Email Setup For Outlook On Personal Machine Off Campus.



- 1. Navigate to the Windows Start Menu (or press the "Windows" key-board button).
- 2. Select Control Panel on the right-hand side of the Start Menu.



- 3. In the **Control Panel**, depending on which version of Windows, double-click either:
 - a. Mail (older versions of Windows)
 - or
 - b. Mail (32-BIT)



- 4. After selecting Mail (or Mail (32-BIT)), the Mail Setup dialog box will open.
- 5. Click on the **E-mail Accounts...** button.

Mail Se	etup - Outlook	x
E-mail Act	counts Setup e-mail accounts and directories.	E-mail Accounts
Data Files	s Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles -	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

- 6. The Account Settings dialog box will open. You will see several tabs. Verify that you are viewing the E-Mail tab.
- 7. Click on the New... (or Add... in older versions of Windows) button.

Account Settings			See. 1		x
E-mail Accounts You can add or remo	ve an account. You can	select an account and	change its settings.		
E-mail Data Files RSS F	eeds SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Sa New 🎇 Repair	. 🚰 Change 📎 S	õet as Default 🗙 R	emove 🕈 🖶		
Name		Туре			
Hlia@hunter.cuny.ed	u	Microsoft Exc	hange (send from this	account by default)	
Selected account delivers r	new messages to the fol	owing location:			
in data	nunter.cuny.edu \Inb a file C: \Users \TRC Admi	₩ n\\Microsoft\Outloc	k\Hlia@hunter.cuny.e	du.ost	
				Close	

The Add New Account dialog box will now open.

- 8. Select the radio button next to **E-mail Account**.
- 9. Click on the **Next >** button to proceed.

Add New Account	×
Choose Service	
E-mail Account Connect to an e-mail account provided by your Interview your companization.	net service provider (ISP) or
Text Messaging (SMS)	
Connect to a mobile messaging service.	
© <u>O</u> ther	
Connect to a server type shown below.	
Fax Mail Transport	
	¥
	< <u>B</u> ack <u>Next</u> Cancel

- 10. You will now see the Auto Account Setup dialog box.
- 11. Select the radio button next to **E-Mail Account**.
- 12. Complete the form fields with the pertinent information:
 - a. Your Name:
- user's first and last names.
- b. E-Mail Address: user name followed by the "@hunter.cuny.edu" domain.c. Password: user's Hunter NetID password.

Click Next to conr	ect to the mail server and automatically configure your account settings.
E-mail Account	
Your Name:	*******
	Example: Ellen Adams
E-mail Address:	jdelacr@hunter.cuny.edu
	Example: ellen@contoso.com
Password:	*********
Retype Password:	********
	Type the password your Internet service provider has given you.
Text Messaging ((SMS)
Manually configu	re server settings or additional server types

Only use next set of instructions if an auto configuration problem has occurred like the in the example below.

Add New Account	X
Problem Connecting to Server	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
 Establish network connection Search for ifdelacr@hunter.cupy.edu server settings 	
Log on to server	
An encrypted connection to your mail server is not available.	
Click text to attempt using an unend ypted connection.	
< Back Wext >	Cancel

- 1. Click the < Back button located on the Lower Right Hand corner
- 2. Select Manually configure server settings or additional server types.
- 3. Click the **Next >** button.

Add New Account	the second second by the second second second second	×
Auto Account Setup Connect to other server types.		
© E-mail <u>A</u> ccount		
Your Name:	jose de la cruz	
	Example: Ellen Adams	
E-mail Address:	jdelacr@hunter.cuny.edu	
	Example: ellen@contoso.com	
Password:	*******	
Retype Password:	*****	
	Type the password your Internet service provider has given you.	
Text Messaging	(SM5)	
Manually configure	re server settings or additional server types	
	< Back Next >	Cancel

- 4. Under Choose Service, select the Internet E-Mail radio button.
- 5. Click the **Next >** button.

Add New Account		X
Choose Service		N.C.
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and Text Hessaging (SHS) Connect to a mobile messaging service. Other Connect to a server type shown below. 	s. I voice mail messages.	
	< Back Next >	Cancel

- 6. Complete the form fields with the pertinent information:
 - a. Under the User Information section:
 - i. Your Name: user's first and last name.
 - ii. E-Mail Address: user name followed by the "@hunter.cuny.edu" domain.
 - b. Under the Server Information section:
 - i. Account Type: select IMAP from the drop-down list.
 - ii. Incoming mail server: Type mail.hunter.cuny.edu
 - iii. Outgoing mail server: Type mail.hunter.cuny.edu
 - c. Under the Logon Information section:
 - i. User Name: username is the name that precedes "@hunter.cuny.edu".
 - ii. **Password:** user's Hunter NetID password.
- 7. Select the **Remember Password** check box.
- 8. Click the More Settings button located in the lower right-hand corner.
- 9. Click the "More Settings..." button.

Add New Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	punt working.
User Information		Test Account Settings
Your Name:	jose de la cruz	After filling out the information on this screen, we recommend you test your account by clicking the button
E-mail Address:	jdelacr@hunter.cuny.edu	below. (Requires network connection)
Server Information		Test Assured Settingen
Account Type:	IMAP 💌	rest Account Setungs
Incoming mail server:	mail.hunter.cuny.edu	Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	mail.hunter.cuny.edu	
Logon Information		
User Name:	jfdelacr@Hunter.cuny.edu	
Password:	******	
📝 R	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

- 10. Click the **Outgoing Server** Tab.
- 11. Select My outgoing server (SMTP) requires Authentication.

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
My outgoing serve	(SMTP) requires authentic	ation
Ose same settir	ngs as my incoming mail ser	ver
Log on using		
User Name:		
Password:		
	Remember password	
Require Sec	ure Password Authenticati	on (SPA)



18 .Finally, click the **Finish** button to complete setup.

Add New Account	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, dick Finish. Add another account
	< Back Finish

- 12. Click the Advanced tab.
- 13. Select **SSL** for type of **encrypted connection**
- 14. Change Incoming server (IMAP) to 993
- 15. Change Outgoing Server (STMP) to 587
- 16. Select **TLS** for type of encrypted connection
- 17. Click on **OK** button.
- 18. Click the Next Button.