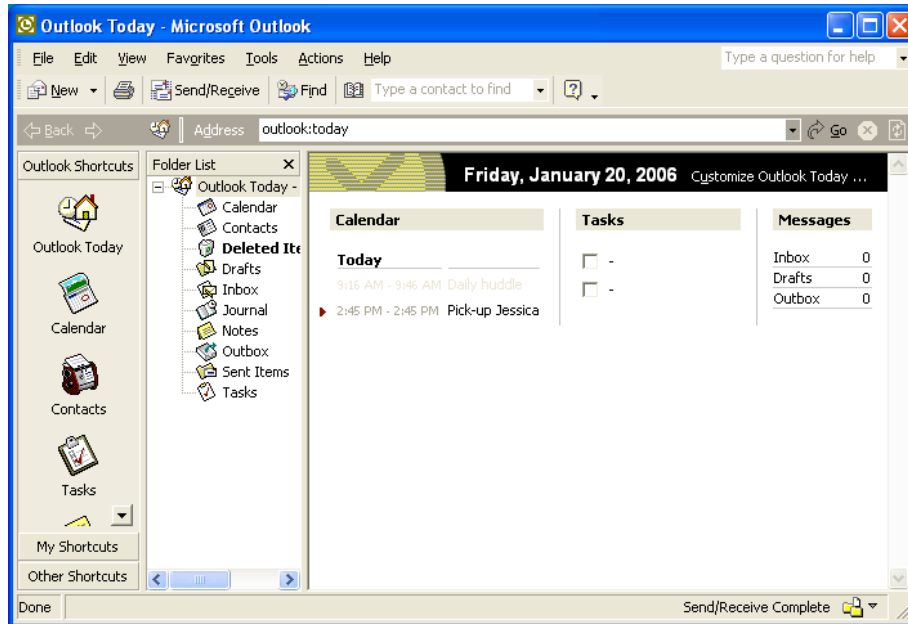




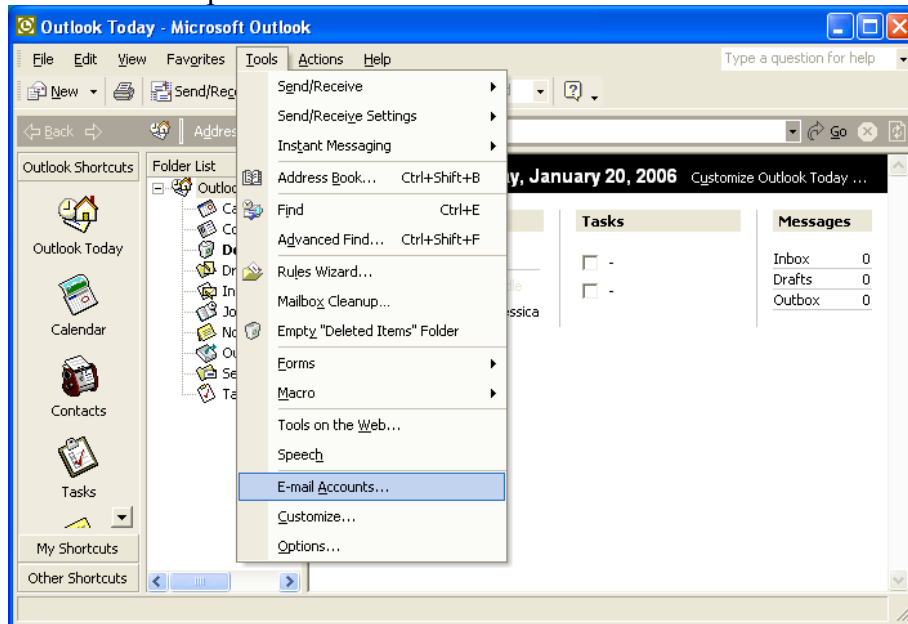
HOW TO SET UP MICROSOFT OUTLOOK

to pick up your email

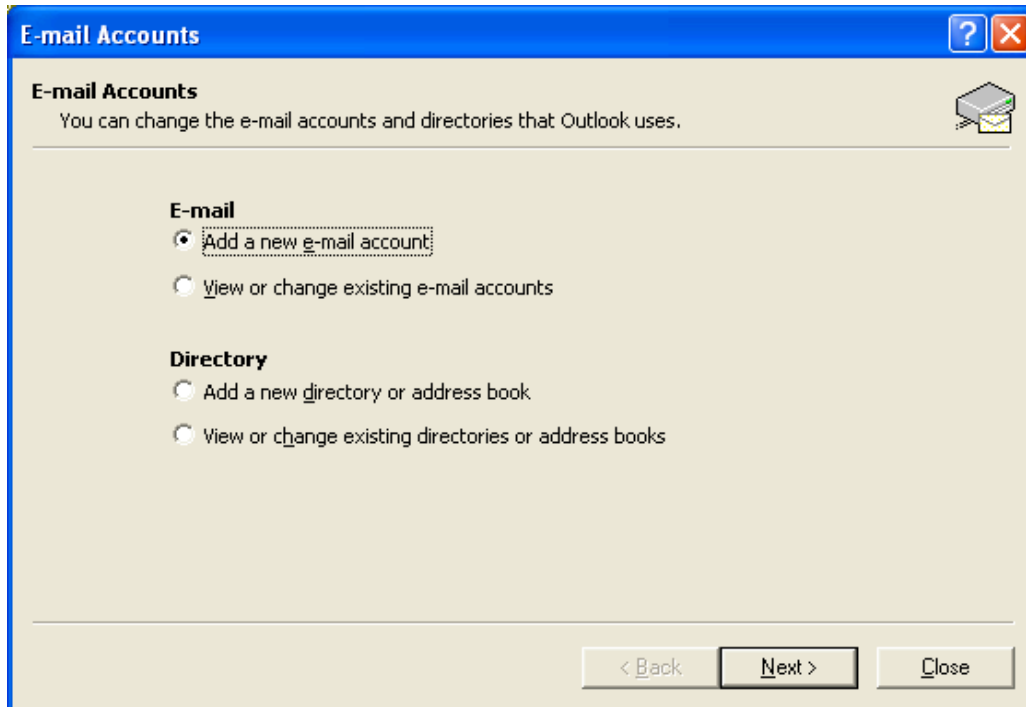
