



HOW TO Guide:
Setting Up Outlook 2013

Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release

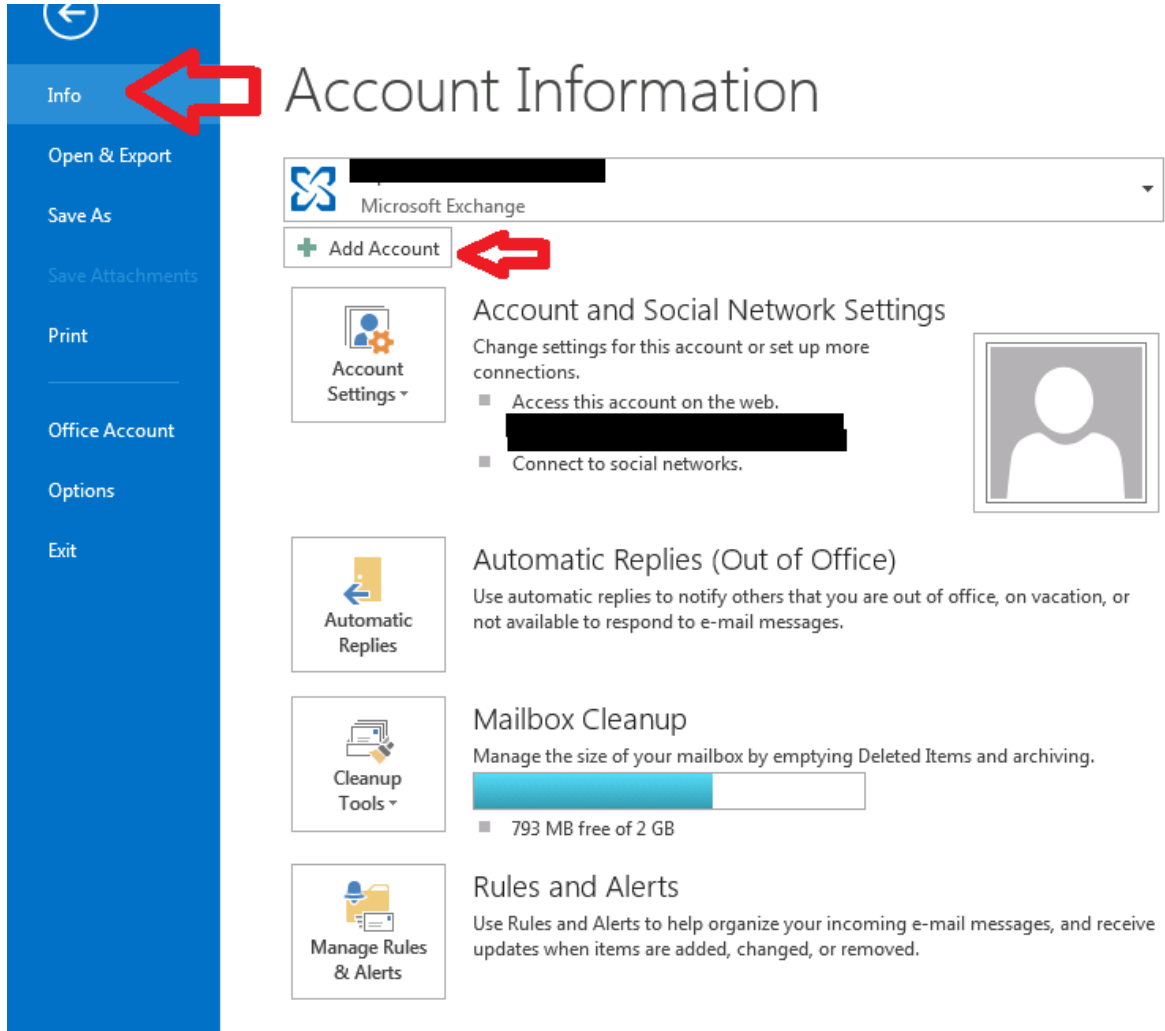
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Important information:

- It is recommended that you have you office and windows updates up to date to ensure proper functionality

If you've previously set up email accounts in Microsoft Outlook 2013:
In the main Outlook window click the File tab. Then click the Add Account button, then continue starting at Step 1 below.



