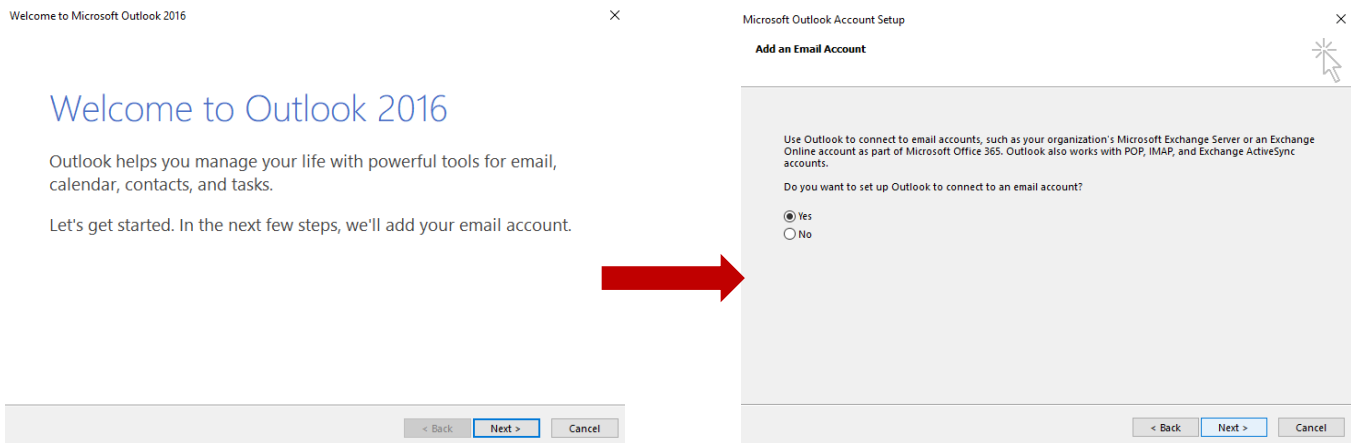




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User guide for Outlook

To use outlook, first select outlook from the Start menu.






User guide for Outlook

Click Next to enter your information as shown in the example below:

Add Account ×

Auto Account Setup
Outlook can automatically configure many email accounts. 

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

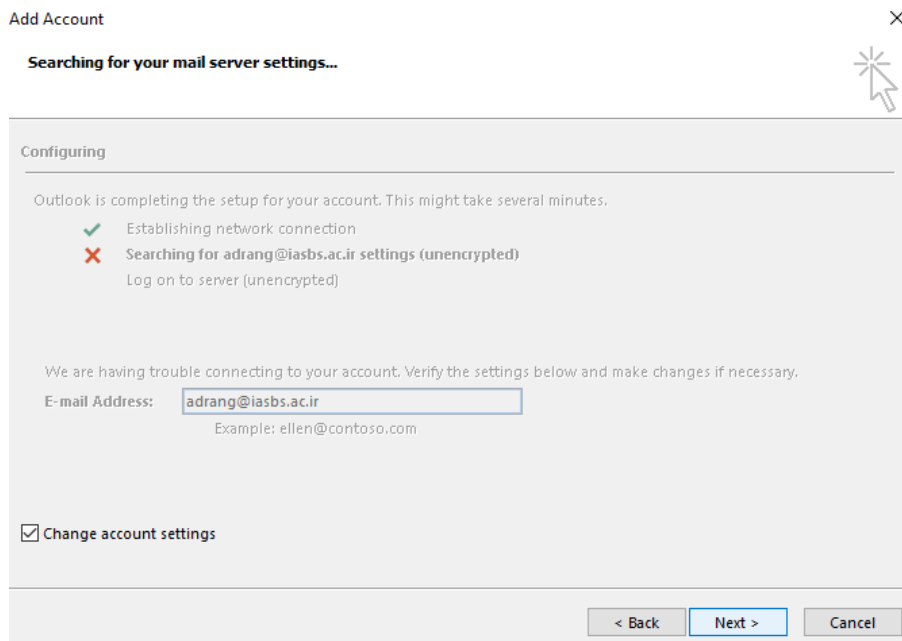
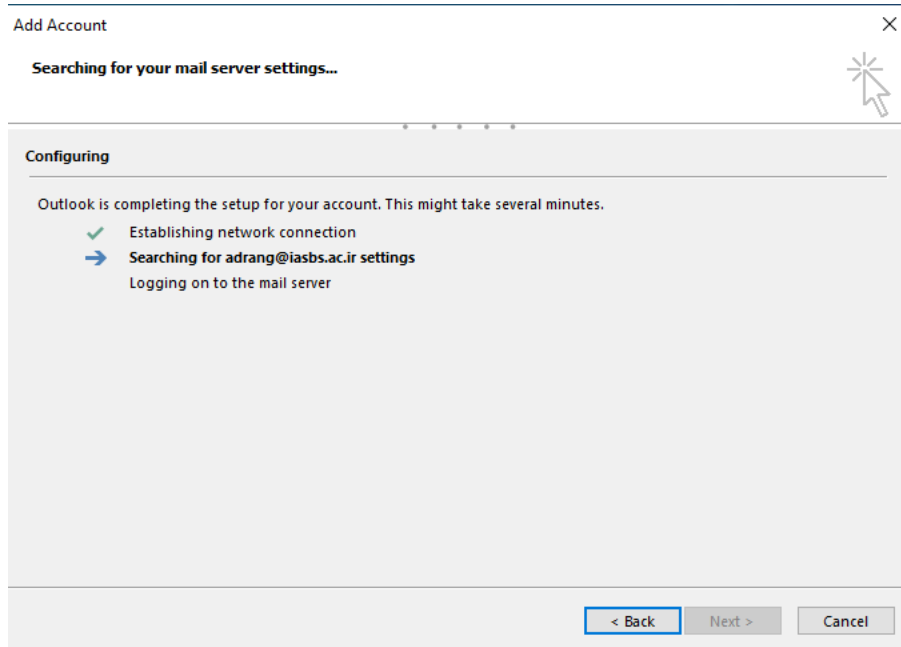
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

