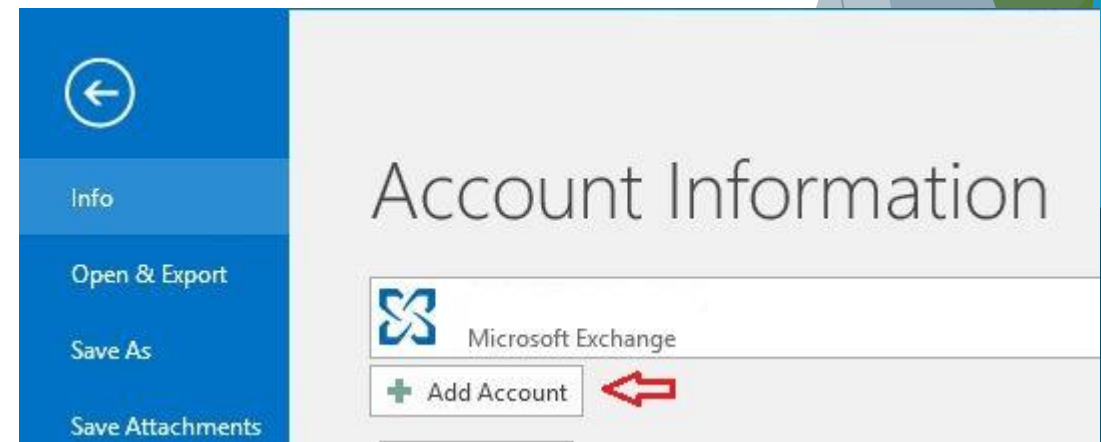
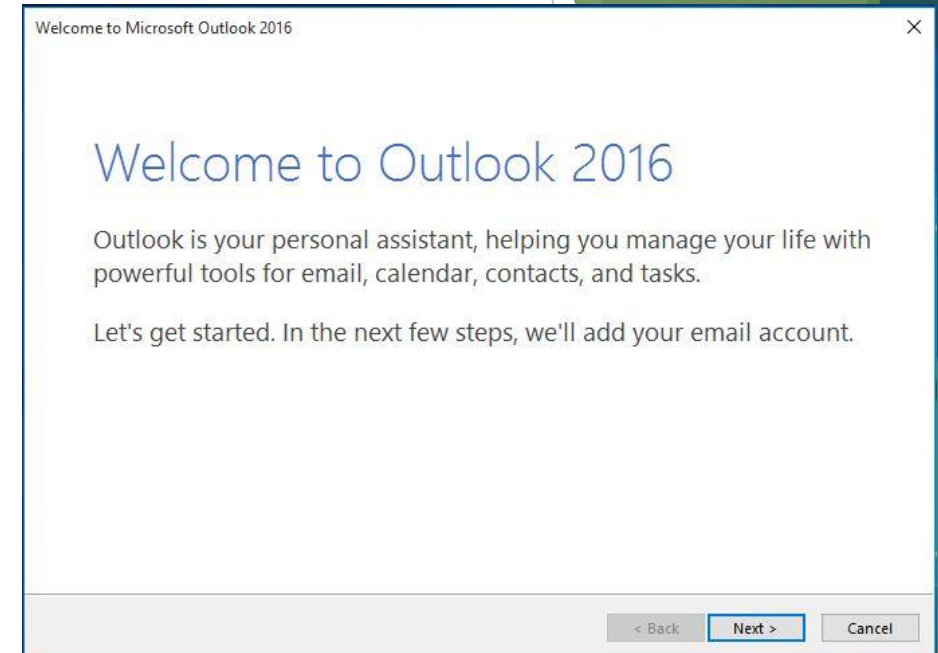


