

# 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>

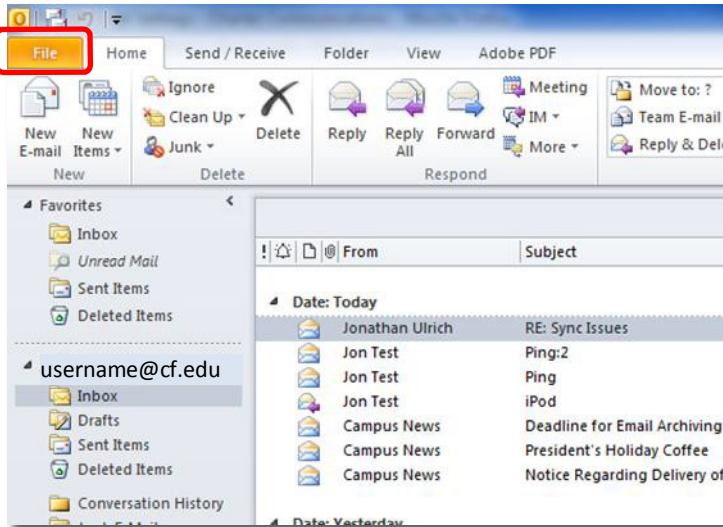
For more information, visit <http://help.outlook.com/>



