

Tutorial for Configuration of MS Outlook for IIUI E-Mail

STEP 1:

The following tutorial is for Enable POP in your IIUI Email Account

To check your email on browser, please follow the steps below.

1. Log in to your IIUI email account.
2. Click **Settings** at the top of any IIU email page.
3. Click **Forwarding and POP/IMAP**.

The screenshot shows the 'Settings' page for an email account, specifically the 'Forwarding and POP/IMAP' section. The page has a yellow background and a navigation bar at the top with tabs for 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP/IMAP', 'Chat', and 'Web Clips'. The 'Forwarding and POP/IMAP' tab is selected and highlighted with a red box. Below the navigation bar, there are three main sections: 'Forwarding', 'POP Download', and 'IMAP Access'. The 'Forwarding' section has two radio buttons: 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to' (unselected). Below the second radio button is a text input field containing 'email address' and 'and keep International Islamic University Islamabad's copy'. A tip below this section says 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has a 'Learn more' link and three numbered steps. Step 1 is 'Status: POP is disabled' with two radio buttons: 'Enable POP for all mail' (unselected) and 'Enable POP only for mail that arrives from now on' (selected, highlighted with a red box). Step 2 is 'When messages are accessed with POP' with a text input field containing 'keep International Islamic University Islamabad's copy in the Inbox'. Step 3 is 'Configure your email client (e.g. Outlook, Eudora, Netscape Mail)' with a link to 'Configuration instructions'. The 'IMAP Access' section has a 'Learn more' link and two numbered steps. Step 1 is 'Status: IMAP is disabled' with two radio buttons: 'Enable IMAP' (unselected) and 'Disable IMAP' (unselected). Step 2 is 'Configure your email client (e.g. Outlook, Thunderbird, iPhone)' with a link to 'Configuration instructions'. At the bottom of the page, there are two buttons: 'Cancel' and 'Save Changes' (highlighted with a red box).

4. Enable POP for mail that arrives from now on.
5. Click **Save Changes**.

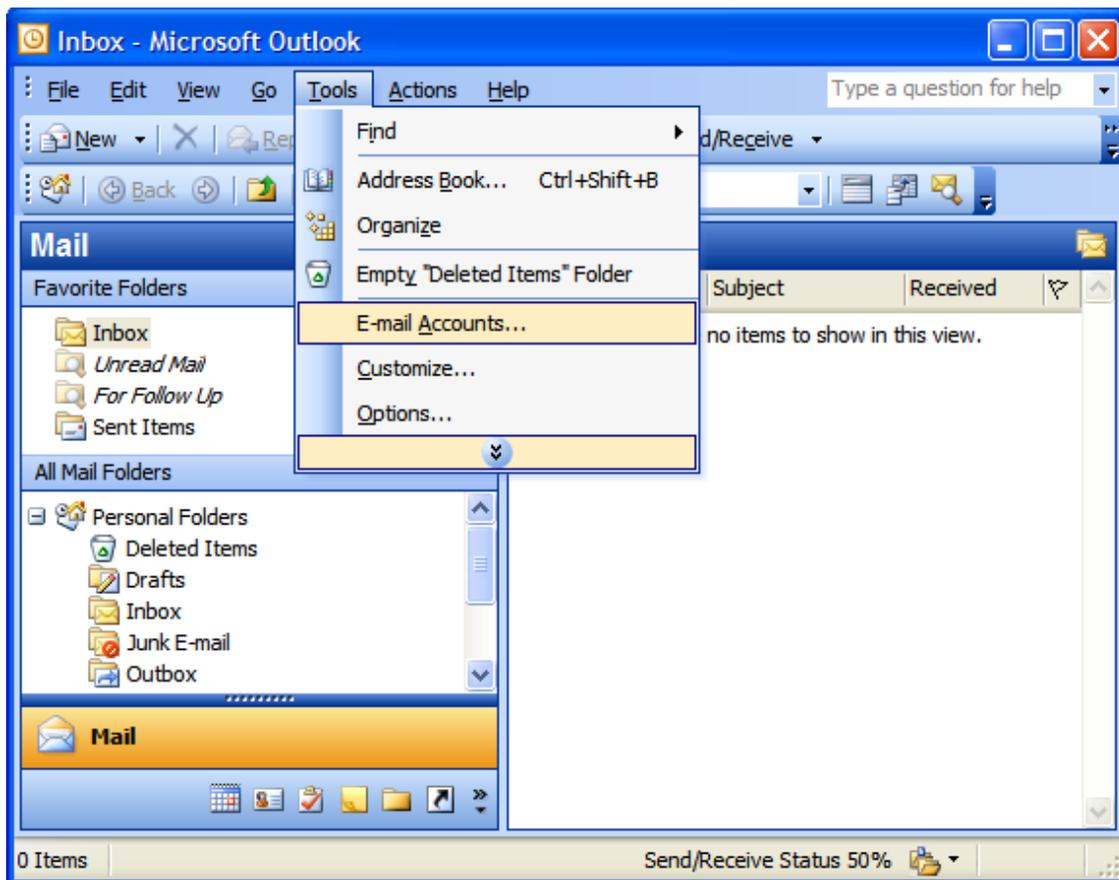
STEP 2:

