

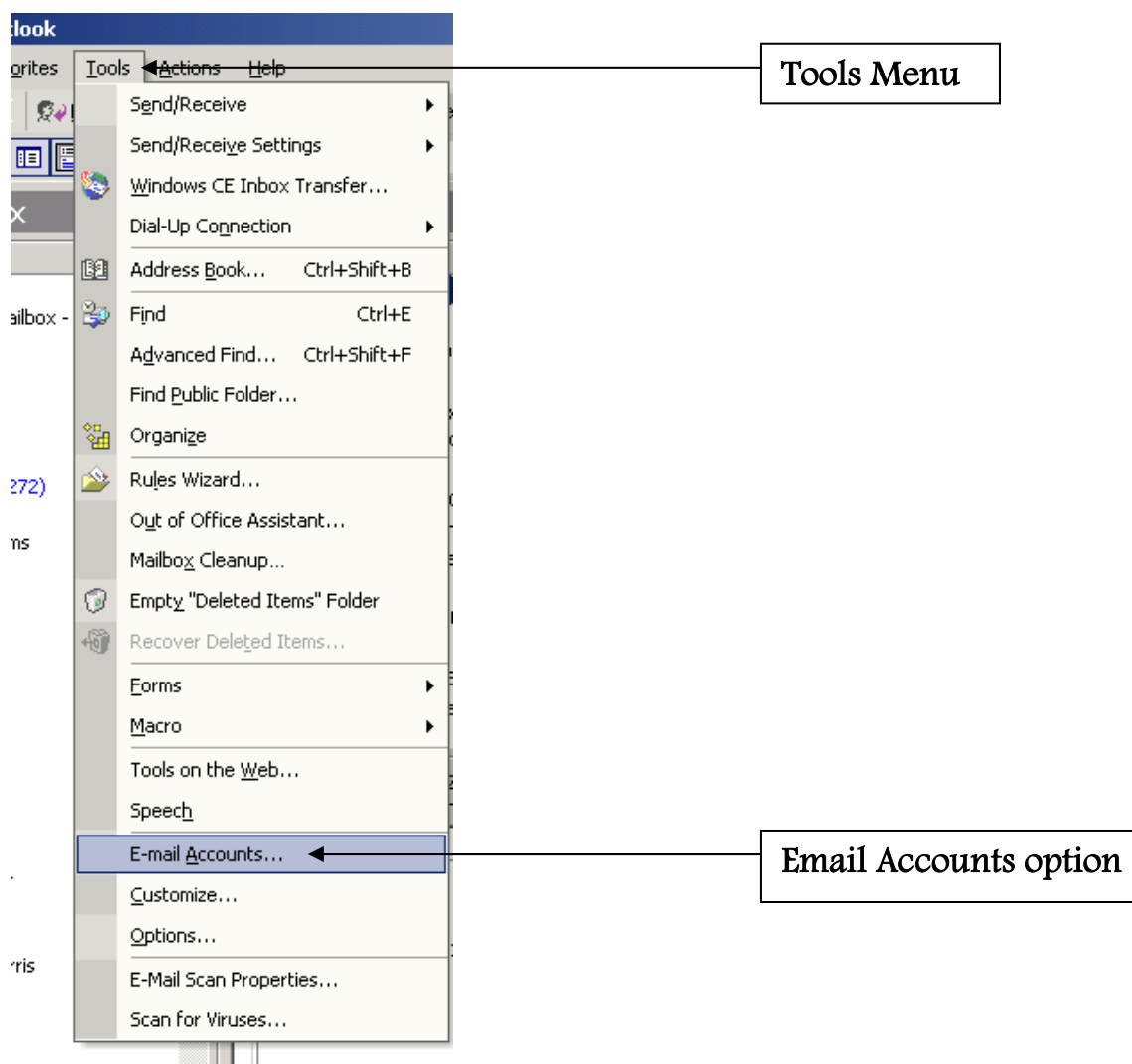


Setting up Microsoft OUTLOOK to use your school email account from home

You can use your school email account from home in a number of ways. If you want to use Microsoft OUTLOOK to connect to your school email account you need to carry out the following steps.

Note – this **adds** the school account to any existing email accounts you use – it will not overwrite or remove your current settings.

