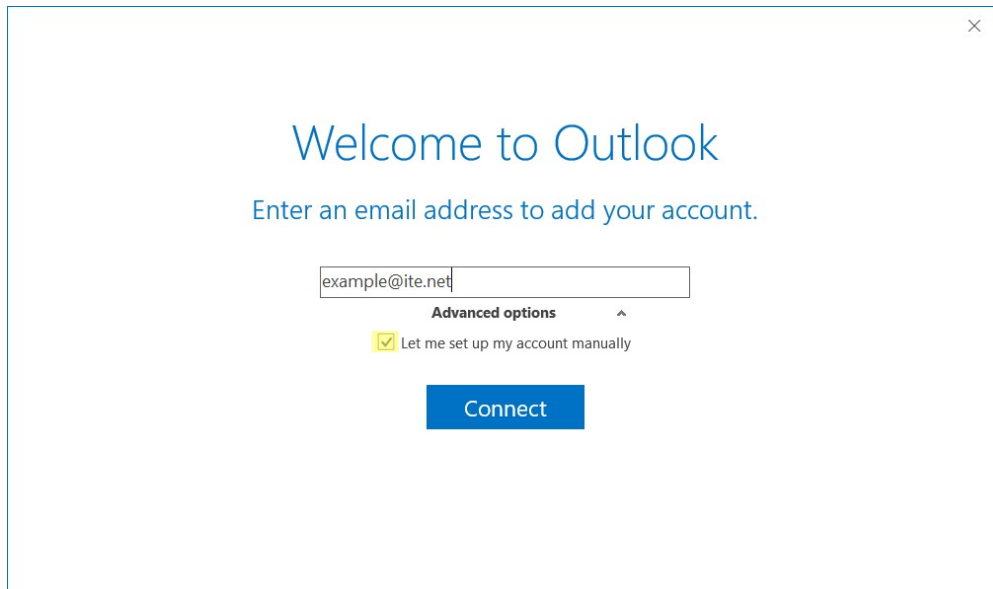


I. Setting up on Outlook

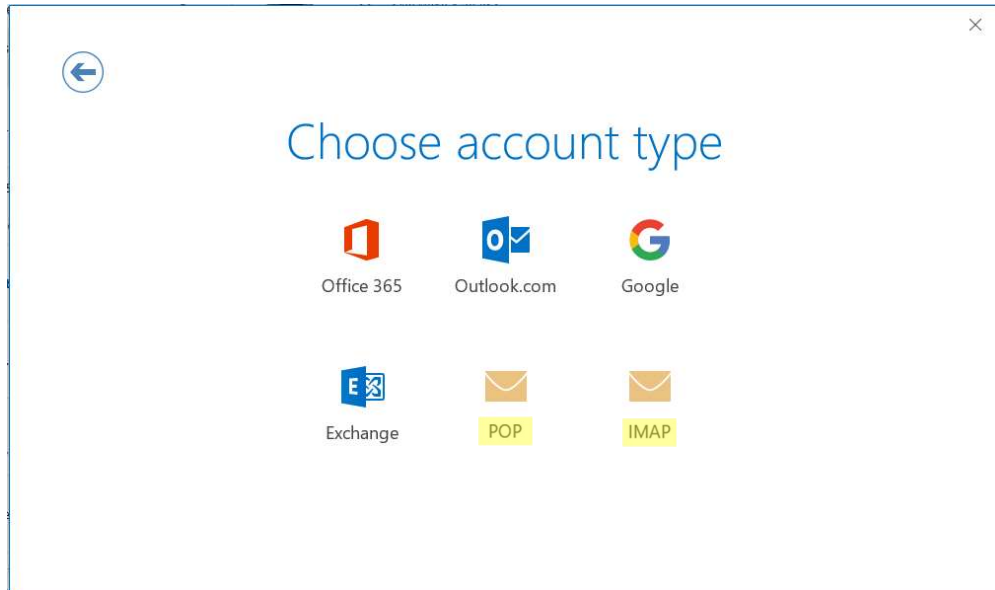
1. Open the Outlook app by clicking the Windows Start menu and choosing **Outlook**.



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**.

A screenshot of the Outlook account setup window. The window has a light blue border and a close button (X) in the top right corner. The text "Welcome to Outlook" is centered in a large blue font. Below it, the text "Enter an email address to add your account." is centered in a smaller blue font. There is a text input field containing "example@ite.net". Below the input field, the text "Advanced options" is centered, followed by a small upward-pointing arrow. Below that, there is a checked checkbox (yellow square with a black checkmark) followed by the text "Let me set up my account manually". At the bottom center, there is a blue button with the text "Connect" in white.

