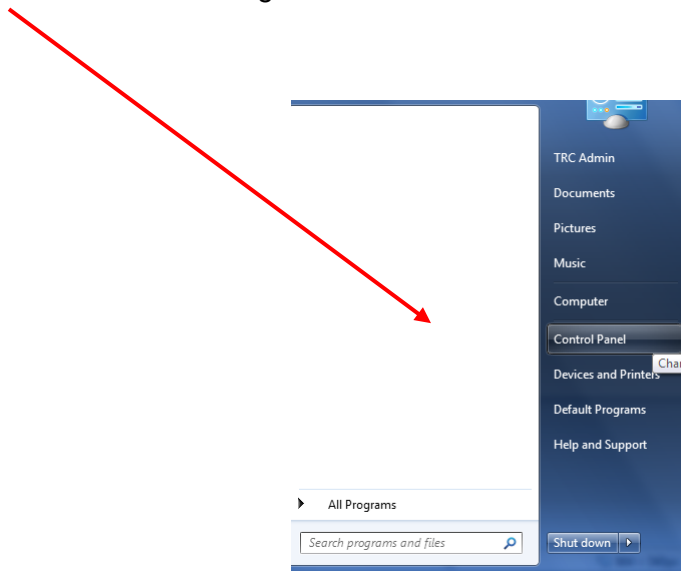


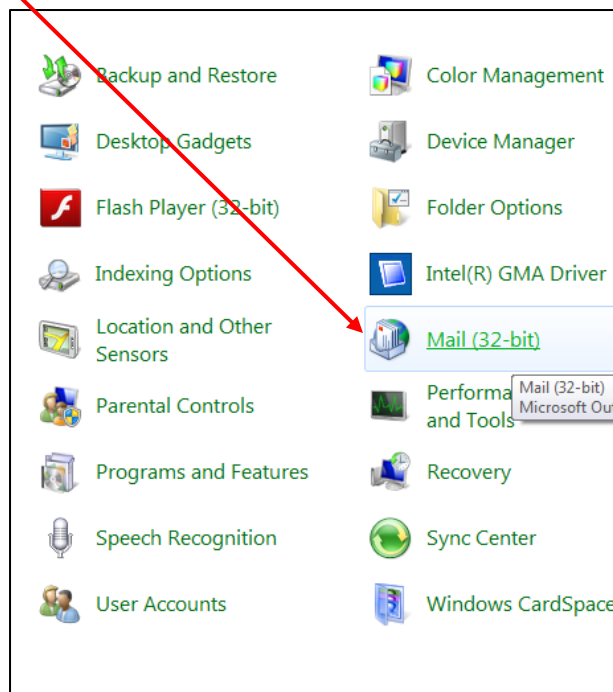
# Email Setup For Outlook On Personal Machine Off Campus.



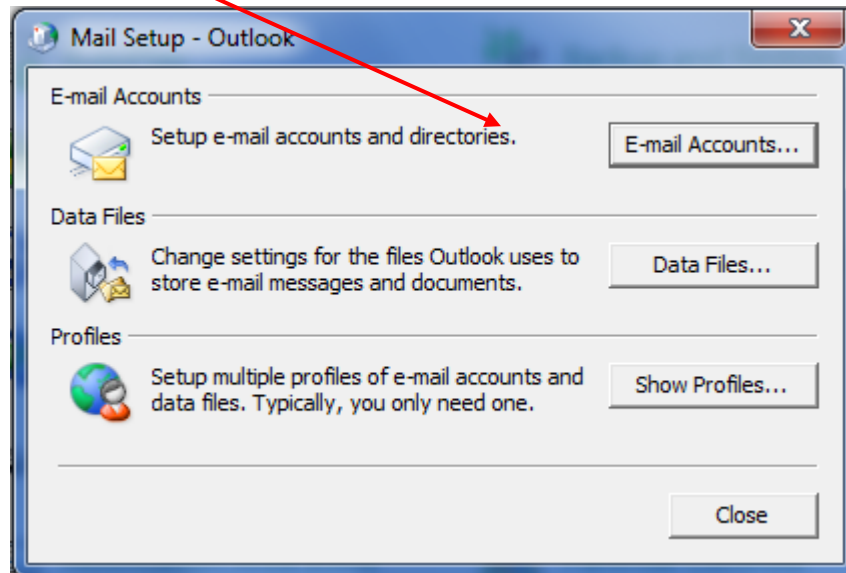
1. Navigate to the Windows **Start Menu** (or press the “**Windows**” key-board button).
2. Select **Control Panel** on the right-hand side of the **Start Menu**.



