

Patriots Email – Outlook Configuration

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Need Help?

Use the Wizard! The Microsoft Email Setup Help Wizard gives you step-by-step instructions.

<http://help.outlook.com/en-us/140/dd936216.aspx>

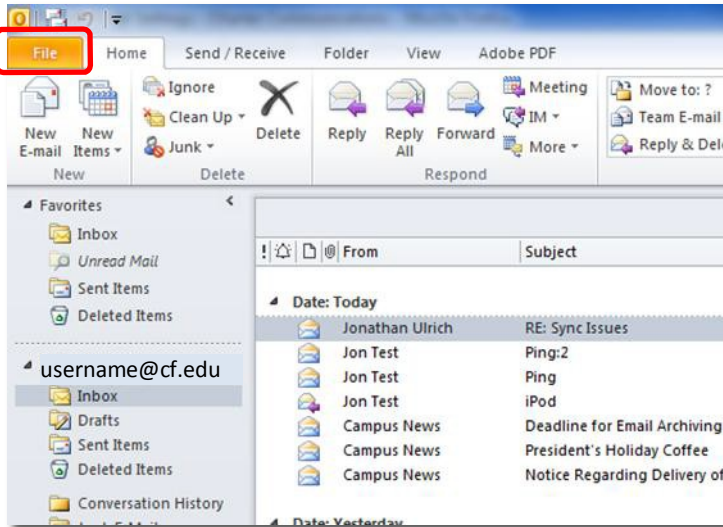
For more information, visit <http://help.outlook.com/>



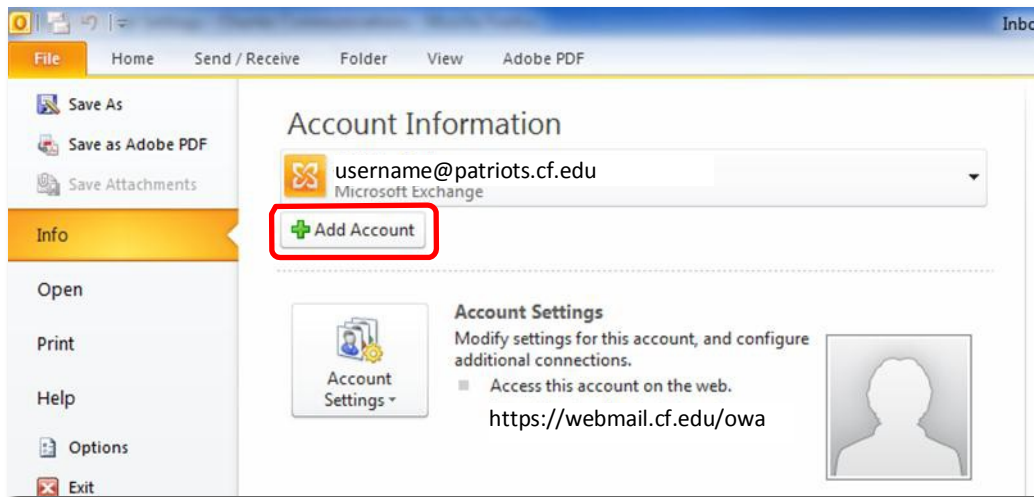
Configuration in Outlook

Exchange/Active Sync Configuration

1. To create a new account, go to **File** → **Add Account**. If you are running Outlook for the first time, the next step will automatically display.



Then, just above the **Account Settings** button, click **Add Account**.