Student Email Setup Instructions for Outlook

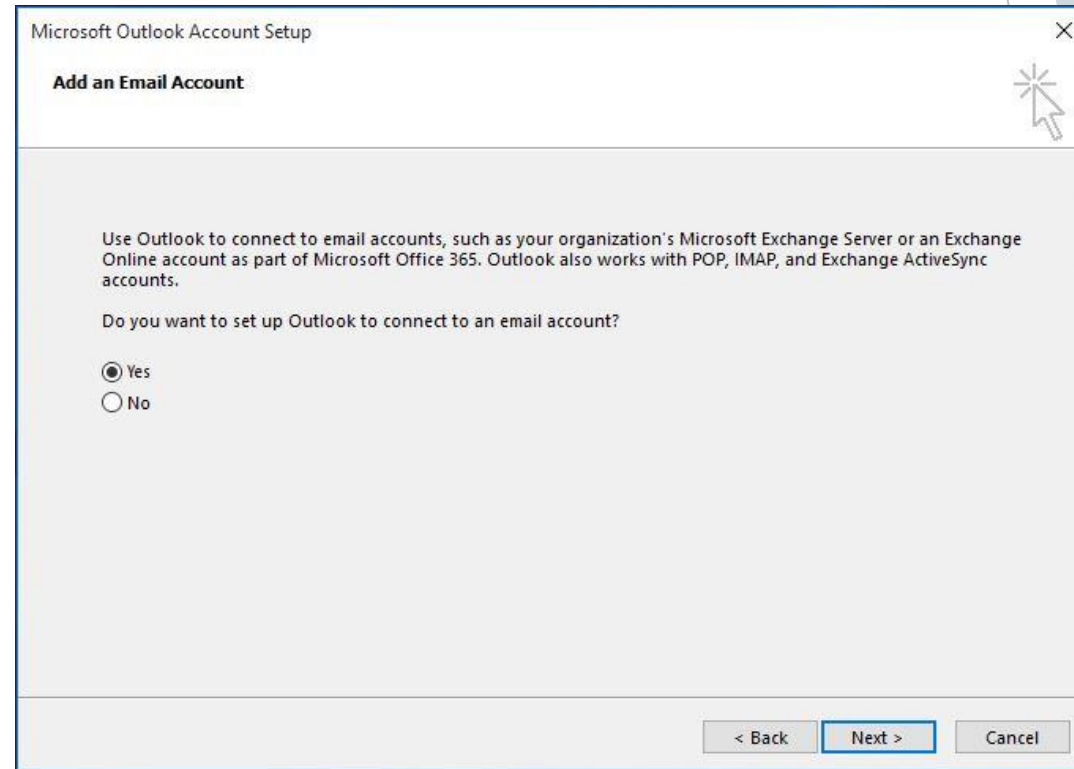
Open Outlook

- ▶ Click Next if presented with the Welcome screen.
- ▶ If no Welcome screen, click File toward the top left of Outlook pane.
- ▶ Click Add Account