Tutorial for MS Outlook Configuration for IIU E-mail Account

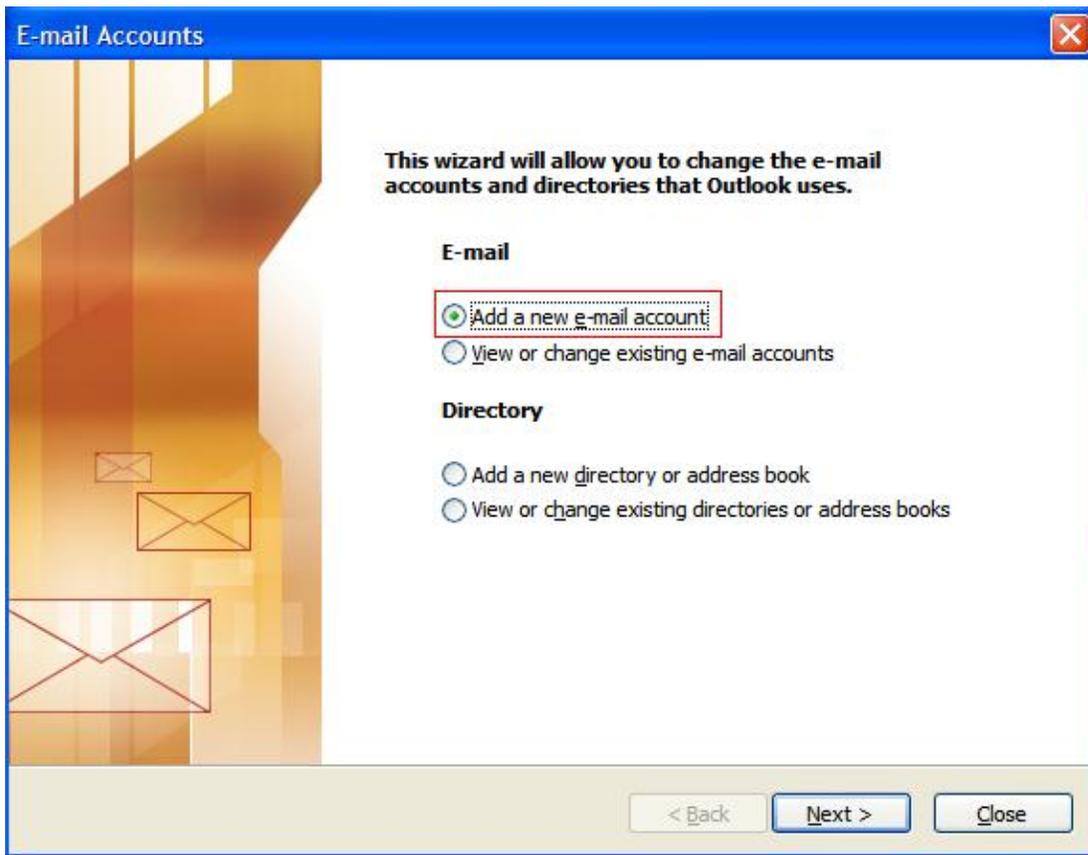
This tutorial shows you how to set up Microsoft Outlook to work with your IIU e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003.

To Set Up Your E-mail Account in Microsoft Outlook; please follow the steps below.