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 **mail.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**.

POP Account Settings for example@ite.net
(Not you?)

Incoming mail

Server Port

☒ This server requires an encrypted connection (SSL/TLS)

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Message delivery

☐ Use an existing data file

Next

IMAP Account Type

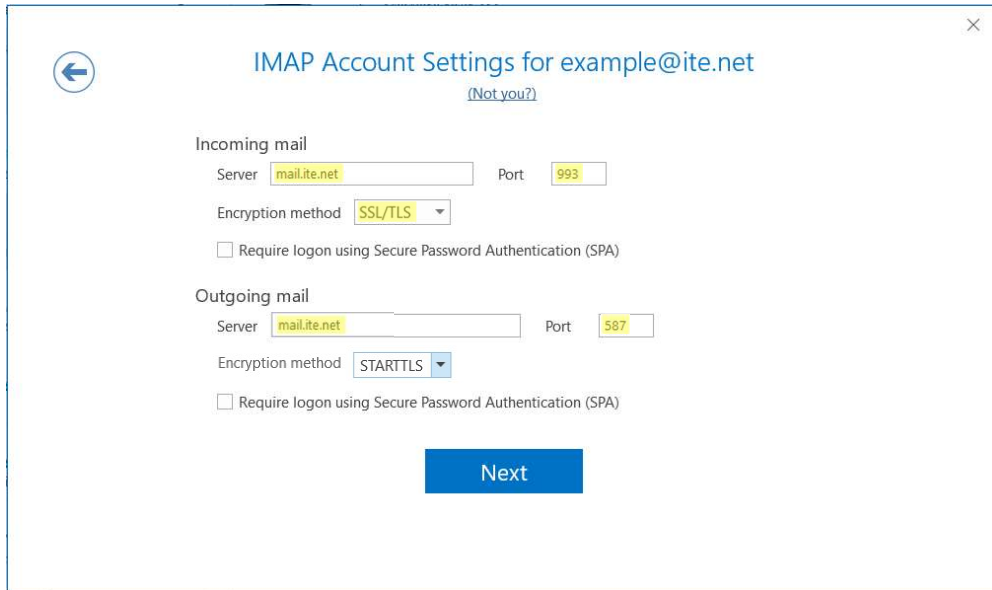
With IMAP as your account type, change your **Incoming mail server** to **mail.ite.net** and the **Port** to **993**.

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 **mail.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

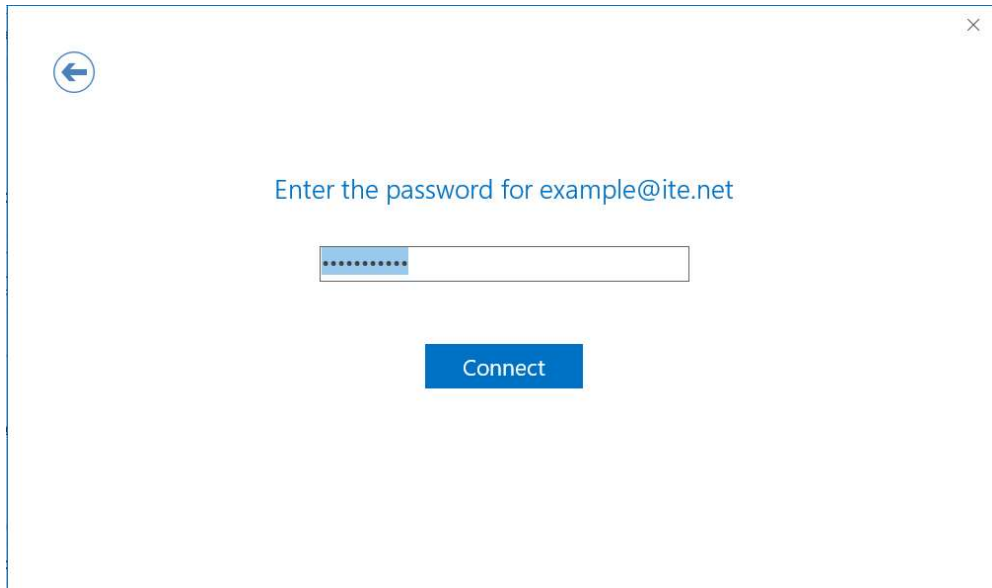
Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Next

