
Configuring Microsoft Outlook for Your PhD E-Mail

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| | Revision History | |
|-----------------|------------------|-----|
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This tutorial explains how to use Microsoft Outlook to connect to your e-mail account at PhD Computing.

Table of Contents

| | |
|--|---|
| 1. Configuring Outlook for E-Mail | 2 |
| 1.1. Adding a New Mail Account | 2 |
| 1.2. Configuring Your E-Mail Account | 3 |
| 2. Connecting to the E-Mail Server | 9 |
| 2.1. Logging Onto The Mail Server | 9 |

1. Configuring Outlook for E-Mail

1.1. Adding a New Mail Account

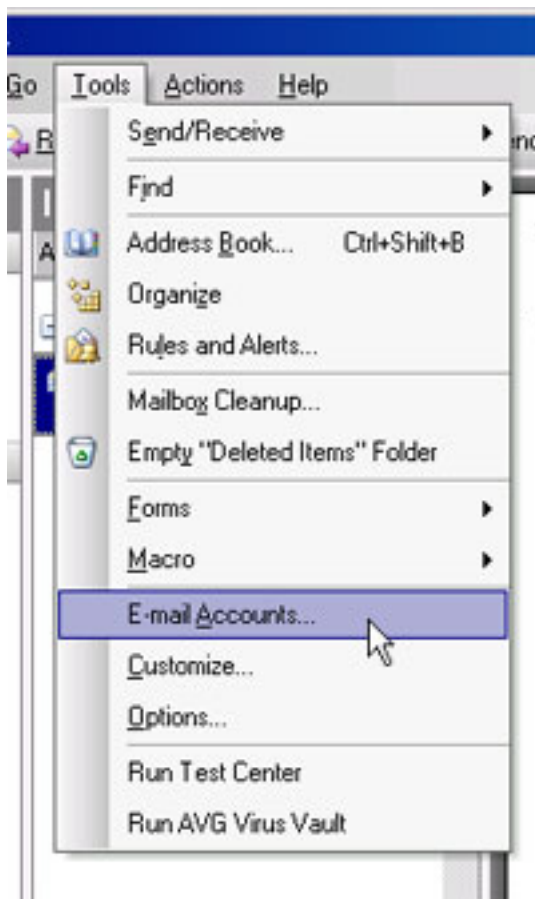


Note

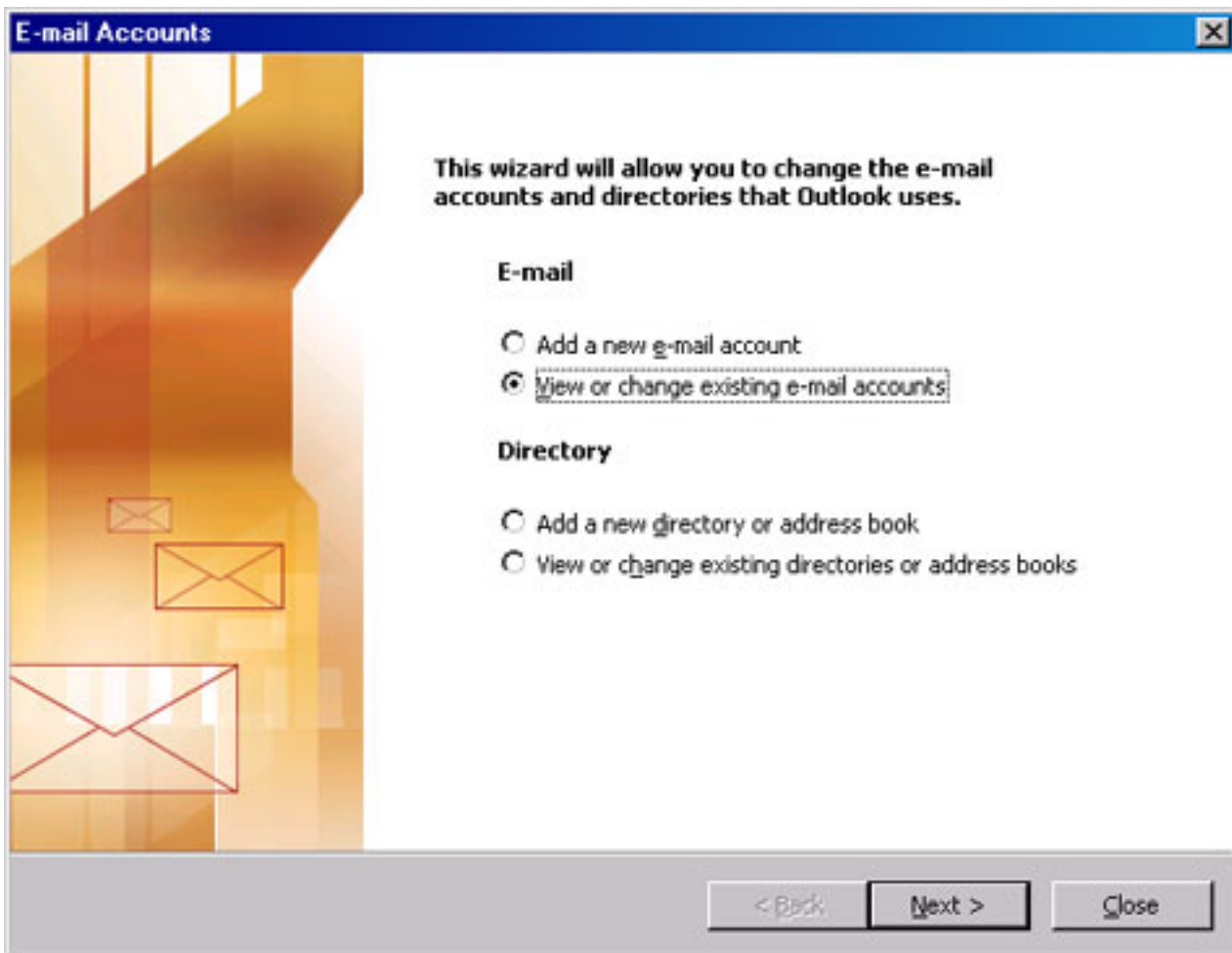
This tutorial was written using Microsoft Outlook 2003. Older versions of Microsoft Outlook might look slightly different.

If you have never configured Microsoft Outlook for an e-mail account before, you can skip to the next section.

Once Outlook has started, and you are at the main screen, Choose the option E-Mail Accounts from the Tools menu.



At the Window that appears, you will want to select the option to add a new e-mail account.