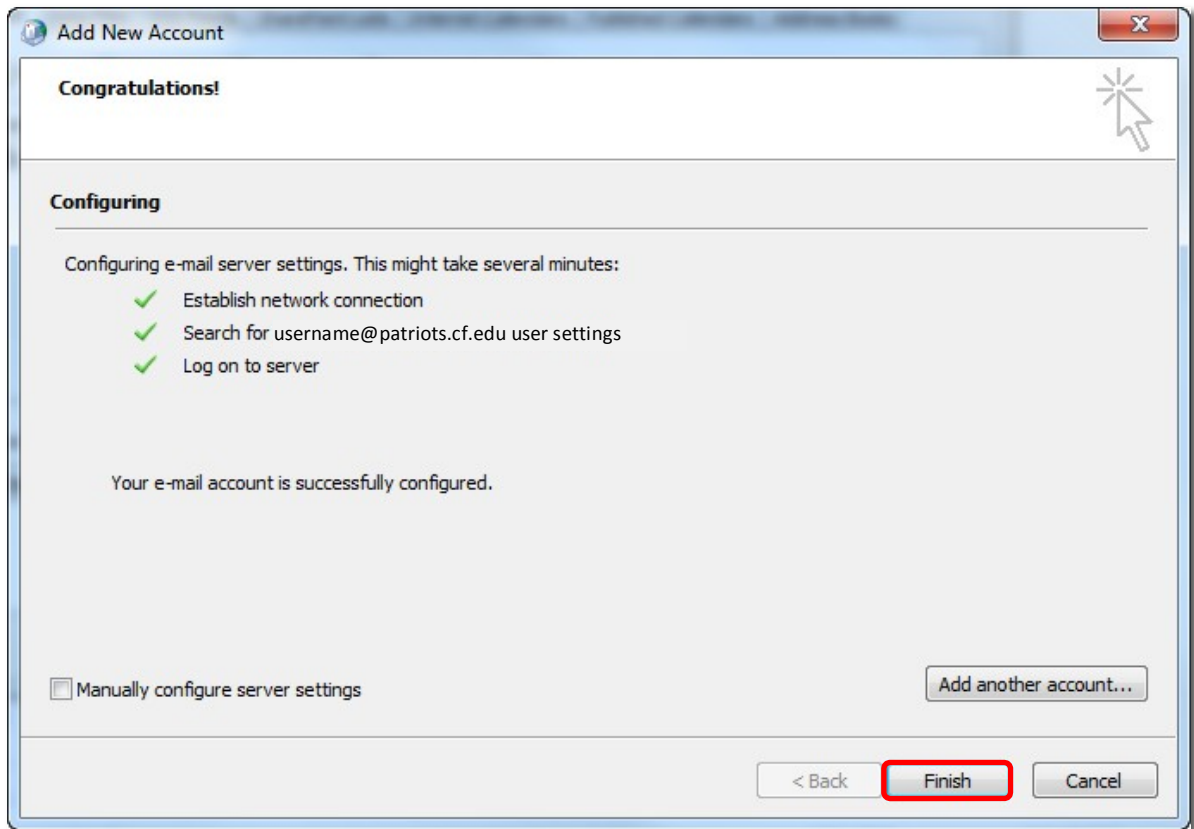
2. On the **Auto Account Setup** Fill out the following fields:
 - **Your Name:** Put your first and last name as you want it to appear to others.
 - **E-mail Address:** your Patriots email address (youracct@patriots.cf.edu)
 - **Password:** Enter your password, it is CaSe SeNsItIve.
3. After you click **Next** on the **Auto Account Setup** page of the wizard, Outlook will perform an online search to find your e-mail server settings.

The screenshot shows the 'Add New Account' wizard window. The title bar reads 'Add New Account'. The main heading is 'Auto Account Setup' with the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' Below this, there are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section contains four input fields: 'Your Name' (with 'User Name' and 'Example: Ellen Adams'), 'E-mail Address' (with 'username@patriots.cf.edu' and 'Example: ellen@contoso.com'), 'Password' (with '*****'), and 'Retype Password' (with '*****'). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a red rectangle), and 'Cancel'.

You may be prompted to enter your user name and password during this search.

The screenshot shows a 'Windows Security' dialog box titled 'Microsoft Outlook'. It says 'Connecting to jontest@knights.ucf.edu'. Below this is a login form with a small image of a sunburst. The form has two input fields: the first contains 'username@patriots.cf.edu' and the second contains a masked password '*****'. There is a checkbox labeled 'Remember my credentials' which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

4. If Outlook is able to set up your account, you'll see the following text: Your e-mail account is successfully configured. Click **Finish**.



For more information visit:

<http://help.outlook.com/en-US/beta/ms.exch.ecp.UseOutlookAnywhere.aspx>

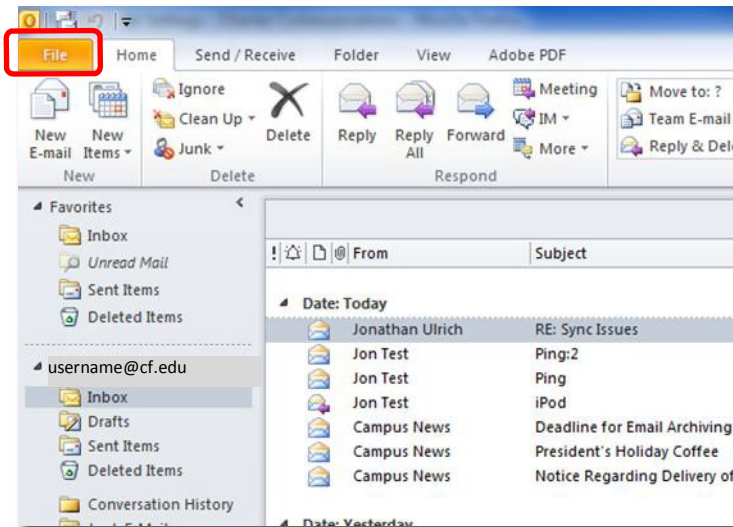
IMAP and POP Configuration

IMAP allows you to have just your email synced between devices. POP allows you to send and receive mail, but it is not synced with any other devices.

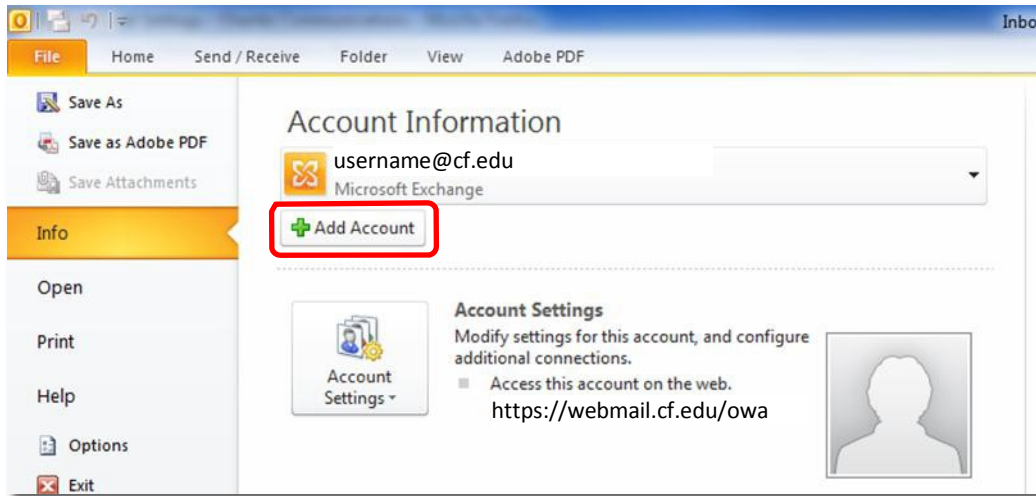
	SERVER NAME	PORT	ENCRYPTION METHOD
POP3	outlook.office365.com	995	SSL
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	587	TLS

IMAP or POP Setup in Outlook 2010

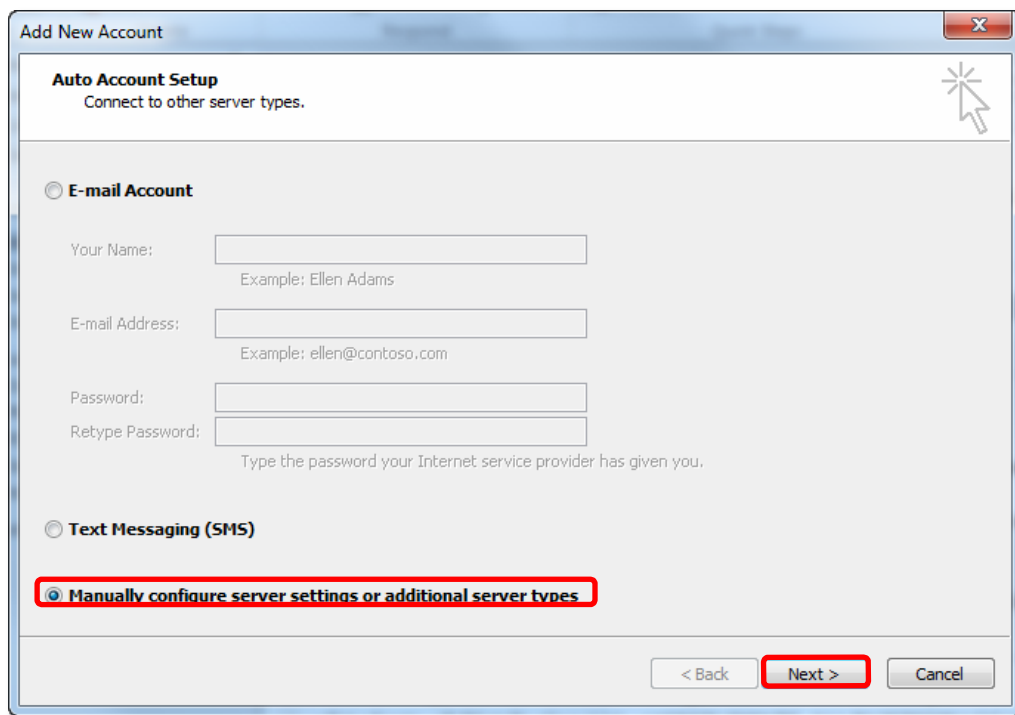
1. To create a new account, go to **File → Add Account**. If you are running Outlook for the first time, the next step will automatically display.



