
Configuring Microsoft Outlook for the New E-Mail Server

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	Revision History	
Revision v1.0.1	2005-02-25	MRJ
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	Initial Release	

This tutorial explains how to configure Microsoft Outlook to use the new e-mail server at PhD Computing.

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1. Switching the servers used by Microsoft Outlook

1.1. Entering Account Configuration

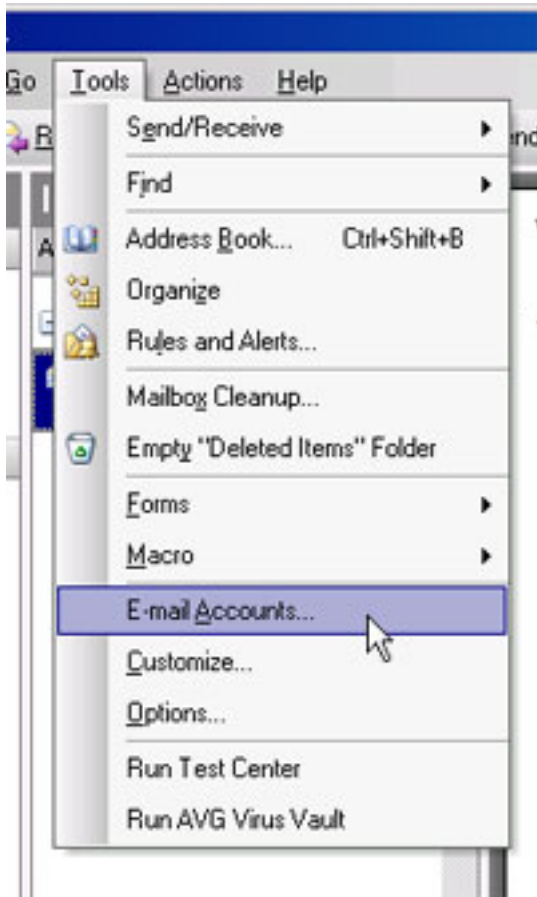


Note

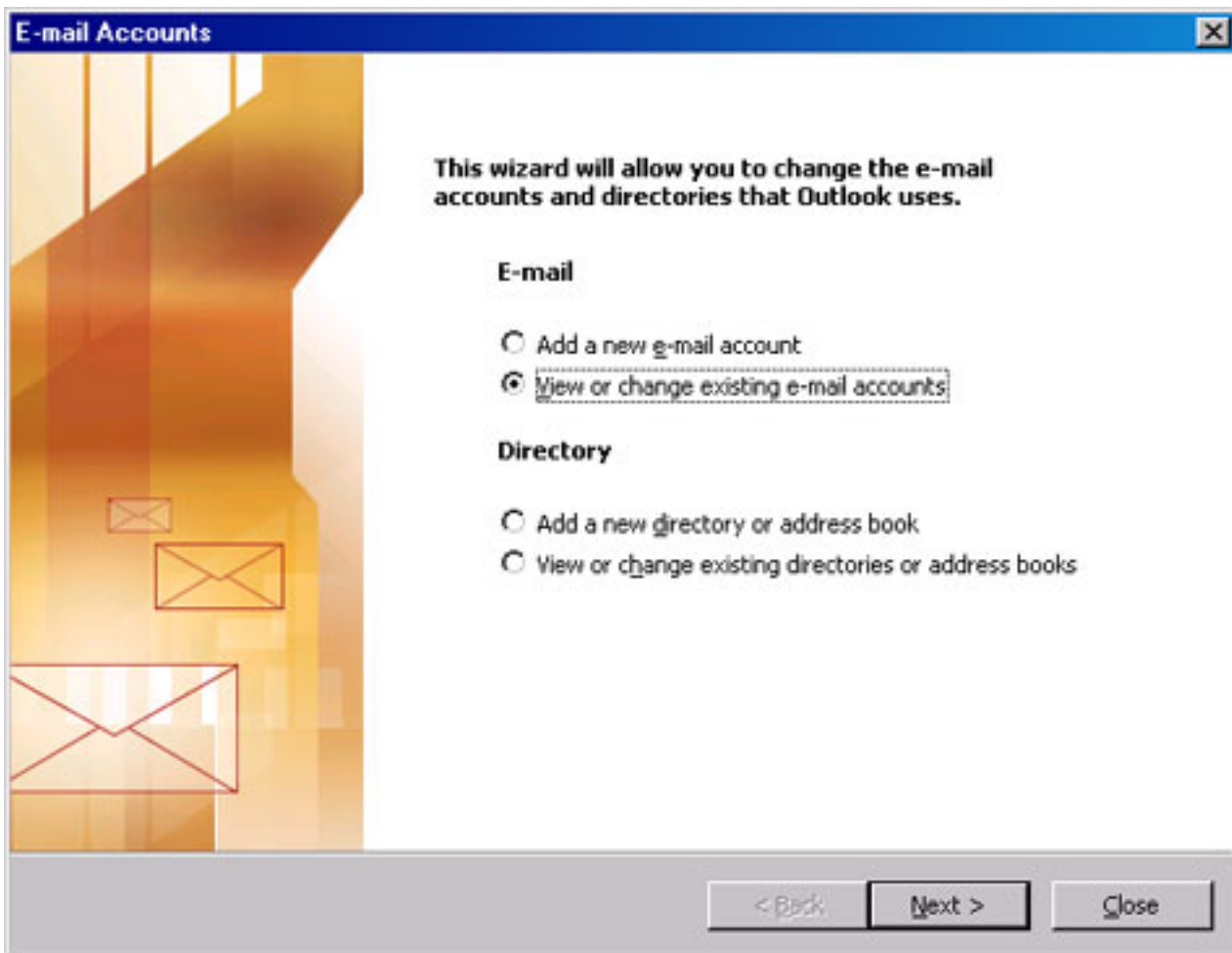
This tutorial was written using Microsoft Outlook 2003. Older versions of Microsoft Outlook might look slightly different.