The screenshot displays the 'File' tab in Microsoft Outlook 2013, specifically the 'Account Information' section. On the left is a blue ribbon with the following options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. A red arrow points to the 'Info' option. The main area is titled 'Account Information' and shows a Microsoft Exchange account. A red arrow points to the '+ Add Account' button. Below this are several settings sections: 'Account and Social Network Settings' (with a sub-section for 'Account Settings'), 'Automatic Replies (Out of Office)', 'Mailbox Cleanup' (showing 793 MB free of 2 GB), and 'Rules and Alerts'. A placeholder for a profile picture is visible on the right side of the 'Account and Social Network Settings' section.

Info

Account Information

Microsoft Exchange

+ Add Account

Account and Social Network Settings

Change settings for this account or set up more connections.

- Access this account on the web.
- Connect to social networks.

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

793 MB free of 2 GB

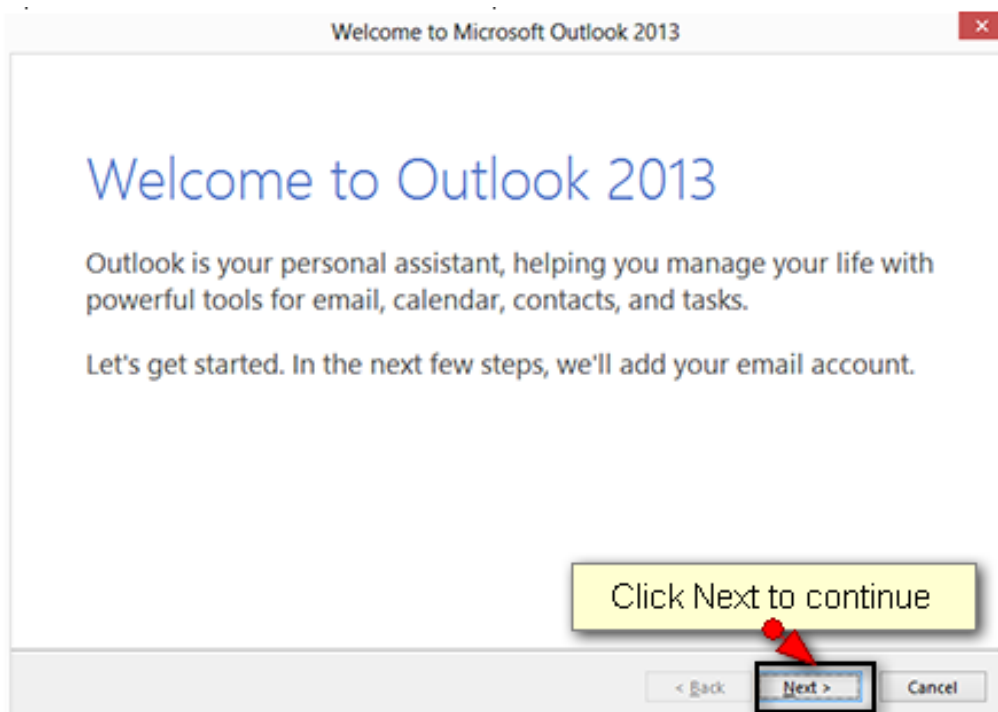
Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

