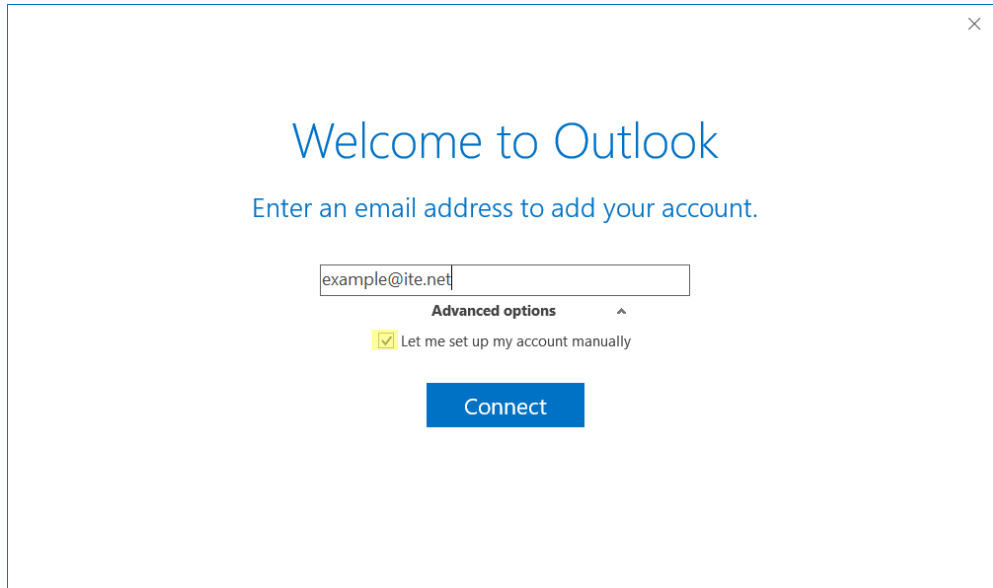


I. Setting up on Outlook

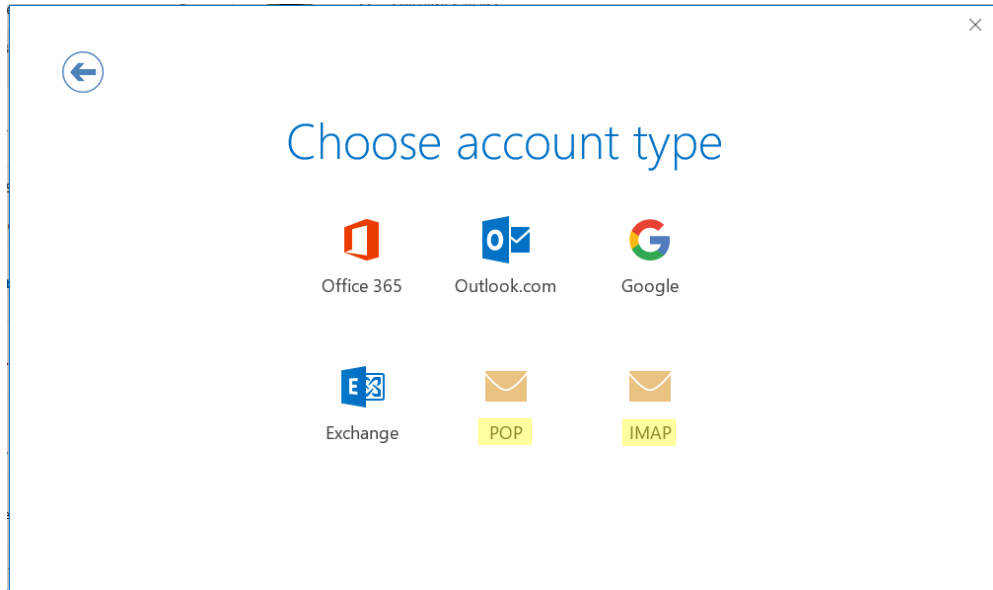
1. Open the Outlook app by clicking the Windows Start menu and choosing **Outlook**.



2. Enter your IT&E email address to add your account on Outlook. Click **Advanced options** and **check the box** for “Let me set up my account manually.” Click **Connect**.