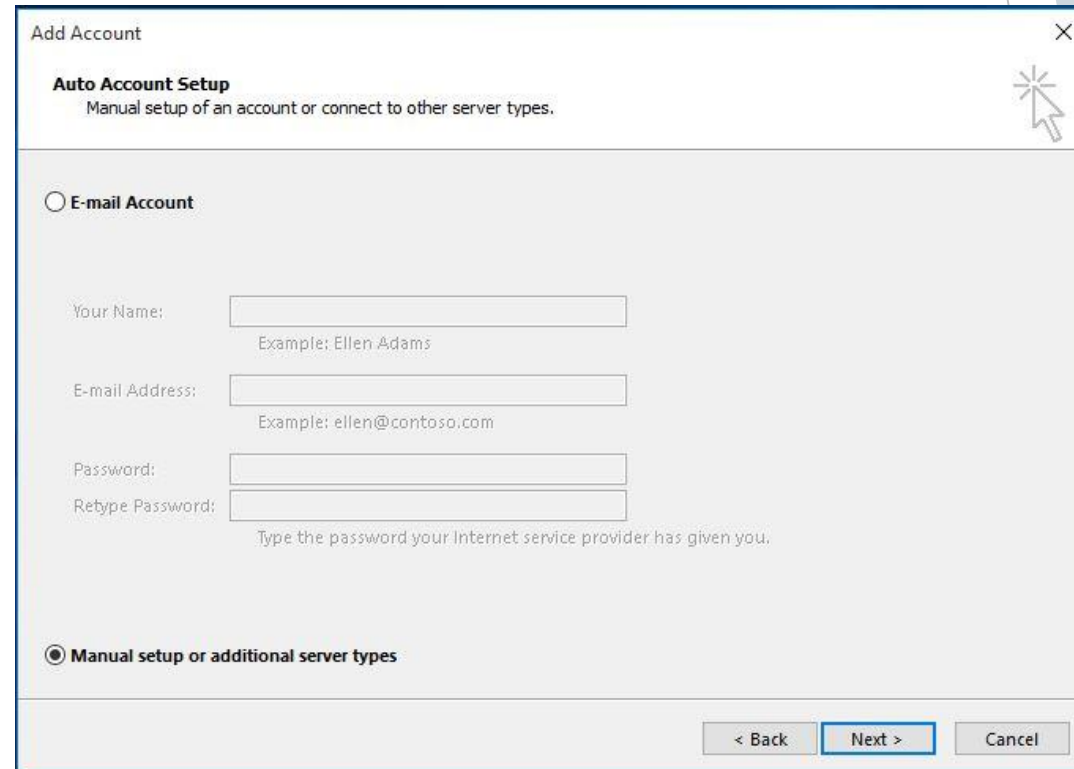
Microsoft Outlook Account Setup

- ▶ Choose Yes and Click Next



Add Account

- ▶ Choose Manual Setup and Click Next



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

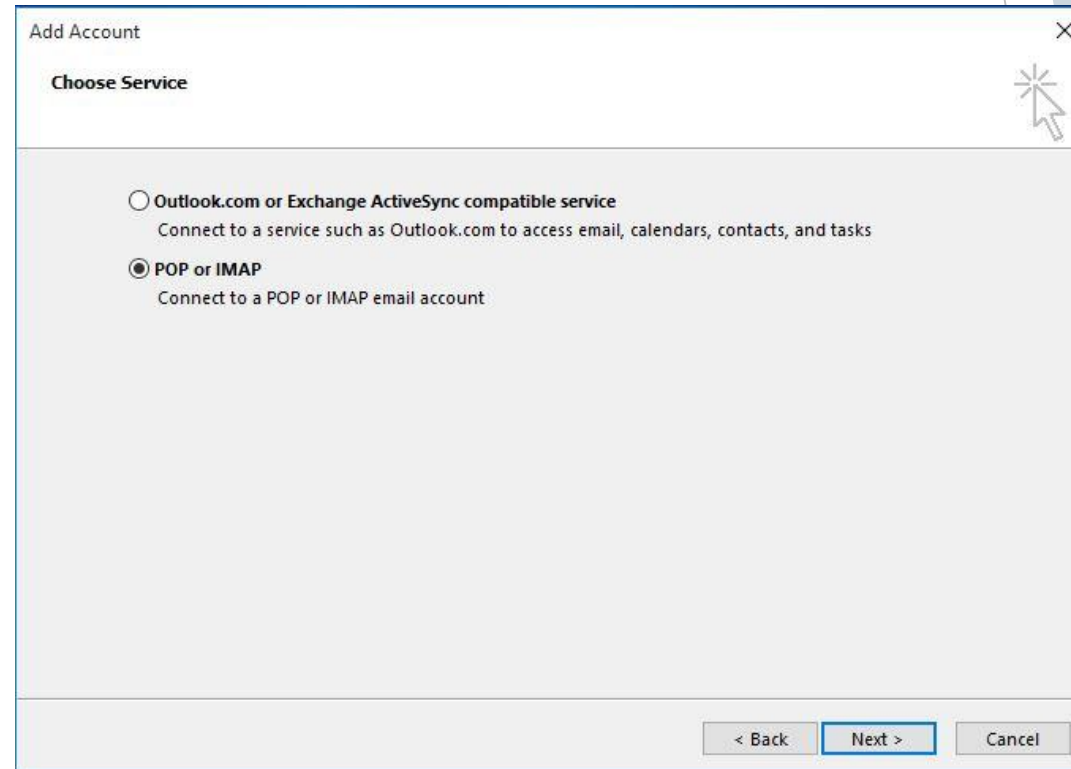
Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