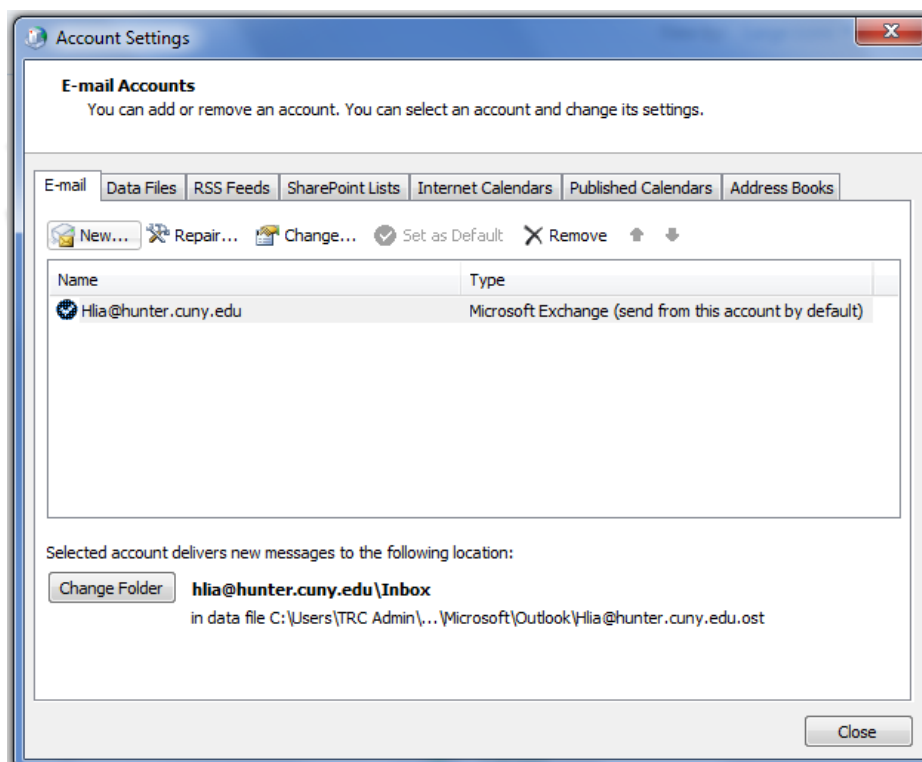
3. In the **Control Panel**, depending on which version of Windows, double-click either:
  - a. **Mail** (older versions of Windows)
  - or
  - b. **Mail (32-BIT)**



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

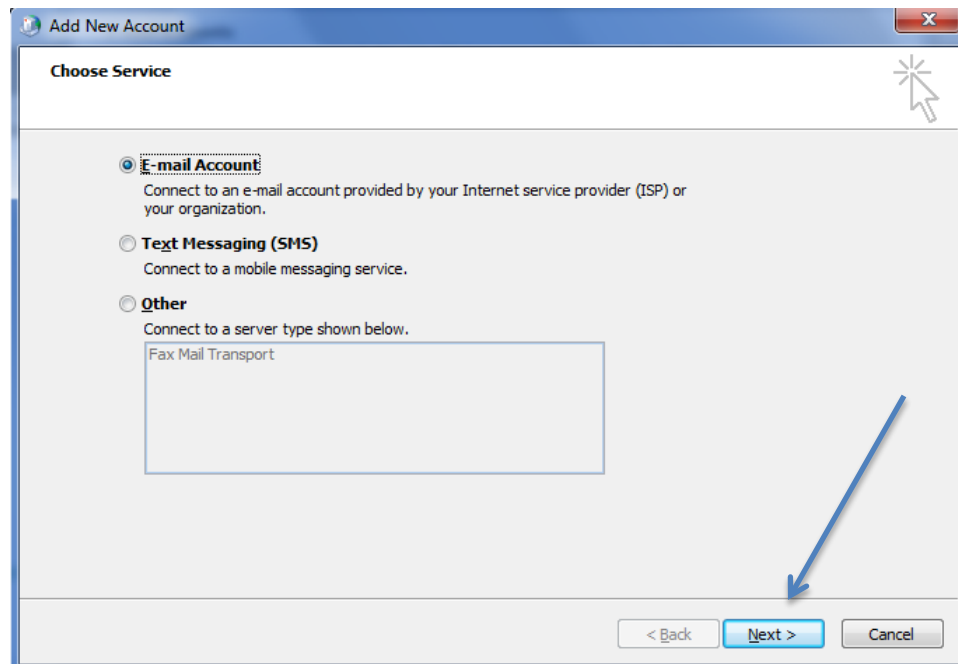


6. The **Account Settings** dialog box will open. You will see several tabs. Verify that you are viewing the **E-Mail** tab.
7. Click on the **New...** (or **Add...** in older versions of Windows) button.

