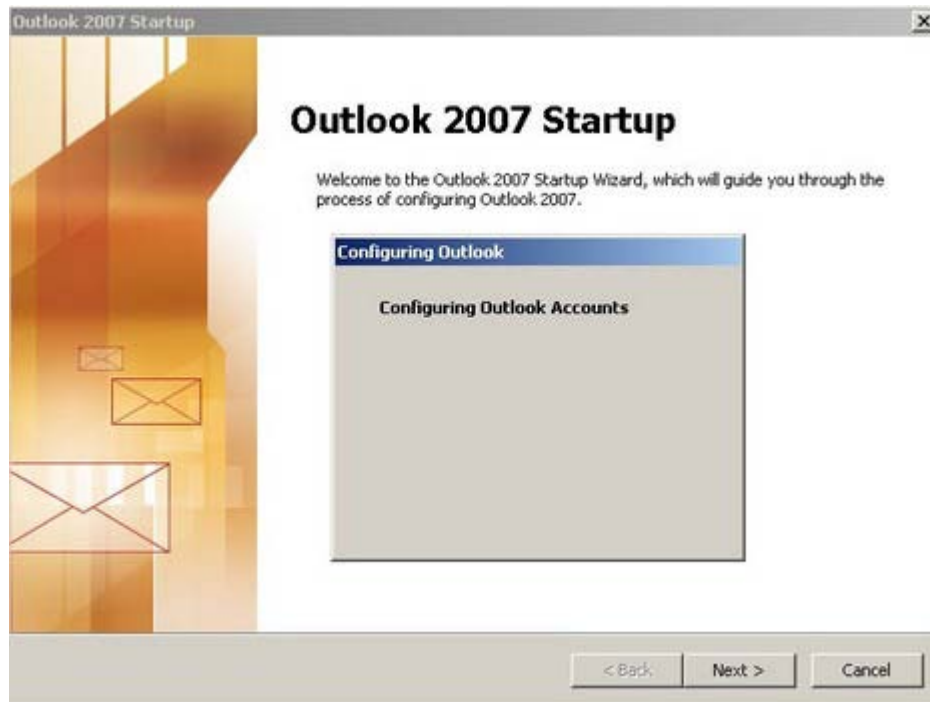
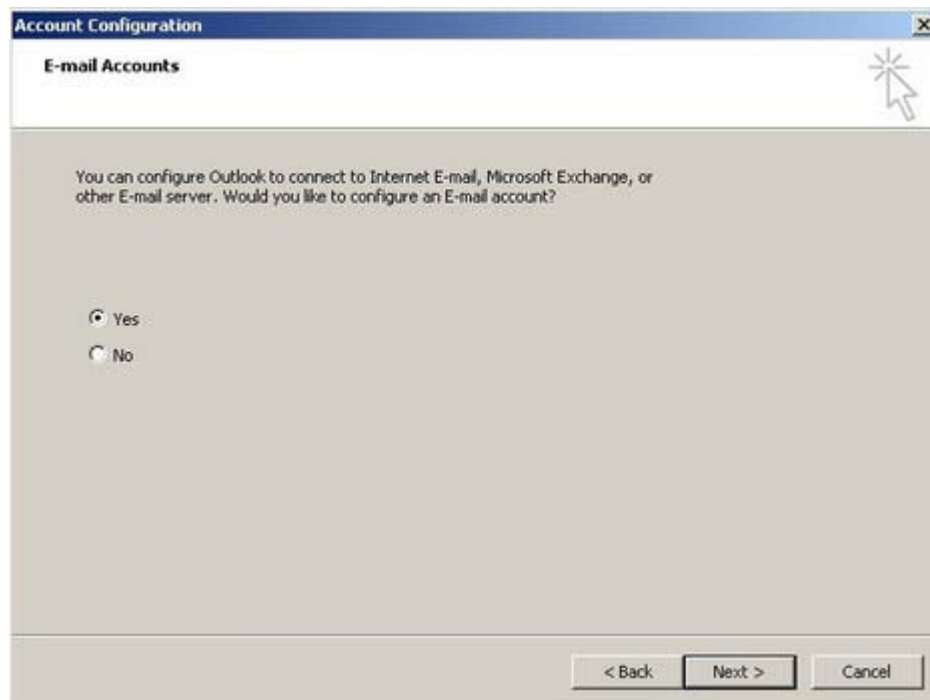


How to configure E-mails in Outlook?