Open up MS Outlook



Now click on Tools in the top menu bar and choose Email accounts

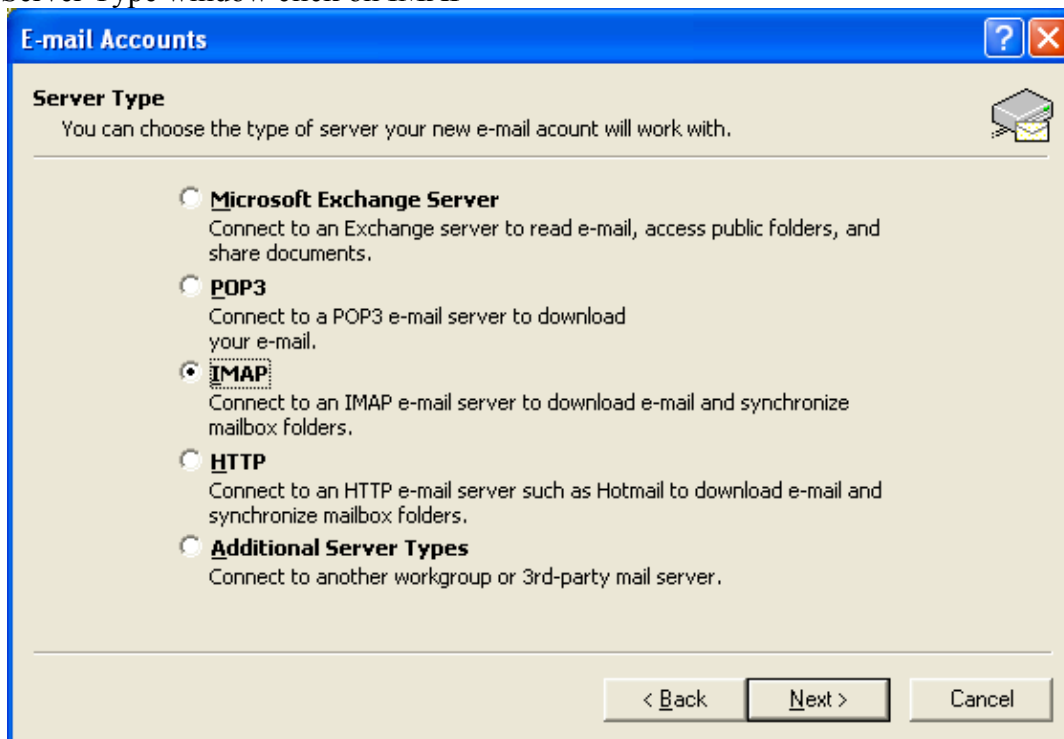


Click on Add a new e-mail account.