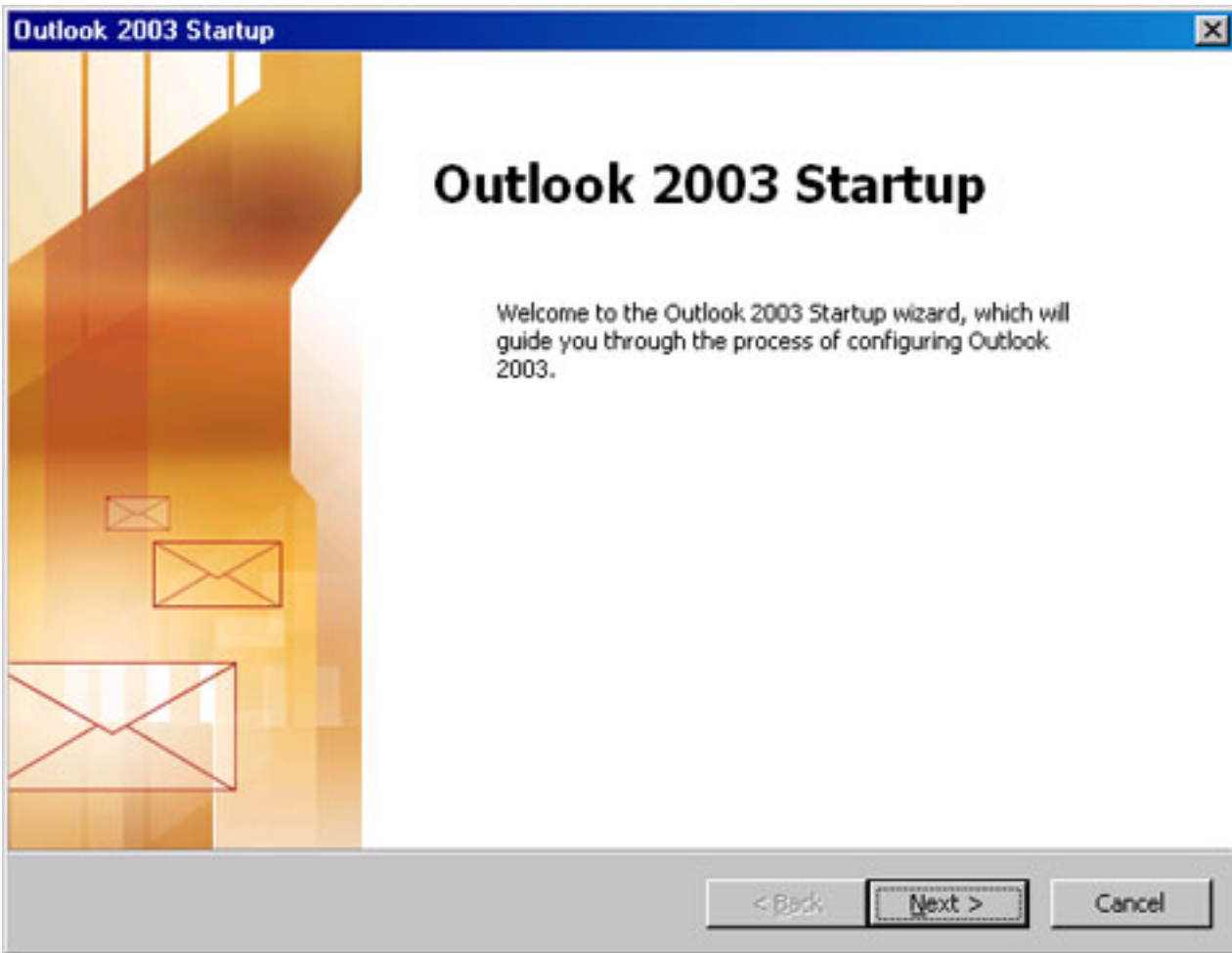
1.2. Configuring Your E-Mail Account



Note

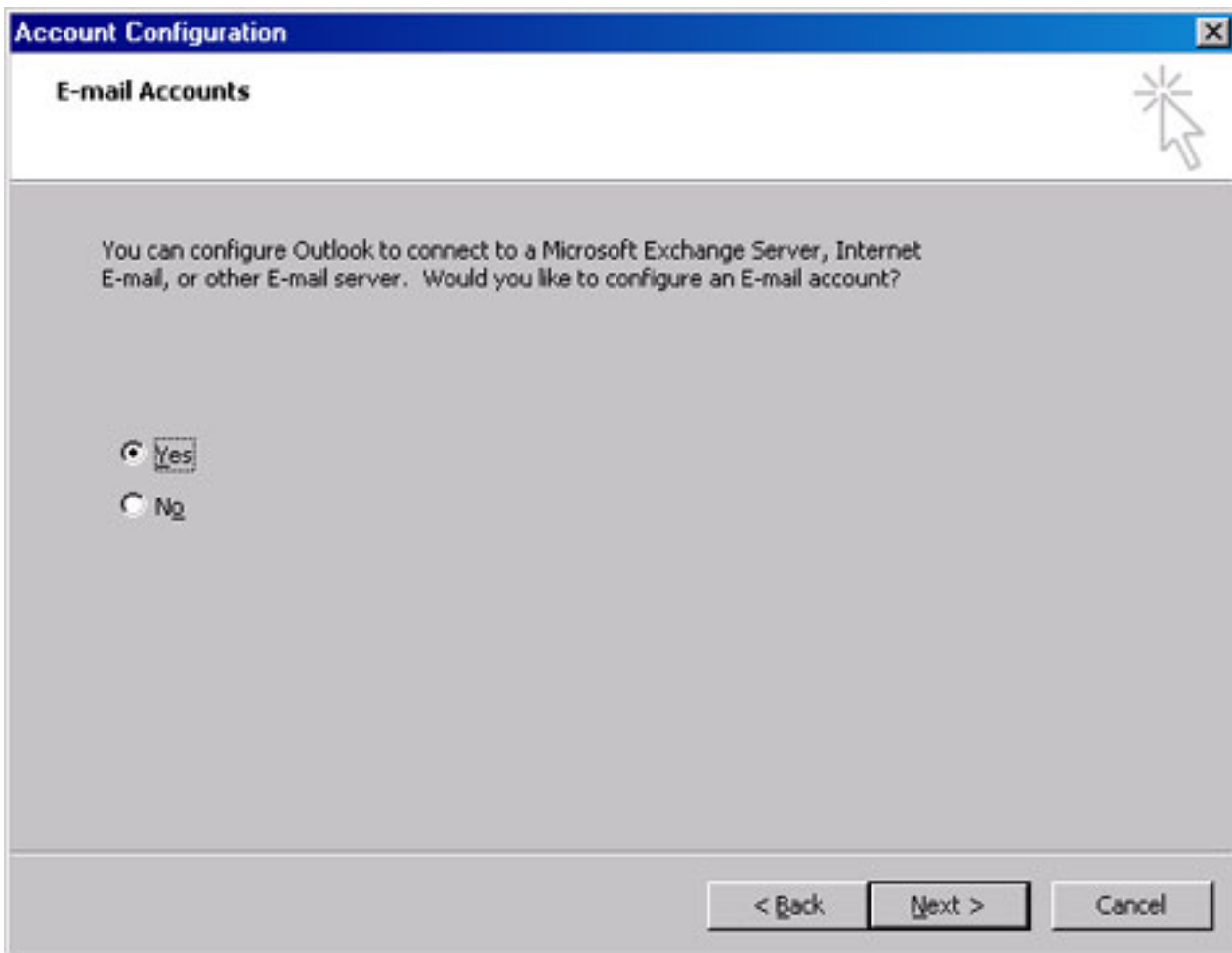
If you have never configured Microsoft Outlook before you will see two additional screens at the beginning on the configuration. If you have configured Outlook before, you can skip the instructions for the first two screens.

The first screen you will see is the wizard welcome screen. You can click next to continue.

