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

1. Open outlook express from program menu





2.

Account Configuration	x
E-mail Accounts	×
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	
© <u>nes</u> ⊘ N <u>o</u>	
< <u>Back</u> Next >	Cancel

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

Add New Account		x
Auto Account Setup Connect to other s	erver types.	×
© E-mail <u>A</u> ccount		
Your Name;	Example: Ellen Adams	
E-mail Address;	Example; ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you,	
) Te <u>x</u> t Messaging (S	5MS)	
Manually configure	e server settings or additional server types	
	< <u>B</u> ack Next > Ca	incel

## 4. Choose Internet E-mail.

Add New Account	x
Choose Service	ž
<ul> <li>Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.</li> <li>Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.</li> <li>Text Messaging (SMS) Connect to a mobile messaging service.</li> </ul>	
< <u>Back</u> <u>N</u> ext > C	ancel

- 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:
  - a. Account type: IMAP
  - b. Incoming mail server: webmail.iiti.ac.in
  - c. Outgoing mail server: webmail.iiti.ac.in

Add New Account		×
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	count working.
User Information		Test Account Settings
Your Name:	Bharat Lalwani	After filling out the information on this screen, we
E-mail Address:	bharatlalwani@iiti.ac.in	below. (Requires network connection)
Server Information		
Account Type:	IMAP 👻	Test Account Settings
Incoming mail server:	webmail.iiti.ac.in	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	webmail.iiti.ac.in	
Logon Information		
<u>U</u> ser Name:	bharatlalwani	
Password:	********	
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack 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:

Outgoing Server       Connection       Advanced         My outgoing server (SMTP) requires authentication <ul> <li>Use same settings as my incoming mail server</li> <li>Log on using</li> <li>User Name:</li> <li>Password:</li> <li>Remember password</li> <li>Reguire Secure Password Authentication (SPA)</li> </ul>	General		Sent Items	Deleted Items
<ul> <li>✓ My outgoing server (SMTP) requires authentication</li> <li>● Use same settings as my incoming mail server</li> <li>● Log on using</li> <li>User Name:</li> <li>Password:</li> <li>Password:</li> <li>✓ Remember password</li> <li>CPA)</li> </ul>	Outgoing Server	r	Connection	Advanced
<ul> <li>Use same settings as my incoming mail server</li> <li>Log on using         <ul> <li>User Name:</li> <li>Password:</li> <li>Remember password</li> <li>Reguire Secure Password Authentication (SPA)</li> </ul> </li> </ul>	My outgoing serv	er (SMT	P) requires authent	ication
● Log on using User Mame: Password: Remember password Reguire Secure Password Authentication (SPA)	Use same set	tings as	my incoming mail se	erver
User <u>N</u> ame: Password: Remember password Reguire Secure Password Authentication (SPA)	Log on using			
Password: Reguire Secure Password Authentication (SPA)	User <u>N</u> ame:			
Reguire Secure Password Authentication (SPA)	Password:			
Reguire Secure Password Authentication (SPA)		√ <u>R</u> em	nember password	
	Reguire S	ecure Pa	assword Authentica	tion (SPA)

- 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

nternet E-mail Setting	js	_	
General	Sent I	tems	Deleted Items
Outgoing Server		Connection	Advanced
Server Port Numbers			<u>.</u>
Incoming server (IN	1AP): 993	Use <u>D</u> e	
Use the followin	ig type of <u>end</u>	crypted conne	None
Outgoing server (S	MIP): 405		SSL TLS
Server Timeouts	ig type of eng	or ypted conine	Auto
Short	Long	1 minute	
Folders			
Root <u>f</u> older path:			
			OK Cancel

- 10. Click on ok.
- 11. Test Account Settings after coming back to Add New Account .

Internet	t E-mail - bha	aratlalwani
?	Enter your us	ser name and password for the following server.
2	Server	webmail.iiti.ac.in
	<u>U</u> ser Name:	bharatlalwani
	Password:	********
Save this password in your password list		
		OK Cancel

Test Account Settings					
Congratulations! All tests completed successfully. Cli	Congratulations! All tests completed successfully. Click Close to continue.				
		Close			
Tasks Errors					
Tasks	Status				
Log onto incoming mail server (IMAP)	Completed				
Send test e-mail message	Completed				

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

Add New Account		x
	Congratulations!	
	You have successfully entered all the information required to setup your account.	
and the second second	To close the wizard, click Finish.	
	Add another account	t
	< Back Finish	