Click on Next

In the Server Type window click on IMAP



Click on Next

You are now required to use Secure Authentication to pick up your email.

Fill in your information.

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

[More Settings ...](#)

< Back Next > Cancel

User Information

Your Name: Fill in your name like you want it to appear on your emails.

E-mail Address: Fill in the address you want to display and be replied to.

Server Information

Your Incoming and Outgoing Mail servers are mail.yourdomainname.com (or org)

Logon Information

Your user name is your first initial and your last name all in lower case letters.

Your password is whatever misite.net assigned it to be. You may need to call to get it.

You can click the Remember Password if no one else uses your computer and you don't want to type it in each time.

Do not put a check in the box that says Log on using Secure Password Authentication (SPA).

Now you need to click on the **More Settings** button.

Click on the **General** tab.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field is filled with 'mail.phebemertes.com'. Below it, the 'Other User Information' section has 'Organization' set to 'Mertes Internet' and 'Reply E-mail' set to 'phebe@phebemertes.com'. The 'OK' and 'Cancel' buttons are at the bottom right.

You can type the name of your organization and the reply email you wish for them to use in here. This is kind of like adding a letter head to your email.

Now click on **Outgoing Server**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under 'Log on using', the radio button is selected. The 'User Name' field contains 'pmertes' and the 'Password' field contains '*****'. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

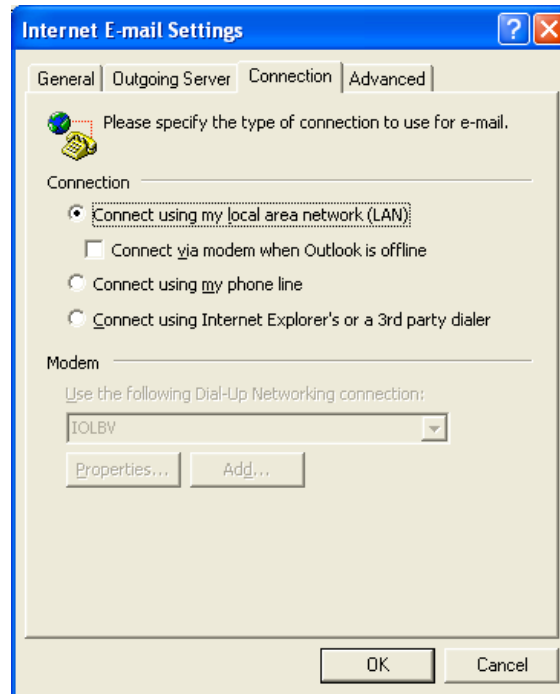
Put a check in the box My Outgoing Server (SMTP) requires authentication

Put a dot in the Log on Using

Put in your user name and your password

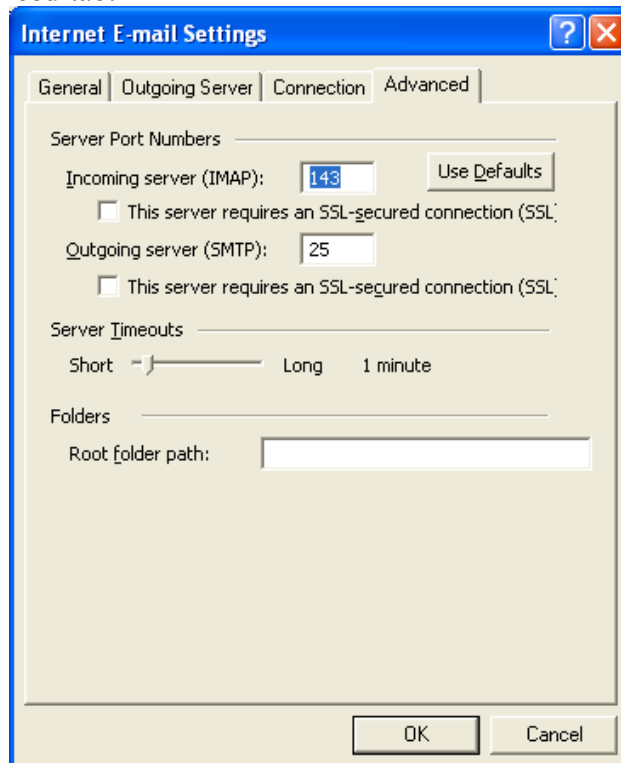
Do not check the Log on using Secure Authenticated Password.

