

I. Setting up on Outlook

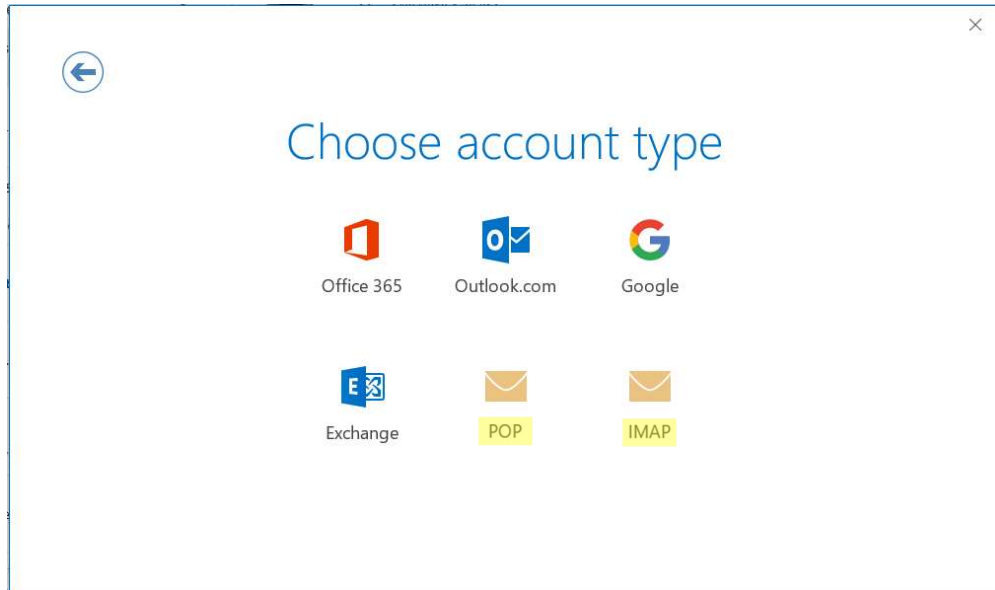
1. Open the Outlook app by clicking the Windows Start menu and choosing **Outlook**.



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 displayed in a large, blue, sans-serif font. Below it, the text "Enter an email address to add your account." is in a smaller, blue, sans-serif font. A text input field contains the email address "example@ite.net". Below the input field, the text "Advanced options" is displayed in a small, black, sans-serif font, followed by a small upward-pointing arrow. Below this, there is a checkbox with a yellow checkmark and the text "Let me set up my account manually". At the bottom center, there is a blue button with the word "Connect" in white, sans-serif font.

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

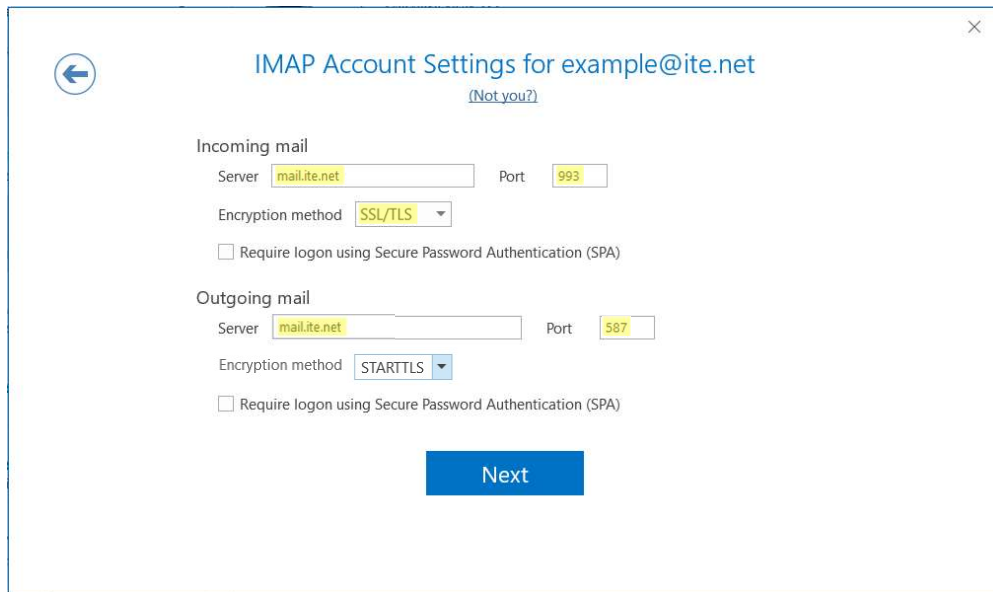
With IMAP as your account type, change your **Incoming mail server** to **mail.ite.net** and the **Port** to **993**.