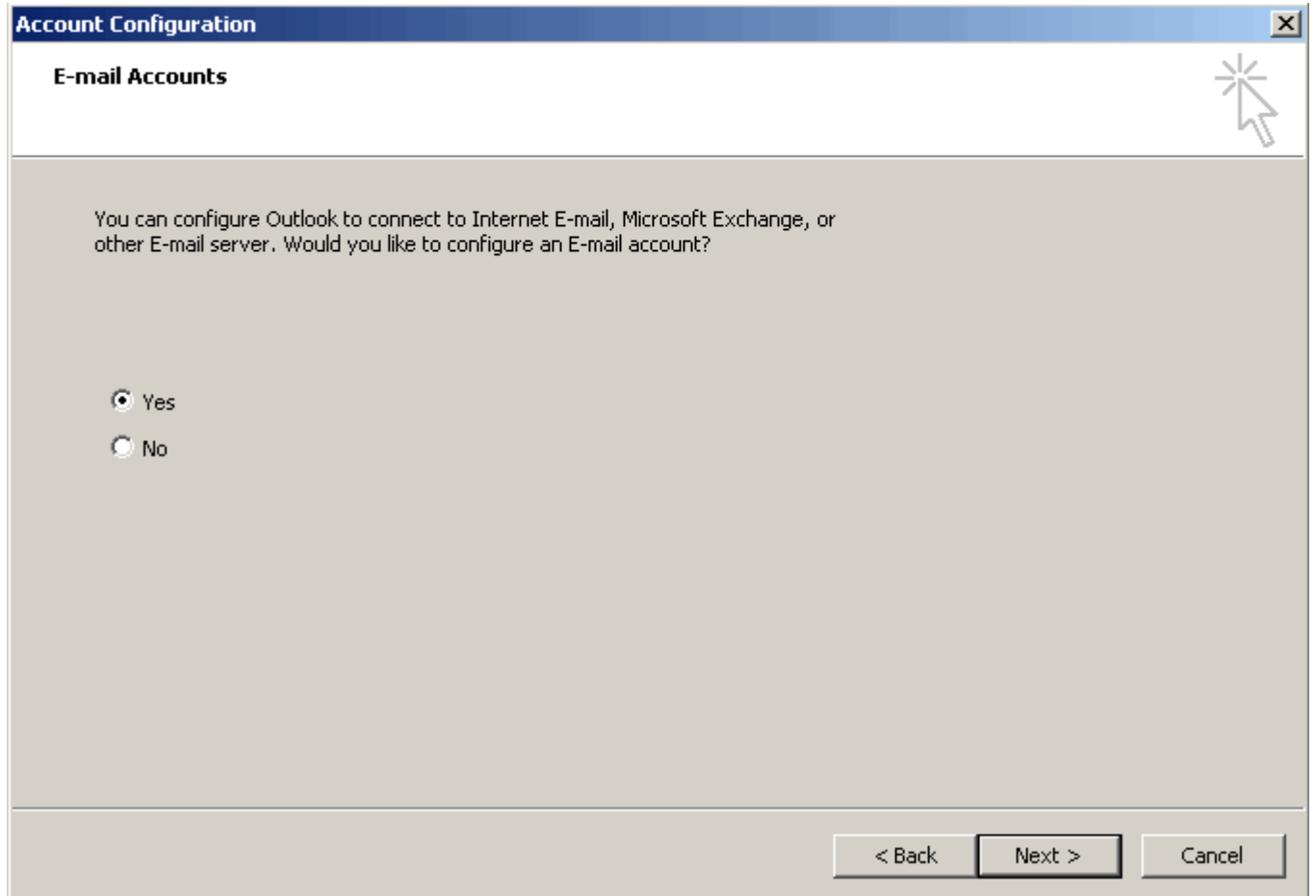
Setting up Email on PC:

If you're opening Microsoft Outlook 2013 for the first time:

Open Microsoft Outlook 2010. You'll see the Microsoft Outlook 2013 Startup window. Click the Next button.



You'll see the Account Configuration window. This window asks if you'd like to configure an E-mail account. Click the Yes button, then click the Next button, then continue starting at Step 1 below.