Now click on **Connection**



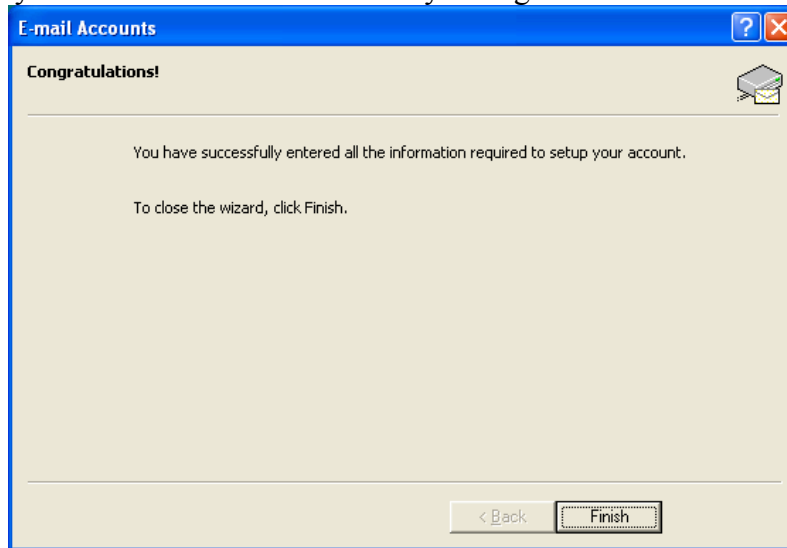
This is to be set to what ever setting you use to access the Internet, you most likely will not need to change this if you were getting your email before.

Now click on the **Advanced** tab.



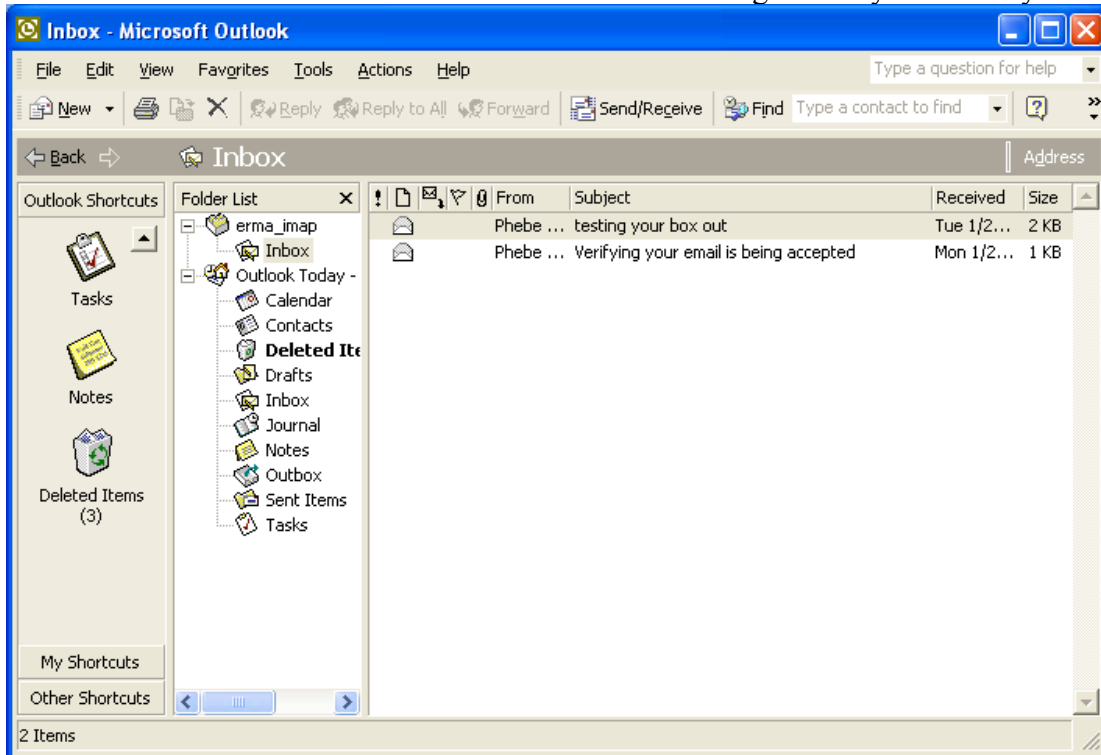
Nothing should be checked in these fields.