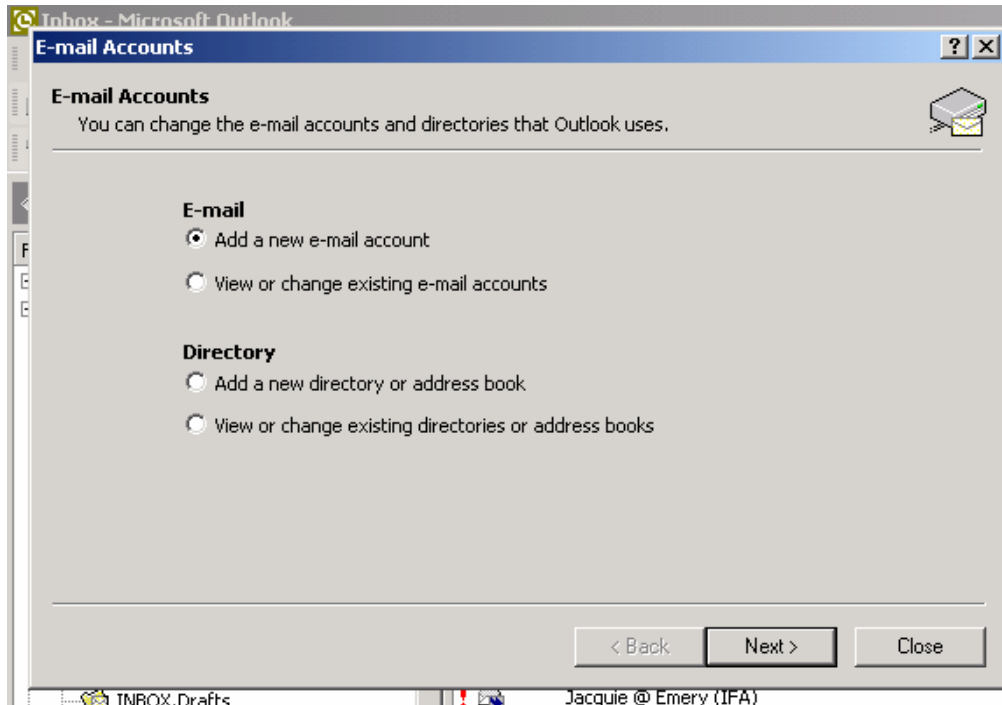
(1) Upon opening Microsoft Outlook, click on the **Tools** menu and select the **e-mail accounts** option.



If you can't see the option click the extend menu symbol (▼).

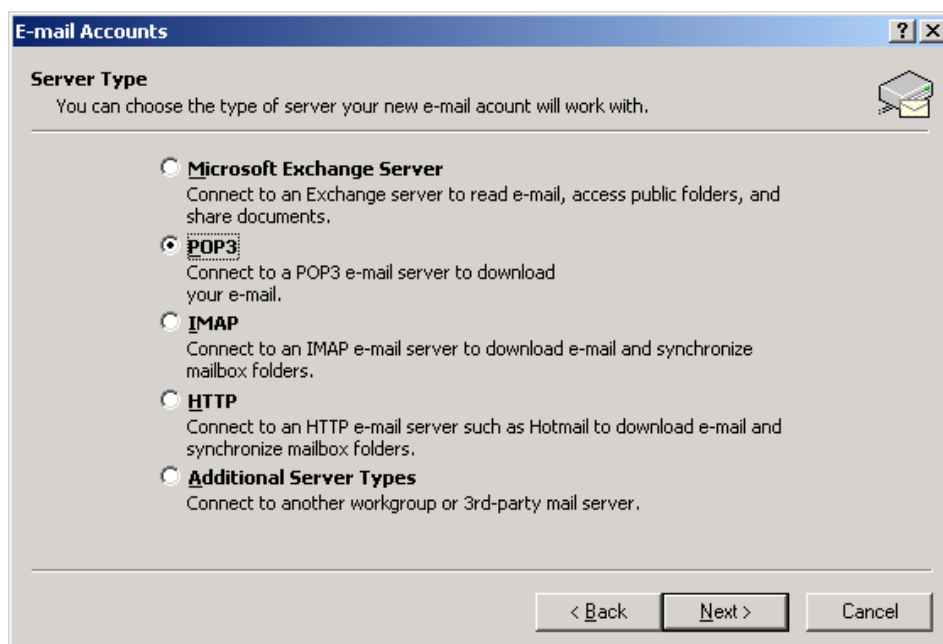
(2)

A new dialog box will open, click **add a new account**, then click **Next**.



(3)

A further dialog box will open select **POP3** and click **Next**.