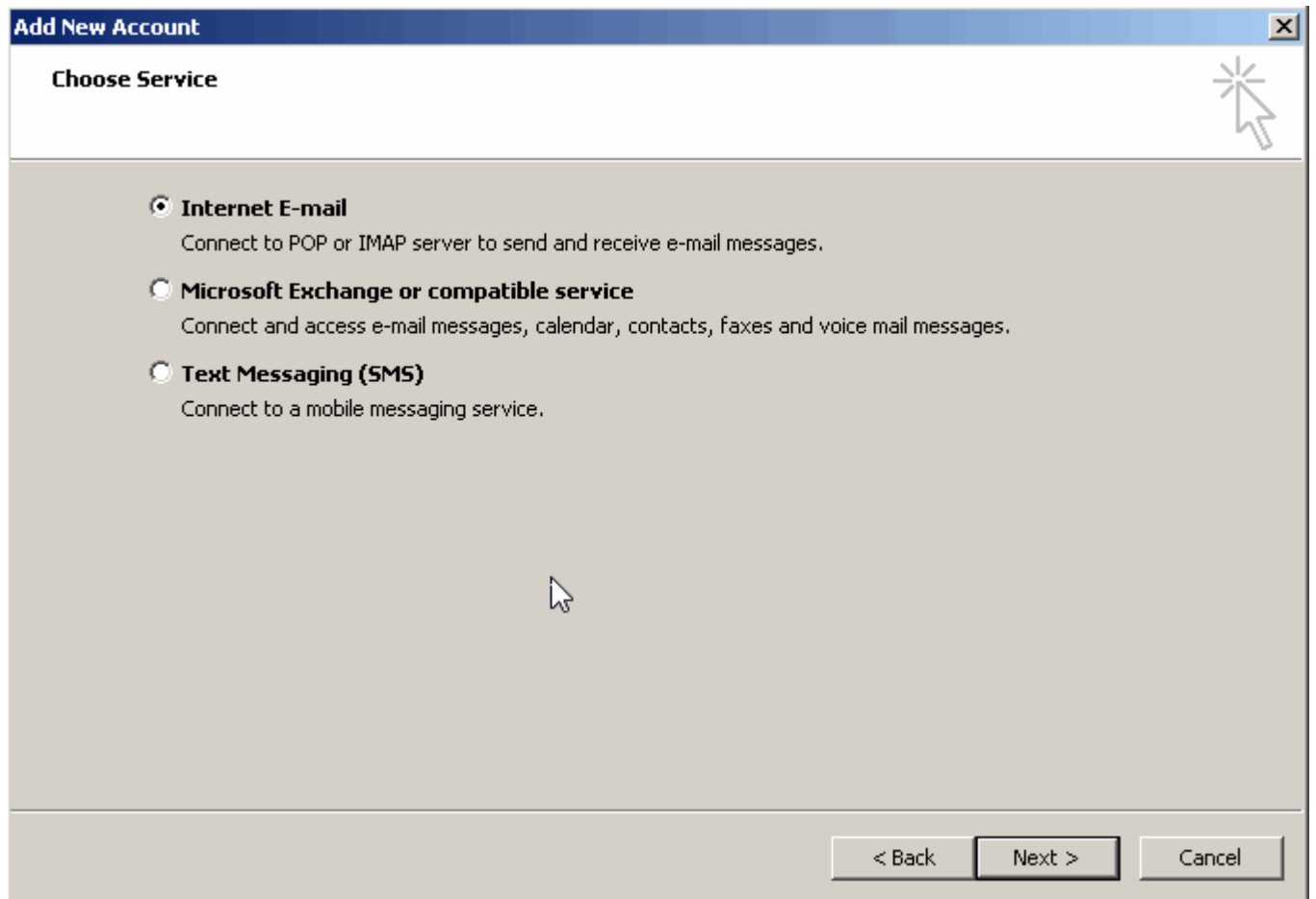


Steps:

1. You'll see the Auto Account Setup window. Click the button for Manually configure server settings or additional server types, then click the Next button.

The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar is a section titled "Auto Account Setup" with the subtitle "Connect to other server types." and a help icon. The main area contains three radio button options: "E-mail Account", "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "Manually configure server settings or additional server types" option is selected. Above the "E-mail Account" option are four text input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

2. You'll see the Choose Service window. Click the button for Internet E-mail, then click the Next button.



3. You'll see the Internet E-mail Settings window.

Enter your full name in the Your Name field.

Enter your email address in the E-mail Address field.

Set the Account Type to POP3.

