

Using Your New Email Account with Outlook



1. Open Control Panel, from the Start Menu, or by clicking Start, then "Run" then typing "control" and pressing enter. Choose "Small Icons" under "View by".

🖉 🗢 📴 🕨 Control Panel 🕨 All	Control Panel Items 🕨		✓ ✓ Search Control Panel
Adjust your computer's settin	gs		View by: Small icons 🔻
Action Center	administrative Tools	AutoPlay	🐌 Backup and Restore
Color Management	Credential Manager	Pate and Time	😥 Default Programs
Desktop Gadgets	🚔 Device Manager	B Devices and Printers	Display
Ease of Access Center	Flash Player (32-bit)	Folder Options	Fonts
Getting Started	🔣 HomeGroup	🚑 Indexing Options	🐑 Internet Options
E Keyboard	Decation and Other Sensors	Mail (32-bit)	
Network and Sharing Center	Rotification Area Icons	NVIDIA Control Panel	Performance Information and Tools
Personalization	🔚 Phone and Modem	Power Options	Programs and Features
QuickTime (32-bit)	P Recovery	🔗 Region and Language	RemoteApp and Desktop Connections
Sound	Speech Recognition	🛞 Sync Center	1 System
Taskbar and Start Menu	📧 Troubleshooting	용 User Accounts	🥞 Windows Anytime Upgrade
Windows CardSpace	Windows Defender	Windows Firewall	Windows Mobile Device Center

2. Open "Mail" or "Mail (32-bit)" from within Control Panel.

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3. Click on "E-mail Accounts..."

E-mail You	Accounts I can add o	r remove an	account. You can s	elect an account and	l change its settings.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Mew New	搾 Ber	pair 🚰 C	h <u>a</u> nge 📀 Set	as <u>D</u> efault 🗙 Rem	ove 🖈 🖶		
Name				Туре			
Selected	account de	livers new m	essages to the fol	owing location:			
		michael@ca in data file (	Illactive.com\Inbo C:\Users\\Outloo	¢ k∖michael@callactive	.com - Exchange.ost		
						Class	

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4. Click "New..."

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Choose	Service	×
	<ul> <li>E-mail Account</li> <li>Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.</li> <li>O Other</li> <li>Connect to a server type shown below.</li> <li>Fax Mail Transport</li> </ul>	

5. Select "E-mail Account" and click "Next".

E-mail Account         Your Name:       John Doe         Example: Ellen Adams         E-mail Address:       john.doe@callactive.com	
Your Name: John Doe Example: Ellen Adams E-mail Address: John.doe@callactive.com	
Example: Ellen Adams	
E-mail Address: john.doe@callactive.com	
Example: ellen@contoso.com	
Password:	
Retype Password: ********	
Type the password your Internet service provider has given you.	

6. Select "Manual setup or additional server types" and click "Next".

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7. Select "POP or IMAP" and click "Next".

POP and IMAP Account Set Enter the mail server setti	ttings ngs for your account.	
ser Information		Test Account Settings
our Name:	John Doe	We recommend that you test your account to ensure that the entries are correct
mail Address:	john.doe@callactive.com	die endes die conecta
erver Information		
ccount Type:	POP3	lest Account Settings
coming mail server:	mail.callactive.com	Automatically test account settings when Next is clicked
utgoing mail server (SMTP):	mail.callactive.com	Deliver new messages to:
ogon Information		New Outlook Data File
ser Name:	john.doe@callactive.com	Existing Outlook Data File
assword:	*****	Browse
Reguire logon using Secur (SPA)	emember password re Password Authentication	More Settings

8. Enter your account settings as shown, and click "More Settings..."

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eneral	Outgoing	Server	Advanced
My or	utgoing ser	ver (SM	TP) requires authentication
<u>o</u>	se same set	tings as	s my incoming mail server
© <u>L</u> o	og on using	)	
U	lser <u>N</u> ame:		
P	assword:		
		Rem	nember password
∟ ⊚ Lo	Re <u>q</u> uire S og on to <u>i</u> ne	coming	assword Authentication (SPA) mail server before sending mail
∟ ⊚ Lα	] Reguire S	coming	assword Authentication (SPA) mail server before sending mail

9. Check the box next to "My outgoing server (SMTP) requires authentication", and select "Use same settings as my incoming mail server", then click "OK".

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Enter the mail server setting	ngs for your account.	
Jser Information		Test Account Settings
our Name:	John Doe	We recommend that you test your account to ensure that the entries are correct.
mail Address:	john.doe@callactive.com	
Server Information		Test Assessed California
Account Type:	POP3	Lest Account Settings
ncoming mail server:	mail.callactive.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.callactive.com	Deliver new messages to:
ogon Information		New Outlook Data File
<u>J</u> ser Name:	john.doe@callactive.com	© Existing Outlook Data File
assword:	*****	Browse
V Re	member password	
Reguire logon using Secur (SPA)	e Password Authentication	More Settings

10. Click "Next".





Tasks Frrons		Illy. Click Close to	Stop
			<u>C</u> lose
Tasks		Status	
✓ Log onto incoming mail server (POP3) ✓ Send test e-mail message		Completed Completed	

11. The tests will run automatically. If any of the tests fail, click "Close" and go back to doublecheck the settings entered. Otherwise, click "Close" and proceed.

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Add Account	×
You're all set!	
We have all the information we need to set up your account.	
	1
	1.10
Add another account	
Add another account	
< Back Finish	

12. That's it! Your account is configured in Outlook and ready to use!

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