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**.

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.
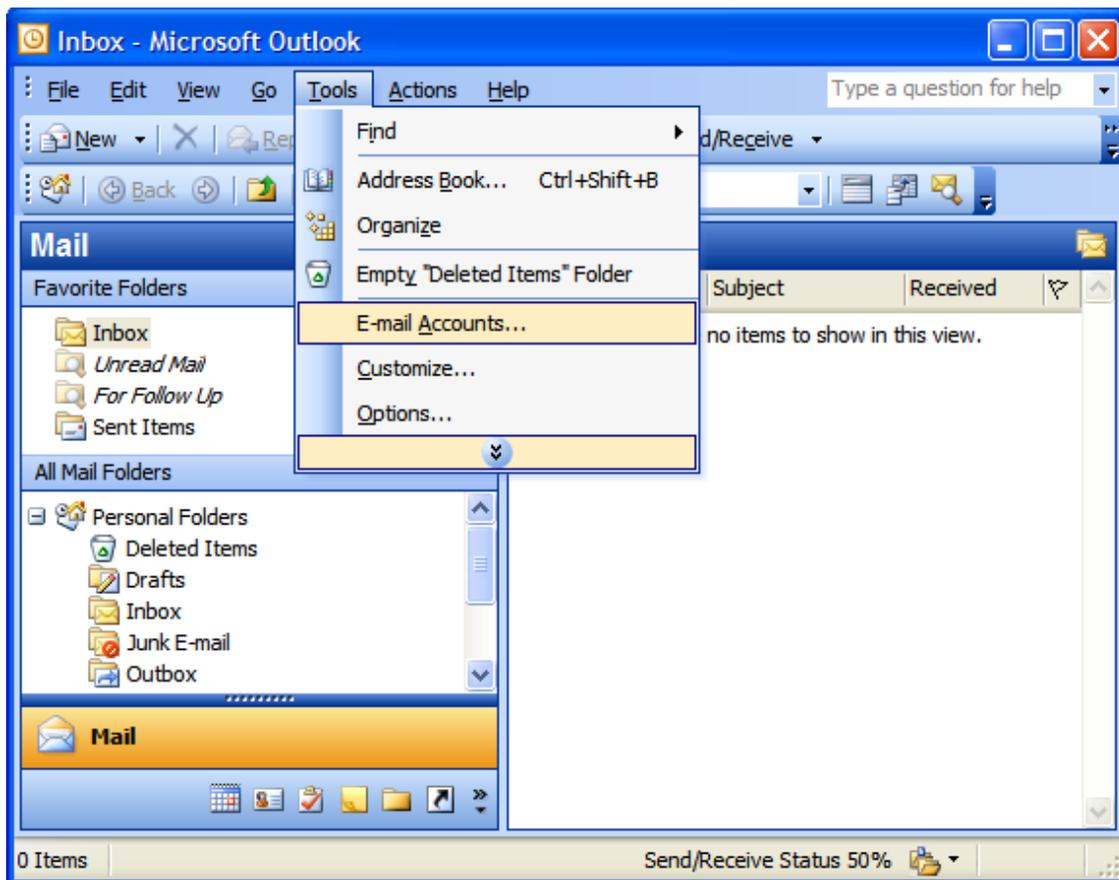
3. On the E-mail Accounts wizard window, select "**Add a new e-mail account**" and click **Next**.
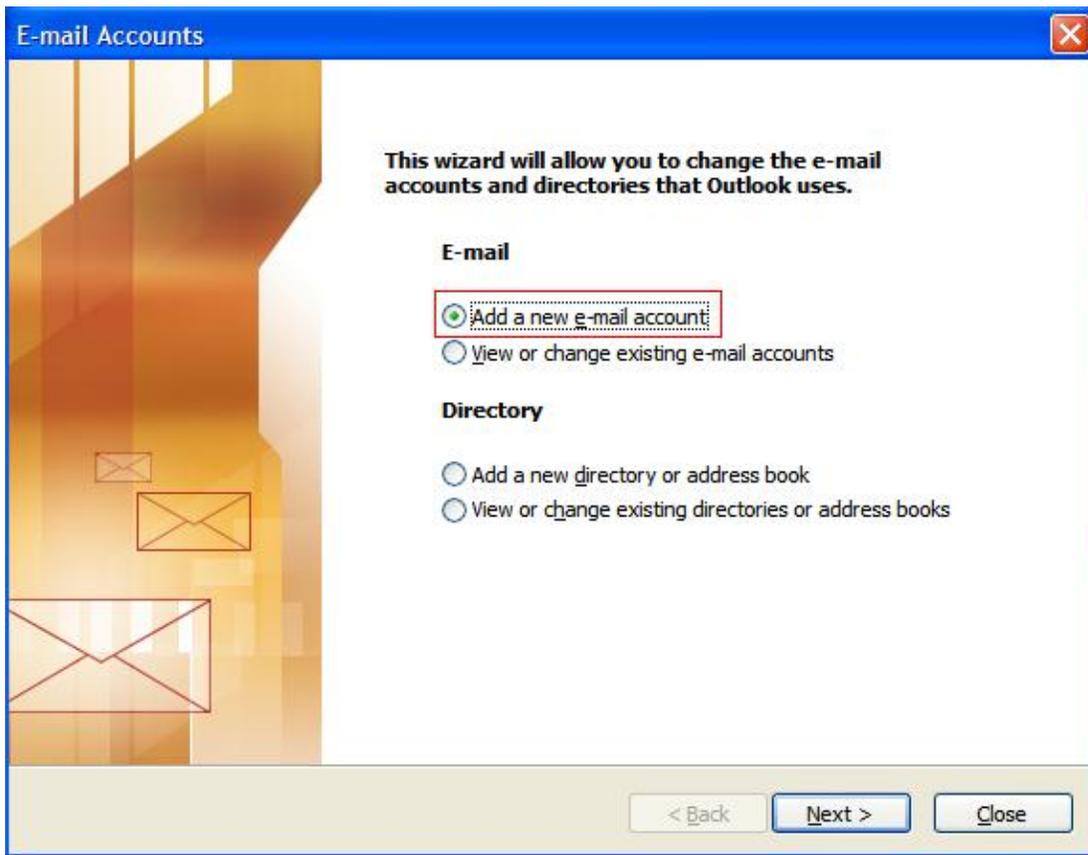
