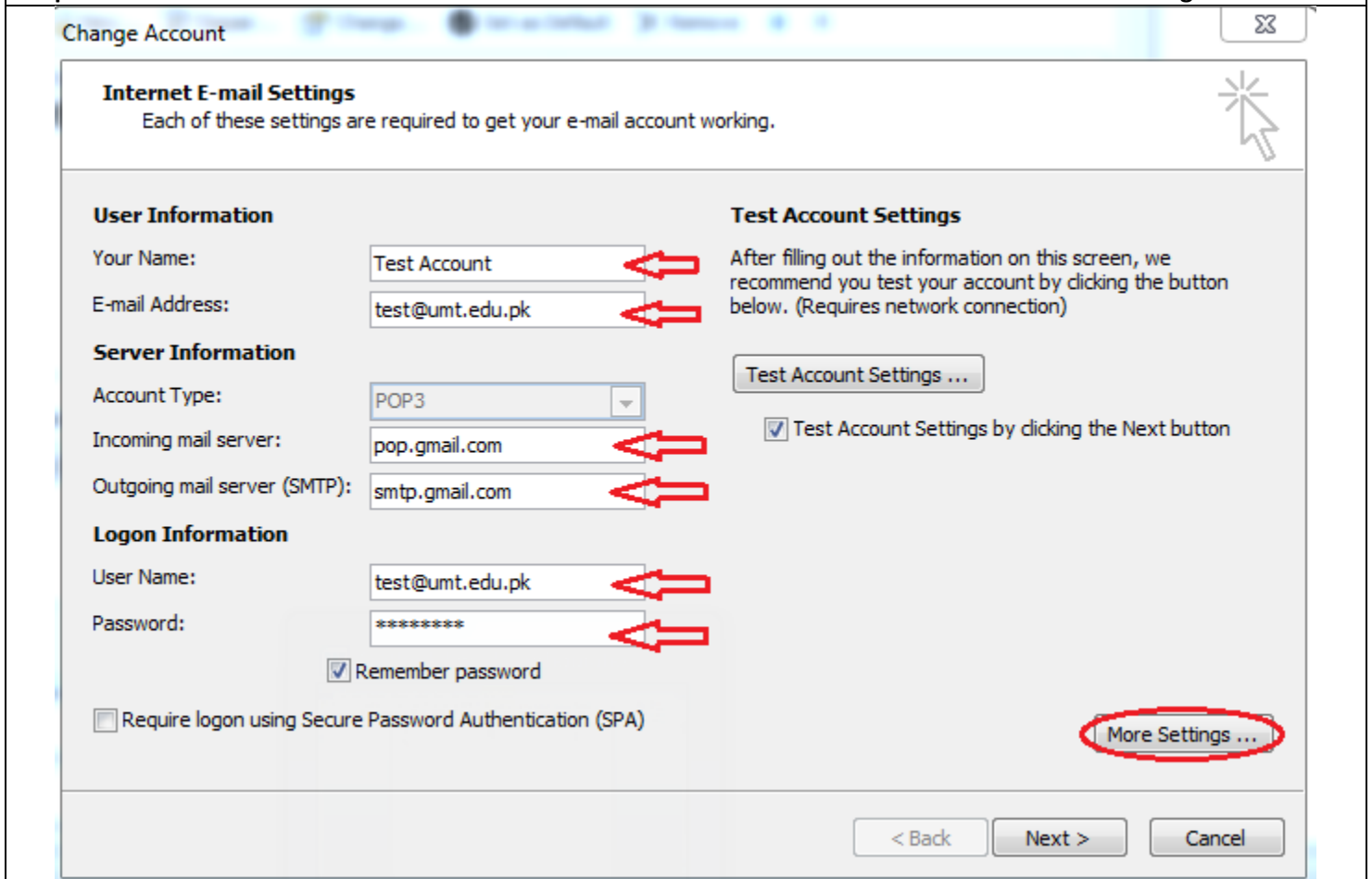
Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

Step 4. Fill the information as instructed. Select check box Remember Password and click on More Settings.



Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Test Account

E-mail Address: test@umt.edu.pk

Server Information

Account Type: POP3

Incoming mail server: pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: test@umt.edu.pk

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

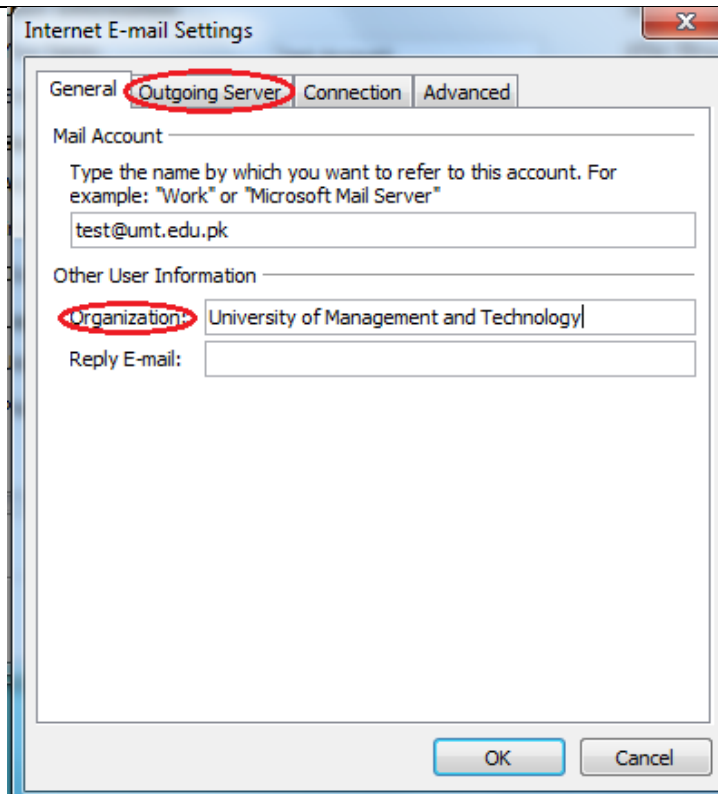
Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

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



Internet E-mail Settings

General **Outgoing Server** Connection Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

test@umt.edu.pk

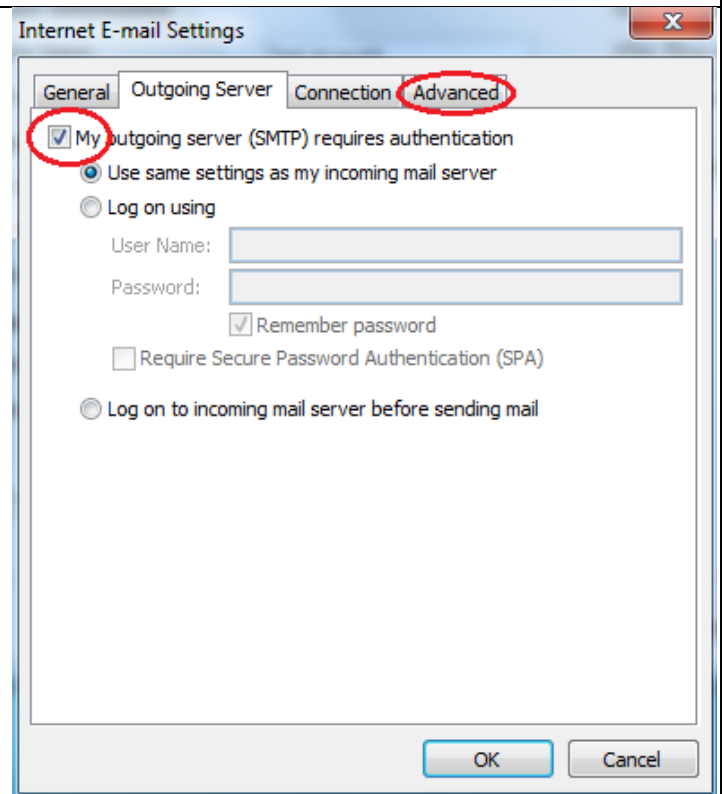
Other User Information

Organization: University of Management and Technology

Reply E-mail:

OK Cancel

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



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

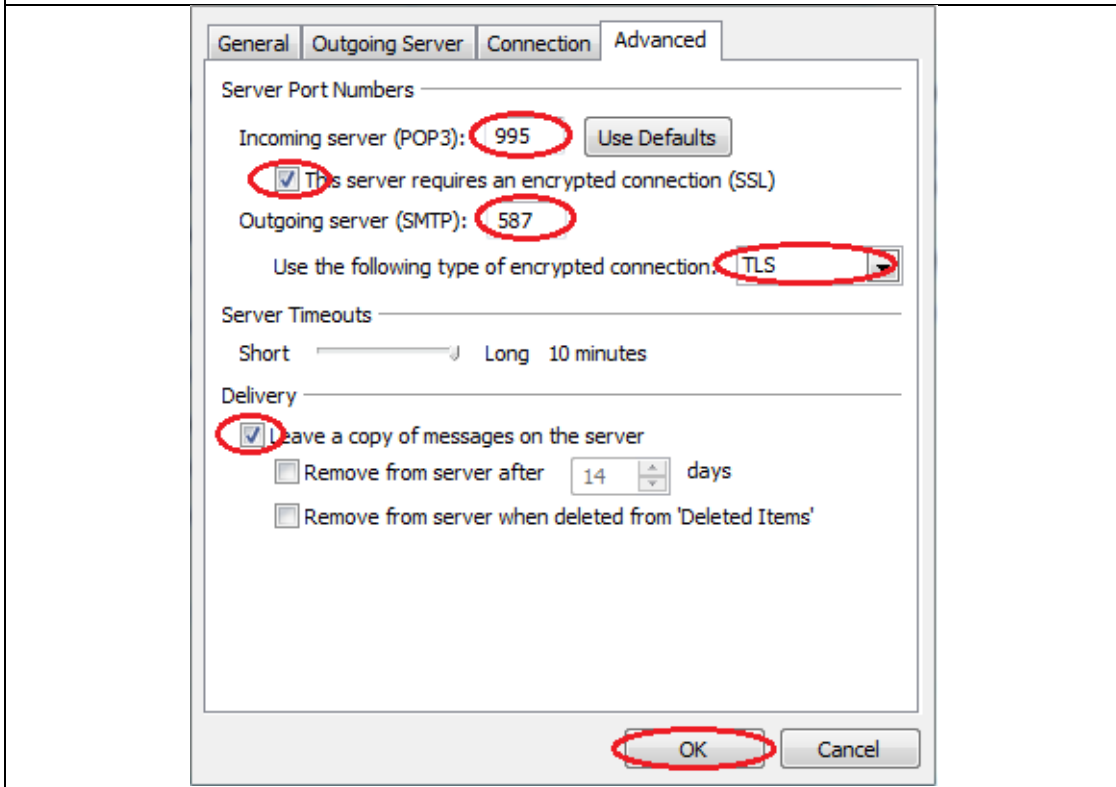
Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

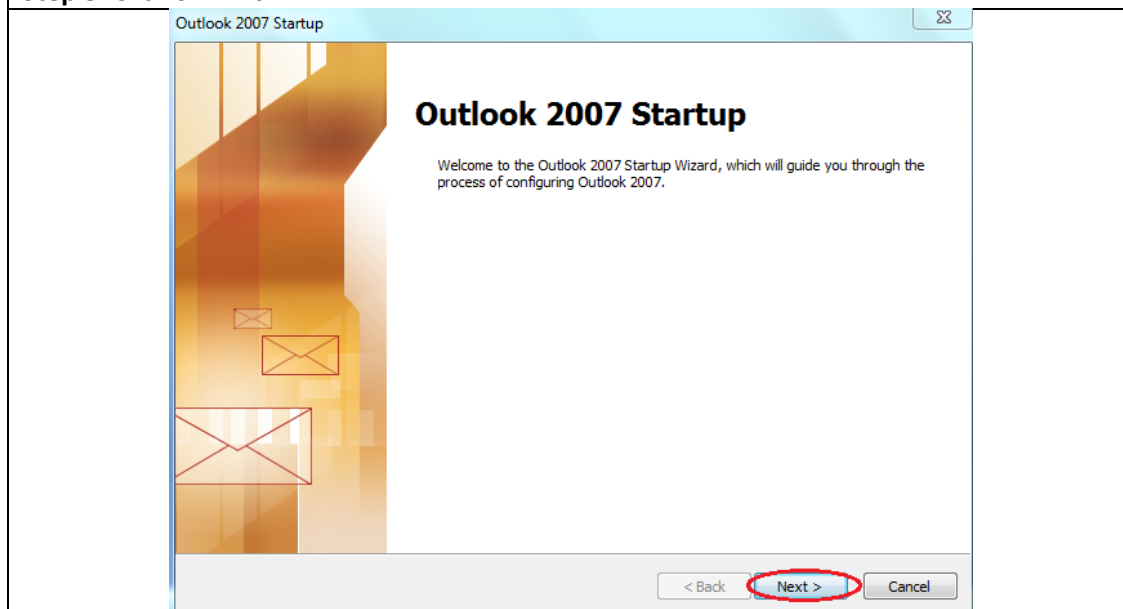
OK Cancel

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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.



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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.

The screenshot displays the Microsoft Outlook interface. On the left, the 'Tools' menu is open, with 'Account Settings...' highlighted. The main window shows the 'Account Settings' dialog box. In this dialog, the 'New...' button is highlighted. Below it, a table lists the existing email account:

Name	Type
test@umt.edu.pk	POP/SMTP (send from this account by default)

Below the table, it states: 'Selected e-mail account delivers new e-mail messages to the following location: **Personal Folders\Inbox** in data file C:\Users\6169\AppData\Local\Microsoft\Outlook\Outlook.pst'.