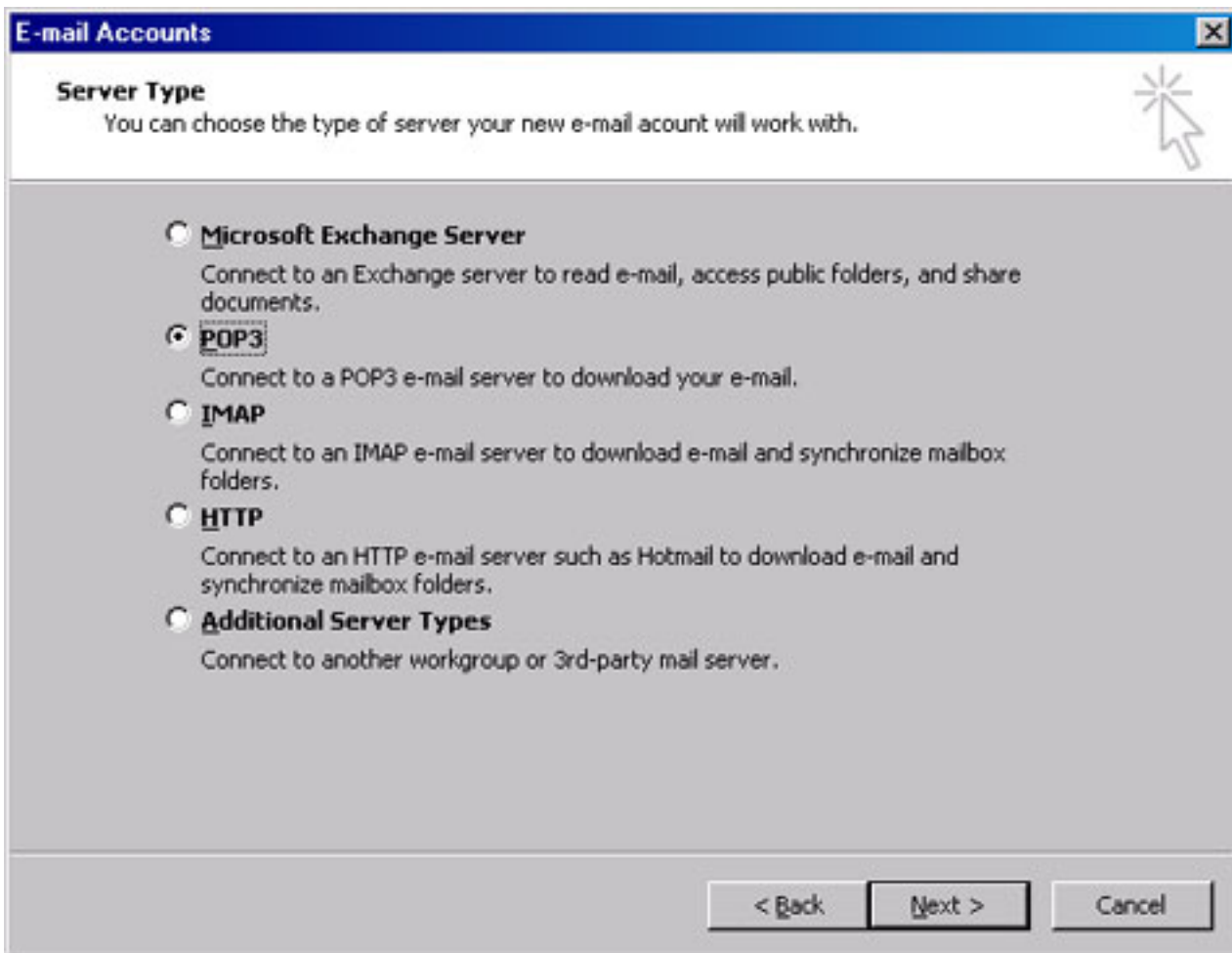


The next screen will ask if you want to configure an e-mail account. You will want to select yes and click next.

Configuring Microsoft Outlook for
Your PhD E-Mail



You will now be asked to select the server type. You will want to select the POP3 type.



Outlook will now ask for your server details. In the Your Name field, enter your name. To help avoid detection as spam, it is recommended that you do not use symbols such as "@" in this box. The e-mail address given to you can be entered in the E-Mail Address box. This address also doubles as the username.



Note

Your login name must be your full e-mail address or you will get login errors

Set the Incoming mail server as **pop3.phdcomputing.net** and the Outgoing mail server as **smtp.phdcomputing.net**.

One you are done entering the information, you can click the Next button.



Note

It is recommended that you do not check the box labeled Remember password. This is an extra security precaution. If you are not concerned about your e-mail security, you can check the box, be aware that it allows anyone who sits at your computer to access your e-mail.

