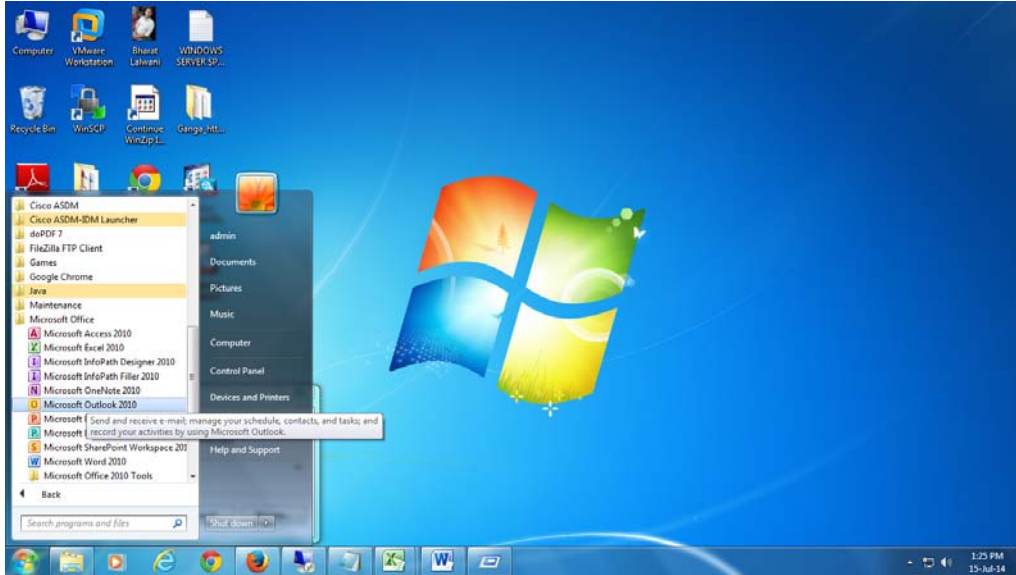
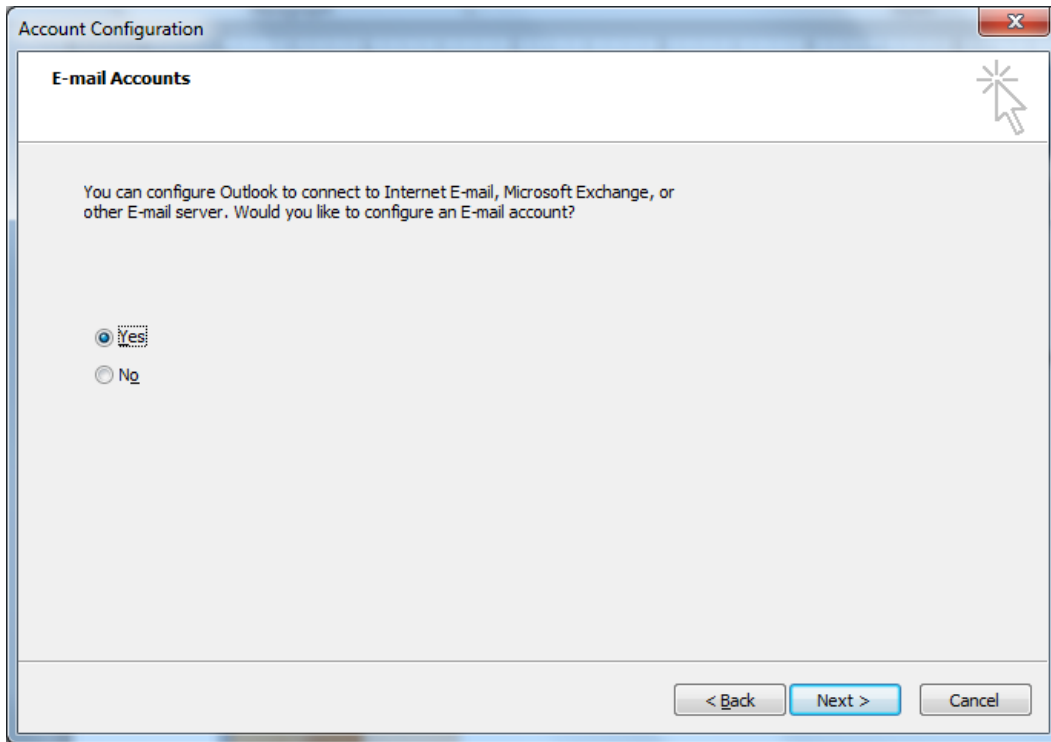