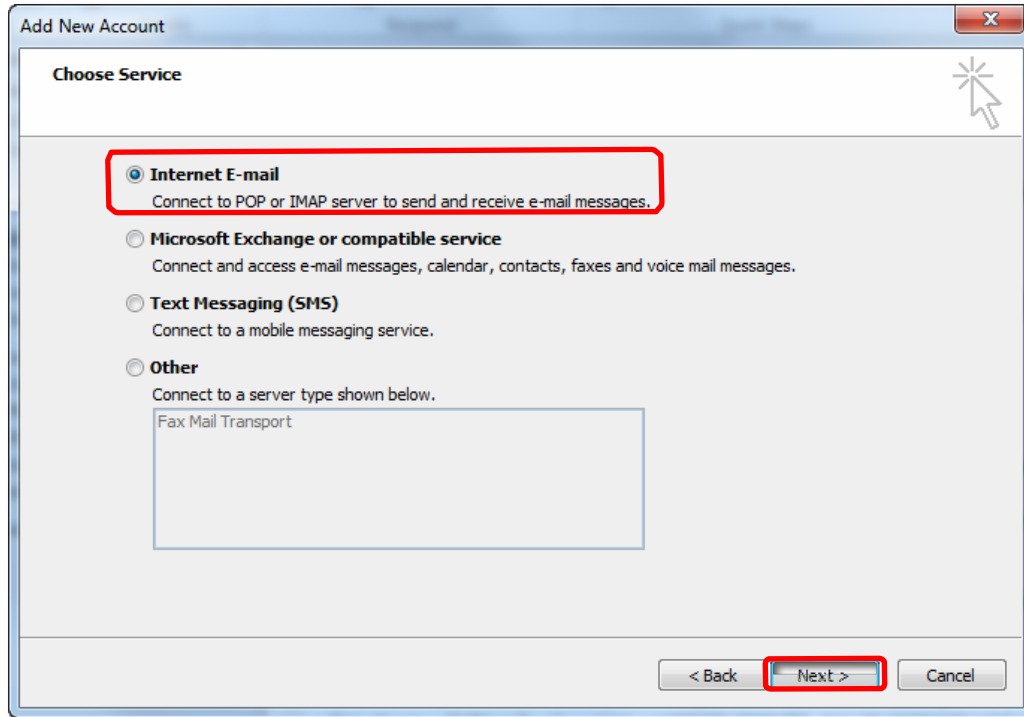
Then, just above the **Account Settings** button, click **Add Account**.



2. Select **Manually configure server settings or additional server types** and then click **Next**



3. Select **Internet E-mail** and click **Next**



4. Fill out the following fields with your information:

Your Name: Your first and last name that will be displayed on your email profile.

E-mail Address: username@patriots.cf.edu

Account Type POP3 (no syncing) or IMAP (syncing)

Incoming mail server: **outlook.office365.com**

Outgoing mail server (SMTP): **smtp.office365.com**

User Name: username@patriots.cf.edu

Password: PaSsWoRd (Case-Sensitive)

Check **Require logon using Secure Password Authentication (SPA)**

Then click **More Settings . . .**

Add New Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail 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

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 by clicking the Next button

Deliver new messages to:

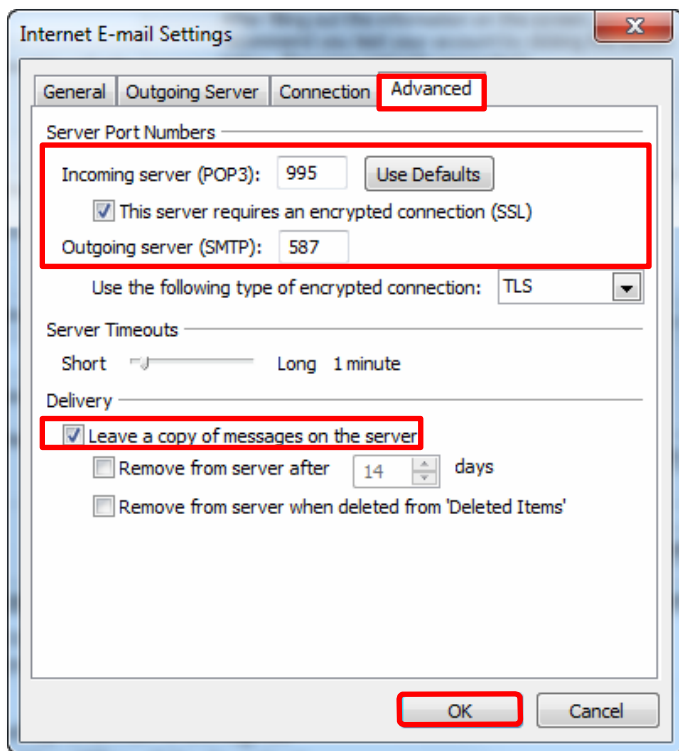
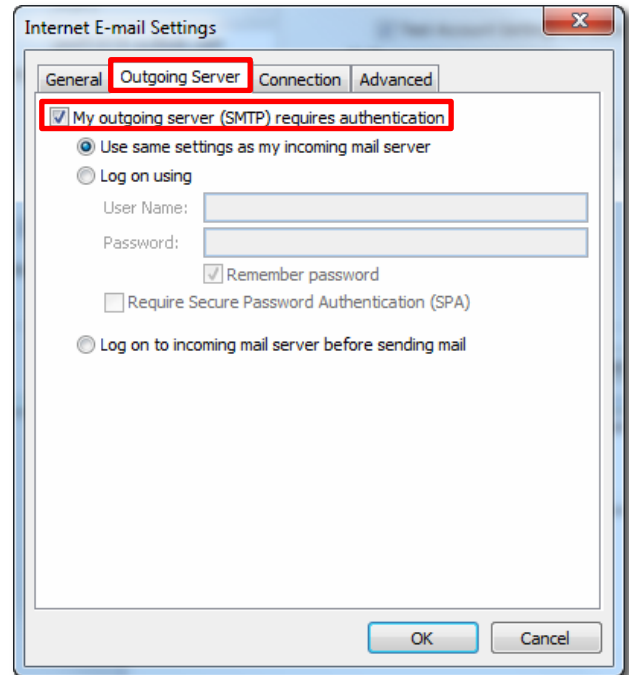
New Outlook Data File

Existing Outlook Data File

5. Click the **Outgoing Server** tab.

Check the box:

My outgoing server (SMTP) requires authentication



6. Select the **Advanced** tab.

Check the box:

This server requires an encrypted SSL

Outgoing Server: **587**

Use this type of encrypted connection:
TLS

Check the box:

Leave a copy of messages on the server

Click **OK**

7. Click **Next** to test the account setup and then, on the next page, click **Finish**.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: User Name
E-mail Address: username@patriots.cf.edu

Server Information
Account Type: POP3
Incoming mail server: outlook.office365.com
Outgoing mail server (SMTP): smtp.office365.com

Logon Information
User Name: username@patriots.cf.edu
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account 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 ...
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back **Next >** Cancel

General POP/IMAP Settings

IMAP Configuration

IMAP will sync your email with the server.

Email address: **username@patriots.cf.edu**
Password: **PaSsWoRd**
Username: **username@patriots.cf.edu**
Incoming IMAP Server: **outlook.office365.com**
Port: **993**
Encryption: **SSL**
Outgoing SMTP Server: **smtp.office365.com**
Port: **587**
Encryption: **TLS**

POP Configuration

POP will not sync, but it will just send and receive email from the server. It is almost the exact same as the IMAP setup except the **Incoming Port** is **995**.

Email address: **username@patriots.cf.edu**
Password: **PaSsWoRd**
Username: **username@patriots.cf.edu**
Incoming IMAP Server: **outlook.office365.com**
***Port*:** **995**
Encryption: **SSL**
Outgoing SMTP Server: **smtp.office365.com**
Port: **587**
Encryption: **TLS**