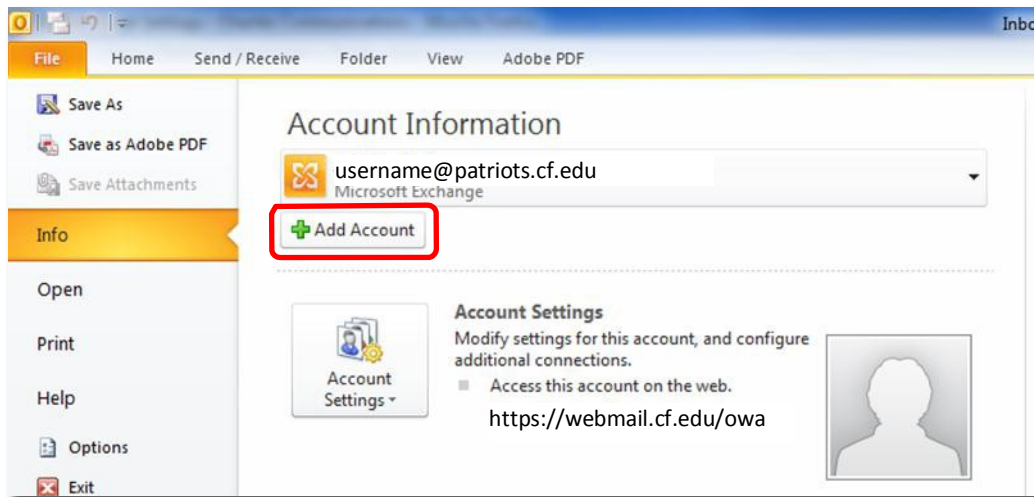
# Configuration in Outlook

## 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](mailto: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.

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back **Next >** Cancel

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

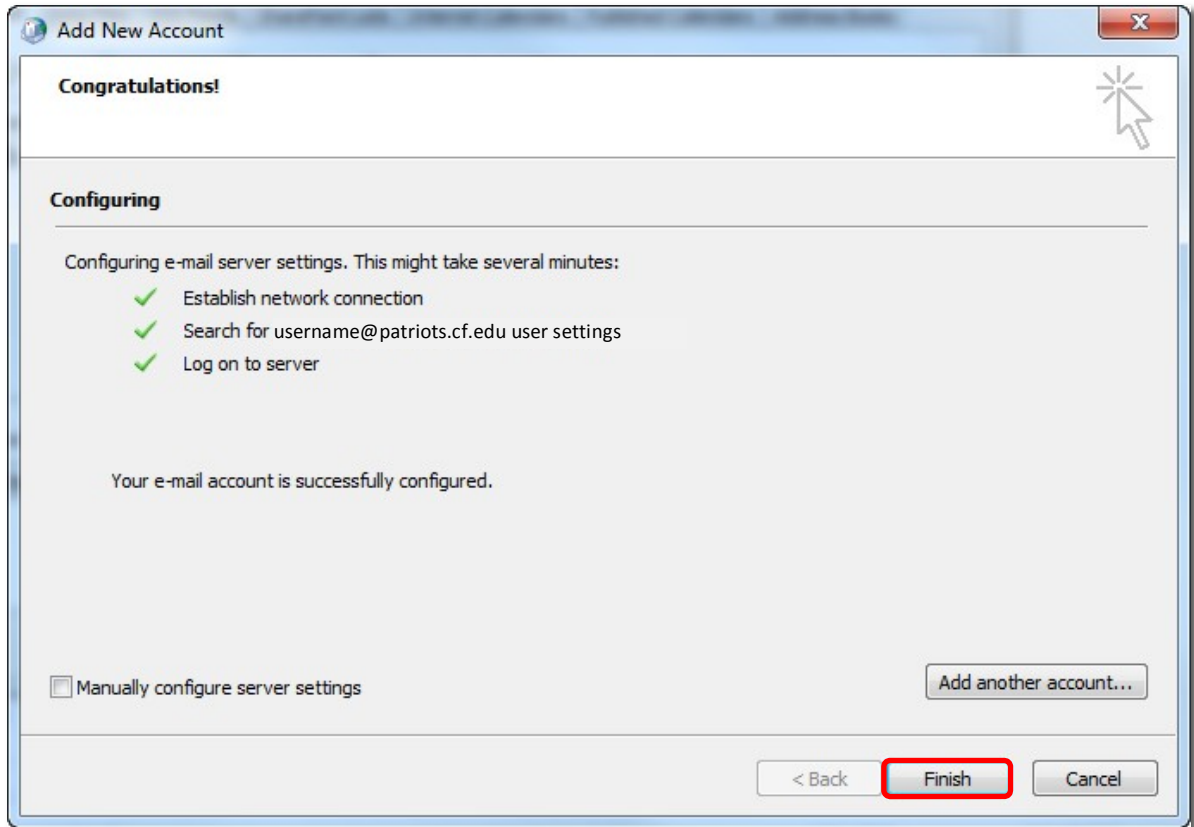
**Windows Security**

**Microsoft Outlook**  
Connecting to jontest@knights.ucf.edu

Remember my credentials

OK Cancel

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>

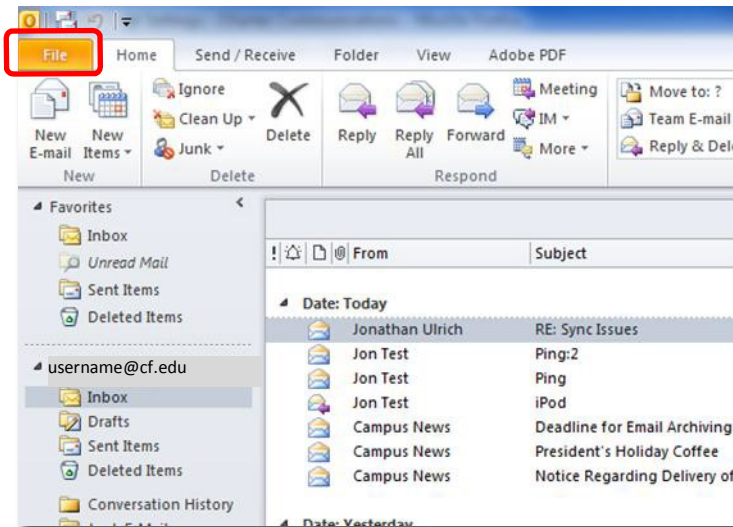
## IMAP and POP Configuration

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.

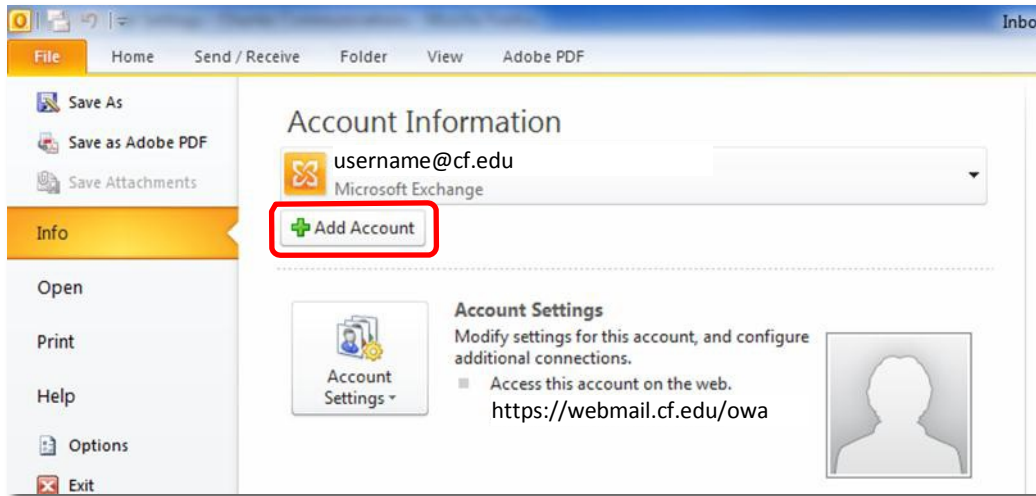
	SERVER NAME	PORT	ENCRYPTION METHOD
POP3	outlook.office365.com	995	SSL
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	587	TLS