# How to configure Outlook Express to send and receive Email:

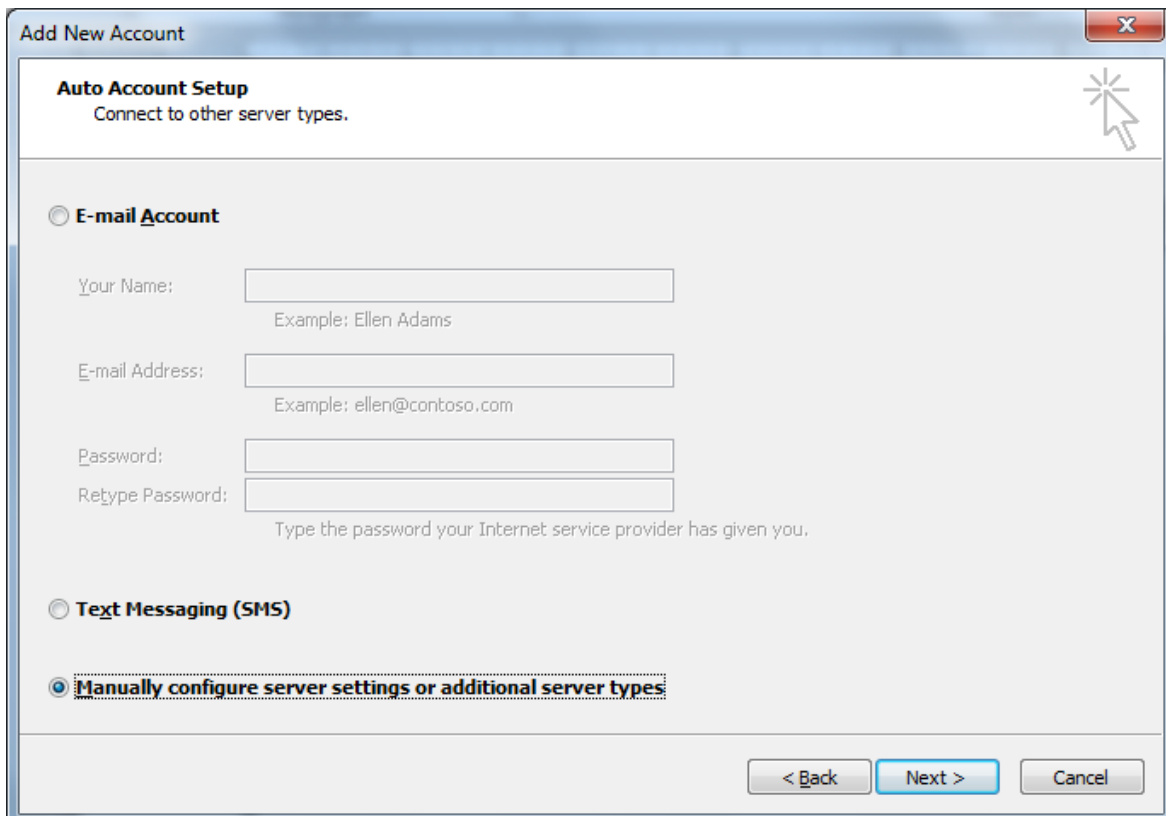
1. Open outlook express from program menu