Add Account

- ▶ Choose POP or IMAP and click Next



Add Account

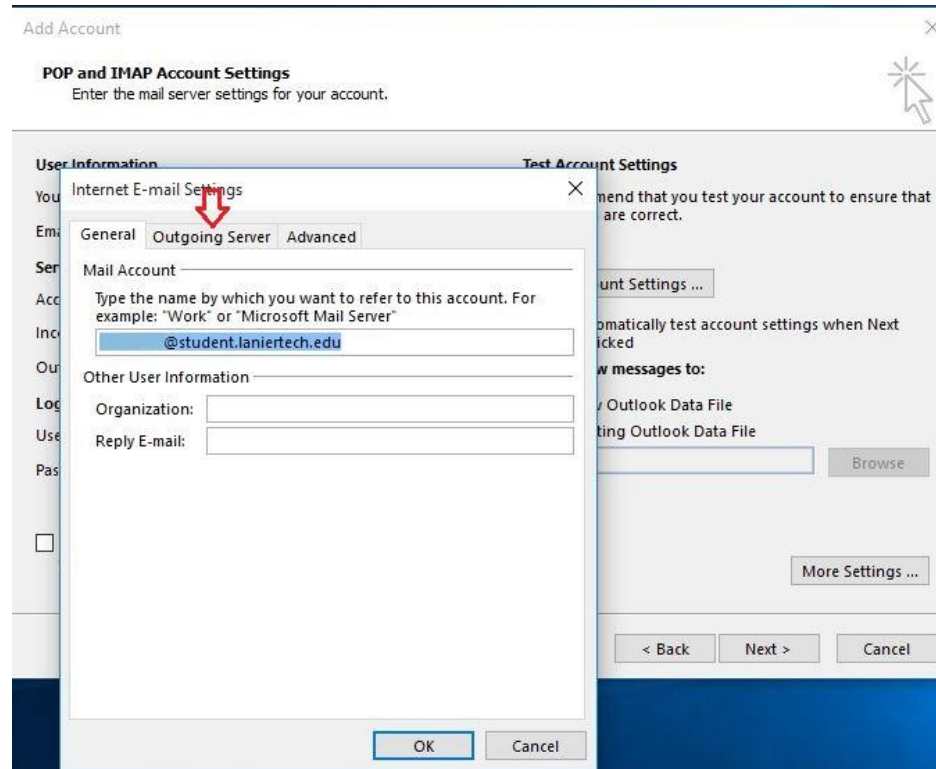
- ▶ Enter your name, email address, incoming and outgoing server information, and logon information. Your User Name is your entire email address.
- ▶ Choose More Settings...

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- POP and IMAP Account Settings**
Enter the mail server settings for your account.
- User Information**
Your Name: John Doe
Email Address: :01@student.lanieritech.edu
- Server Information**
Account Type: POP3
Incoming mail server: pop.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com
- Logon Information**
User Name: :01@student.lanieritech.edu
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
- Deliver new messages to:**
 New Outlook Data File
 Existing Outlook Data File
Browse
- More Settings ...** (indicated by a red arrow)
- Navigation buttons: < Back, Next >, Cancel

