## **OUTLOOK MAIL** CHECK SETTINGS



1. Click on Account Settings. Depending on which version of outlook you have, this may be under TOOLS from the horizontal toolbar(Outlook 2003), or under the Orange File Button (2010) or Blue File Button (2013). See below :



## Outlook 2003





2. From the Account Setting window, double click on the account you wish to check settings for, in the below screen shot, we would double click on <u>SUPPORT@HOSTING-AUSTRALIA.COM</u> from the list, if you have more than one account, choose the applicable one that you wish to check settings for.

-mail 🥁 Ne	Data Files w 🎘 Re	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calenda	rs Address Books
Name				Туре		
electe	d account de	elivers new m	essages to the foll	owing location:		

3. You will be shown a window similar to below, please check all settings are as outlined in Step 3.1 (Below)

Internet E-mail Settings Each of these settings ar	re required to get your e-mail acco	punt working.		
User Information Your Name: E-mail Address: Server Information Account Type:	YOUR NAME myemai@example.com	Test Account Settings   After filing out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)   Test Account Settings   Image: Test Account Sett		
Incoming mail server: Outgoing mail server (SMTP): Logon Information	mail.example.com			
User Name:	myemail@example.com	Browge		
Password:	1			
Reguire logon using Secure	Remember password	More Settings		

- 3.1. The settings in the Email Setting Window should be as below :
  - 3.1.1.**YOUR NAME** This is what will show up in the inbox of people you send mail too. Be sure to use correct punctuation and spelling.
  - 3.1.2.EMAIL ADDRESS your full email address, i.e. me@acmeproducts.com.au
  - 3.1.3.**ACCOUNT TYPE** generally this will be pop3, however, Hosting Australia servers do support IMAP.
  - 3.1.4.**INCOMING & OUTGOING SERVER** this will be mail.[MYDOMAIN], where [mydomain] will equal the name of your email domain, aka whatever follows the @ symbol in your email address. For example, if your email address is me@acmeproducts.com.au, your incoming and outgoing server will be the highlighted section, i.e. mail.acmeproducts.com.au
  - 3.1.5. **USERNAME –** This will be your full email address.
  - 3.1.6.**PASSWORD** This will be your password, as configured when creating your email address, or as supplied by Hosting Australian tech support.
- 4. Click on MORE SETTINGS



5. Click on the **OUTGOING SERVER** tab, and click **MY OUTGOING SERVER REQUIRES AUTHENTICATION.** Ensure the following option below is selected.

I	Internet E-mail Settings							
	General Outgoing Server Connection Advanced							
	My outgoing server (SMTP) requires authentication							
	Output Description of the second s							
	User <u>N</u> ame:							
	Password:							
	✓ <u>R</u> emember password							
	Reguire Secure Password Authentication (SPA)							
	Log on to incoming mail server before sending mail							
	OK Cancel							

6. Click **ADVANCED** and change the outgoing port to 26. Click **OK**, and click **NEXT**.

Internet E-mail Settings							
General Outgoing Server Connection Advanced							
Server Port Numbers							
Incoming server (POP3): Use Defaults							
This server requires an encrypted connection (SSL)							
Outgoing server (SMTP): 25							
Use the following type of encrypted connection: None							
Server Timeouts							
Short - Long 1 minute							
Delivery							
V Leave a copy of messages on the server							
Remove from server after 14 💭 days							
Remove from server when deleted from 'Deleted Items'							
OK Cancel							



