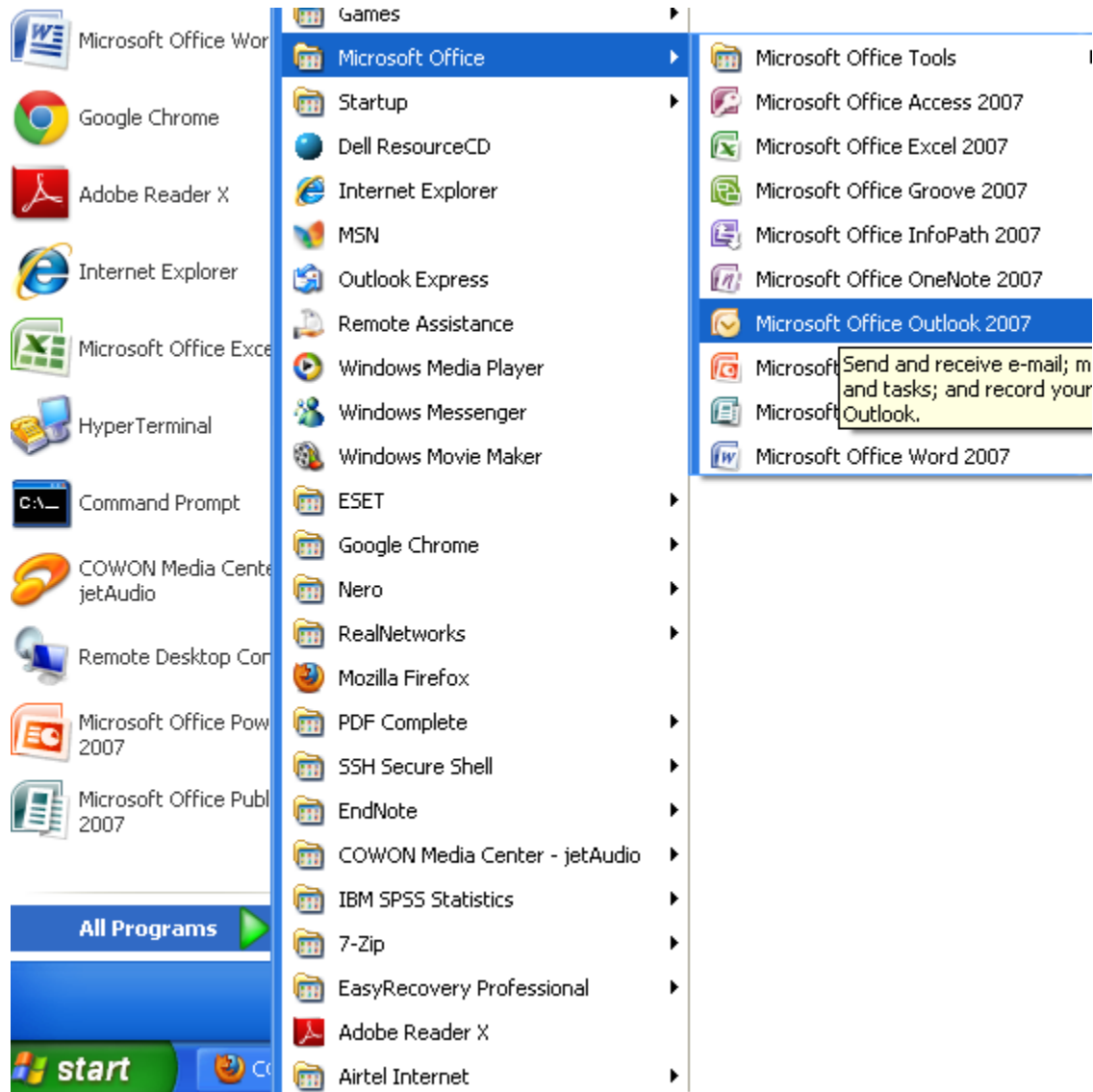


Outlook Configuration

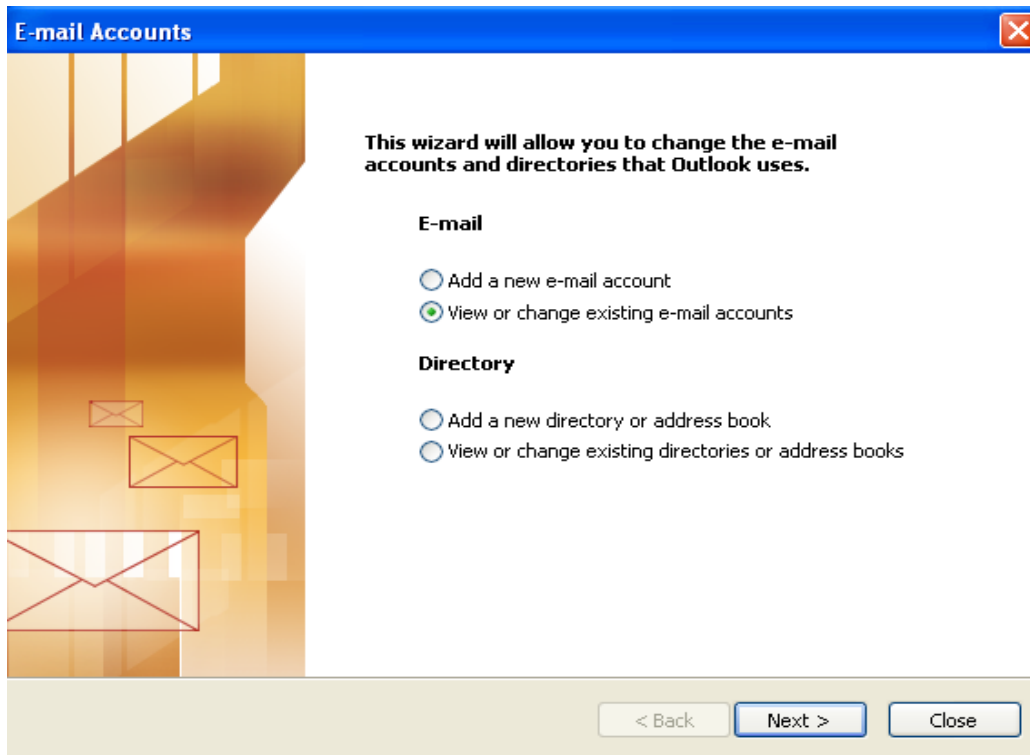
Microsoft Outlook 2007

- Click Start Button → Click All Programs → Microsoft Office → Click Microsoft Outlook 2007.



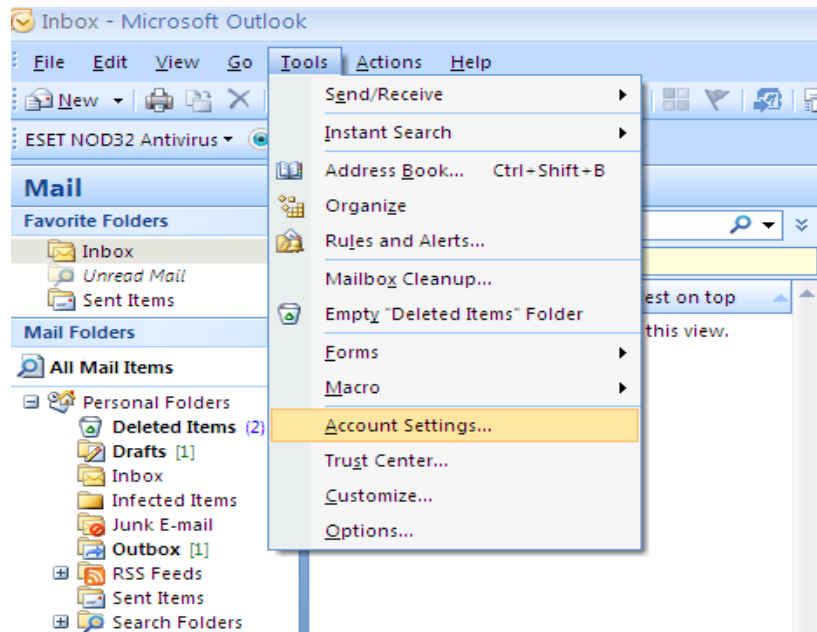
On the E-mail Accounts wizard window,

- Select Add a new email account, and then click next. (Microsoft Outlook 2003)



