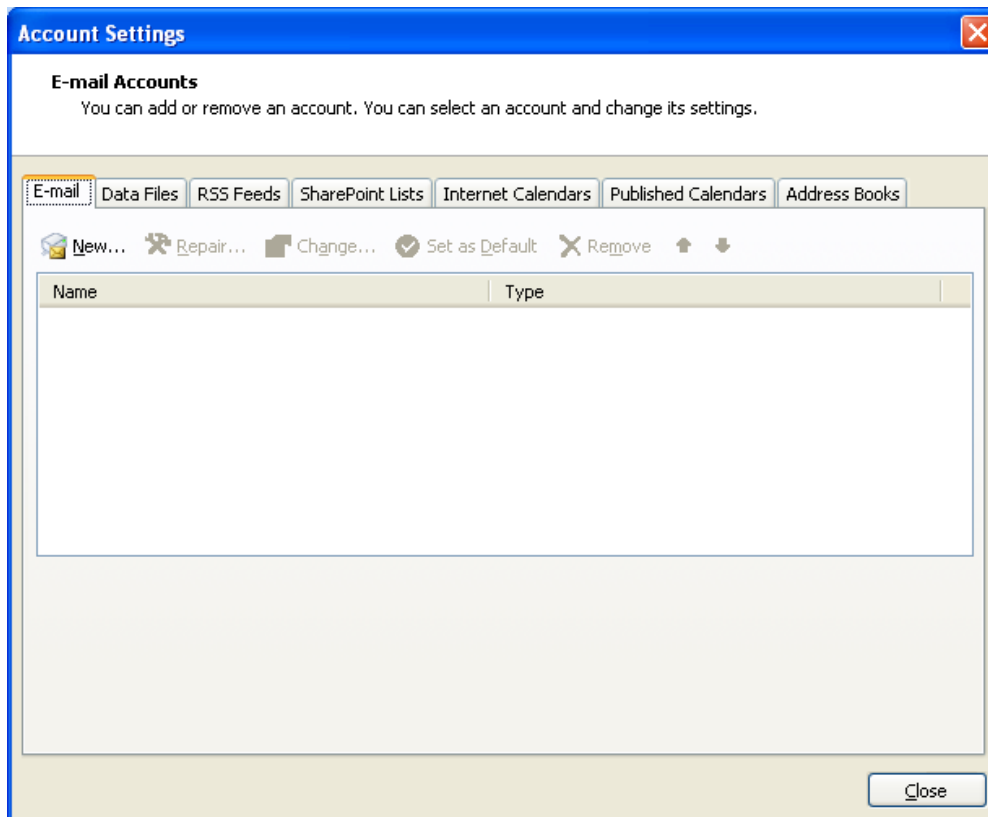


Before you begin

1. Install Outlook.
Outlook is a component of Microsoft Office and is installed as part of the MS Office installation.
2. Apply available Service Packs for Office, available from the Downloads section of office.microsoft.com
Note: A valid installation CD will be necessary to apply these updates.

Configuring Outlook

1. Start Microsoft Outlook.
2. On the **Tools** menu, click **Account Settings**.
3. With the **E-mail** tab selected, click **New**.



4. Enter the following account settings:
 - o **Your Name:** your name

- **E-mail Address:** your @umit.maine.edu email address
- **Password:** leave blank
- **Retype Password:** leave blank
- **Manually configure server settings:** checked

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

Password:

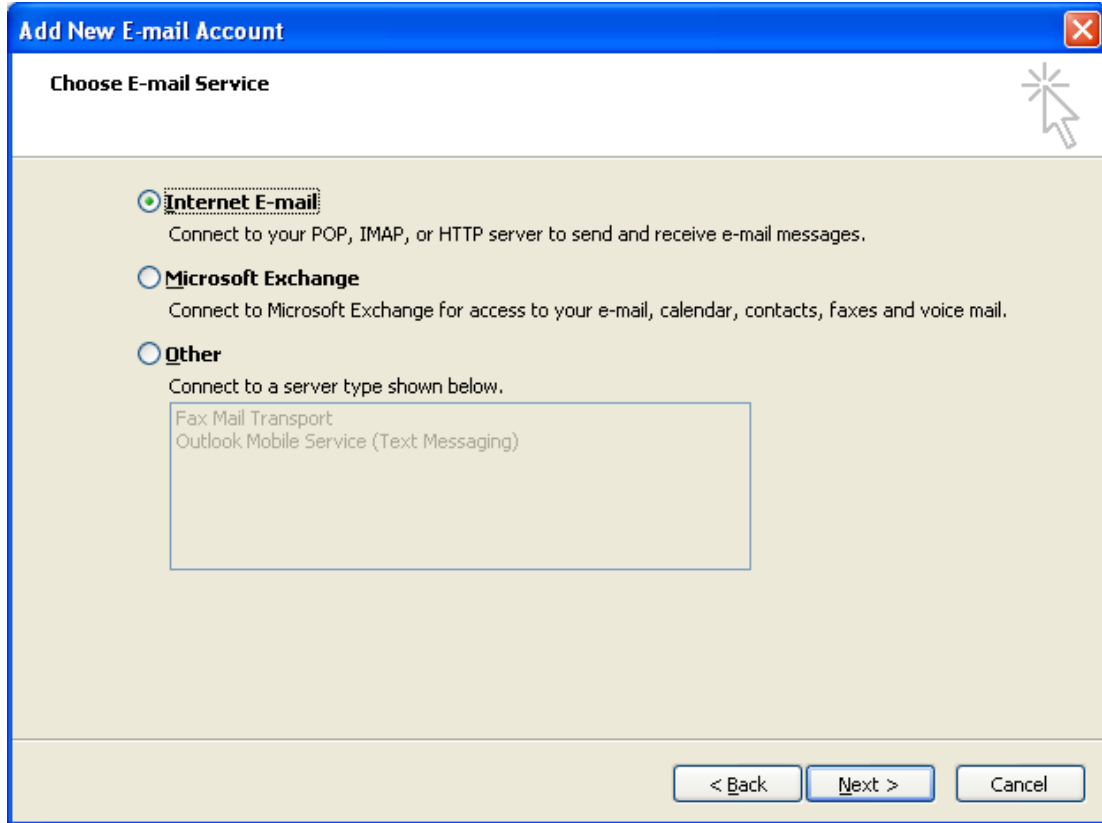
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