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 mail.ite.net Port 993

Encryption method SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

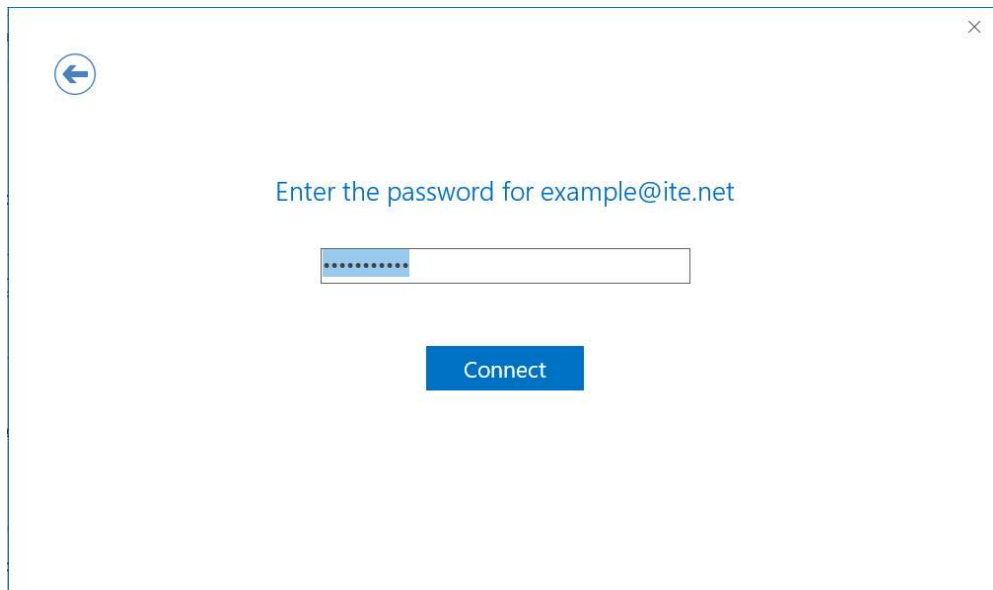
Server mail.ite.net Port 587

Encryption method STARTTLS

☐ Require logon using Secure Password Authentication (SPA)