## IMAP or POP Setup in Outlook 2010

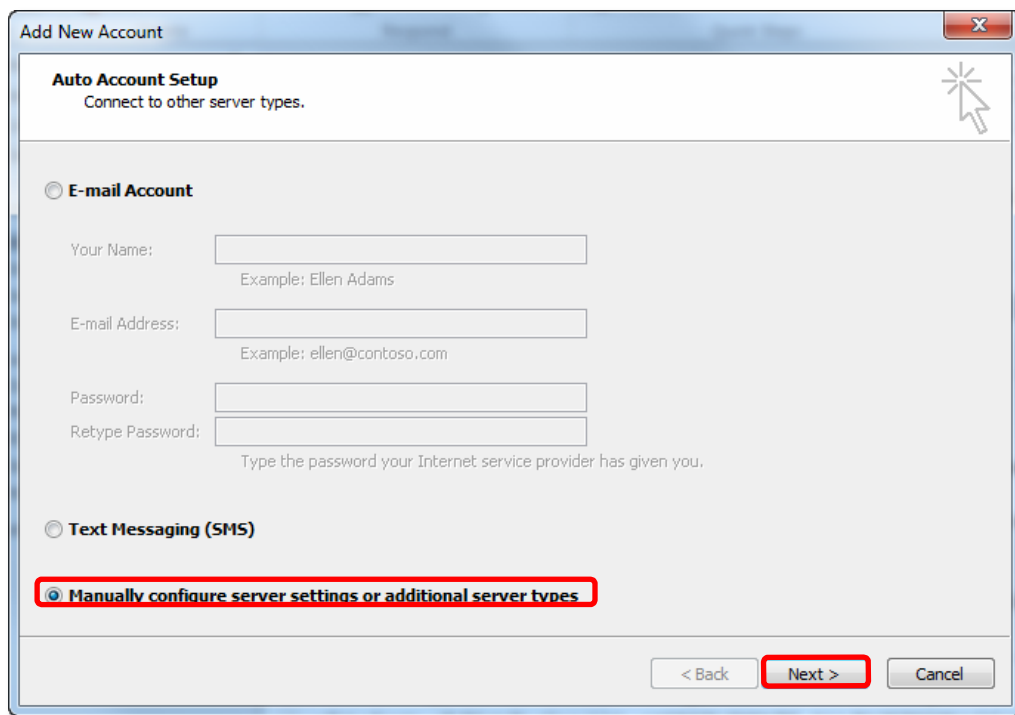
1. To create a new account, go to **File** → **Add Account**. If you are running Outlook for the first time, the next step will automatically display.



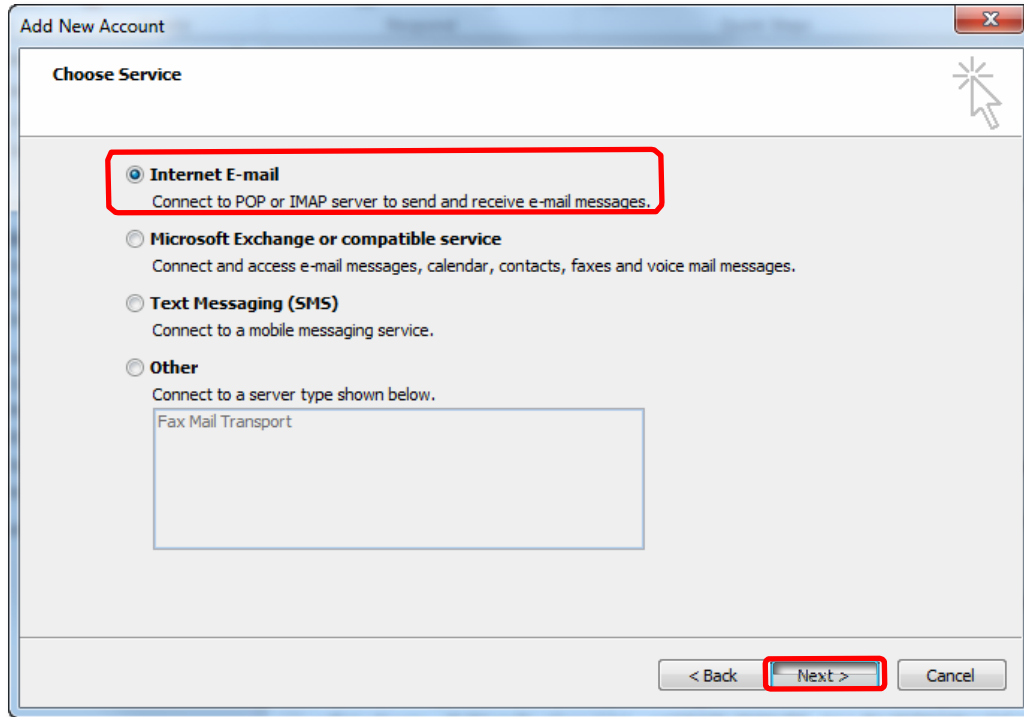
Then, just above the **Account Settings** button, click **Add Account**.