Your incoming mail server is mail. walle.sleepycat.com.au

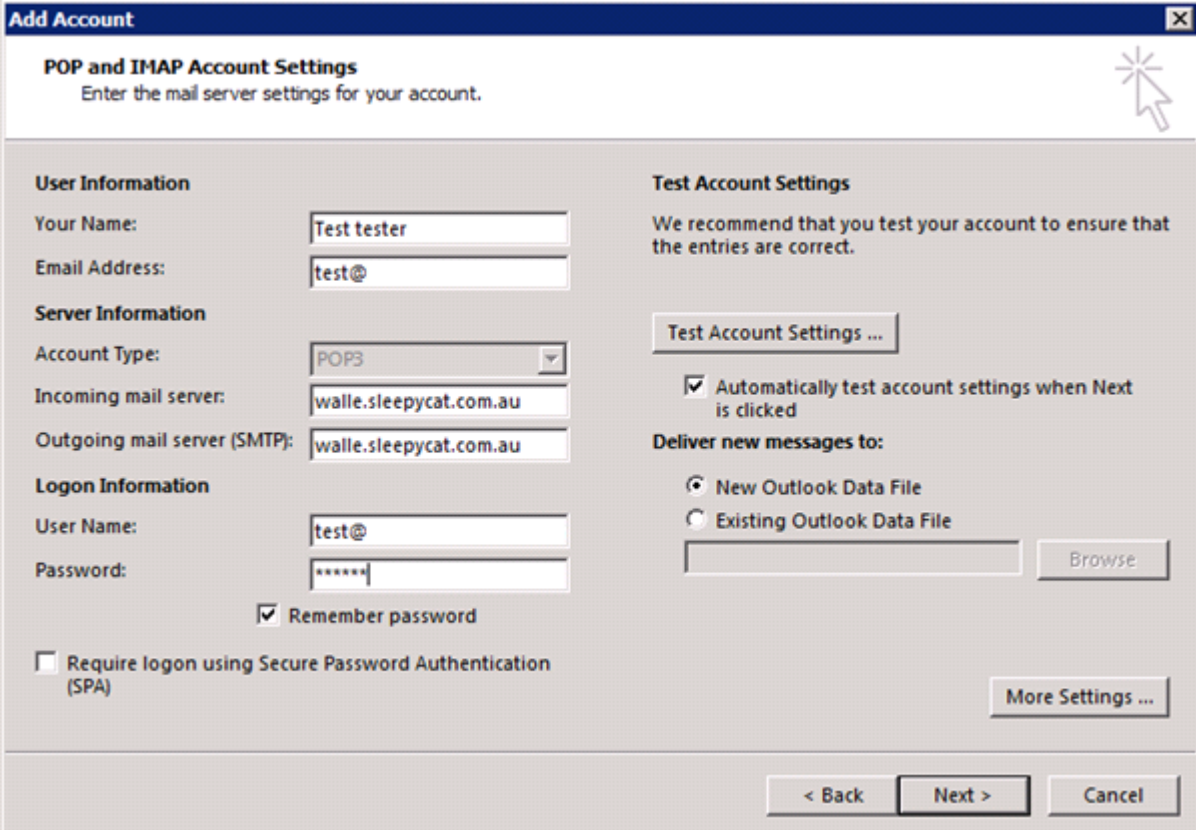
Your outgoing mail server is the same as your incoming mail server: Walle.sleepycat.com.au

Enter your full email address in the User Name field: Test@test.com.au

Enter your email password in the Password field.

Click the box for Remember password.

Then click the More Settings... button at the lower right corner of the window.



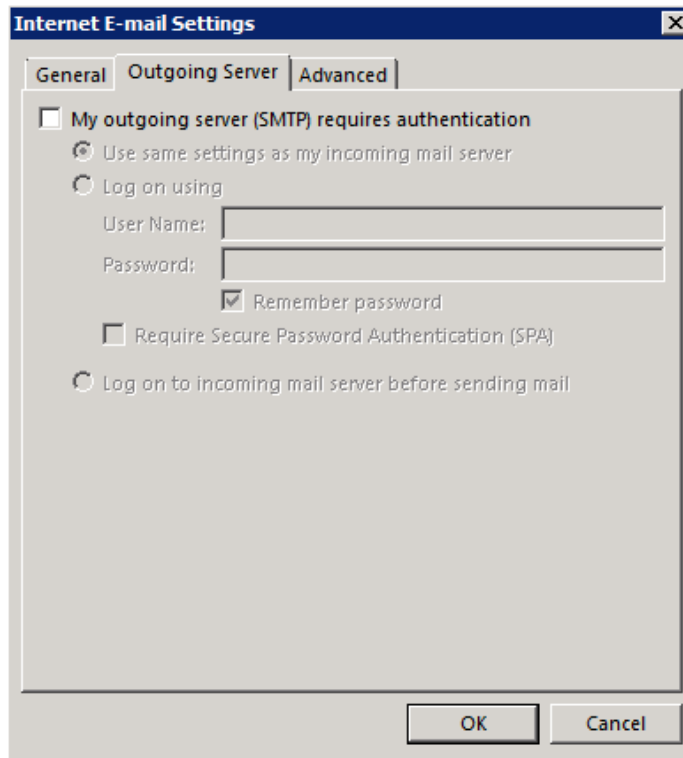
The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." A mouse cursor is pointing at a star icon in the top right of the dialog area.