Next

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



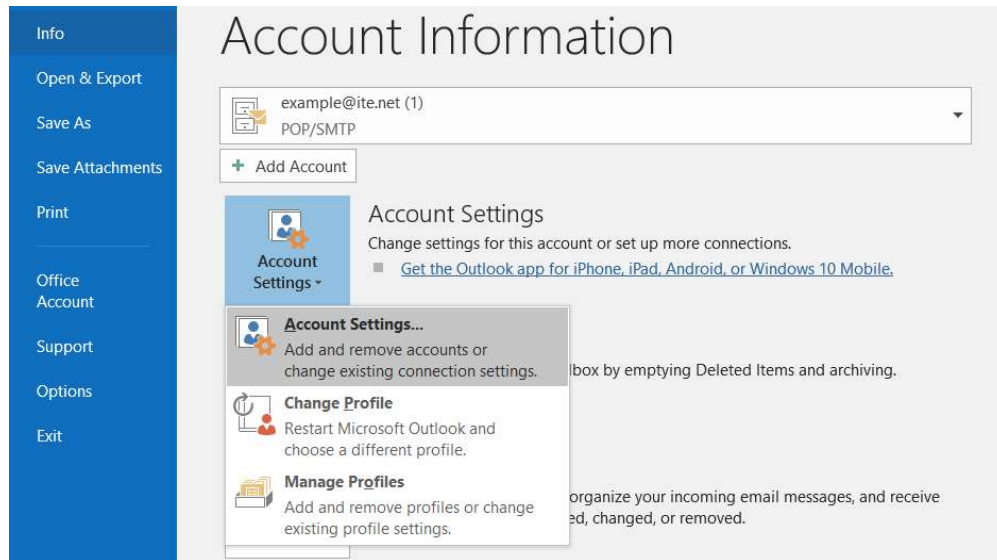
Enter the password for example@ite.net

Connect

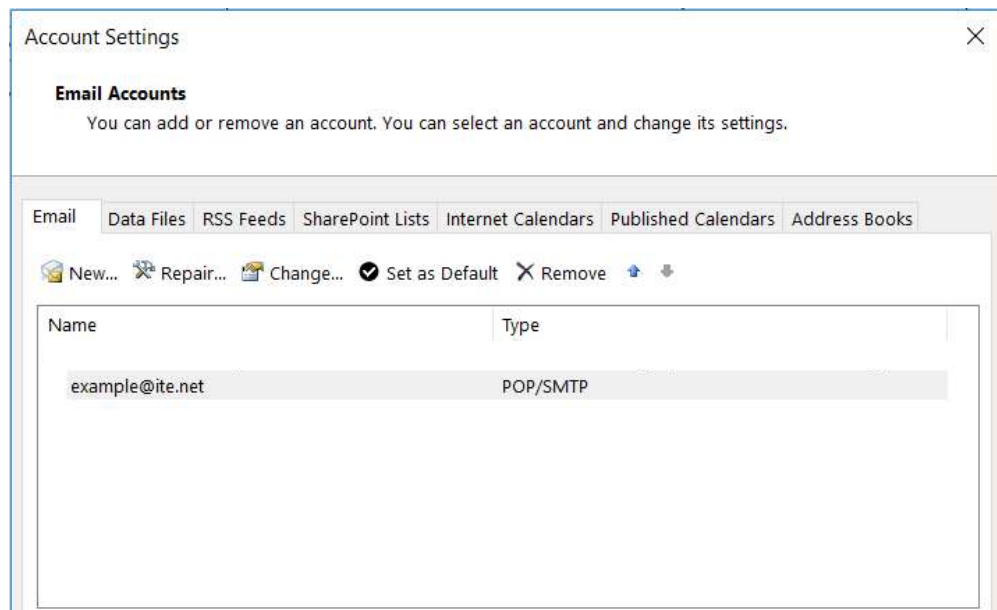
6. Now that you are signed in, **click** on the **File** tab.