3. Choose your account type as **POP** or **IMAP** based on your preference.



4. Configure your account settings based on the account type you chose.

POP Account Type

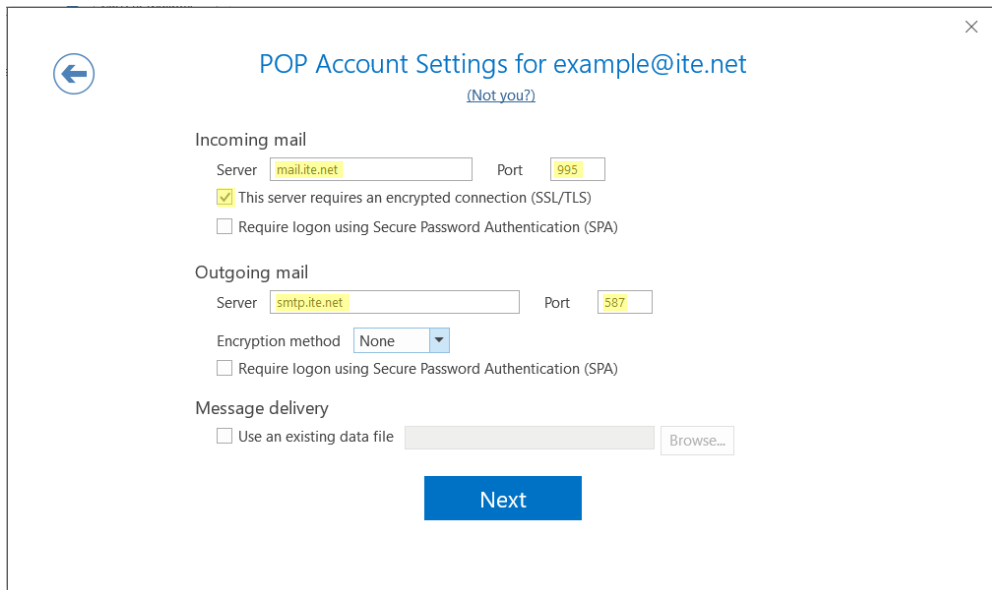
With POP as your account type, enter your **Incoming mail server** as **mail.ite.net** and the **Port** as **995**.

Check the box for “This server requires an encrypted connection (SSL/TLS).” Leave the box for “Require logon using Secure Password Authentication (SPA)” unchecked.

Enter your **Outgoing mail server** as **smtp.ite.net** and the **Port** as **587**.

Click the dropdown box to change the **Encryption method** to **None**. Leave the box for “Require logon using Secure Password Authentication (SPA)” unchecked.

Click **Next**.



The screenshot shows a window titled "POP Account Settings for example@ite.net" with a close button in the top right corner. A back arrow is in the top left. The window contains the following settings:

- Incoming mail:**
 - Server: mail.ite.net
 - Port: 995
 - This server requires an encrypted connection (SSL/TLS)
 - Require logon using Secure Password Authentication (SPA)
- Outgoing mail:**
 - Server: smtp.ite.net
 - Port: 587
 - Encryption method: None (dropdown menu)
 - Require logon using Secure Password Authentication (SPA)
- Message delivery:**
 - Use an existing data file [text box] [Browse...]

A blue "Next" button is centered at the bottom of the window.

IMAP Account Type

With IMAP as your account type, change your **Incoming mail server** to **mail.ite.net** and the **Port** to **993**.

Click the dropdown box to change the **Encryption method** to **SSL/TLS**. Leave the box for "Require logon using Secure Password Authentication (SPA)" unchecked.

Enter your **Outgoing mail server** to **smtp.ite.net** and the **Port** to **587**.

Click the dropdown box to change the **Encryption method** to **None**. Leave the box for "Require logon using Secure Password Authentication (SPA)" unchecked.

Click **Next**.

IMAP Account Settings for example@ite.net
[\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Next