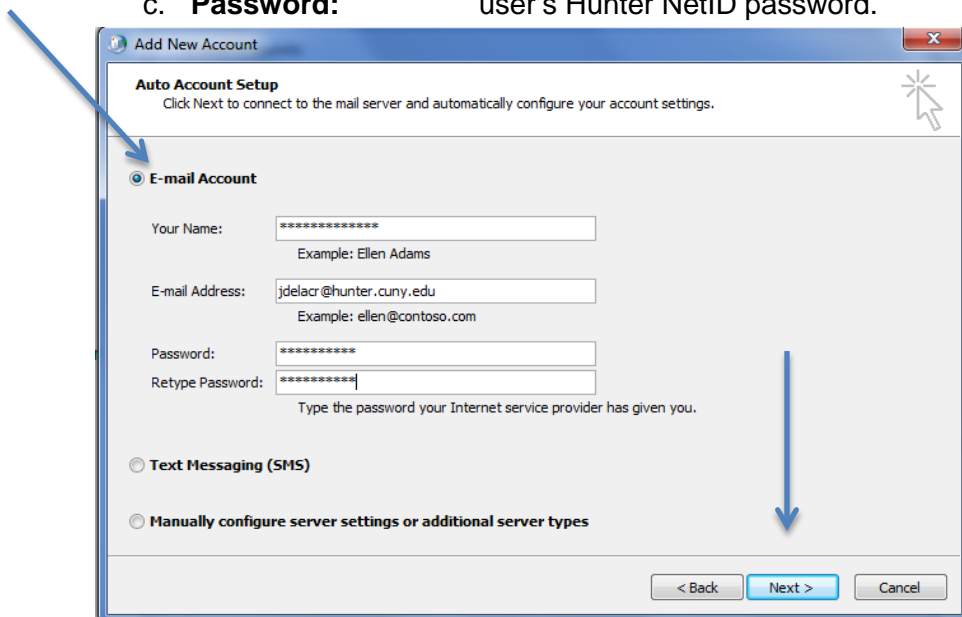


The **Add New Account** dialog box will now open.

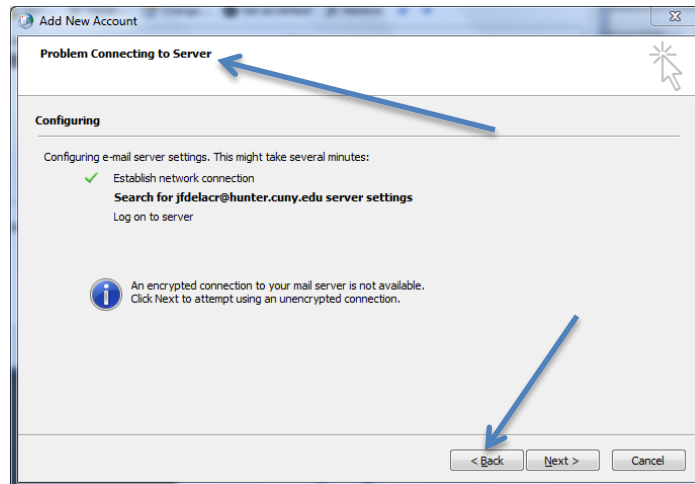
8. Select the radio button next to **E-mail Account**.
9. Click on the **Next >** button to proceed.



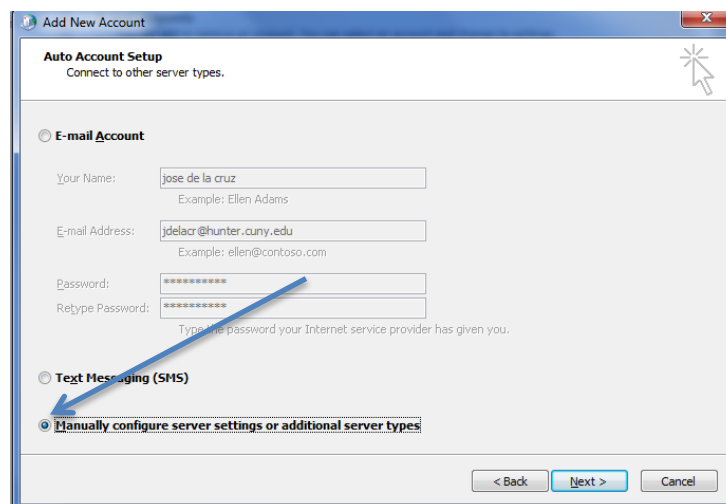
10. You will now see the **Auto Account Setup** dialog box.
11. Select the radio button next to **E-Mail Account**.
12. Complete the form fields with the pertinent information:
  - a. **Your Name:** user's first and last names.
  - b. **E-Mail Address:** user name followed by the "@hunter.cuny.edu" domain.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