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

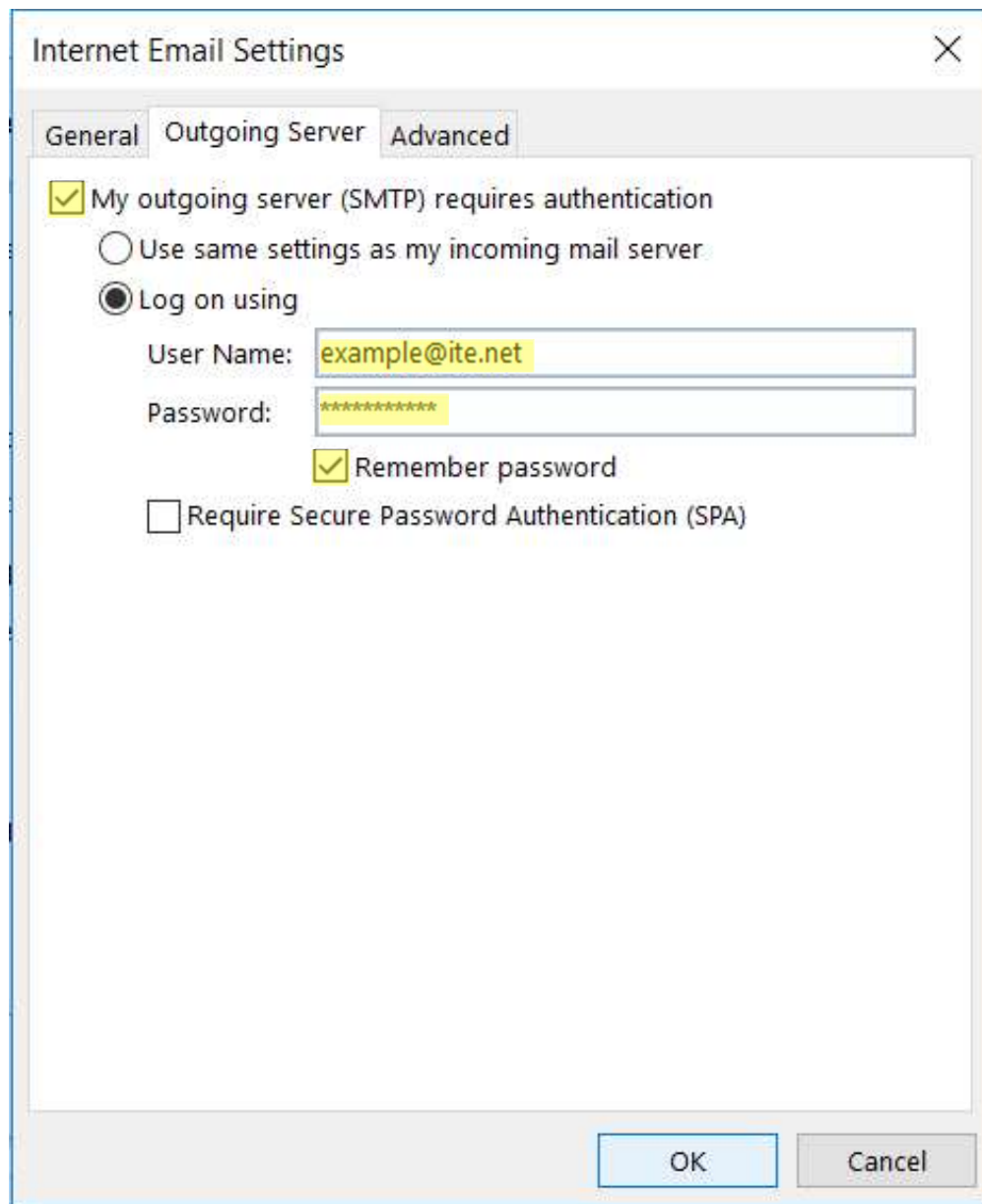
< Back **Next >** Cancel Help

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**.