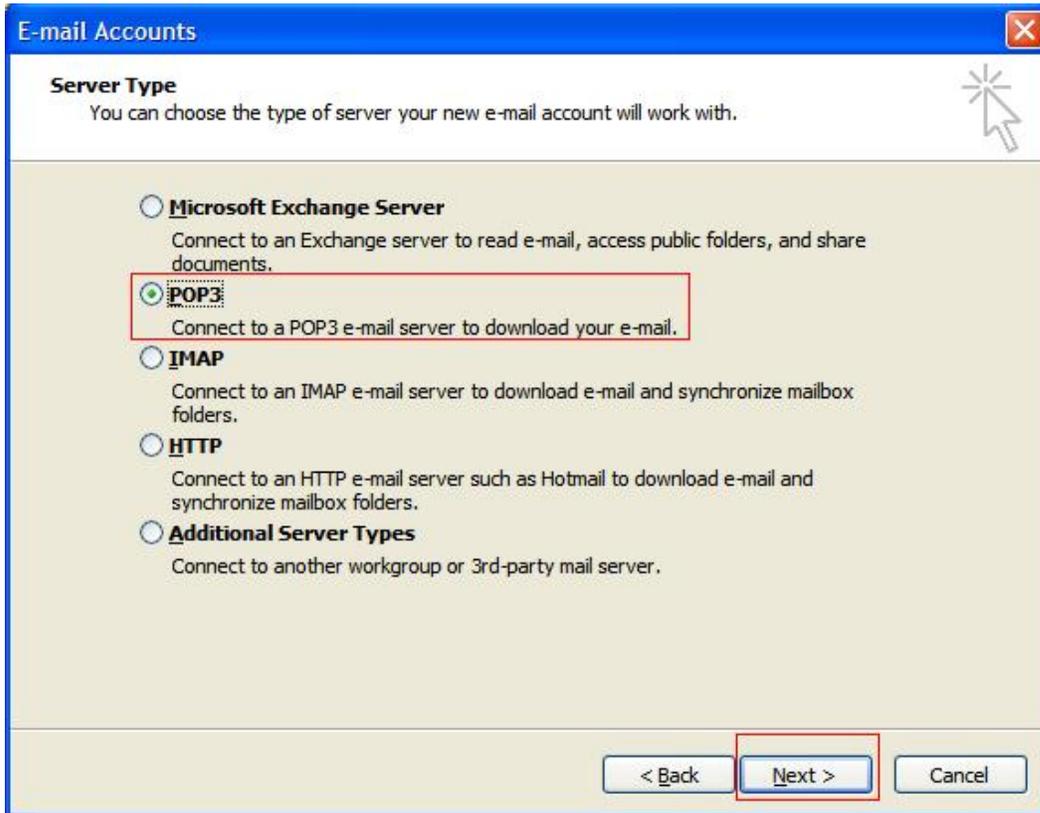
1. Open Microsoft Outlook from "Start > Programs > Microsoft Office > MS Outlook"
2. In Microsoft Outlook, select Tools > E-mail Accounts.



3. On the E-mail Accounts wizard window, select "**Add a new e-mail account**" and click **Next**.



4. For your server type, select "POP3" and click **Next**.



5. On the Internet E-mail Settings (POP3) window, enter your information as follows and click next.

Your Name: Enter your first and last name
E-mail Address: Enter your e-mail address
User Name: Enter your e-mail address as user name
Password: Enter the password you set up for your e-mail account.
Incoming mail server (POP3) Your incoming server is **pop.gmail.com**
Outgoing mail server (SMTP) Your Outgoing mail server is **smtp.gmail.com**

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

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

6. Click on **More Settings**

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

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Incoming mail server (POP3):