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



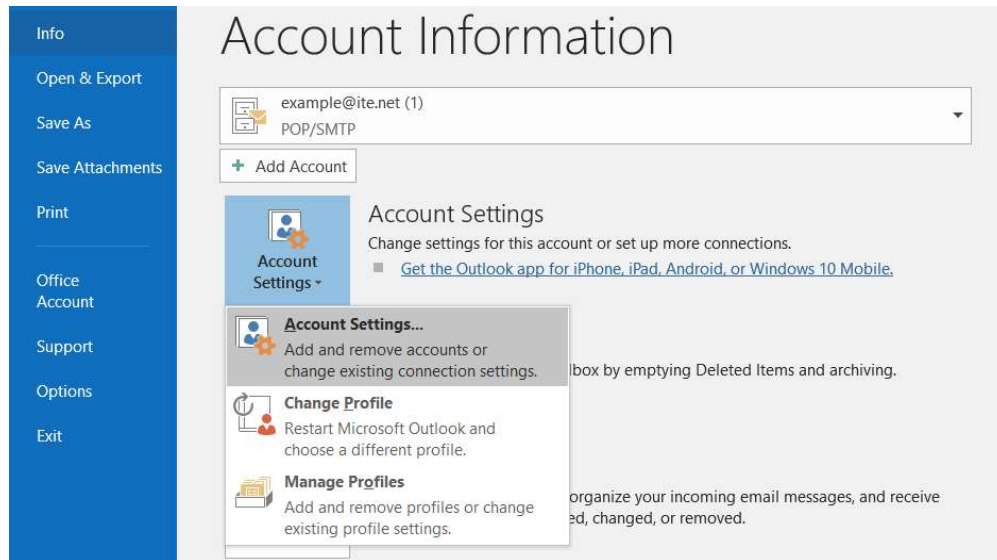
Enter the password for example@ite.net

Connect

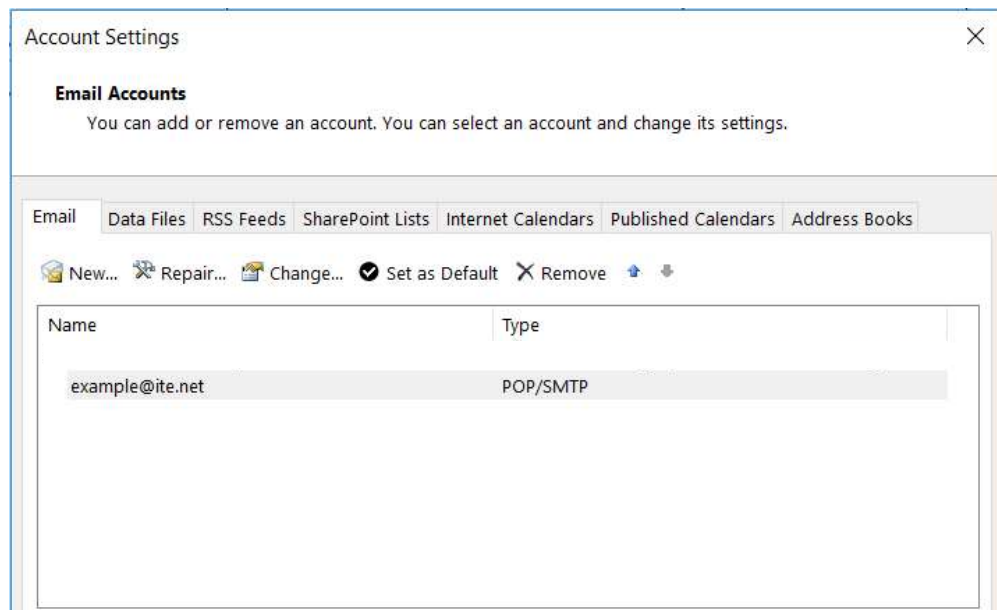
6. Now that you are signed in, **click** on the **File** tab.