- Create your email id in your WSP (web site panel).
- Open your Microsoft outlook



>> Click Next



Select yes to continue with setup account in Microsoft Outlook

>> Click Next

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Auto Account Setup' is displayed. There are four input fields: 'Your Name:' with an example 'Barbara Senkovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'ReType Password:' with a note 'Type the password your Internet service provider has given you.'. A checkbox labeled 'Manually configure server settings or additional server types' is checked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Select Manually Configure server settings or additional server types

>> Click Next

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Choose E-mail Service' is displayed. There are three radio button options: 'Internet E-mail' (selected) with the description 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.', 'Microsoft Exchange' with the description 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.', and 'Other' with the description 'Connect to a server type shown below.'. Below the 'Other' option, there is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Select Internet E-Mail option to configure Pop, IMAP, or HTTP server to send and receive email messages

>> Click Next

- Fill User Information -

Your Name - Type your name

E-Mail Address – type your full email address For e.g. - test@cybridge.in

- Fill Server Information -

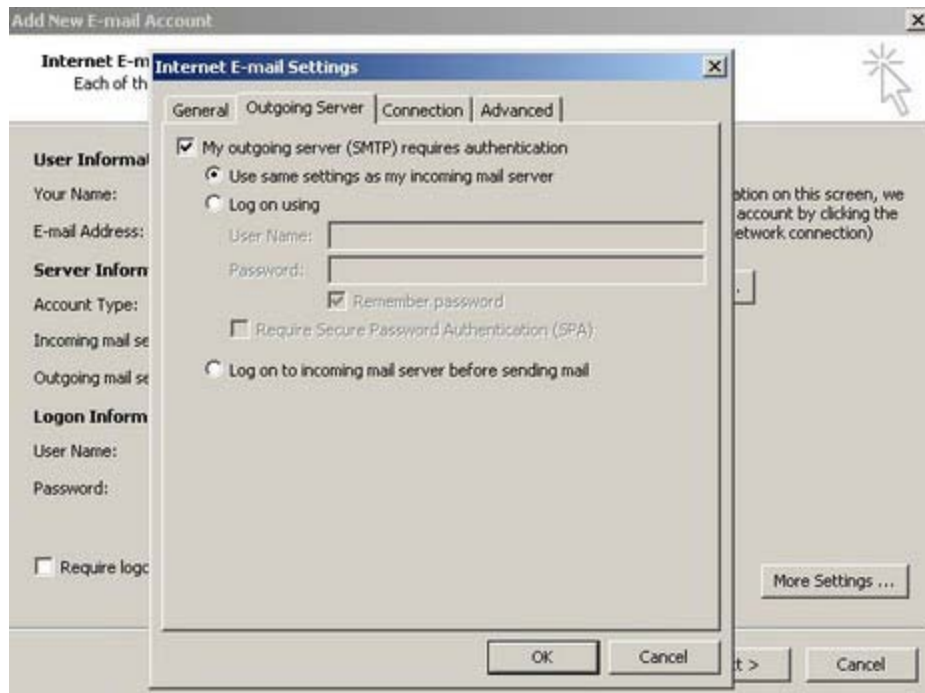
Select Account Type :- Pop3 , IMAP etc which ever you want to configure

Incoming mail server: - mail.yourdomainname.com / webmail.yourdomainname.com
For e.g. – mail.cybridge.in