(4)

A new dialog box will appear requesting information, enter the following (example at bottom of the screen):

User Information

Your Name: Enter your name
Email Address: Enter your Gilberd password

Logon Information:

User Name: *class\your username*
 i.e. *class\rmk*

Note. Those on the office server must type in:

gilberd\your username
i.e. *class\rmk*

Password: Enter your password

Server Information

Incoming mail server (POP3): 195.144.146.15
Outgoing mail server (SMTP): 195.144.146.15

To check all the settings are correct click the *Test Account Settings* button.

E-mail Accounts [?] [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password

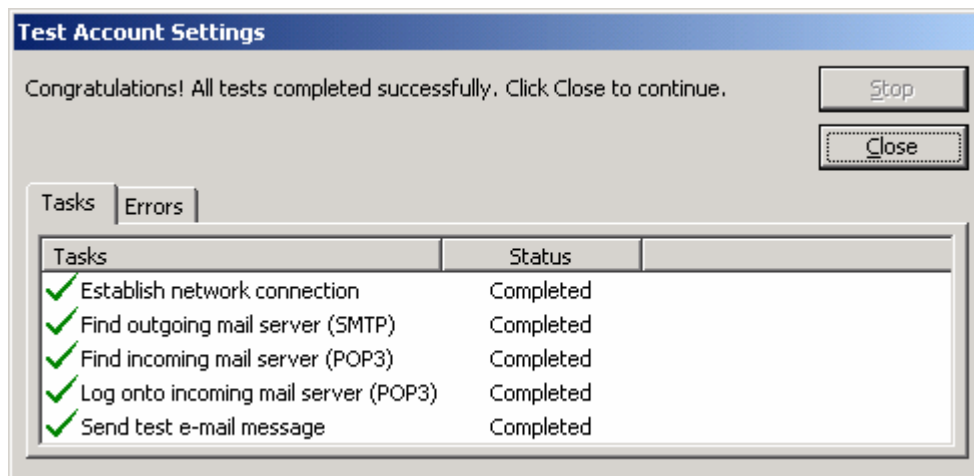
Test Settings

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

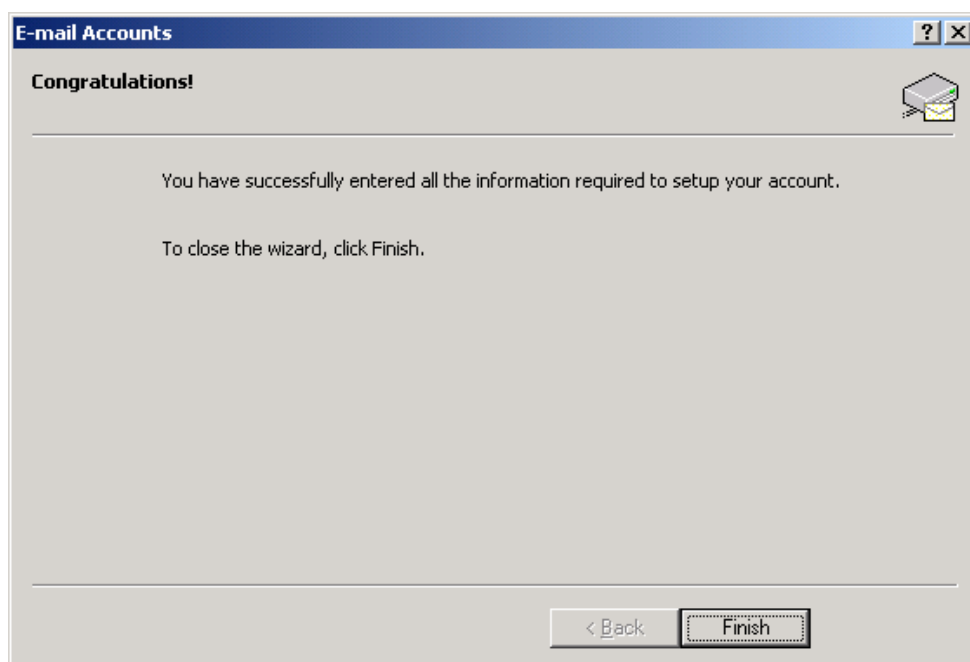
Log on using Secure Password Authentication (SPA)

(5)

Providing all the information is correct you should see this screen:



Click *Close* and another screen should appear informing you that the setup was successful.



Click *Finish* to complete the setup.

Mail from your Gilbert account will now automatically be sent and received when Outlook checks for mail.