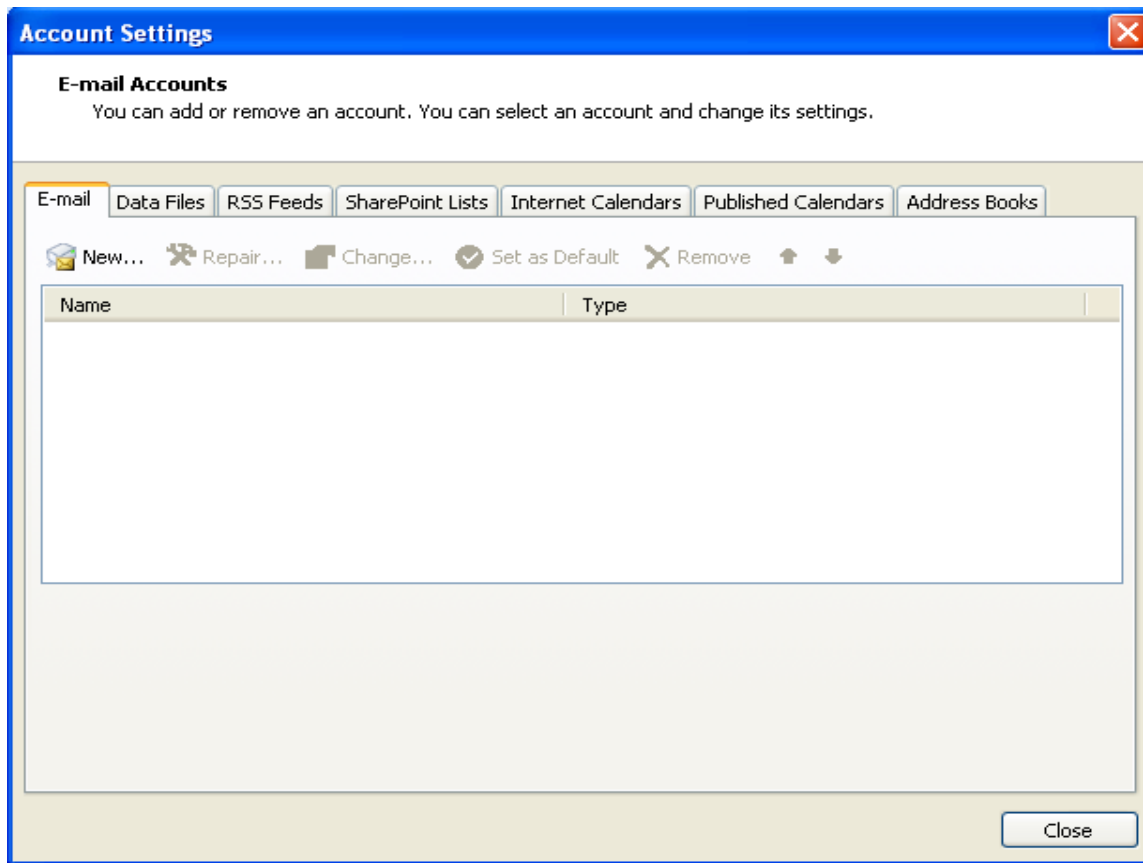
The Inbox Microsoft Outlook wizard window will be displayed (Outlook 2007)

- Select Tools →Click Accounts Settings



On the Accounts Settings window

- Click New



- Add New E-mail Account Windows will be displayed:

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

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

Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

- Enter your name, email address and password.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Sixmund Silvatory
Example: Barbara Sankovic

E-mail Address: ssilvatory@muhas.ac.tz
Example: barbara@contoso.com


Password: *****


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

Manually configure server settings or additional server types

< Back Next > Cancel

- Click Manually Configure server settings or additional server types.

