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.

Settings	
<u>General</u> Acc	unts Labels Filters Forwarding and POP/IMAP <u>Chat</u> <u>Web Clips</u>
Forwarding:	 Disable forwarding Forward a copy of incoming mail to email address and keep International Islamic University Islamabad's cop Tip: You can also forward only some of your mail by creating a filter!
POP Download: Learn more	 1. Status: POP is disabled Enable POP for all mail Enable POP only for mail that arrives from now on 2. When messages are accessed with POP keep International Islamic University Islamabad's copy in the Inbox 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) <u>Configuration instructions</u>
IMAP Access: (access International Islamic University Islamabad from other clients using IMAP) Learn more	 Status: IMAP is disabled Enable IMAP Disable IMAP Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions
	Cancel Save Changes

- 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.

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail account will work with.	N/V
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	
< Back Next > Cancel	

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

Internet E-ma Each of the	ail Settings (POP3) ese settings are required to q	get your e-mail account working.	Ϋ́,
User Informat	ion	Server Information	
Your Name:		Incoming mail server (POP3):	pop.gmail.com
E-mail Address:		Outgoing mail server (SMTP):	smtp.gmail.com
Logon Informa	ation	Test Settings	
User Name:		After filling out the information recommend you test your accord button below. (Requires network)	n on this screen, we ount by clicking the ork connection)
	Remember password	Test Account Settings	
Log on using Authenticatio	Secure Password n (SPA)		More Settings

6. Click on More Settings

E-mail Accounts		
Internet E-mail Settings (POP3) Each of these settings are required to g	get your e-mail account working.	N/S
User Information	Server Information	
Your Name:	Incoming mail server (POP3):	pop.gmail.com
E-mail Address:	Outgoing mail server (SMTP):	smtp.gmail.com
Logon Information User Name: Password: Remember password Log on using Secure Password Authentication (SPA)	Test Settings After filling out the information recommend you test your acco button below. (Requires netwo Test Account Settings	n on this screen, we bunt by clicking the ork connection) More Settings CLICK ON MORE SETTING
	< Back	Next > Cancel

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

Internet	t E-mail Settings			×
General	Outgoing Server	Connection	Advanced	
My	outgoing server (SM	TP) requires	authentication	
(O)	Use same settings as	my incoming	mail server	
0	Log on using			
	User Name:			
	Password:			
	5	Remember	password	
	Log on using Sect	ure Password	Authentication (SPA)	
0	Log on to incoming m	ail server bef	fore sending mail	

- 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.

nternet	E-mail Settings	5		2
General	Outgoing Server	Connection	Advanced	
Server	Port Numbers —		7	
Incom	ning server (POP3):	995	Use L	
	Inis server requi	res an encryp	ced connectio	on (SSL)
	oing server (SMTP)	465		1000
	I his server requir	es an encryp	oted connectio	on (SSL)
Delivery	y eave a copy of mes Remove from ser Remove from ser	sages on the ver after 10 ver when de	server days leted from 'De	leted Items'

11. Click **OK**

12. Click $\ensuremath{\textit{Next}}\xspace,$ and then click $\ensuremath{\textit{Finish}}\xspace$



- 13. Your IIU 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

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

Options		?
Preferenc	es Mail Setup Mail Format Spelling Sec	urity Other
E-mail Ad	ccounts Set up e-mail accounts and directories.	E-mail Accounts
Send/Re	ceive	3202
	Set send and receive settings for e-mail me	ssages and documents.
Data File	es Change settings for the files Outlook uses t and documents.	o store e-mail messages Data Files
	Control how Outlook connects to your dial- Warn before switching an existing dial Always use an existing dial-up connect Automatically dial during a background Hang up when finished with a manual	up accounts. I-up connection tion d Send/Receive Send/Receive
	ОК	Cancel Apply

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

Preferer	nces Mail Se	tup Mail Format	Spelling	Security	Other	
E-mail	Accounts					
	Set up e-i	mail accounts and	directories			
					E-mail A	accounts
Send/F	leceive				_	
in Day Bur						
lok Data Files						
Files ect a data file in t en Folder to displ by these files, you	he list, then o ay the folder 1 must first sh	lick Settings for m that contains the ut down Outlook,	ore details data file. T	or click o move or	[ïell Me More
Files ect a data file in t en Folder to displ by these files, you	he list, then o ay the folder 1 must first sh	lick Settings for m that contains the ut down Outlook.	ore details data file. Ti	or click o move or	0	ïell Me More
Files ect a data file in t en Folder to displ y these files, you vame	he list, then o ay the folder 1 must first sh Filename	lick Settings for m that contains the ut down Outlook.	ore details data file. Ti Comment	or click o move or		Tell Me More Settings
Files ect a data file in t en Folder to displ y these files, you vame rchive Folders	he list, then a ay the folder i must first sh Filename C:\Docume	lick Settings for m that contains the ut down Outlook, nts and Settin	ore details data file, Ti Comment	or click o move or t		iell Me More Settings
Files ect a data file in t en Folder to displ by these files, you vame rchive Folders ersonal Folders	he list, then a ay the folder must first sh Filename C:\Docume C:\Docume	lick Settings for m that contains the ut down Outlook. nts and Settin nts and Settin	ore details data file, T Comment Mail delive	or click o move or t		Tell Me More Settings Open Folder
Files ect a data file in t en Folder to displ y these files, you vame rchive Folders ersonal Folders	he list, then a ay the folder must first sh Filename C:\Docume C:\Docume	lick Settings for m that contains the ut down Outlook, nts and Settin nts and Settin	ore details data file. T Comment Mail delive	or click o move or t		fell Me More Settings Dpen Folder Add
Files ect a data file in t en Folder to displ by these files, you vame rchive Folders ersonal Folders	he list, then o ay the folder must first sh Filename C:\Docume C:\Docume	lick Settings for m that contains the ut down Outlook. nts and Settin nts and Settin	ore details data file, T Comment Mail delive	or click o move or t		Settings Dpen Folder
Files ect a data file in t en Folder to displ y these files, you lame rchive Folders ersonal Folders	he list, then o ay the folder must first sh Filename C:\Docume C:\Docume	lick Settings for m that contains the ut down Outlook. nts and Settin nts and Settin	ore details data file. Ti Comment Mail delive	or click o move or t		Fell Me More Settings Dpen Folder Add Remove

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

New Outlook Data File	
Types of storage:	
Office Outlook Personal Folders File (.pst) Outlook 97-2002 Personal Folders File (.pst)	
Description	
Provides more storage capacity for items and folders. Supports multilingual Unicode data. Not compatible with Outlook 97, 98, 2000, and 2002.	
OK Can	cel

5. Provide the Destination Path for file.

Create or Ope	n Outlook Dat	ta File					?
Save in:	🥪 Data (D:)		~	() • 🔁	$\mathbf{Q} \times \mathbf{D}$	T 🕂 T	ools 🕶
Desktop My Documents My Computer My Network Places	Outlook						
	File <u>n</u> ame:	Personal Folders(1).pst	9			~	ОК
	Save as <u>t</u> ype:	Personal Folders Files (*.pst)			*	Cancel

6. To finish press "**OK**" Button