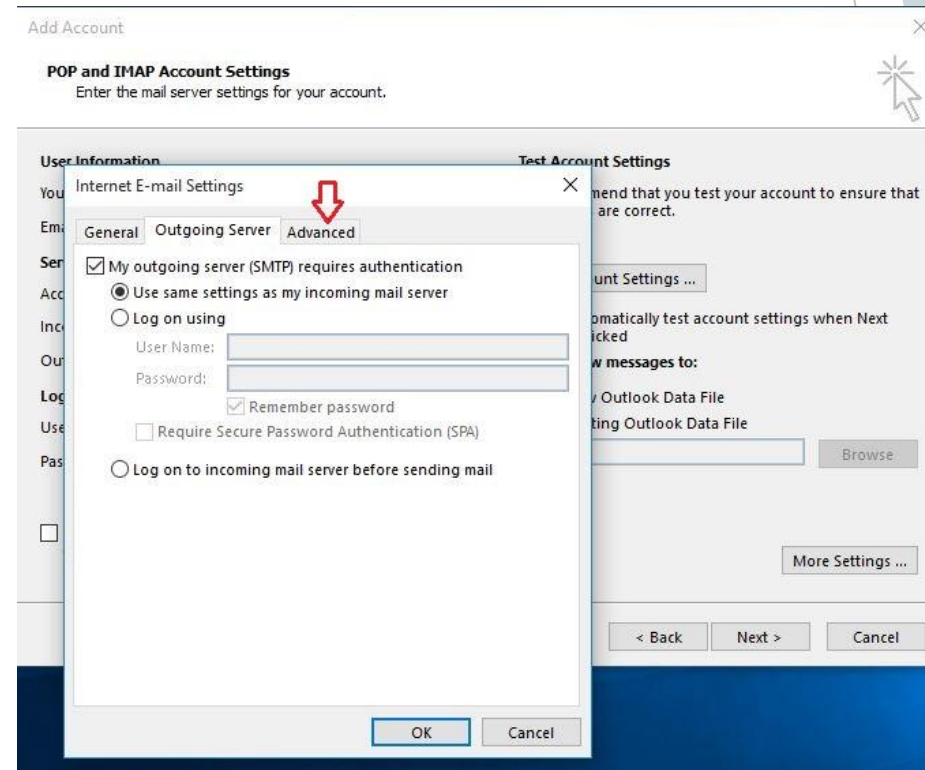
Internet E-mail Settings

- ▶ Click the Outgoing Server tab



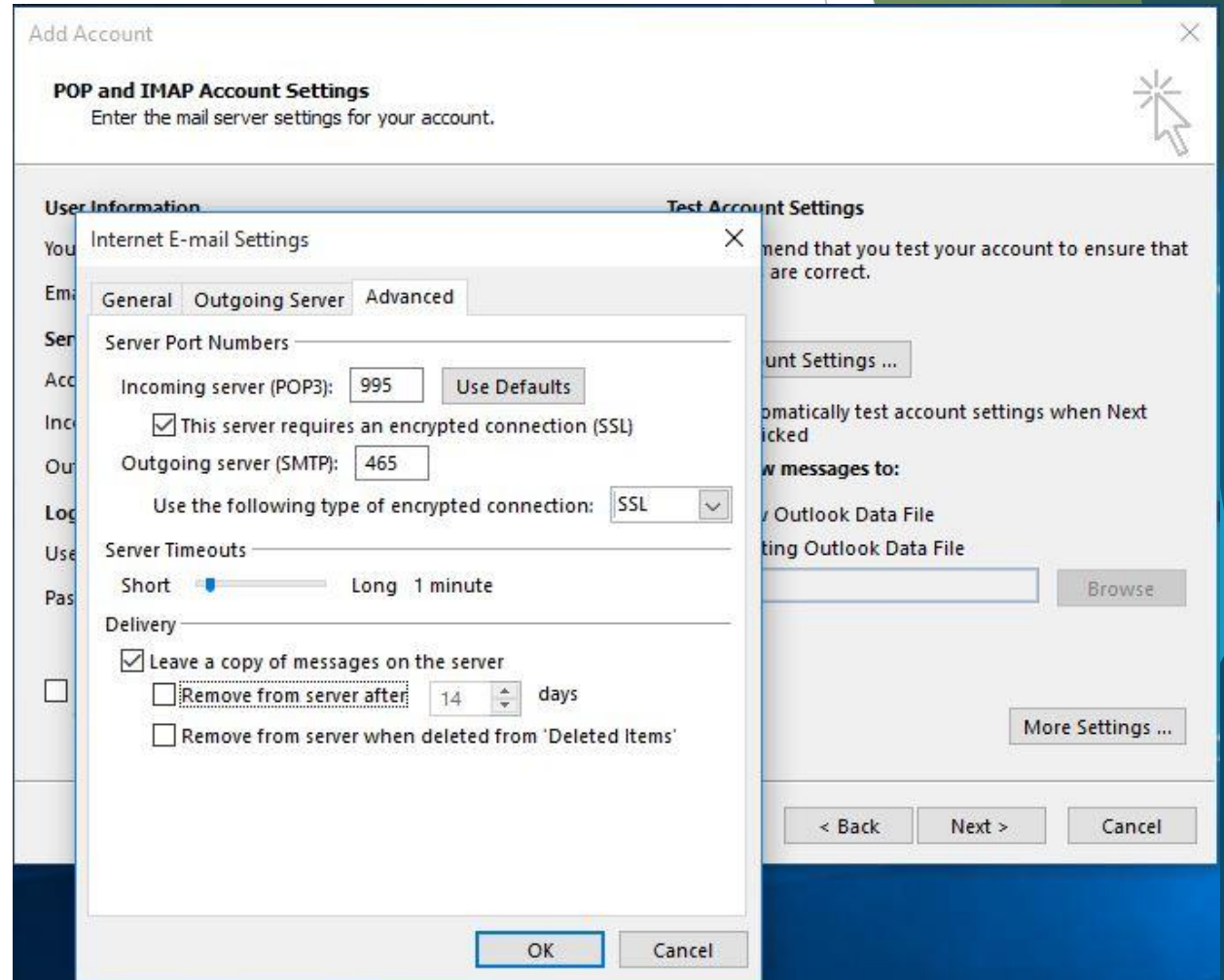
Internet E-mail Settings

- ▶ Check the box next to My outgoing server (SMTP) requires authentication
- ▶ Click the Advanced tab