Add New E-mail Account 

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

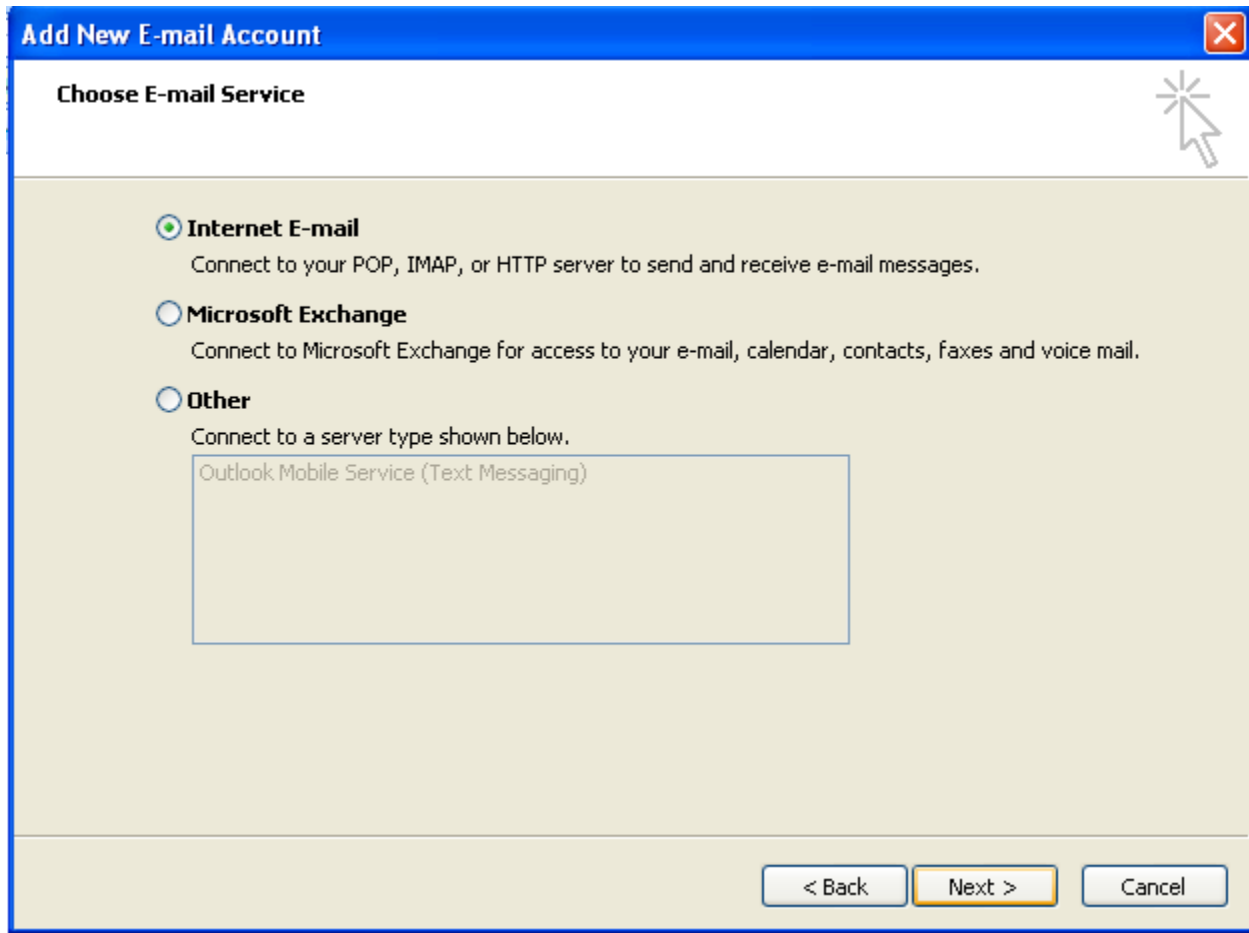
E-mail Address:
Example: barbara@contoso.com

Password:

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

Manually configure server settings or additional server types

- Select Internet E-mail and Click Next



- On the Change E mail Account window, change the informations as shown below:

Your Name:

Your E-mail Address:

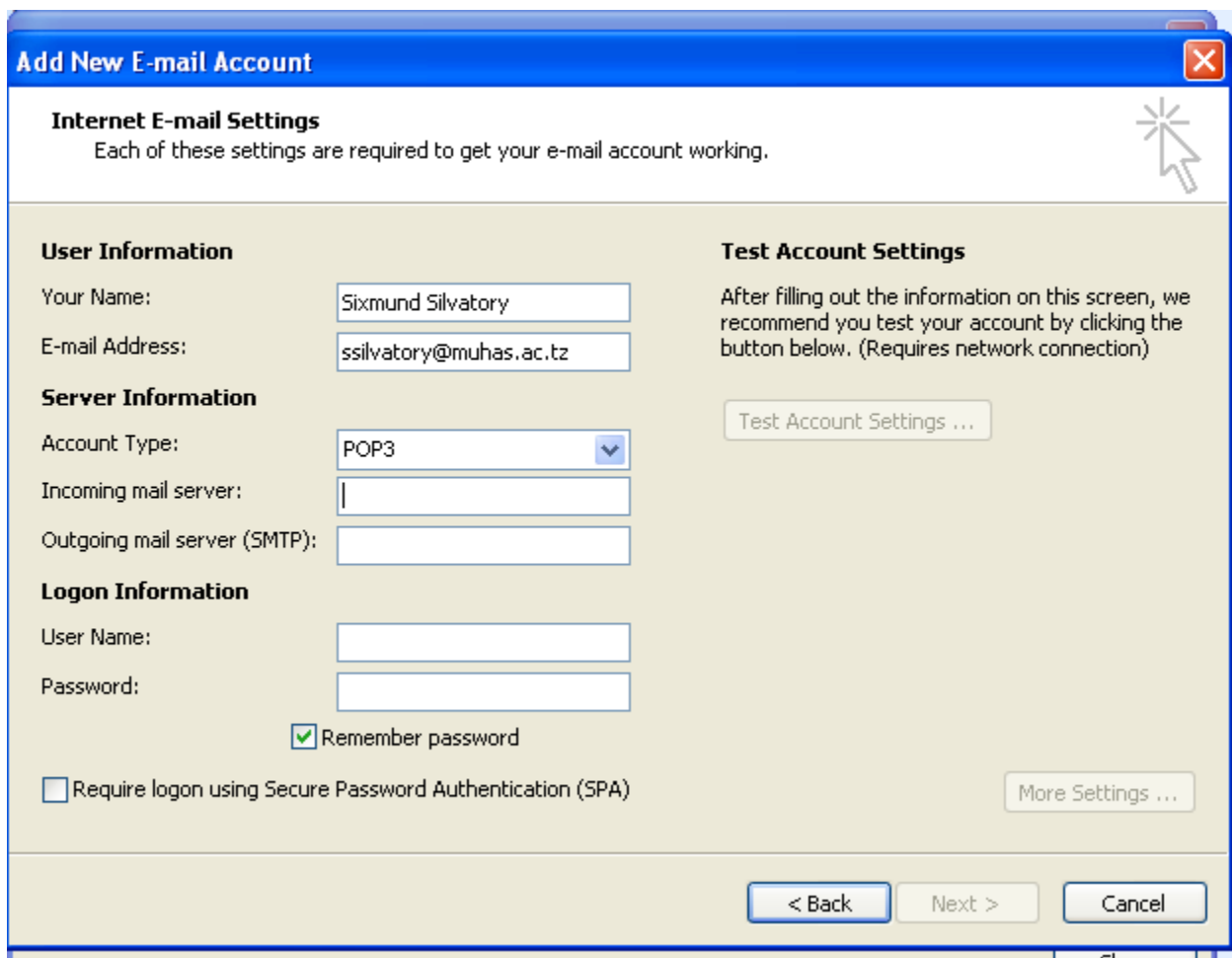
User Name: put your email address

Password: Enter your password

Account type, (POP3) is selected.

Incoming mail server: **mail.muhas.ac.tz**

Outgoing mail server (SMTP): **mail.muhas.ac.tz**



The screenshot shows a window titled "Add New E-mail Account" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The window is divided into two main sections: "User Information" and "Test Account Settings".

User Information

Your Name:

E-mail Address:

Server Information

Account Type: (dropdown menu)

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

- Tick Remember password.

- After filling the details, your window will look like this:

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Sixmund Silvatory

E-mail Address: ssilvatory@muhas.ac.tz

Server Information

Account Type: POP3

Incoming mail server: mail.muhas.ac.tz

Outgoing mail server (SMTP): mail.muhas.ac.tz

Logon Information

User Name: ssilvatory@muhas.ac.tz

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

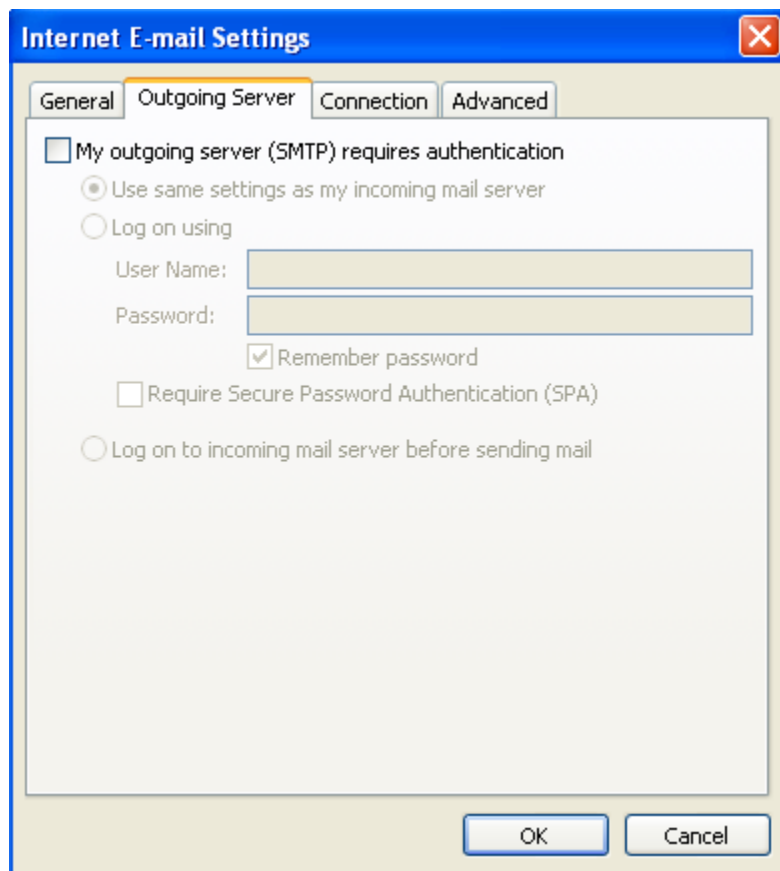
More Settings ...

< Back Next > Cancel

- Click More Settings.

On the Internet E-mail Settings window.

- Go to the Outgoing Server tab.

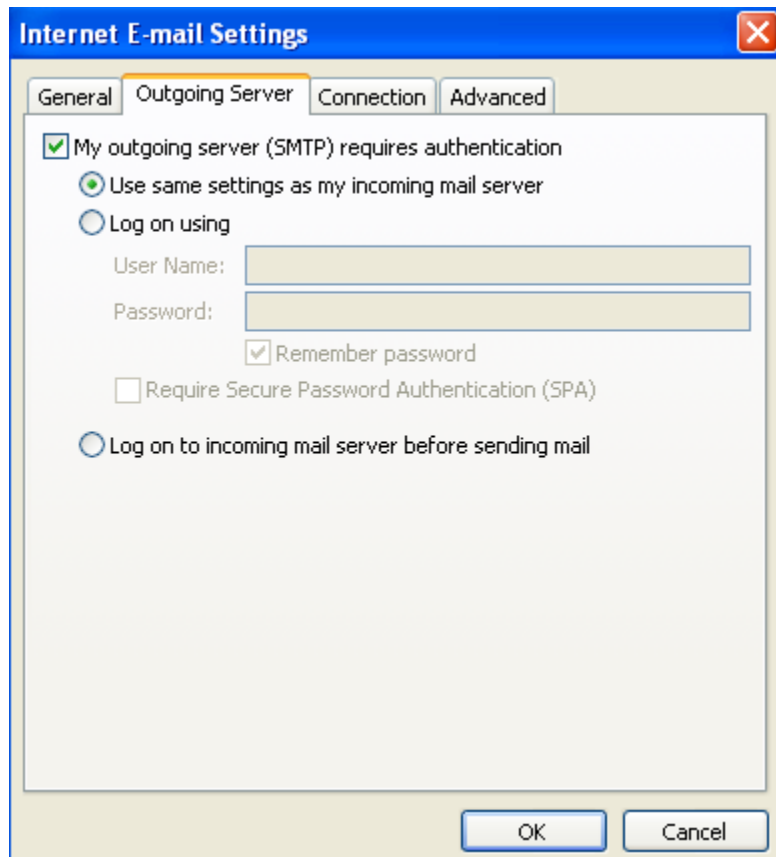


The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is active and contains the following settings:

- 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)
- Log on to incoming mail server before sending mail

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Tick My outgoing server (SMTP) require authentication and click on Use same settings as my incoming mail server.