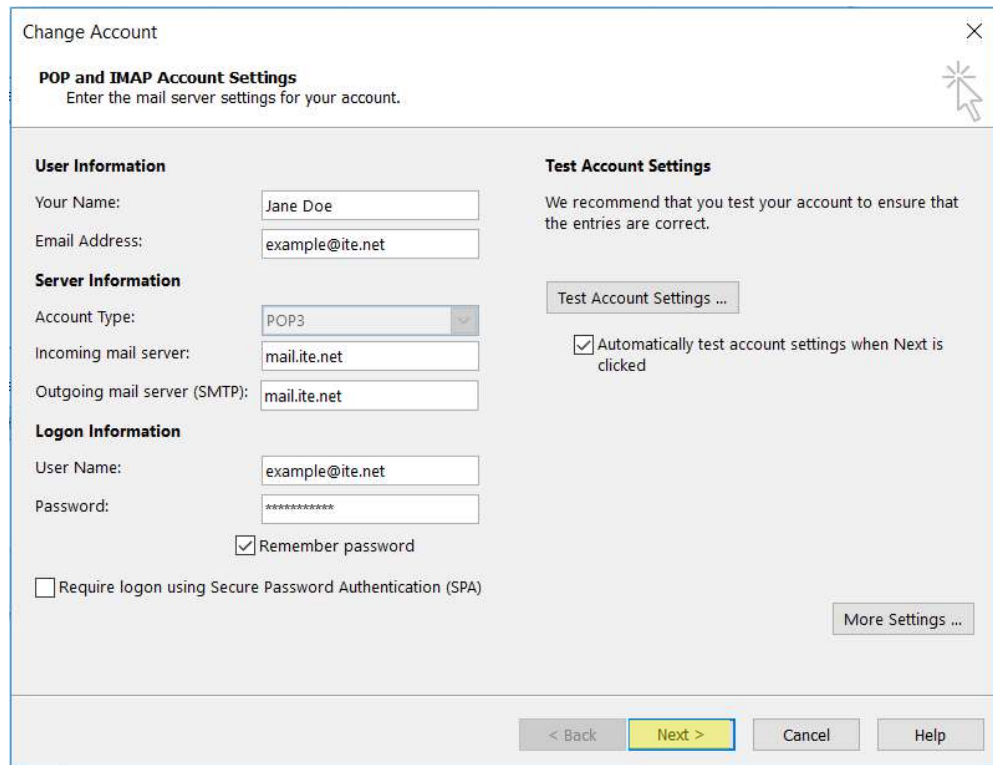


The image shows a screenshot of the "Internet Email Settings" dialog box, specifically the "Outgoing Server" tab. The dialog has a title bar with a close button (X). Below the title bar are three tabs: "General", "Outgoing Server", and "Advanced". The "Outgoing Server" tab is selected. Inside the tab, there are several options:

- ☒ My outgoing server (SMTP) requires authentication
- ☐ Use same settings as my incoming mail server
- ☒ Log on using
 - User Name:
 - Password:
- ☒ Remember password
- ☐ Require Secure Password Authentication (SPA)

At the bottom right of the dialog are two buttons: "OK" and "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:

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)

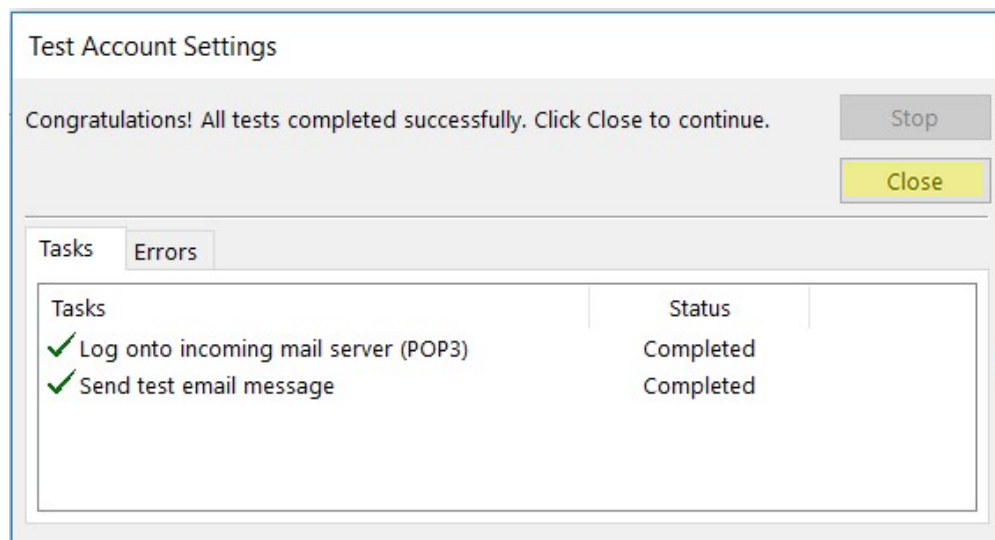
Test Account Settings

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

☒ Automatically test account settings when Next is clicked

At the bottom, there are four buttons: '< Back' (disabled), 'Next >' (highlighted in yellow), 'Cancel' (disabled), and 'Help' (disabled).

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 (disabled) and a 'Close' button (highlighted in yellow).

Below the message, there are two tabs: 'Tasks' (selected) and 'Errors'.

The 'Tasks' tab contains a table with the following data:

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.