5. Click **Next**.

6. Choose **Internet E-mail** as your email service and then click **Next**.



7. Enter the following email settings:
- **Your Name:** your name
 - **E-mail Address:** your @umit.maine.edu email address
 - **Account Type:** POP3
 - **Incoming mail server:** *pop.umit.maine.edu*
 - **Outgoing mail server (SMTP):** mail.maine.edu
 - **User Name:** your FirstClass username
 - **Password:** type in your FirstClass password
 - **Remember password:** checked
 - **Require logon using Secure Password Authentication (SPA):** unchecked

Add New E-mail 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:

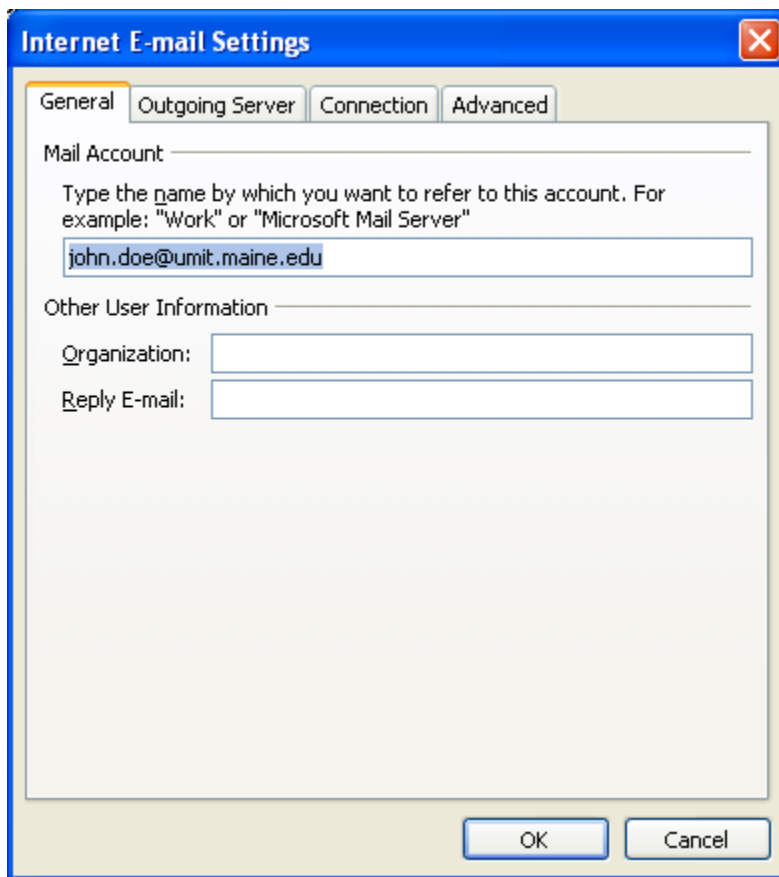
Remember password

Require logon using Secure Password Authentication (SPA)

