

# Configuring Email Software

## Configuring Outlook in XP

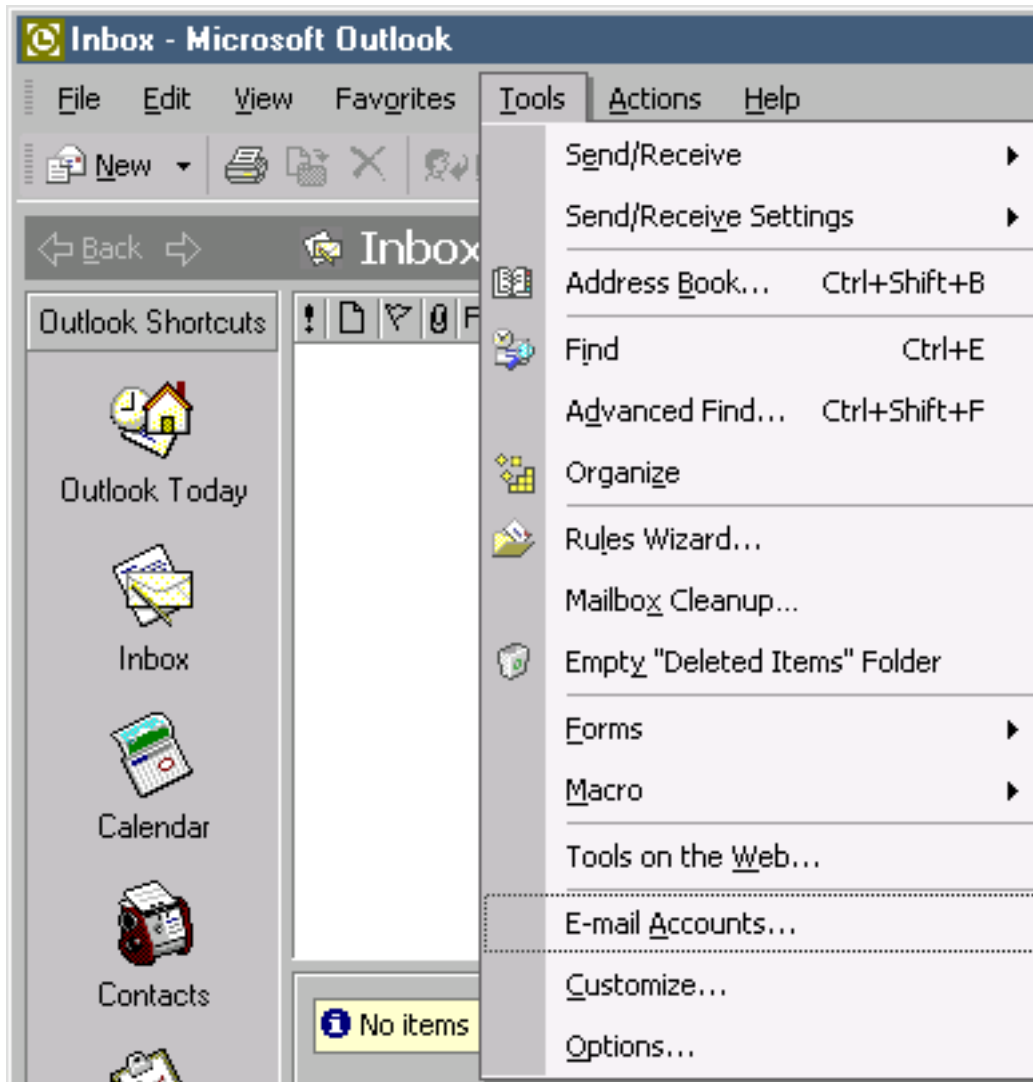
This document will help you configure Microsoft Outlook XP/2002 to manage your Iglou E-Mail account.

### Step 1

Open Microsoft Outlook.