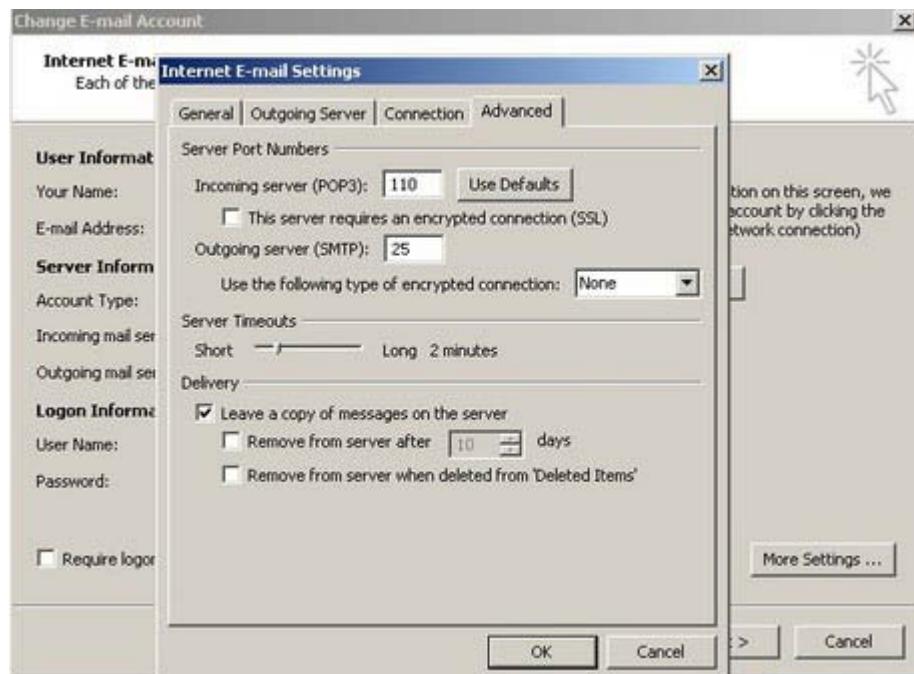
Outgoing mail server (SMTP):- mail.yourdomainname.com / webmail.yourdomainname.com For
e.g. – mail.cybridge.in*

* If you are using any private ISP (Internet Service Provider), you need to ask you ISP for SMTP server configuration.