4. For your server type, select "**POP3**" and click **Next**.
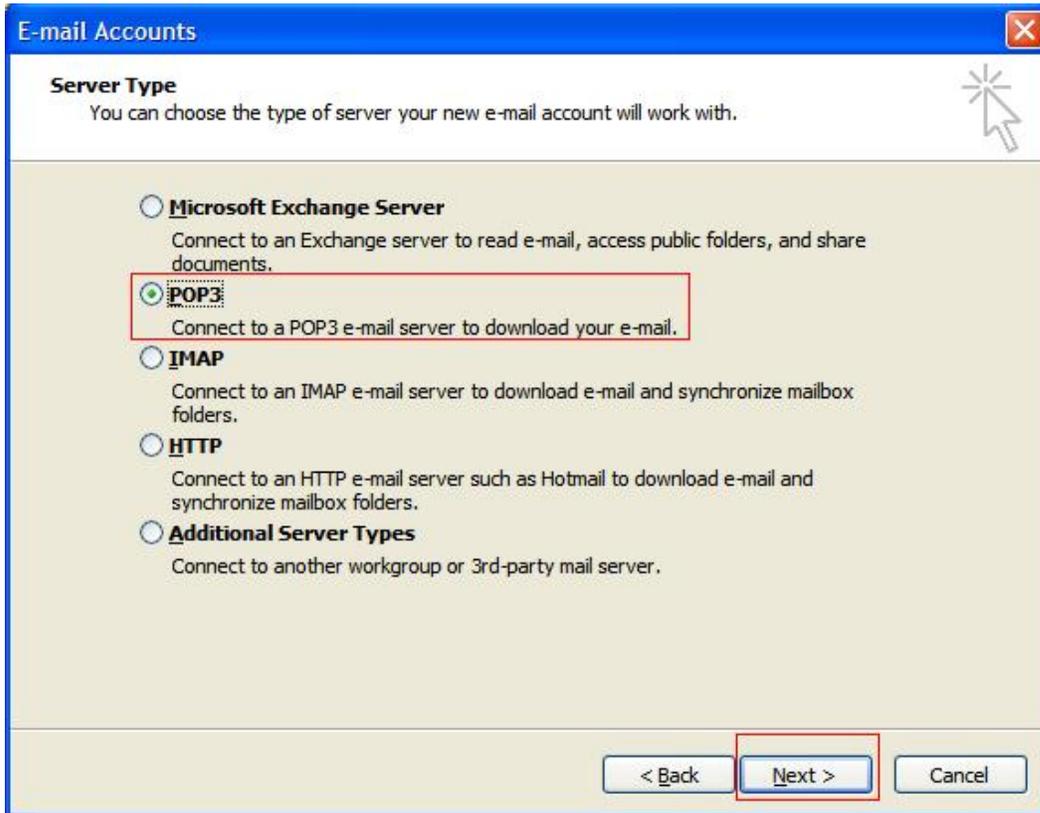
5. On the Internet E-mail Settings (POP3) window, enter your information as follows and click next.

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**

6. Click on **More Settings**

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**