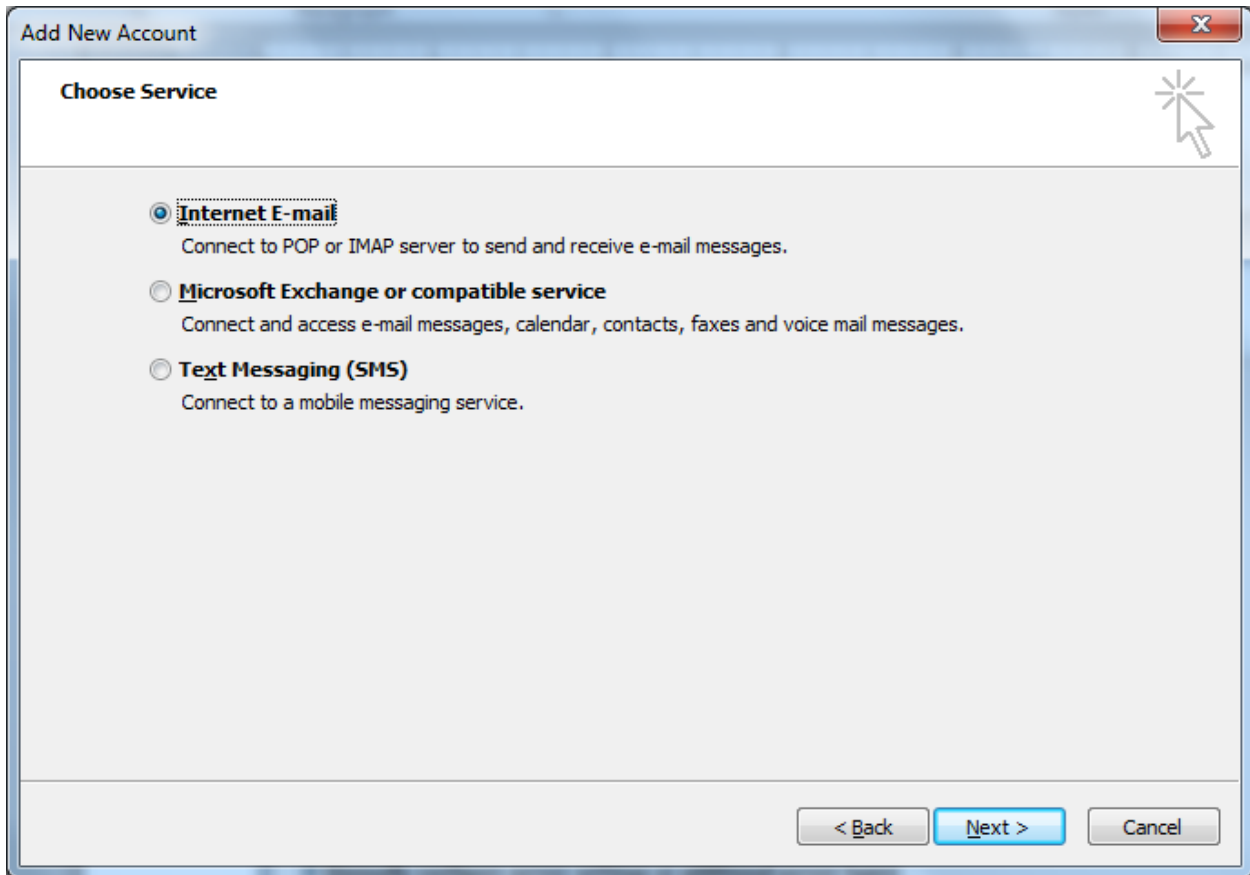
2.



3. Add an email account as shown in next window. Select Manual configure server setting option.



4. Choose Internet E-mail.



5. In next window provide user information, server information and logon information as shown in the next window for user Mr. Bharat Lalwani. Server information is as under:
- Account type: **IMAP**
  - Incoming mail server: **webmail.iiti.ac.in**
  - Outgoing mail server: **webmail.iiti.ac.in**

**Add New Account**

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

**User Information**  
 Your Name: Bharat Lalwani  
 E-mail Address: bharatalwani@iiti.ac.in

**Server Information**  
 Account Type: IMAP  
 Incoming mail server: webmail.iiti.ac.in  
 Outgoing mail server (SMTP): webmail.iiti.ac.in

**Logon Information**  
 User Name: bharatalwani  
 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

6. Click on **More Settings** for further configurations.
7. Security Note: **Never click on** Remember password.
8. Check the options as shown in the below window:

**Internet E-mail Settings**

General   Sent Items   Deleted Items

Outgoing Server   Connection   Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

User Name:

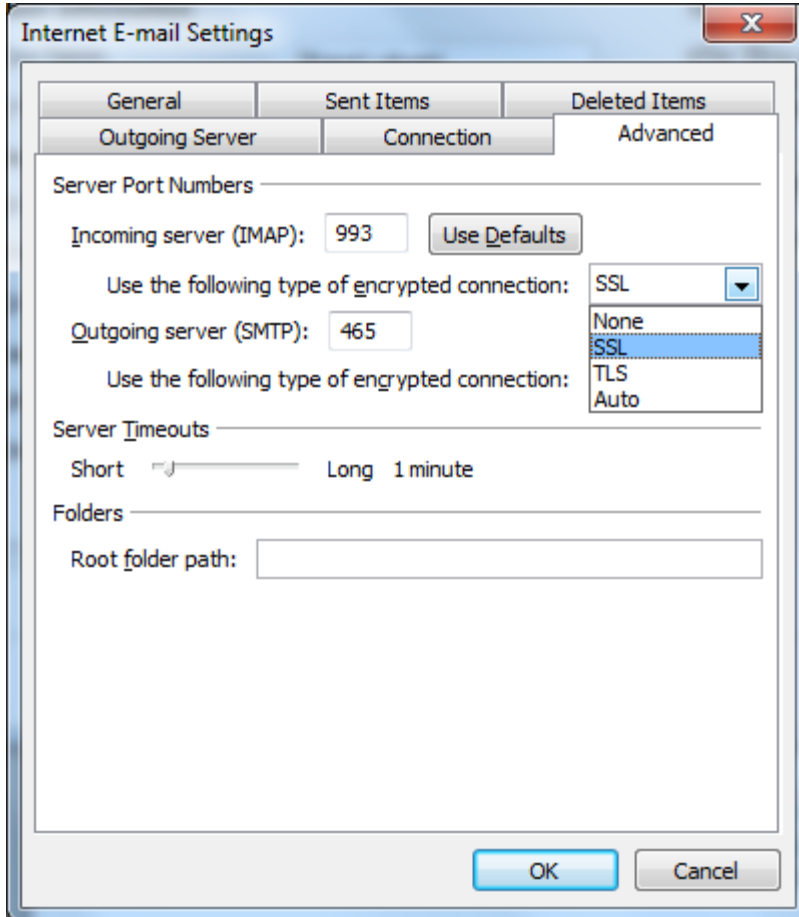
Password:

Remember password

Require Secure Password Authentication (SPA)

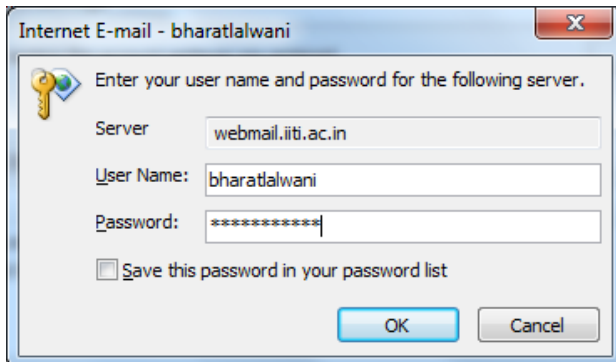
OK   Cancel

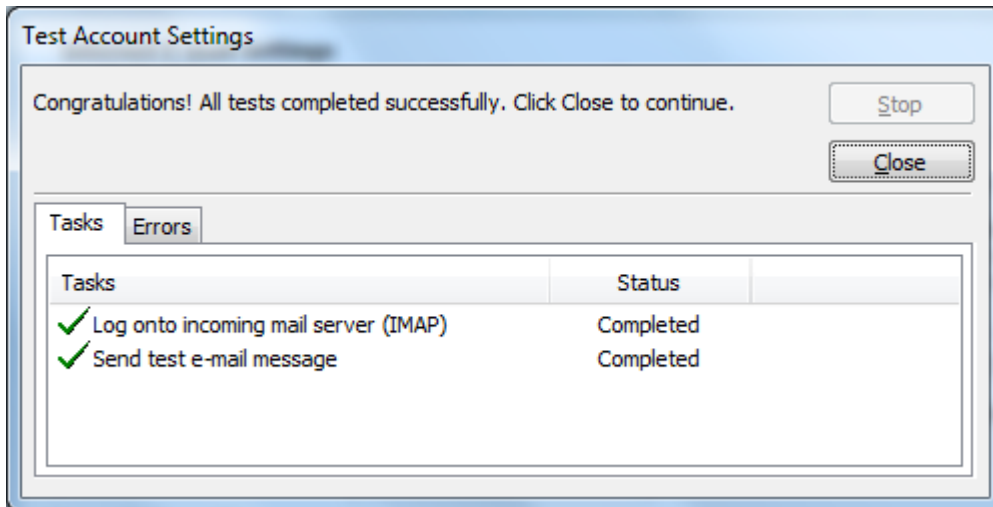
9. Select advance tab in the same window and configure the server port number as mentioned below
  - a. Incoming server (IMAP): **993**
  - b. Encryption type : **SSL**
  - c. Outgoing server: **465**



10. Click on ok.

11. Test Account Settings after coming back to Add New Account .





12. If testing is successful, finish up the configuration. Now your account is configured with out look.