Now click on Okay. Then click on Next. And it says Congratulations!

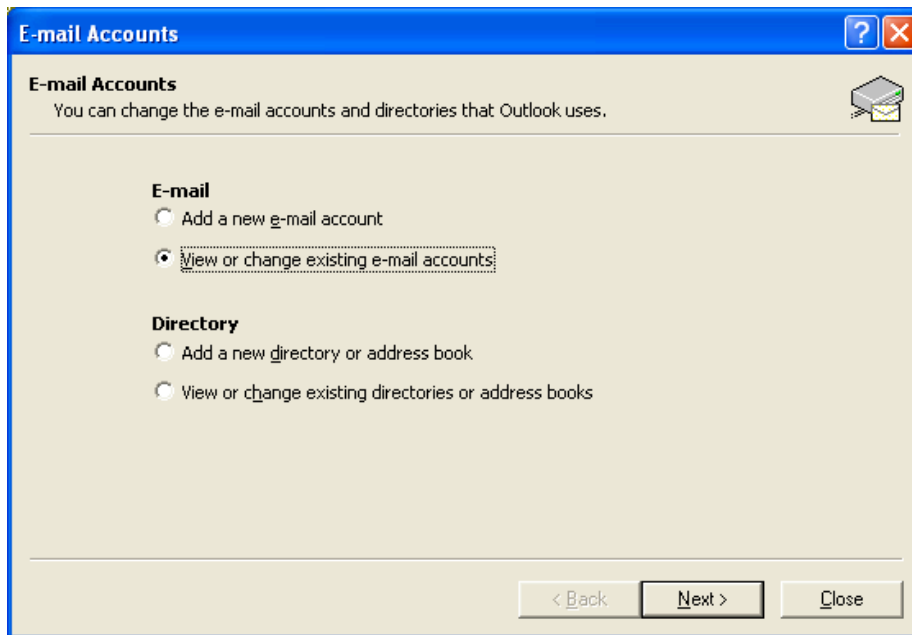


Now you can go and pick up your email. Outlook creates a new box under the new IMAP account name and then an IN box. You can click on this folder to make it synchronize your desktop mail folder with the server's folder.

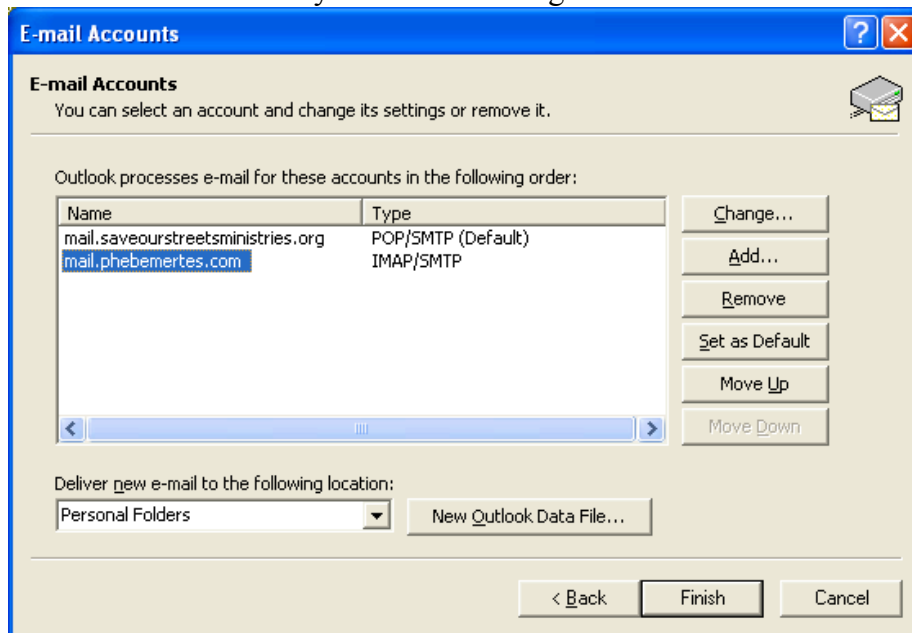
You have to click on the inbox under the new account name to get it to synchronize your email



If you need to edit something in your settings –
 Go to Tools on the Top Menu bar and choose email accounts. This time click on View or change existing e-mail accounts.



Now you choose which account it is you want to Change.



Visit <http://www.misite.net/howto> for our FAQs on error messages and problems you might encounter.

If you have any problems, call Misite.net. 979-690-0338.