Configuring Microsoft Outlook for
Your PhD E-Mail

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

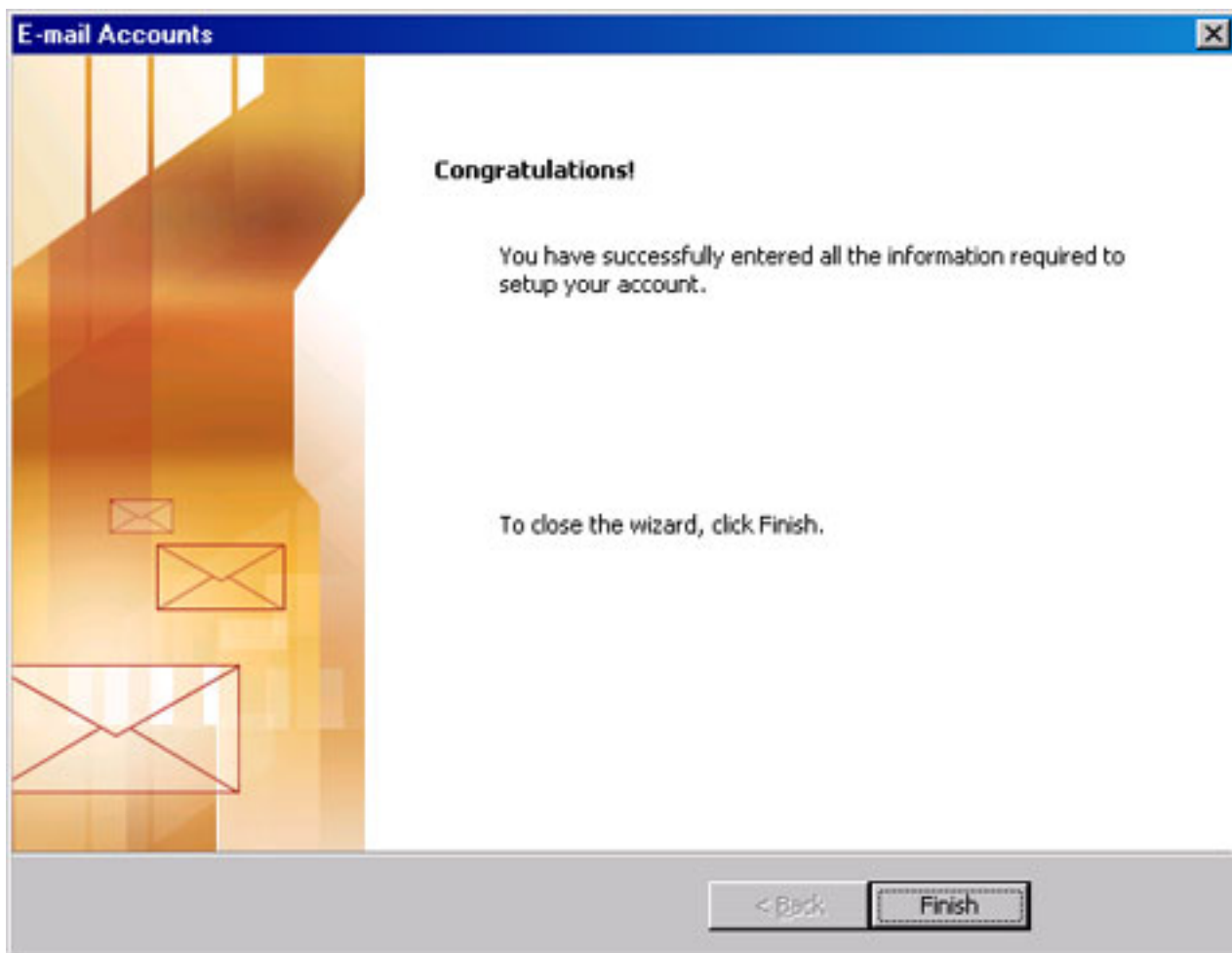
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

You will now see a screen showing that you are done with the configuration. You can click the Finish button.



2. Connecting to the E-Mail Server

2.1. Logging Onto The Mail Server

Every time you start Microsoft Outlook, it connects to the mail server, and you will need to provide your password. The username you entered when you set up your account will automatically be entered in the username field.



Note

It is recommended that you do not check the box labeled Save this password in your password list. This is an extra security precaution. If you are not concerned about your e-mail security, you can check the box, be aware that it allows anyone who sits at your computer to access your e-mail.

Enter Network Password

Please type your user name and password.

Server: pop3.phdcomputing.net

User Name: btorres@warpspeed.com

Password: *****

Save this password in your password list

OK Cancel