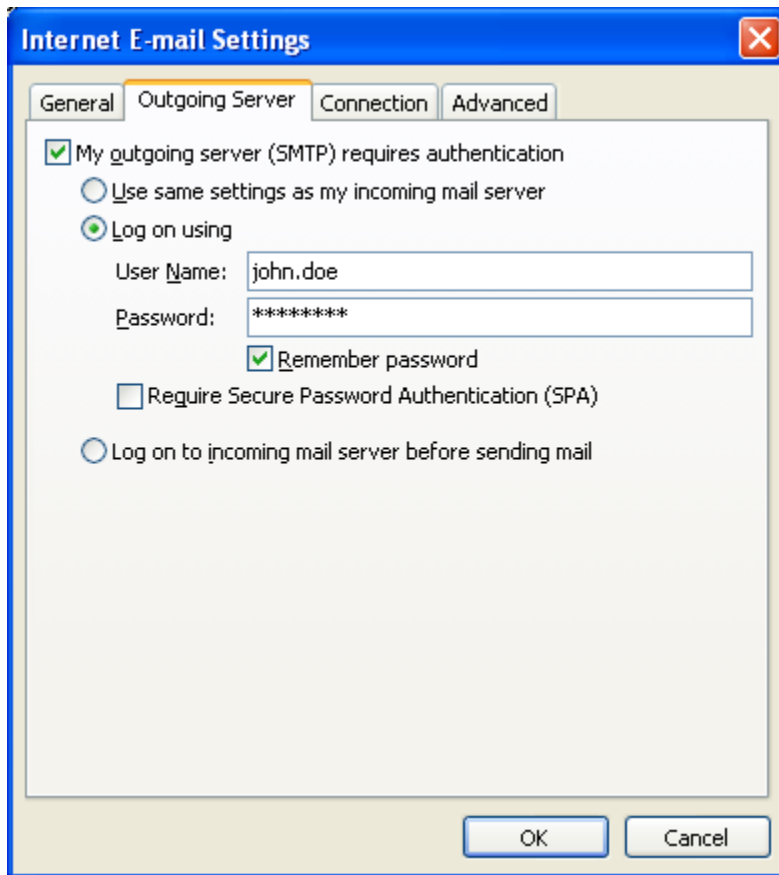
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

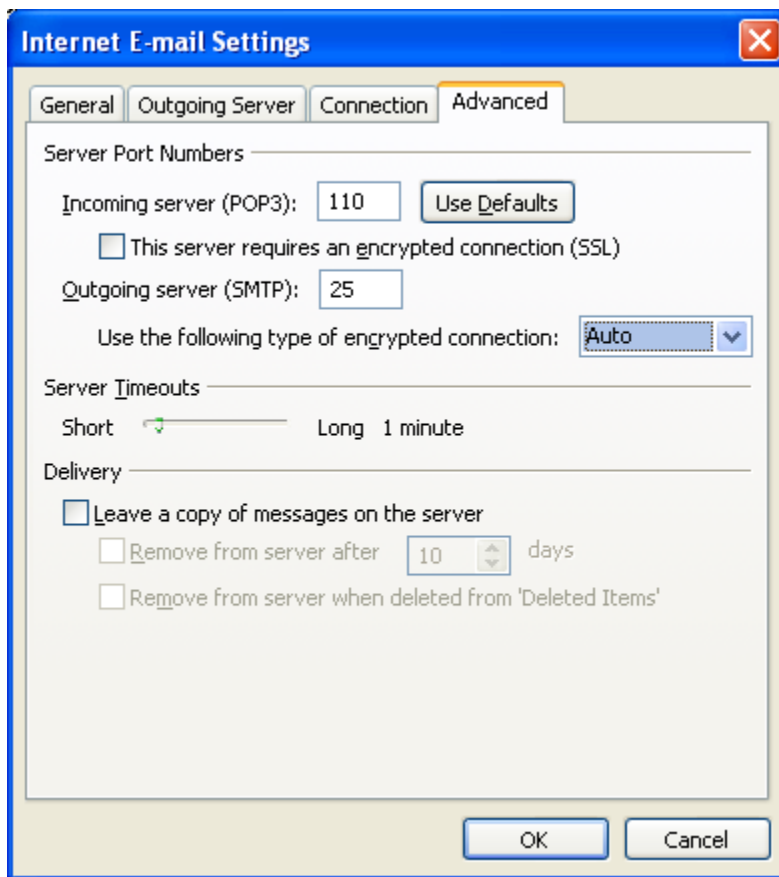
8. Click the **More Settings** button.
9. With the **General** tab selected, enter a name for your mail account, such as FirstClass Email, if you wish. Otherwise, the mail account name defaults to the incoming server name.



10. Click the **Outgoing Server** tab and enter the following information:
- **My outgoing server (SMTP) requires authentication:** checked
 - **Log on using:** selected
 - **Input your Mainstreet username and password.** Mainstreet credentials are used to authenticate to the outgoing email serve.



11. Click the **Advanced** tab and enter the following information:
- **Incoming server (POP3):** 110
 - **This server requires a secure connection (SSL):** unchecked
 - **Outgoing server (SMTP):** 25
(if 25 doesn't work, use 465)
 - **Use the following type of encrypted connection):** Auto
 - In the **Delivery** area, check the box for **Leave a copy of messages on the server.**
 - If this is your primary computer, include a number of days in the **Remove from server after _ days** field. The mail stays on the server for a given number of days, during which time you can access previously-read messages on your secondary computer. If mail is left on the server indefinitely, you will eventually exceed your email quota.



12. Click **OK** to close the Internet E-mail Settings dialog box.
13. In the Add New E-mail Account window, click **Next**.
14. Click **Finish** to complete the setup of you email account.
15. Click **Close** to close the Account Settings dialog box.