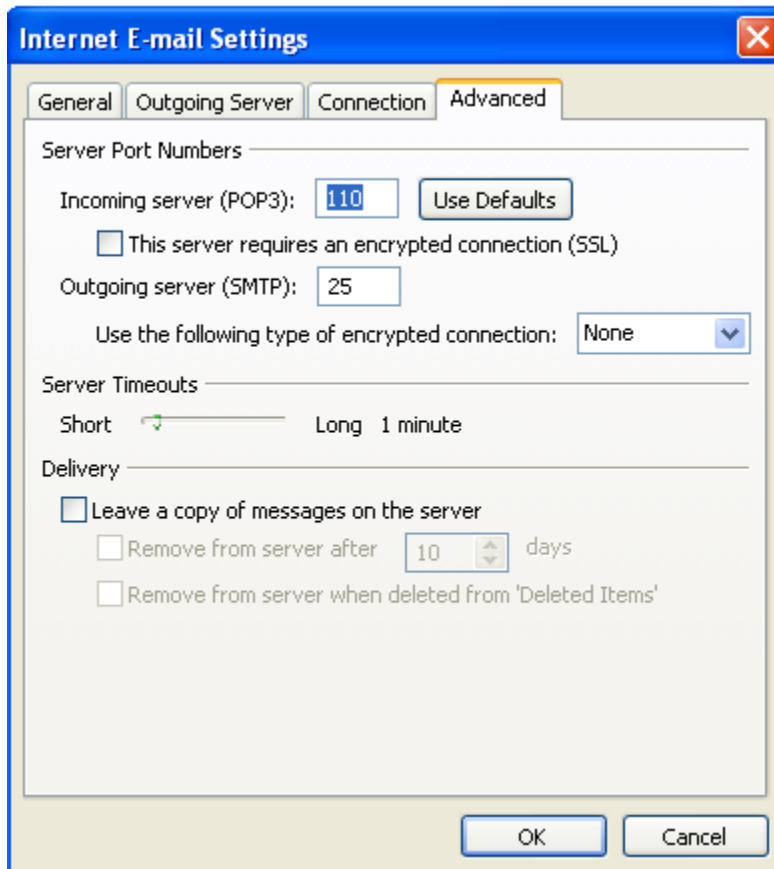


The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected and highlighted. The main content area contains the following options:

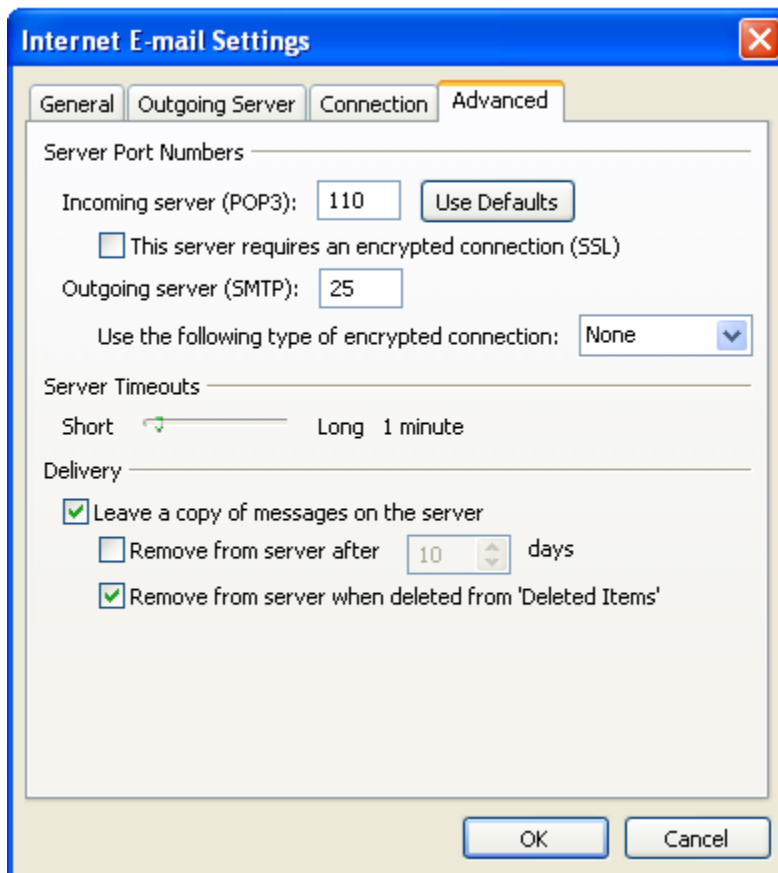
- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)
 - Log on to incoming mail server before sending mail