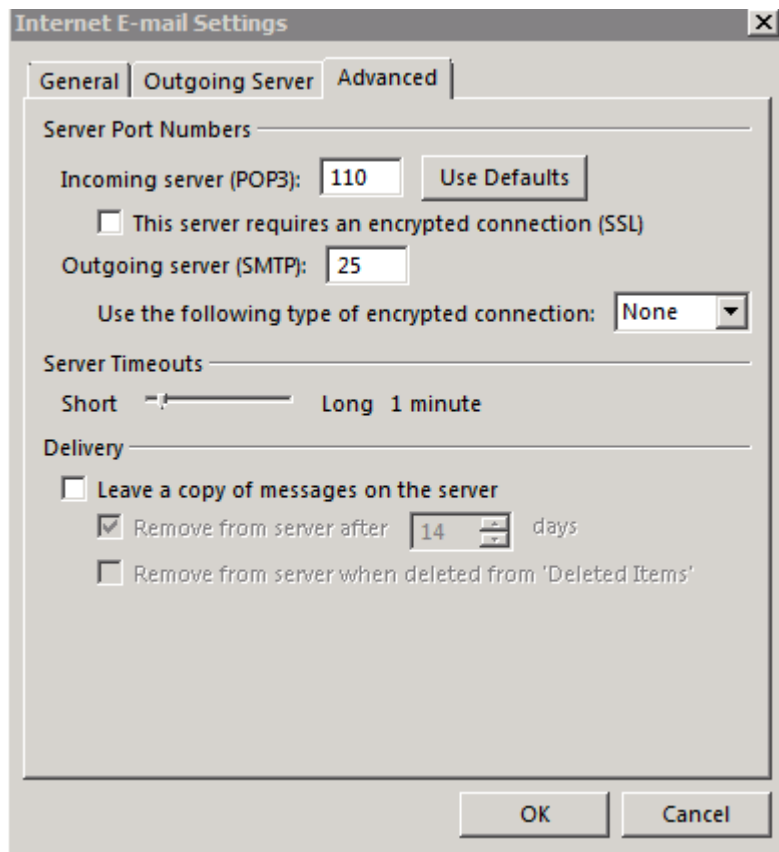
The dialog is divided into several sections:

- User Information:** "Your Name:" field contains "Test tester"; "Email Address:" field contains "test@".
- Server Information:** "Account Type:" dropdown is set to "POP3"; "Incoming mail server:" field contains "walle.sleepycat.com.au"; "Outgoing mail server (SMTP):" field contains "walle.sleepycat.com.au".
- Logon Information:** "User Name:" field contains "test@"; "Password:" field contains "*****"; a checked checkbox "Remember password" is located below the password field.
- Test Account Settings:** A message states "We recommend that you test your account to ensure that the entries are correct." Below this is a "Test Account Settings ..." button and a checked checkbox "Automatically test account settings when Next is clicked".
- Deliver new messages to:** Two radio buttons are present: "New Outlook Data File" (selected) and "Existing Outlook Data File". Below the "Existing Outlook Data File" option is a text field and a "Browse" button.
- Other options:** An unchecked checkbox "Require logon using Secure Password Authentication (SPA)" is at the bottom left.

Navigation buttons are located at the bottom: "< Back", "Next >", and "Cancel". A "More Settings ..." button is located in the bottom right corner of the main settings area.

4. In the new, smaller window that appears, click on the Outgoing Server tab. In the Outgoing Server pane of the window click the box for My outgoing server (SMTP) requires authentication, and click the button for Use same settings as my incoming mail server. Then click the Advanced tab.





5. In the Advanced pane of the window make sure the button for Incoming server (POP3): Leave it set at 110, which is the default.

This server requires an encrypted connection (SSL): Make sure this box is not clicked.

Outgoing server (SMTP): The default number is 25.

Use the following type of encrypted connection: Leave it set at None.

Server Timeouts: Leave it set at the default setting.

Leave a copy of messages on the server. Make sure this is un ticked

Click the OK button.