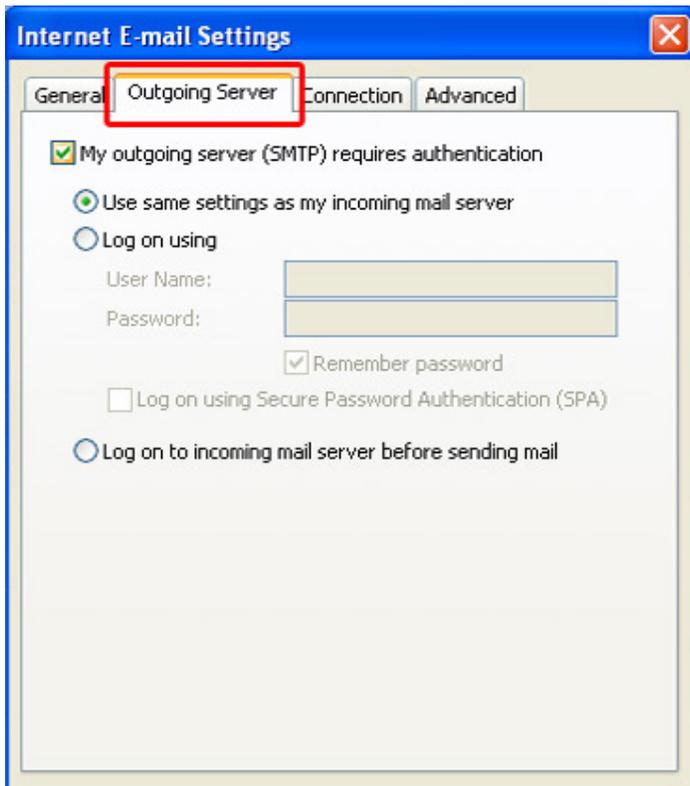
9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under Incoming Server (POP3). And enter **995**
10. Check the box next to **This server requires an encrypted connection (SSL)** under Outgoing Server (SMTP), and enter **465** in the Outgoing server (SMTP) box.
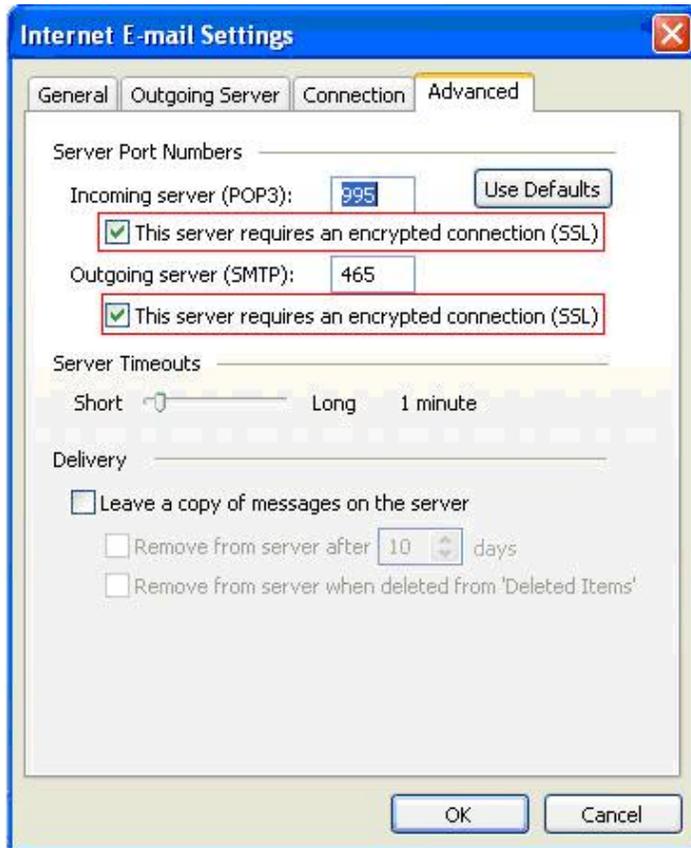