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Logon Information

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Remember password

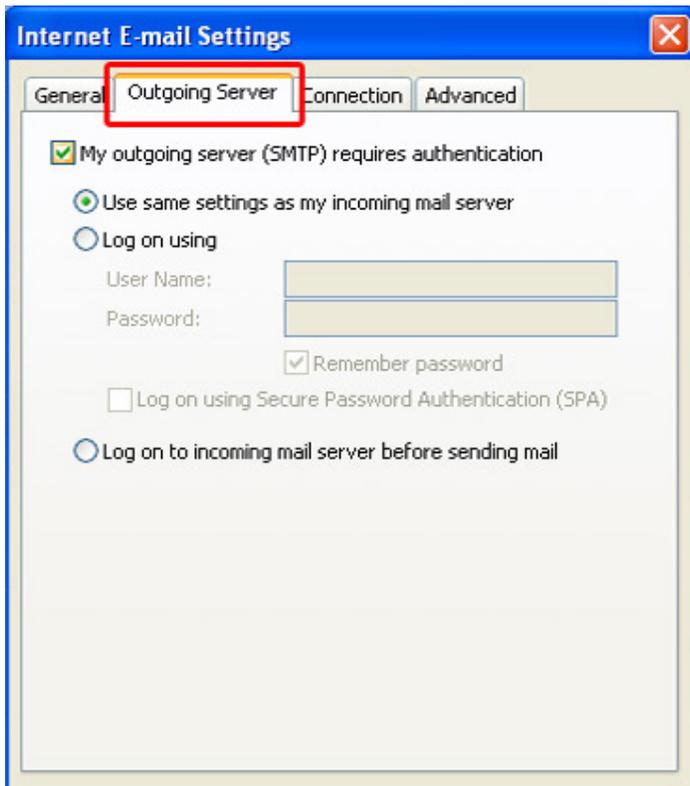
Log on using Secure Password Authentication (SPA)

Test Settings

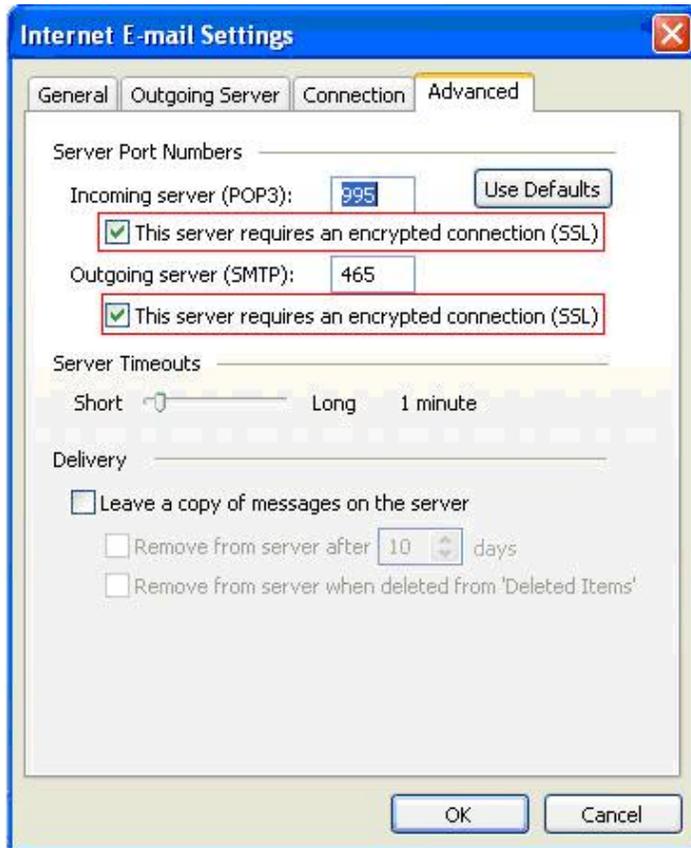
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