6. You'll return to the original Internet E-mail Settings window. Click the Next button.

Add 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

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

< Back Next > Cancel

7. The Test Account Settings window will appear and automatically test the connection to your incoming and outgoing mail servers.

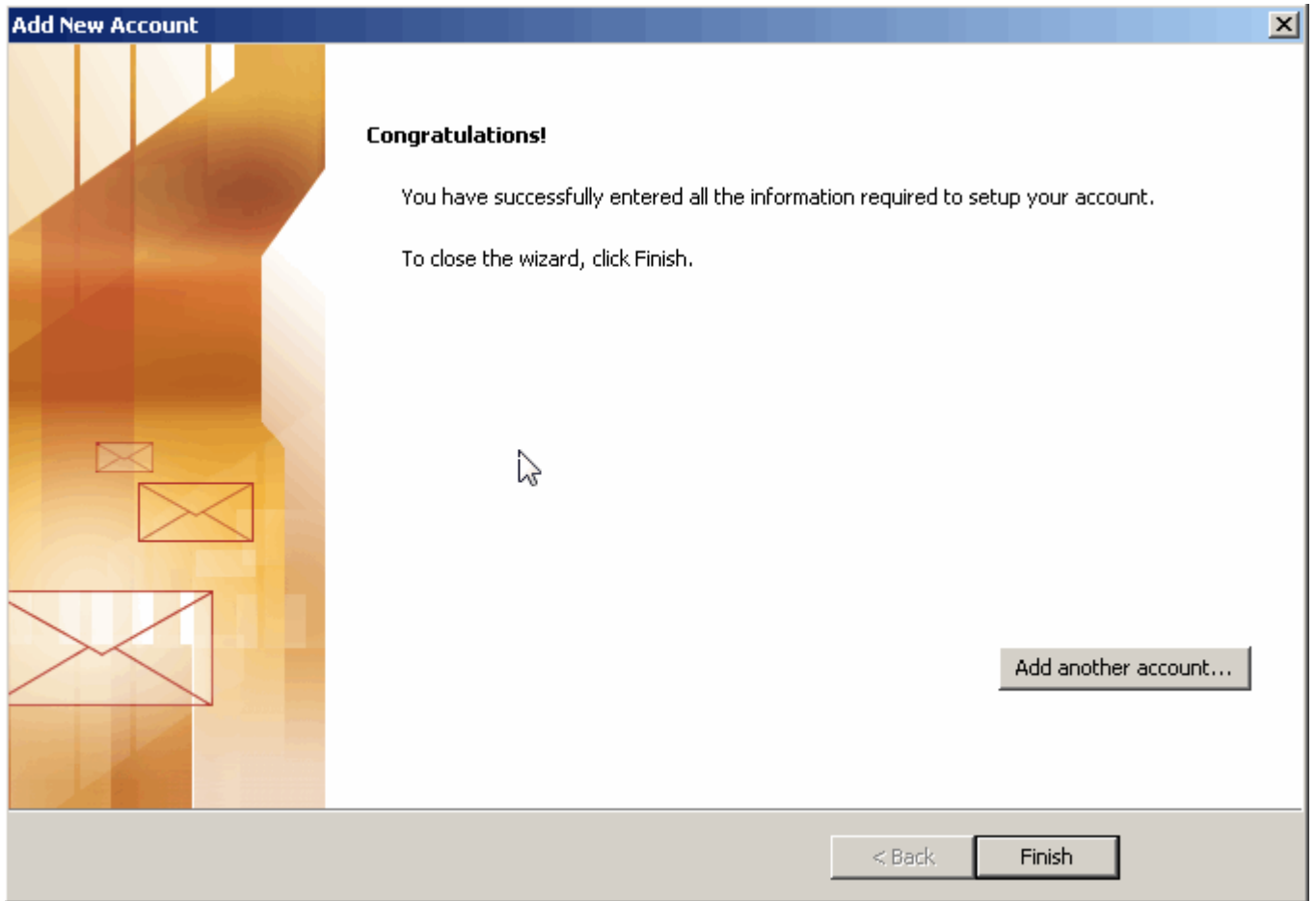
Test Account Settings

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

Tasks | Errors

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

8. You'll see the Congratulations! window. You've successfully set up your email account. Click the Finish button. Outlook's main email window will open.



DONE!