5. Enter your password for your IT&E email address and click **Connect**.

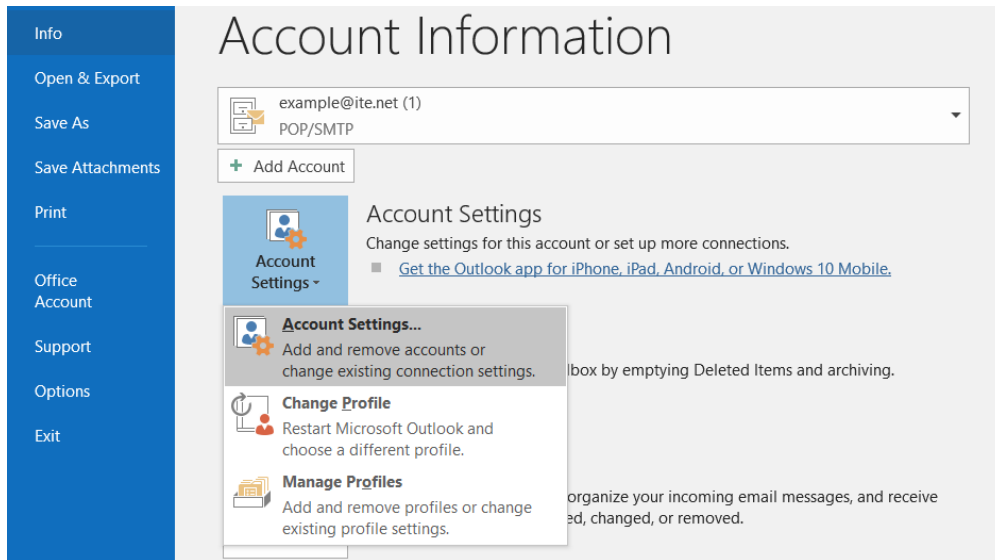
Enter the password for example@ite.net

Connect

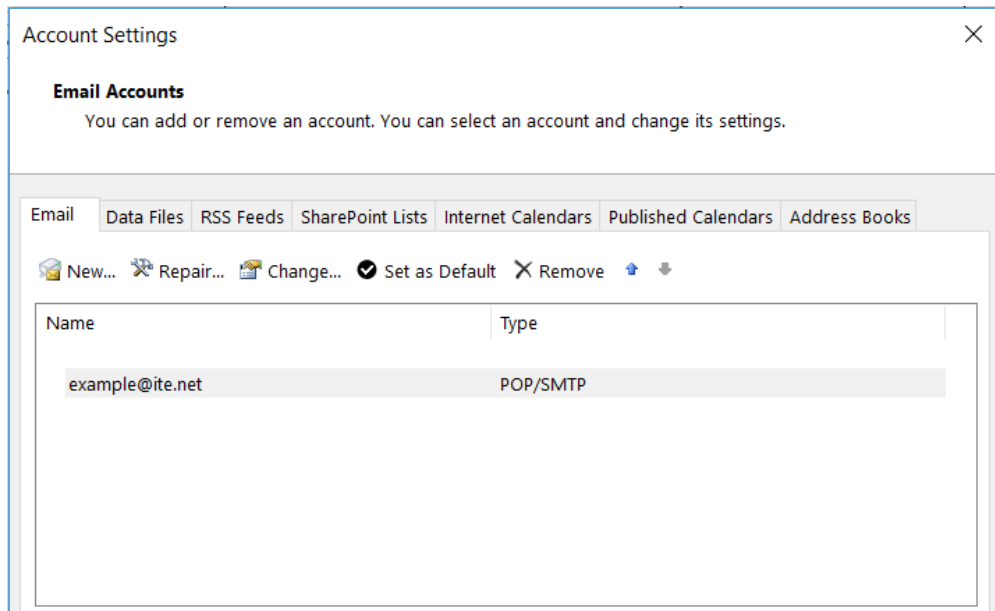
6. Now that you are signed in, **click** on the **File** tab.



7. In the Info tab, click on **Account Settings** then on **Account Settings....**



8. **Double-click** on your IT&E email address.



9. If needed, enter your name on the box for “Your Name” under User Information.

Click on the **More Settings...** button.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