CLICK ON MORE SETTING

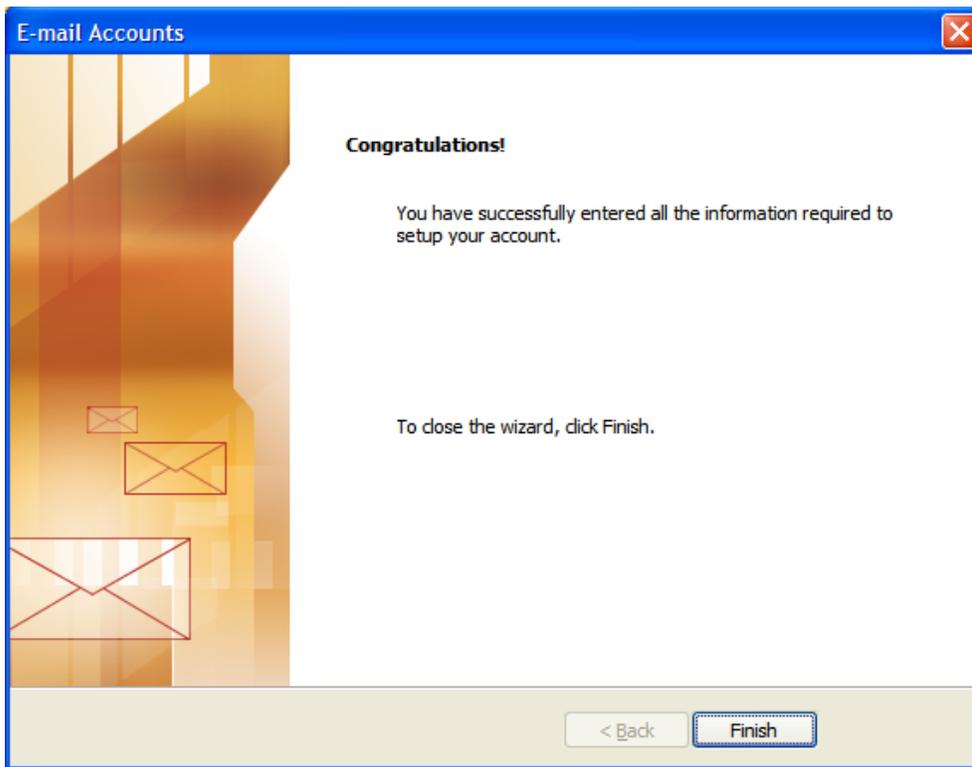
7. Click the **Outgoing Server** tab.
8. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**



9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under Incoming Server (POP3). And enter **995**
10. Check the box next to **This server requires an encrypted connection (SSL)** under Outgoing Server (SMTP), and enter **465** in the Outgoing server (SMTP) box.



11. Click **OK**
12. Click **Next**, and then click **Finish**



13. Your IUU email account has been created successfully.
14. Now to read your email message please click on "Send/Receive" button as shown in the figure below.

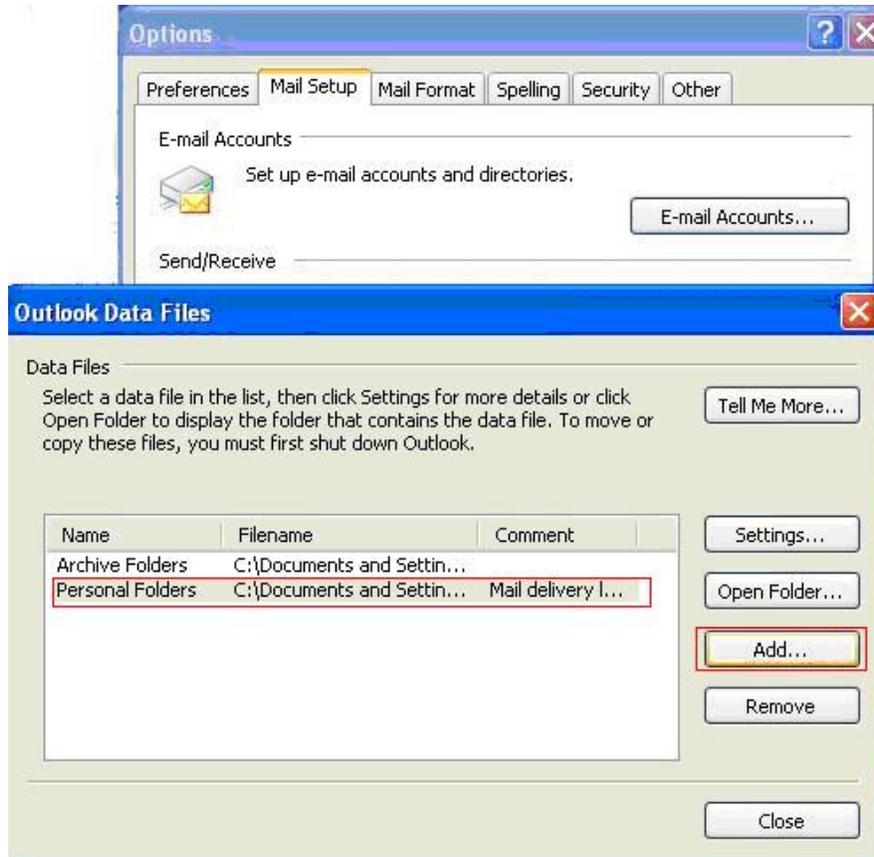
Step 3:

For Backup of E-Mail Account Data

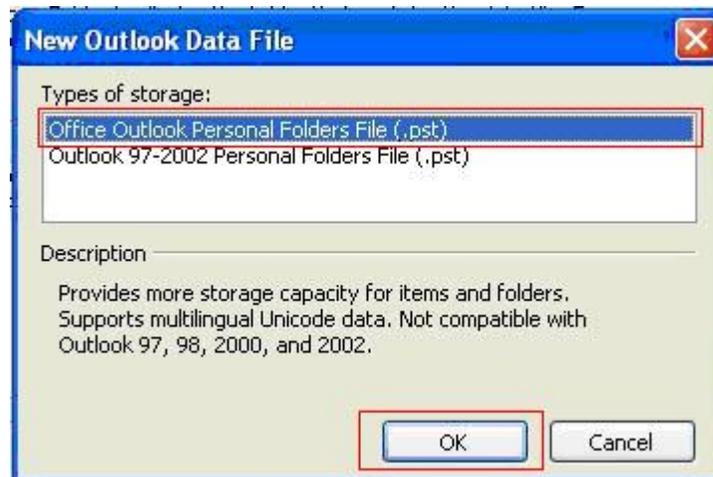
1. Select **Tools** from the Menu and then **Options**
2. Then select **Mail Setup** Tab.
3. Then select **Data Files** Tab.



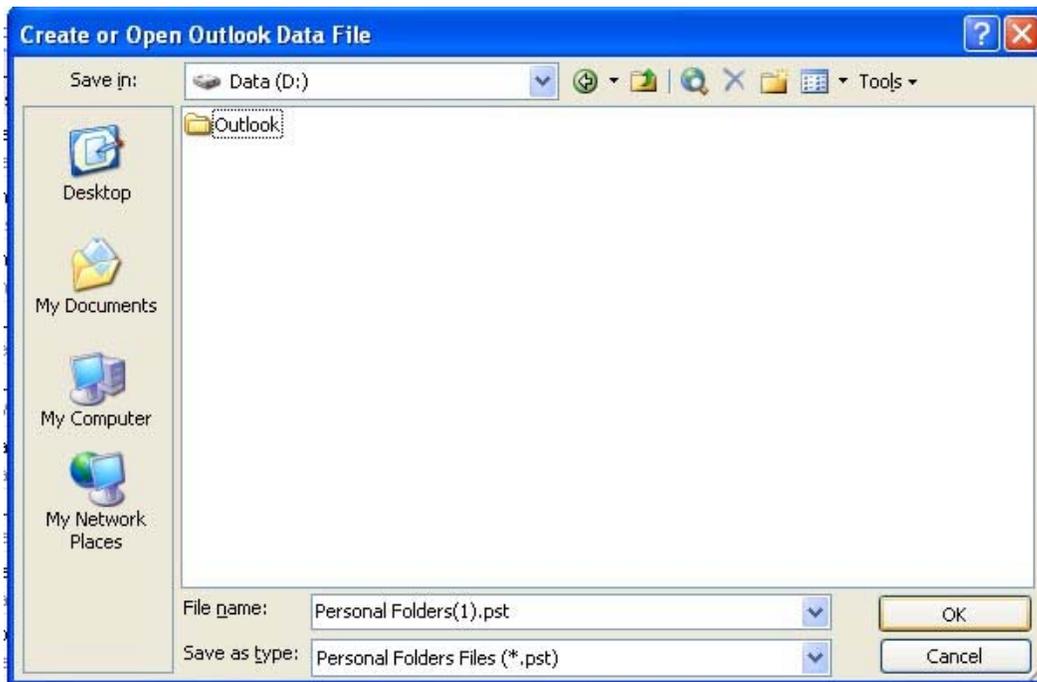
4. Select **Personal Folders** and Click **"Add"** Button



4. Select **"Office Outlook Personal Folders File"** and Press OK



5. Provide the Destination Path for file.



6. To finish press "OK" Button