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

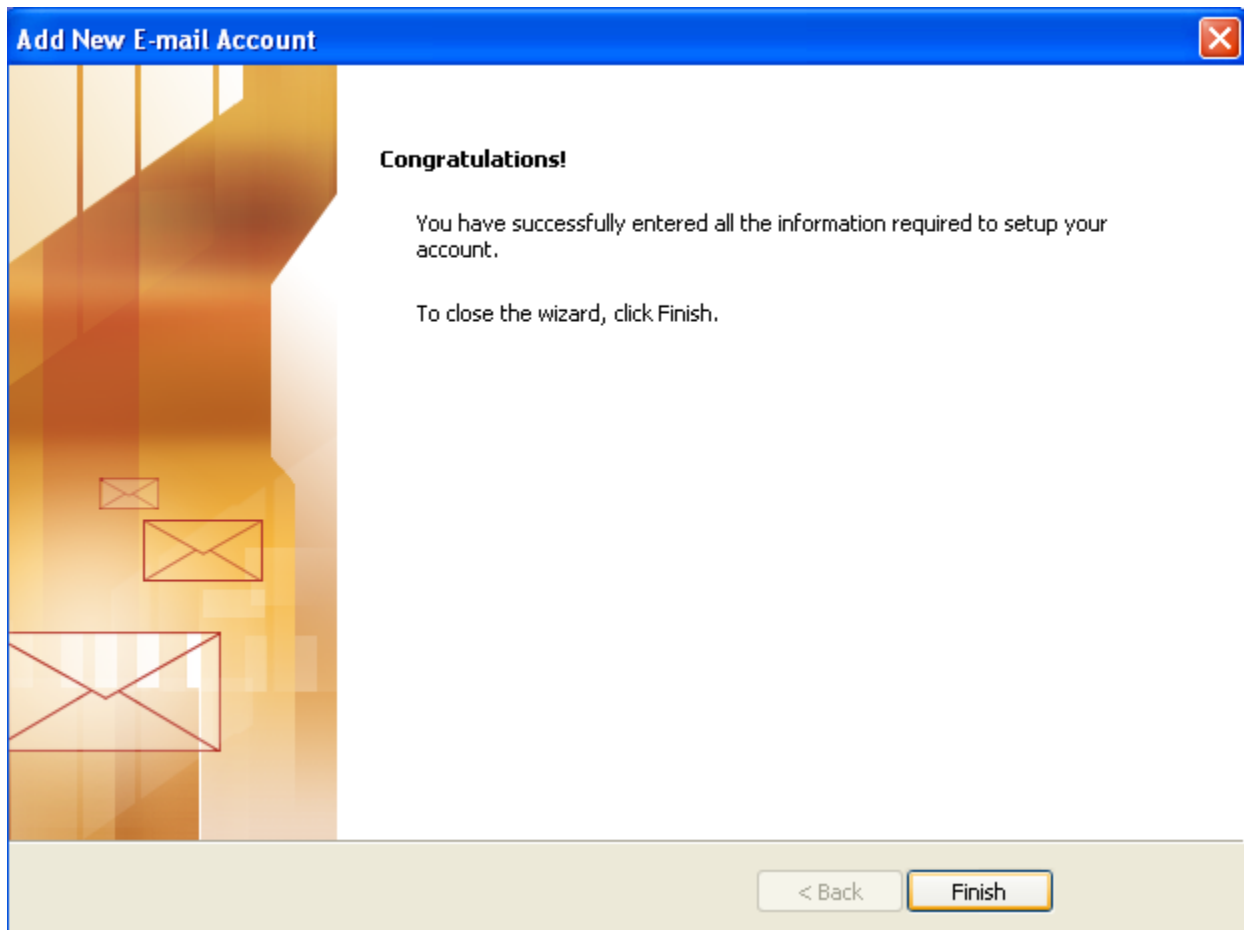
- Go to the Advanced tab,



- Change the Outgoing server (SMTP) port to 25. Then Click on “Leave a copy of message on the Serve” and “Remove from server when deleted from deleted item”



- Click Finish.



- Once you are done, Click Close.