- >> Click on More Settings

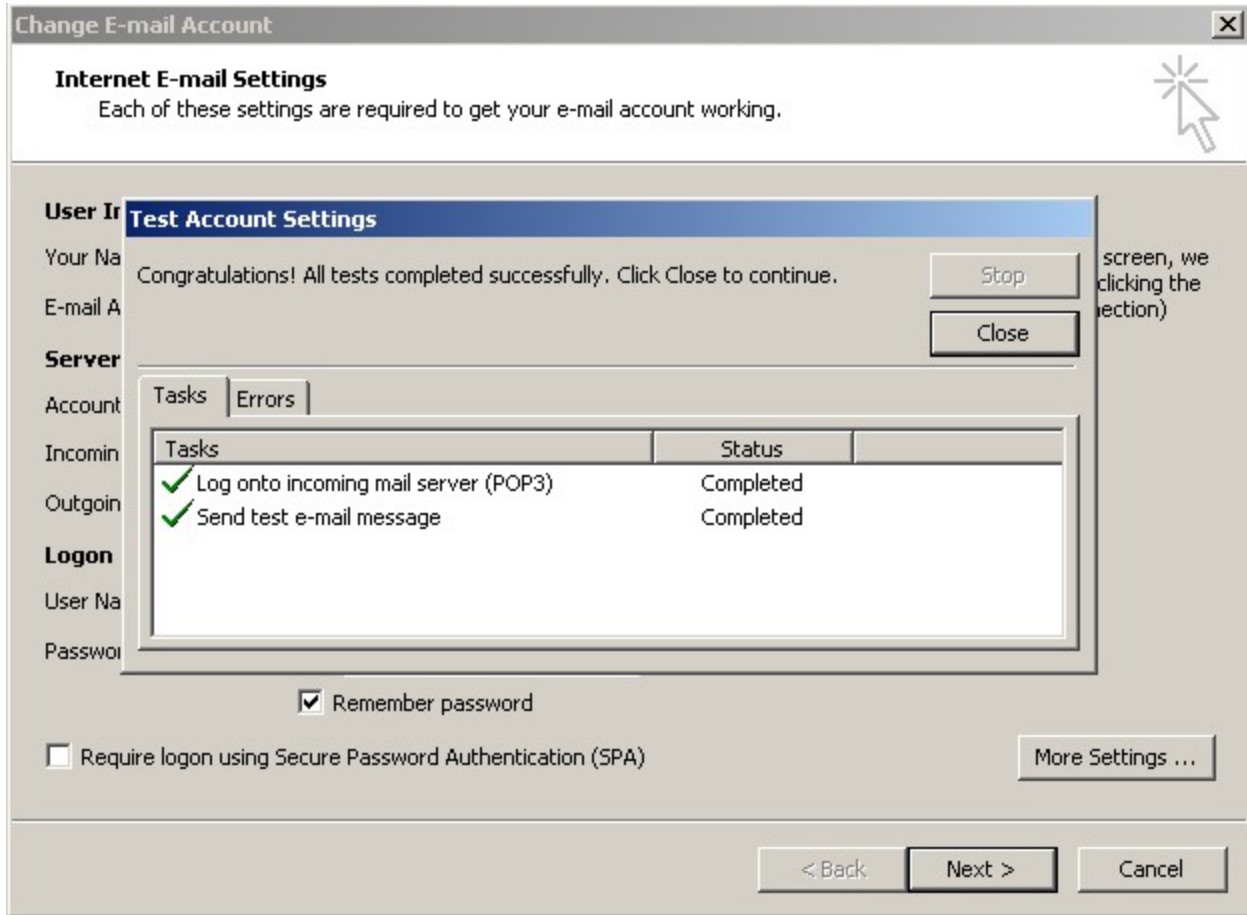


- Select Outgoing Server Tab
- Select "My outgoing server (SMTP) requires authentication"
- Select "Use same setting as my incoming mail server"
- >> Click OK

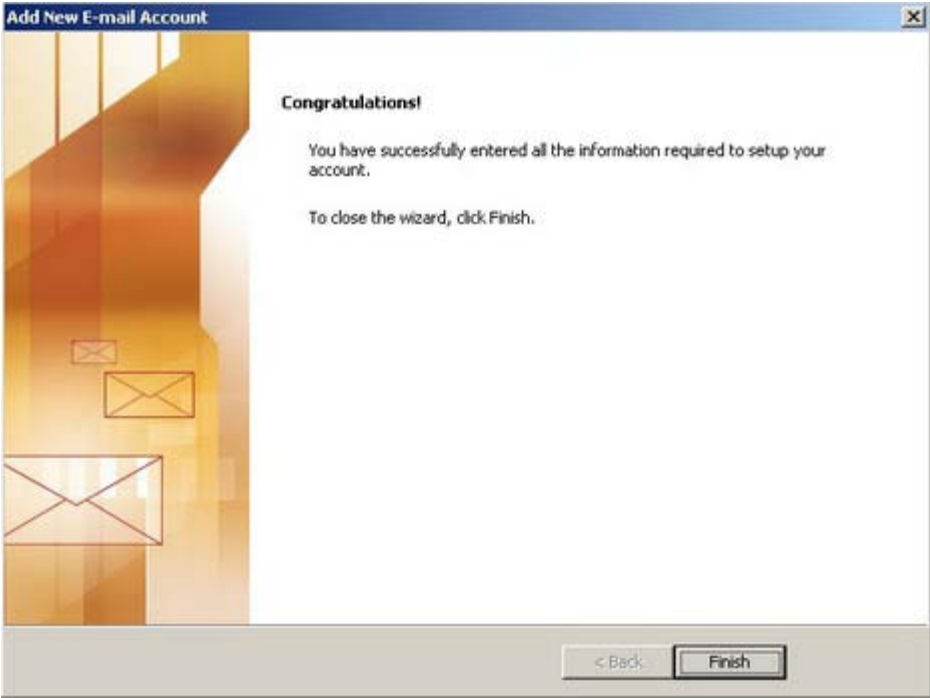


- Click on advance tab
- Default SMTP port 25 , Alternate Port No – "587"
- Select Leave a copy of messages on the server (if you require a back up on server) ,

if not selected messages will remove automatically from server after downloaded in outlook.



- >> Click On Test account settings to check "task" and check the "status"
- Change SMTP Server port to "587" if error message shows while sending mails.



- "Congratulations" You Have Successfully configured your Microsoft Outlook account.