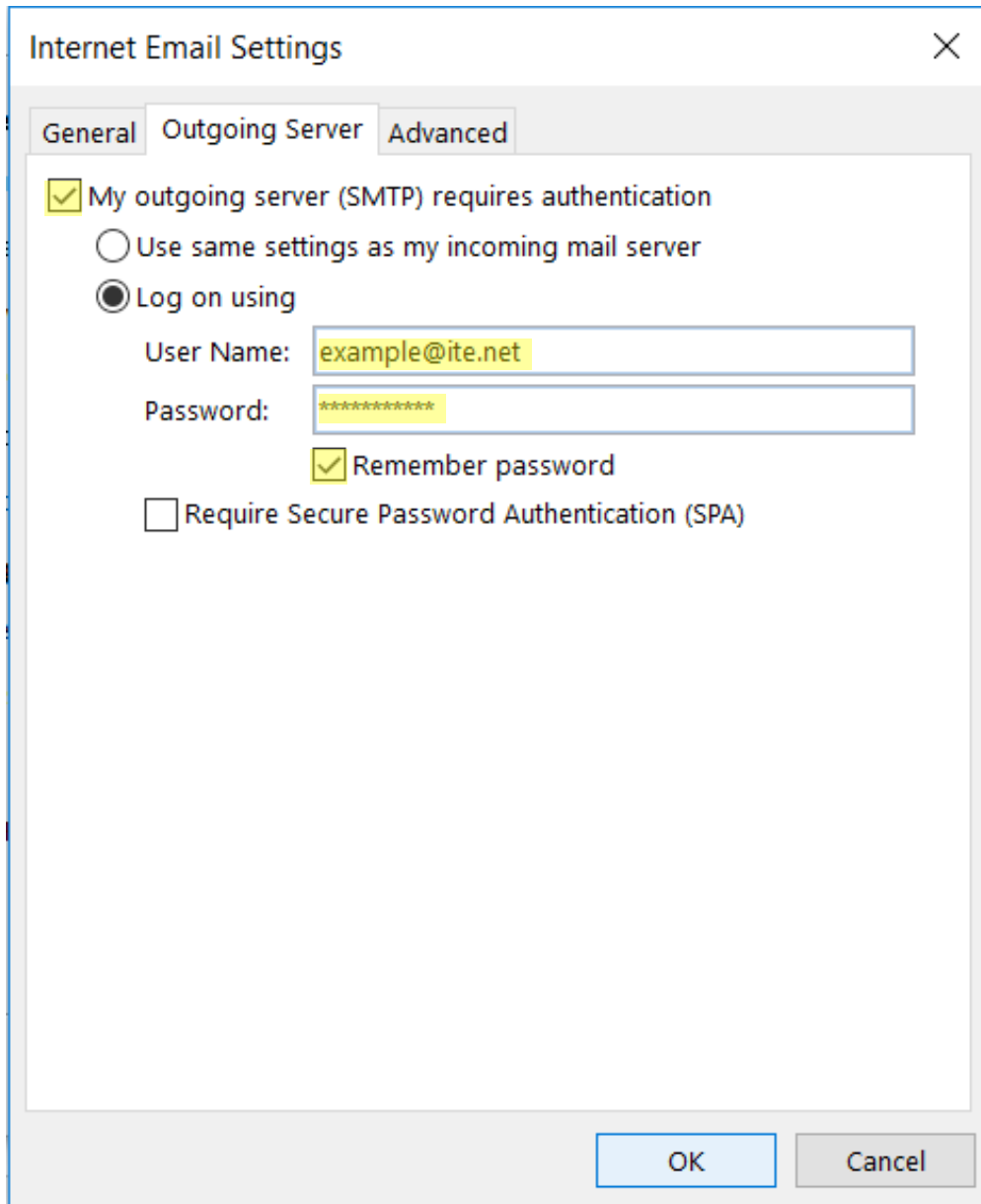
< Back **Next >** Cancel Help

10. Click on the **Outgoing Server** tab. Check the box for “My outgoing server (SMTP) requires authentication.”

Select the option for “Log on using” and enter your IT&E email address in the box for “User Name” and your email password for “Password.”

Check the box for “Remember password” and leave the box for “Require Secure Password Authentication (SPA)” unchecked.

Click **OK**.



The screenshot shows the "Internet Email Settings" dialog box with the "Outgoing Server" tab selected. The "General" tab is also visible. The "Advanced" tab is not selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Below it, the "Log on using" radio button is selected. The "User Name" field contains "example@ite.net" and the "Password" field contains "*****". The "Remember password" checkbox is checked, and the "Require Secure Password Authentication (SPA)" checkbox is unchecked. The "OK" and "Cancel" buttons are at the bottom right.

Internet Email Settings

General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: example@ite.net

Password: *****

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

11. Click the **Next** button on the Change Account window.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Jane Doe
Email Address: example@ite.net

Server Information
Account Type: POP3
Incoming mail server: mail.ite.net
Outgoing mail server (SMTP): smtp.ite.net

Logon Information
User Name: example@ite.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

More Settings ...

< Back **Next >** Cancel Help

12. Click the **Close** button once the tasks are completed on the Test Account Settings window.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop
Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

13. Click **Finish** to complete setting up your IT&E email on Outlook.