11. Click **OK**
12. Click **Next**, and then click **Finish**
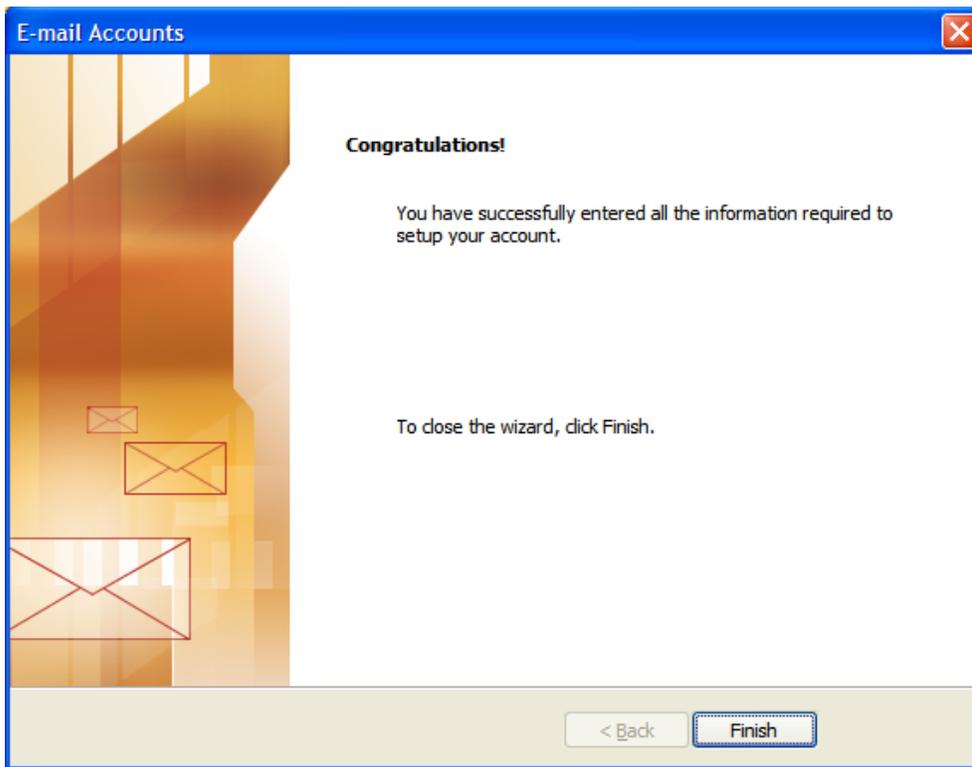
13. Your IIU email account has been created successfully.
14. Now to read your email message please click on "Send/Receive" button as shown in the figure below.

Step 3:

For Backup of E-Mail Account Data

