Setup Your Mail in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook to work with your email account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook



1. In Microsoft Outlook, select Tools > E-mail Accounts

2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next

E-mail Accounts		×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
	E-mail	
	 Add a new e-mail account View or change existing e-mail accounts Directory Add a new directory or address book View or change existing directories or address books 	
	< Back Next > Close	

3. For your server type, select "POP3" and click Next

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail acount will work with.	×
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	
< Back Next >	Cancel

4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name

E-mail Address

Enter your e-mail address

User Name

Enter your e-mail address, again

Password

Enter the password you set up for your e-mail account

Incoming mail server (POP3)

Enter your Luvo mail for your incoming mail server if you using Luvo Mail

Outgoing mail server (SMTP)

Enter Luvo mail for your outgoing mail server server if you using Luvo Mail

E-mail Accounts			×
Internet E-m Each of th	ail Settings (POP3) ese settings are required to ge	t your e-mail account working.	×.
User Informa	tion	Server Information	
Your Name:	info	Incoming mail server (POP3):	mail.luvotech.com
E-mail Address:	info@luvotech.com	Outgoing mail server (SMTP):	mail.luvotech.com
Logon Inform	ation	Test Settings	
User Name:	info@luvotech.com	After filling out the information recommend you test your accuracy	n on this screen, we ount by clicking the
Password:	****	button below. (Requires netw	ork connection)
	Remember password	Test Account Settings	
Log on using Authenticati	JSecure Password on (SPA)		More Settings
		< Back	Next > Cancel

- 5. On the Internet E-mail Settings window, select the "Outgoing Server" tab
- 6. Select "My outgoing server (SMTP) requires authentication"
- 7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
My outgoing server (SMTP) requires authentication	
O Use same settings as my incoming mail server	
C Log on using	
User Name:	
Password:	
Remember password	
Log on using Secure Password Authentication (SPA)	
\odot Log on to incoming mail server before sending mail	
OK Cancel	

- 8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 25 or 3535.
- 9. Click OK.

Internet E-mail Settings	<
General Outgoing Server Connection Advanced	
Server Port Numbers Incoming server (POP3): Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 This server requires an encrypted connection (SSL)	
Server Timeouts Long 1 minute	
Delivery Leave a copy of messages on the server Remove from server after 10 = days Remove from server when deleted from 'Deleted Items'	
OK Cancel	

10. Click Next and click Finish