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

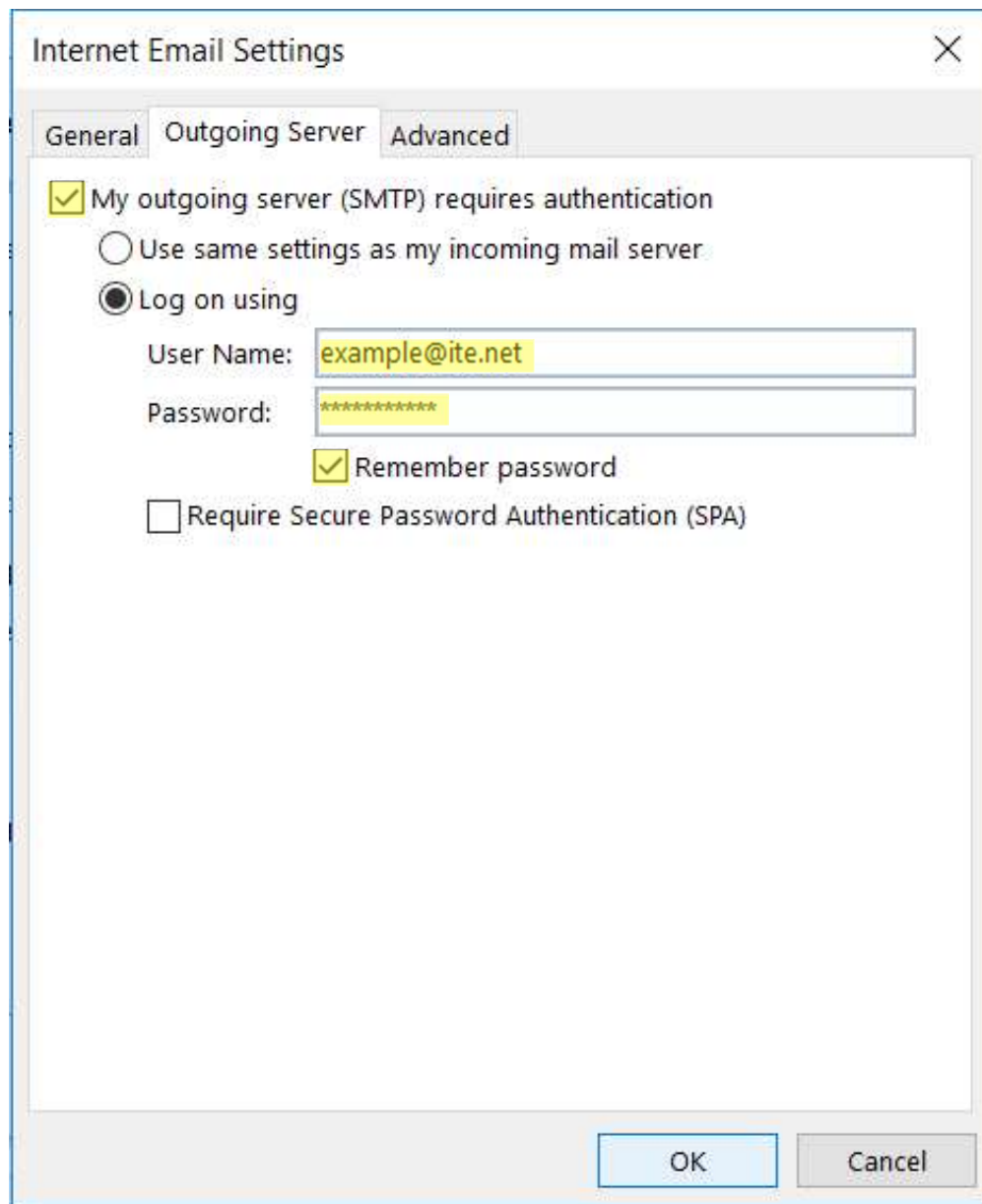
< Back **Next >** Cancel Help

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 image shows a screenshot of the "Internet Email Settings" dialog box, specifically the "Outgoing Server" tab. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar are three tabs: "General", "Outgoing Server", and "Advanced". The "Outgoing Server" tab is selected. Inside the tab, there are several options: a checked checkbox for "My outgoing server (SMTP) requires authentication", an unchecked radio button for "Use same settings as my incoming mail server", and a selected radio button for "Log on using". Below the "Log on using" option are two text input fields: "User Name:" containing "example@ite.net" and "Password:" containing "*****". Below these fields are two more checkboxes: a checked checkbox for "Remember password" and an unchecked checkbox for "Require Secure Password Authentication (SPA)". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