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
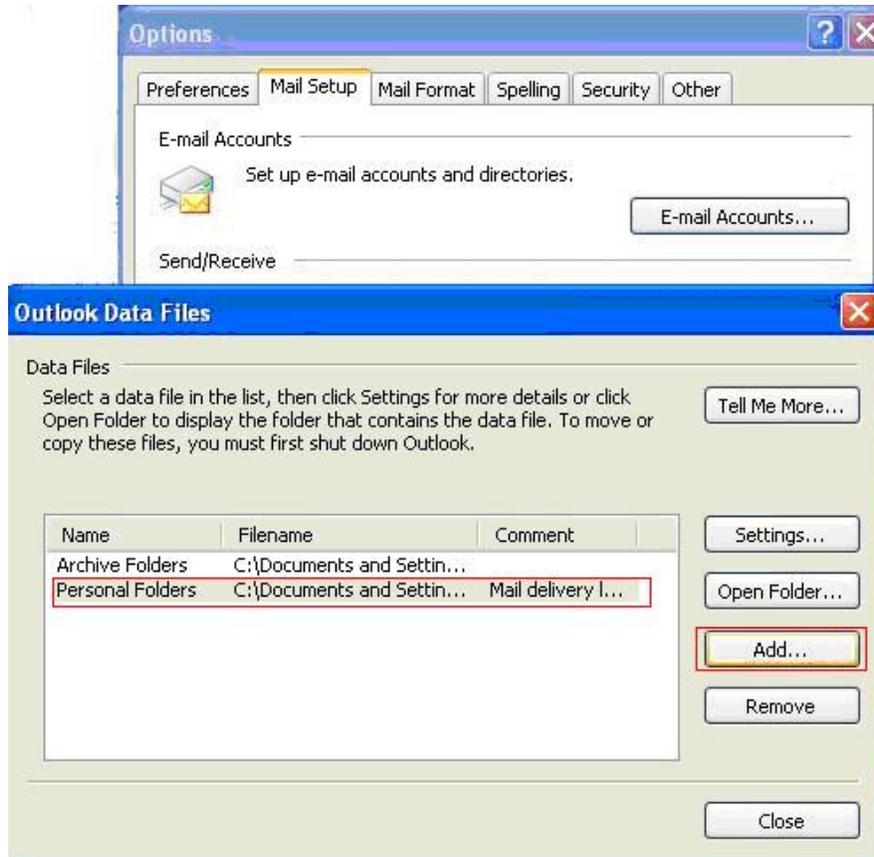
4. Select "**Office Outlook Personal Folders File**" and Press OK
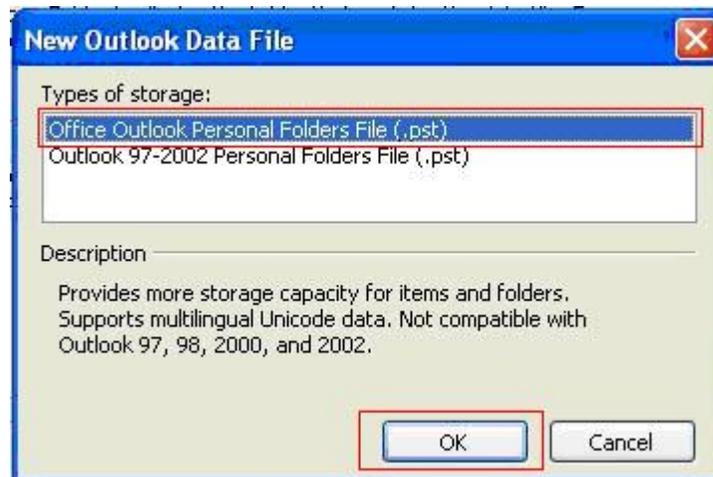
5. Provide the Destination Path for file.
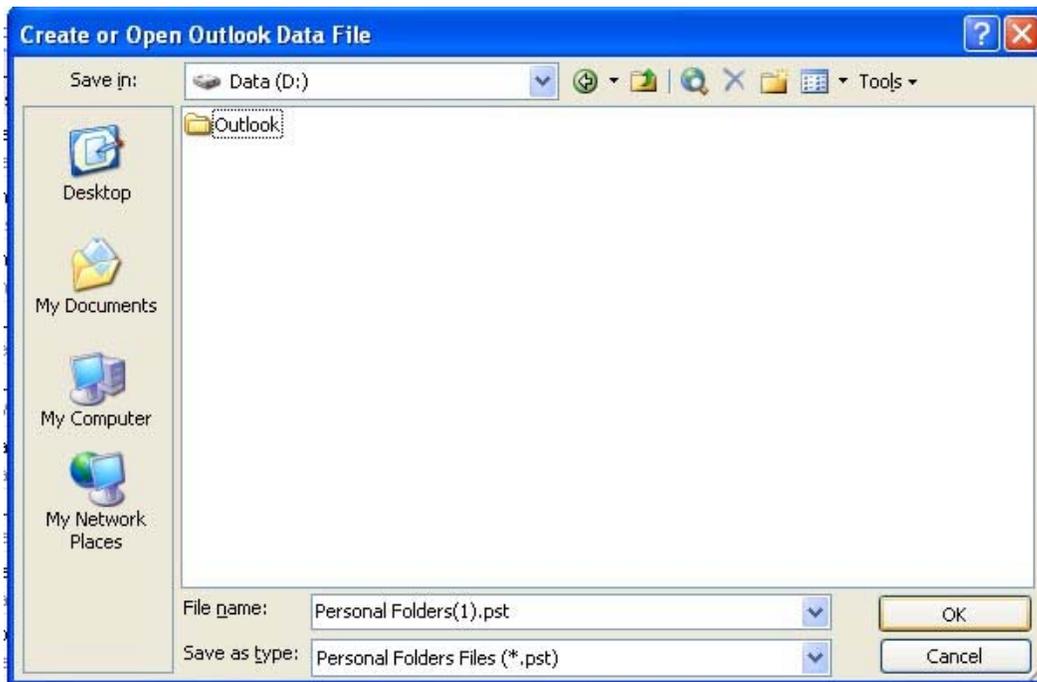
6. To finish press "**OK**" Button