Internet E-mail Settings

- ▶ Change the Incoming server (POP3): to 995
- ▶ Check the box next to: This server requires an encrypted connection (SSL)
- ▶ Change the Outgoing server (SMTP): to 465
- ▶ Change Use the following type of encrypted connection: to SSL
- ▶ Uncheck the box next to Remove from server after 14 days
- ▶ Click OK



Add Account

► Click Next

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: John Doe
Email Address: :01@student.lanieritech.edu

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

Logon Information
User Name: :01@student.lanieritech.edu
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

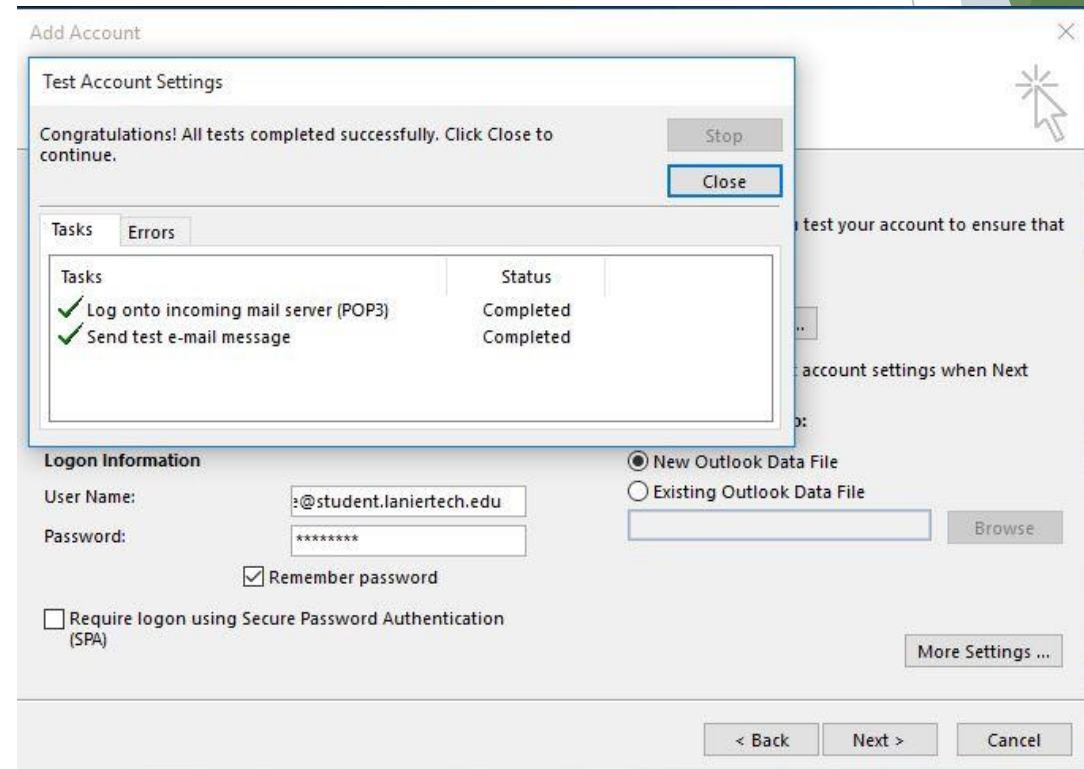
Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel



Test Account Settings

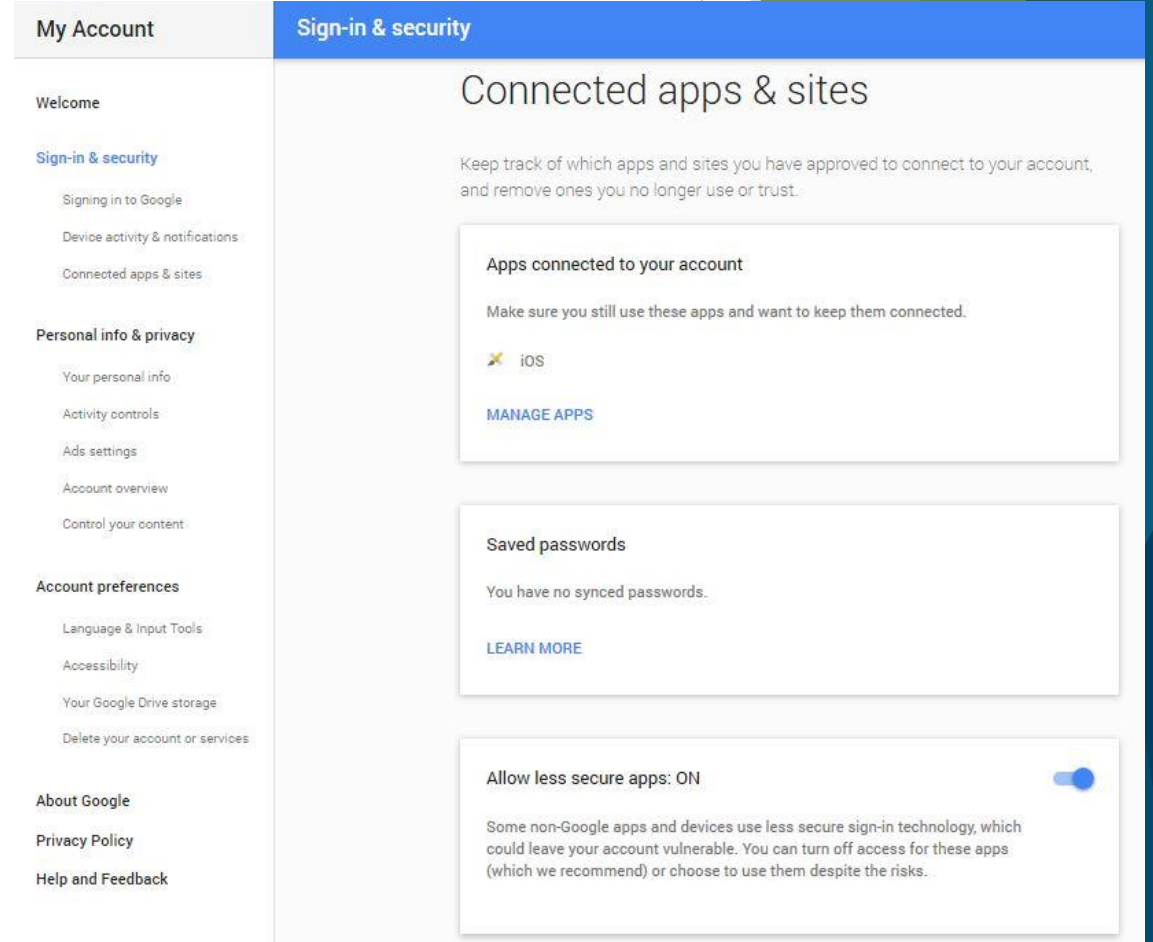
- ▶ If you get the following message. You are successful with the configuration.
- ▶ Click Close
 - ▶ Skip to page 14.
- ▶ If test fails, continue to next page.



Test Account Settings

- Follow the steps below if your test failed.

- ▶ If your Test Account Settings failed, you may need to make a change within the Gmail account settings.
- ▶ Cancel the test and close the Test Account Settings window
- ▶ Log in to your email account by going to <http://student04.student.laniertech.edu/>
- ▶ Click the Google Apps icon  toward the top right of the page
- ▶ Select My Account 
My Account
- ▶ Click Connected apps & sites under the Sign-in & Security area
- ▶ Turn on Allow less secure apps
- ▶ Return to Outlook, Click Next. Your test should now be completed successfully.