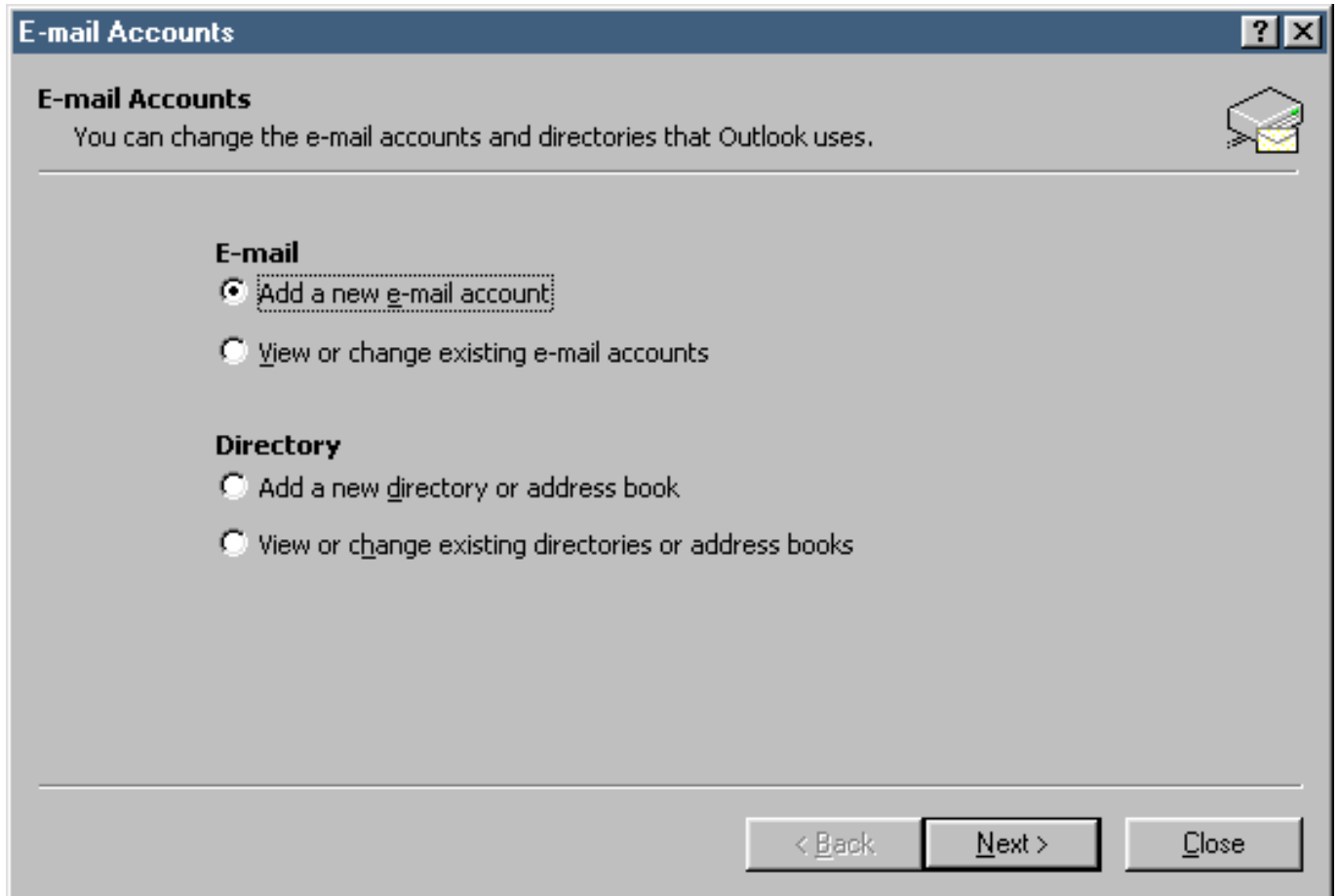
### Step 2

On the Tools menu, select E-Mail Accounts. The E-Mail Accounts dialog will appear.



Under E-Mail, select Add a new E-Mail account. Click Next.

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**E-mail Accounts**

You can change the e-mail accounts and directories that Outlook uses.