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

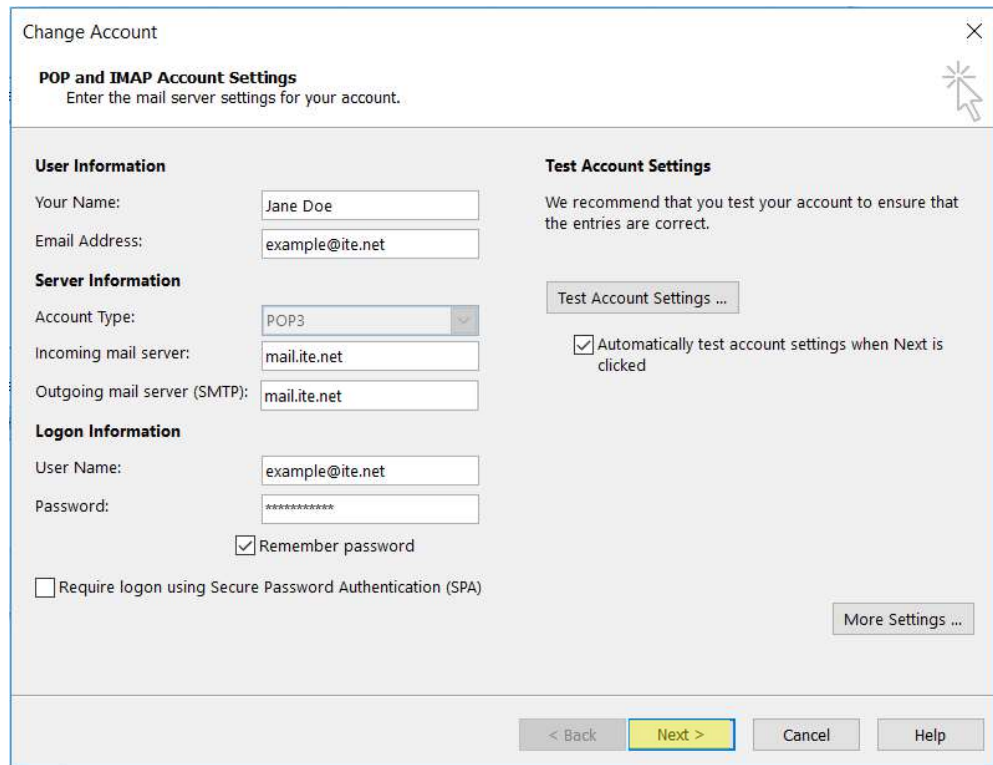
Password: *****

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

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



The 'Change Account' window is titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' It features a close button (X) in the top right corner. The window is divided into two main sections: 'User Information' and 'Test Account Settings'.

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): mail.ite.net

Logon Information

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

Test Account Settings

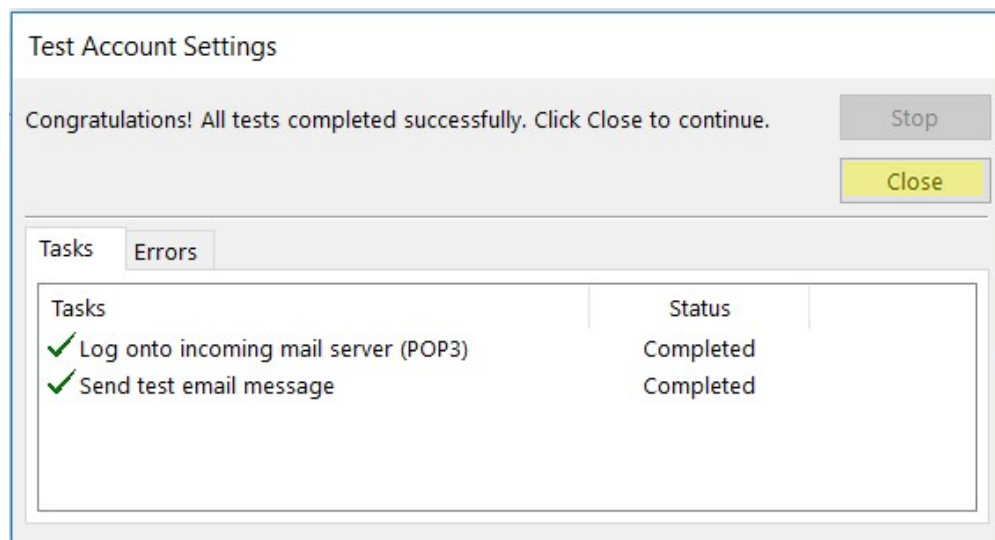
We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...
☒ Automatically test account settings when Next is clicked

More Settings ...

Navigation buttons at the bottom: < Back, Next > (highlighted), Cancel, Help.

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



The 'Test Account Settings' window displays a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' It includes a 'Stop' button and a highlighted 'Close' button.

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.