Click on Next.



User guide for Outlook





User guide for Outlook

By selecting the Next option, you will enter the next step. In this step, select POP or

Add Account

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

IMAP.

Enter your information according to picture below:

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Adrang

Email Address: adrang@iasbs.ac.ir

Server Information

Account Type: IMAP

Incoming mail server: mail.iasbs.ac.ir

Outgoing mail server (SMTP): mail.iasbs.ac.ir

Logon Information

User Name: adrang

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel



User guide for Outlook

Select More Settings to adjust the settings according to the images. The General section does not need to be changed.

Internet E-mail Settings

General | **Outgoing Server** | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

adrang@iasbs.ac.ir

Other User Information

Organization:

Reply E-mail:

OK Cancel

Internet E-mail Settings

General | **Outgoing Server** | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

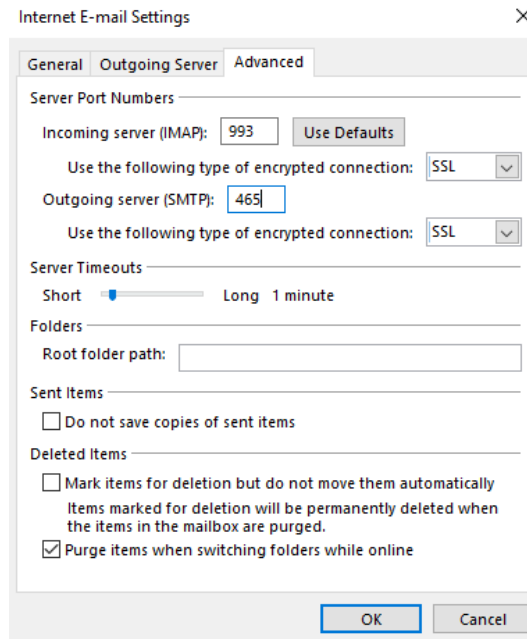
Require Secure Password Authentication (SPA)

OK Cancel

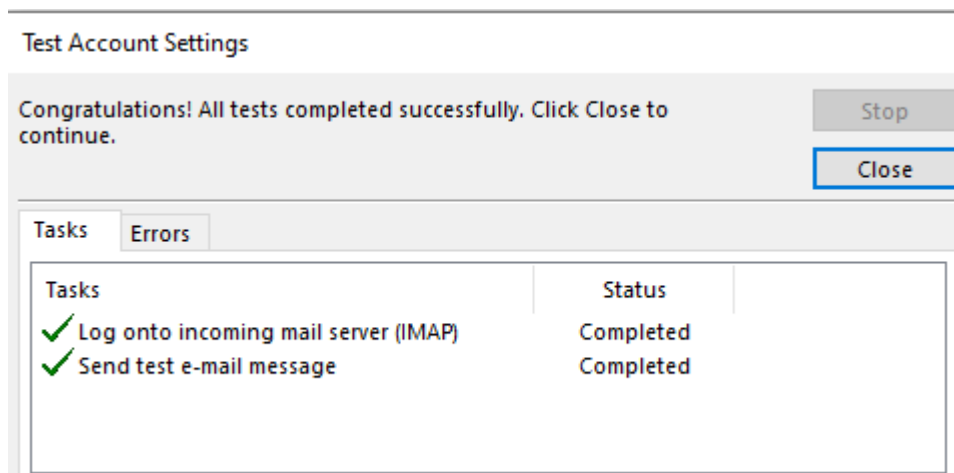


User guide for Outlook

In the Advanced section, be sure to select the connection type SSL.



After making the settings and selecting OK in the three images above, click Next and you will see the following window.



Now you have your E-mail information on Outlook.