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](mailto:username@patriots.cf.edu)

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

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

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

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User Name: [username@patriots.cf.edu](mailto:username@patriots.cf.edu)

Password: PaSsWoRd (Case-Sensitive)

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

Then click **More Settings . . .**

**Add New Account** [Close]

**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

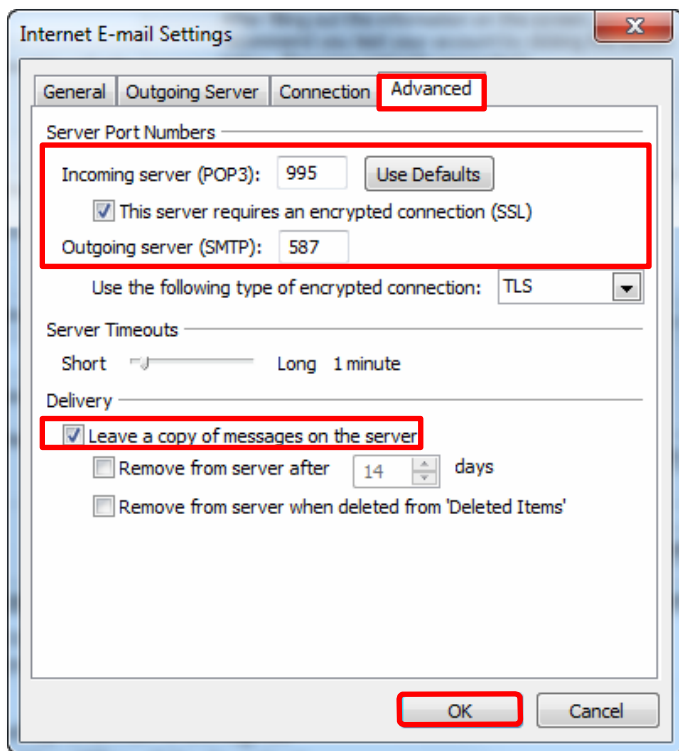
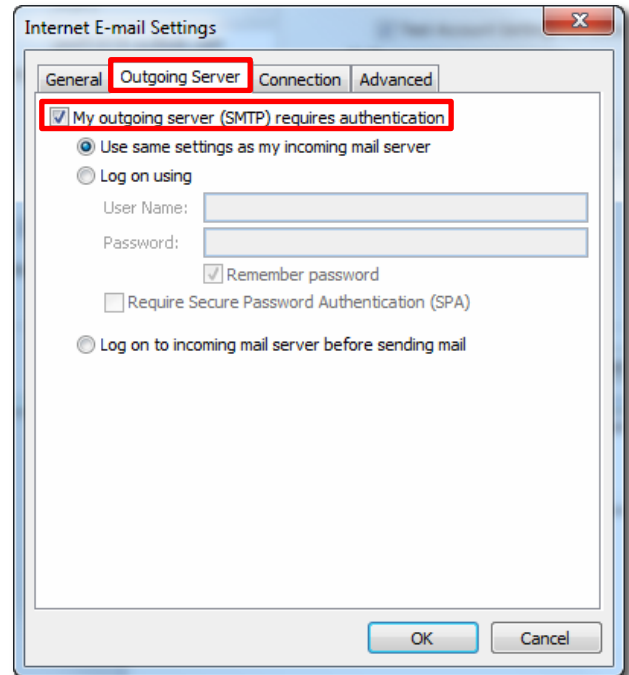
Existing Outlook Data File



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**