You will need to start Microsoft Outlook to configure your e-mail account. Do not enter your password at the password prompt, but cancel instead.

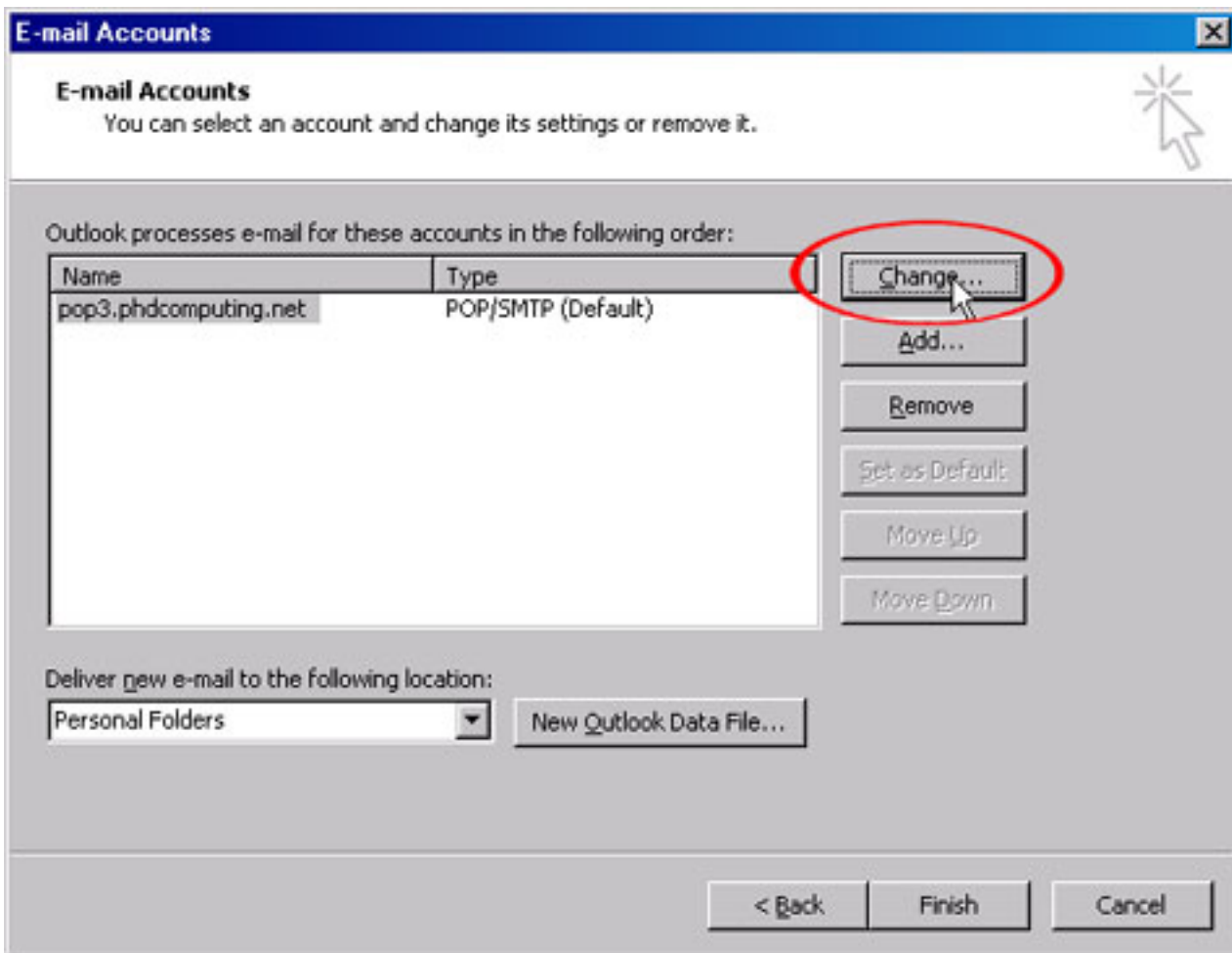
Once Outlook has started, and you are at the main screen, Choose the option E-Mail Accounts from the Tools menu.



At the Window that appears, you will want to select the option to change an e-mail account.



At the window that appears, select your mail account and click on the change button. This opens a configuration window.



1.2. Setting the new Servers

Outlook will now show your current server details.

Set the Incoming mail server as **pop3.phdcomputing.net** and the Outgoing mail server as **smtp.phdcomputing.net**. Please also make sure the User Name is set to your full e-mail address.

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



Note

It is recommended that you do not check the box 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
the New E-Mail Server

The screenshot shows the 'E-mail Accounts' dialog box with the following sections and fields:

- Internet E-mail Settings (POP3)**: Each of these settings are required to get your e-mail account working.
- User Information**:
 - Your Name: Elanna Torres
 - E-mail Address: btorres@warpspeed.com
- Server Information**:
 - Incoming mail server (POP3): pop3.phdcomputing.net
 - Outgoing mail server (SMTP): smtp.phdcomputing.net
- Logon Information**:
 - User Name: btorres@warpspeed.com
 - Password: [Empty field]
 - 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)
 - Test Account Settings ...
 - More Settings ...
- Navigation buttons: < Back, Next >, Cancel

You are done with the configuration and can now close the account configuration window.