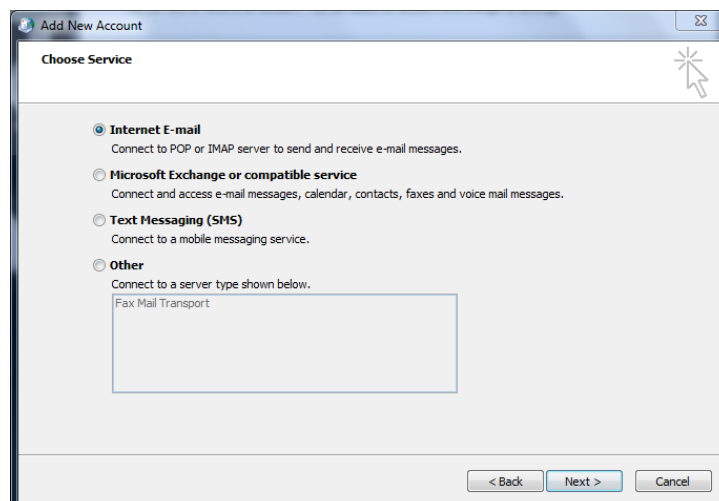
Only use next set of instructions if an auto configuration problem has occurred like the in the example below.



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.



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

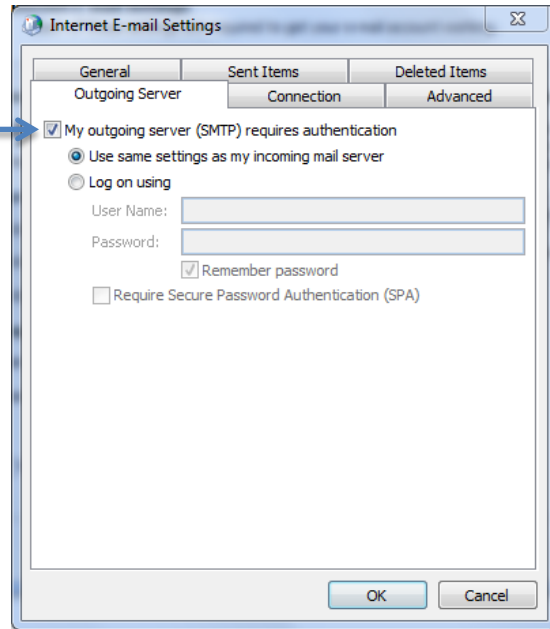


6. Complete the form fields with the pertinent information:
  - a. Under the **User Information** section:
    - i. **Your Name:** user's first and last name.
    - ii. **E-Mail Address:** user name followed by the "@hunter.cuny.edu" domain.
  - b. Under the **Server Information** section:
    - i. **Account 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.

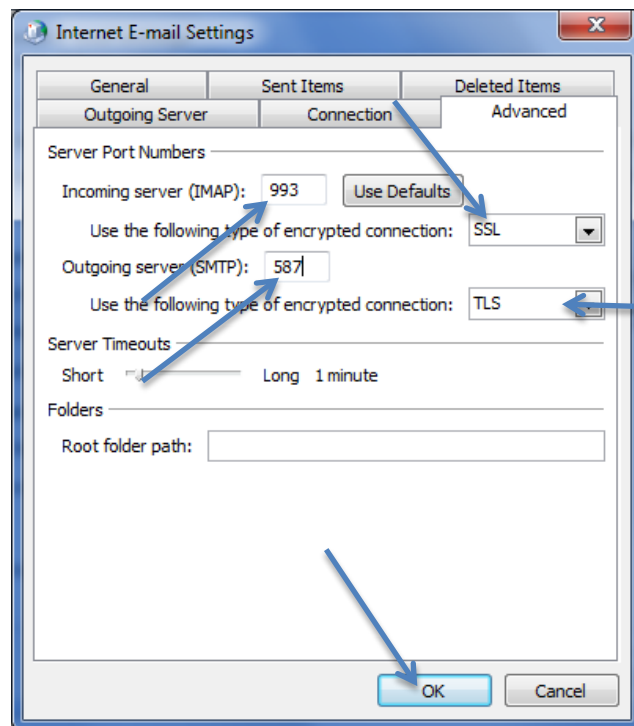
The screenshot shows the 'Add New Account' dialog box with the following fields and options:

- User Information:**
  - Your Name: jose de la cruz
  - E-mail Address: jdelacr@hunter.cuny.edu
- Server Information:**
  - Account Type: IMAP (selected from a dropdown)
  - Incoming mail server: mail.hunter.cuny.edu
  - Outgoing mail server (SMTP): mail.hunter.cuny.edu
- Logon Information:**
  - User Name: jfdelacr@Hunter.cuny.edu
  - Password: (masked with asterisks)
  - ☒ Remember password
  - ☐ Require logon using Secure Password Authentication (SPA)
- Test Account Settings:**
  - Test Account Settings ... button
  - ☒ Test Account Settings by clicking the Next button
- Buttons:** < Back, Next >, Cancel, and More Settings ... (highlighted with a red arrow).

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



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



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