The screenshot shows the Google Account settings interface. The left sidebar is titled 'My Account' and includes sections for 'Welcome', 'Sign-in & security' (with sub-items: Signing in to Google, Device activity & notifications, Connected apps & sites), 'Personal info & privacy' (with sub-items: Your personal info, Activity controls, Ads settings, Account overview, Control your content), 'Account preferences' (with sub-items: Language & Input Tools, Accessibility, Your Google Drive storage, Delete your account or services), 'About Google', 'Privacy Policy', and 'Help and Feedback'. The main content area is titled 'Sign-in & security' and features a 'Connected apps & sites' section. This section includes a heading, a descriptive paragraph, a box for 'Apps connected to your account' (with a sub-heading, a descriptive sentence, an 'iOS' app listed, and a 'MANAGE APPS' link), a 'Saved passwords' section (with a sub-heading, a message 'You have no synced passwords.', and a 'LEARN MORE' link), and a toggle for 'Allow less secure apps: ON' (with a sub-heading, a descriptive paragraph, and a blue toggle switch).

Test Account Settings

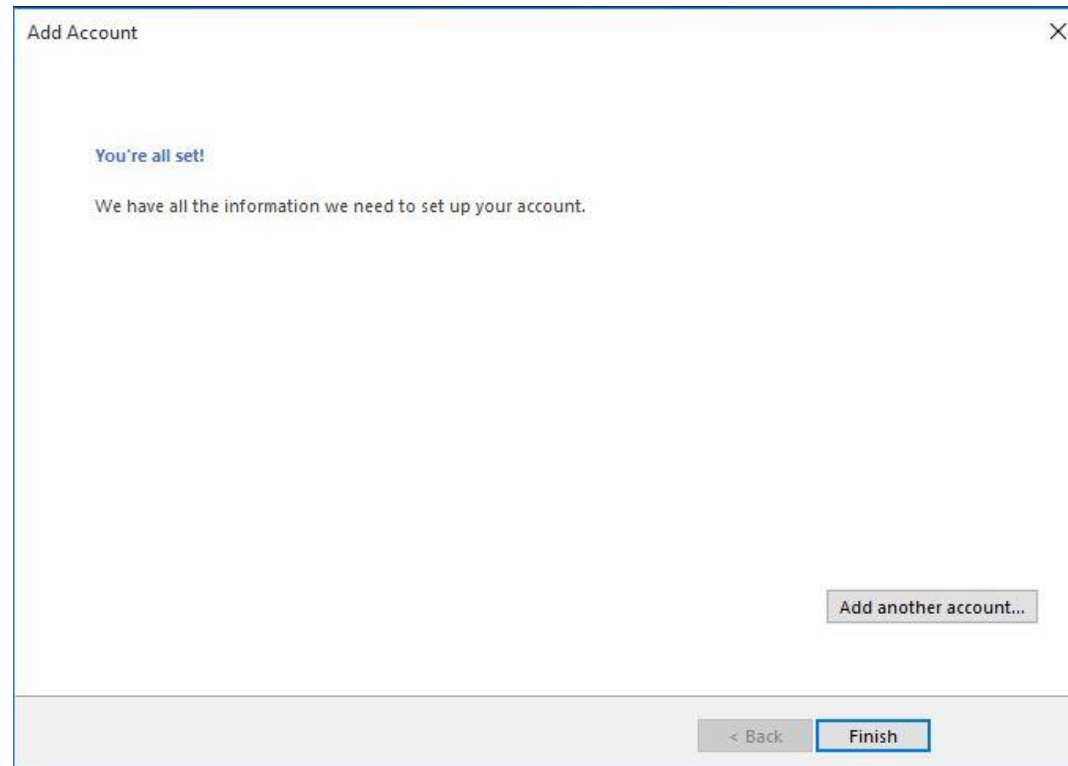
- ▶ If you get the following message. You are successful with the configuration.
- ▶ Click Close

The screenshot shows the 'Add Account' dialog box with the 'Test Account Settings' sub-dialog open. The sub-dialog displays a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' Below this is a table with two columns: 'Tasks' and 'Status'. The table lists two tasks, both marked as 'Completed'. The main dialog box shows the 'Logon Information' section with the following fields: 'User Name' (me@student.lanierotech.edu), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There are also radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', a 'Browse' button, and a 'More Settings ...' button. At the bottom of the main dialog are '< Back', 'Next >', and 'Cancel' buttons.

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

Add Account

- ▶ Click Finish



Welcome to your Student Email in Outlook

