Alied Telesis Email Configuration Guide Outlook 2002 and 2003

1. Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

- 1. Username -You must enter your complete email address. (Example: user@yourdomain.com)
- 2. Password -This is the same password that you use to login to Web Mail.
- 3. Incoming Mail Server
- 4. Outgoing Mail Server (SMTP)
- 5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

2. Server Settings

Server Type	Server Name	Port
POP	pop. <i>yourdomain*</i> .com	110
IMAP	imap. <i>yourdomain</i> *.com	143
SMTP	smtp. <i>yourdomain</i> *.com	25
SMTP alternative port	smtp. <i>yourdomain</i> *.com	2525

Your Domain can be one of the following: myatcc.com atccmail.com yokotamail.com armed-svc.com

3. Setting Up Your Email Account



Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu





E-mail Accounts Server Type rch You can choose the type of server your new e-mail acount will work with. × O 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. OIMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. OHTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. O Additional Server Types Connect to another workgroup or 3rd-party mail server. <Back Next > Cancel 300 Rems

On the Tools menu, click E-mail Accounts

Under E-mail Accounts, click Add a new email account, and then click Next

Click **POP3** or **IMAP** as the type of account that you are creating, and then click **Next**



Internet E-mail Settings (POP3) Each of these settings are required to	get your e-mail account working.	erch	
User Information Your Name: John Smith E-mel Address: Logon Information User Name: Password: Password: Log on using Secure Password Authentication (SPA)	Server Information Incoming mail server (POP3): Outgoing mail server (SMTP): Test Settings After filling out the information on this screen, we recommend you test your account by (doing the button below. (Requires network connection) Test Account Settings More Settings Elack: Next > Concel		In the Your N exactly as you recipients
ems mail Accounts Internet E-mail Settings (POP3) Each of these settings are required to User Information Your Name: John Smith E-mail Address: User@yourdomain.com Logon Information User Name: Password: Log on using Secure Password Authentication (SPA) tems	get your e-mail account working. Server Information Incoming mail server (POP3): Outgoing mail server (SMTP): 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 More 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 		In the E-mail e-mail addres
mail Accounts Internet E-mail Settings (POP3) Each of these settings are required to User Information Your Name: Solar Smith E-mail Address: User @yourdomain.com Logon Information User Name: User @yourdomain.com Password:	get your e-mail account working, Server Information Incoming mail server (POP3): Outgoing mail server (SMTP): Test Settings After filling out the information on this screen, we recommend you test your account by ciking the button below. (Requires network connection)		In the User N email address (Example: In the Passw

In the **Your Name** box, enter your name exactly as you would like it to appear to recipients

In the **E-mail Address** box, type your e-mail address

In the **User Name** box, type your entire email address

(Example: user@yourdomain.com)

In the **Password** box, type your password

If you would like Outlook to remember your password, please check the box labeled **Remember password**



E-mail Accounts		
Internet E-mail Settings (POP3) Each of these settings are required to g	get your e-mail account working.	
User Information	Server Information	
Your Name: John Smith	Incoming mail server (POP3): pop.yourdomain.com*	In the Incoming mail server , type the one you
E-mail Address: user@yourdomain.com	Outgoing mail server (SMTP):	selected
Logon Information	Test Settings	If you chose POP3 enter:
User Name: user@yourdomain.com	After filling out the information on this screen, we recommend you test your account by clicking the	pop.yourdomain.com*
Password: *****	button below. (Requires network connection)	
Remember password	Test Account Settings	
Log on using Secure Password Authentication (SPA)	More Settings	For IMAP see below
	< Back Next > Cancel	
E-mail Accounts	×	
Internet E-mail Settings (IMAP) Each of these settings are required to g	get your e-mail account working.	
User Information	Server Information	
Your Name: John Smith	Incoming mail server (IMAP): iman yourdomain com*	
E-mail Address: user@yourdomain.com	Outgoing mail server (SMTP): smtp.yourdomain.com*	
		If you chose IMAP enter:
Logon Information		imap.vourdomain.com*
User Name: user@yourdomain.com		
Password: *******		
Log on using Secure Password Authentication (SPA)	More Settings	
	< Back Next > Cancel	
		1
E-mail Accounts		
Internet E-mail Settings (IMAD)		
Each of these settings are required to a	get your e-mail account working.	
User Information	Server Information	
Your Name: John Smith	Incoming mail server (IMAP): pop.yourdomain.com*	
E-mail Address: user@yourdomain.com	Outgoing mail server (SMTP): smtp.yourdomain.com*	
Logon Information		In the Outgoing mail server (SMTP) box type
User Name: user@yourdomain.com]	smtp.vourdomain.com*
Password: *****		
Remember password		
Log on using Secure Password Authentication (SPA)	More Settings	





4. Support

For questions on how to use Microsoft Outlook, please visit the Microsoft support site.

http://support.microsoft.com/