**E-mail**

- ☒ Add a new e-mail account
- ☐ View or change existing e-mail accounts

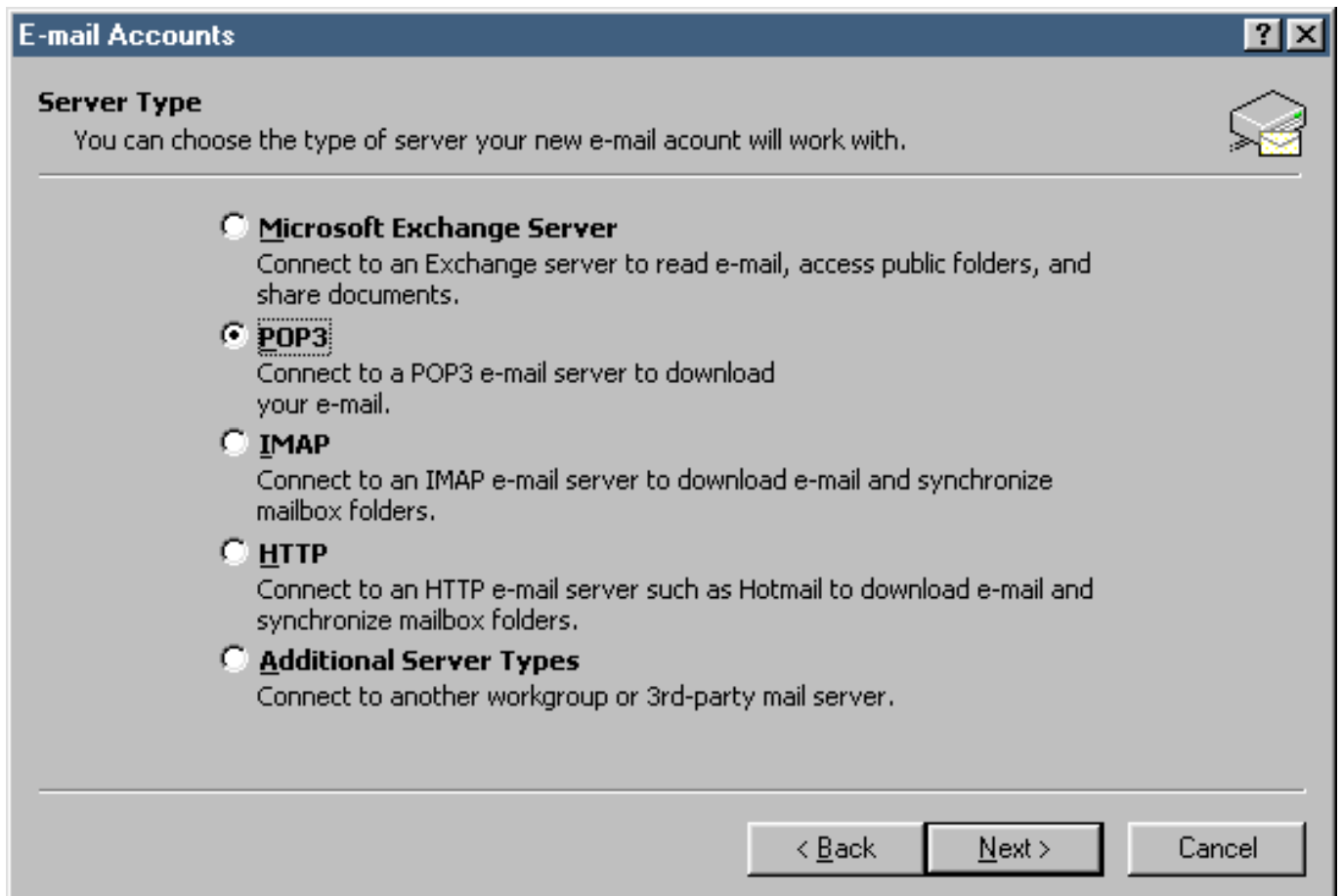
**Directory**

- ☐ Add a new directory or address book
- ☐ View or change existing directories or address books

< Back   Next >   Close

Step 3

Select a Server Type of POP3. Click Next.



**E-mail Accounts**

**Server Type**

You can choose the type of server your new e-mail account will work with.

- ☐ **Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- ☒ **POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- ☐ **IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- ☐ **HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- ☐ **Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

< Back   Next >   Cancel

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## Step 4

Under "User Information", enter your name as you would like it to appear on messages you send out. When someone receives your mail, it will show that it came from whatever is entered here. Also under "User Information", enter your full E-Mail address (ex. username@iglou.com).

Under "Logon Information", enter your User Name and Password. Your User Name is the first part of your E-Mail address (everything before the @ symbol). We do not use Secure Password Authentication, so do not check this box.

Under "Server Information", enter the information shown below.

- 1** Enter your E-Mail address. (ex. username@iglou.com)
- 2** Your incoming mail server is: pop.iglou.com
- 3** Your outgoing mail server is: smtp.iglou.com

Click More Settings when finished.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Doe

E-mail Address: **1**

**Server Information**

Incoming mail server (POP3): **2**

Outgoing mail server (SMTP): **3**

**Logon Information**

User Name: johndoe

Password: \*\*\*\*\*

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

**Test 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

## Step 5

Click the "Outgoing Server" tab. Place a check mark in the box next to, "My outgoing server (SMTP) requires authentication". Now select the "Log on using" option.

Enter your full E-Mail address for the "User Name" and the password that you use to sign on with for the "Password".

- 4** Enter your E-Mail address. (ex. username@iglou.com)

Click OK when you are done with this screen, then click Next.

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The screenshot shows a window titled "Internet E-mail Settings" with a standard Windows-style title bar (minimize, maximize, close buttons). The window has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is selected. Inside the tab, there are several options:

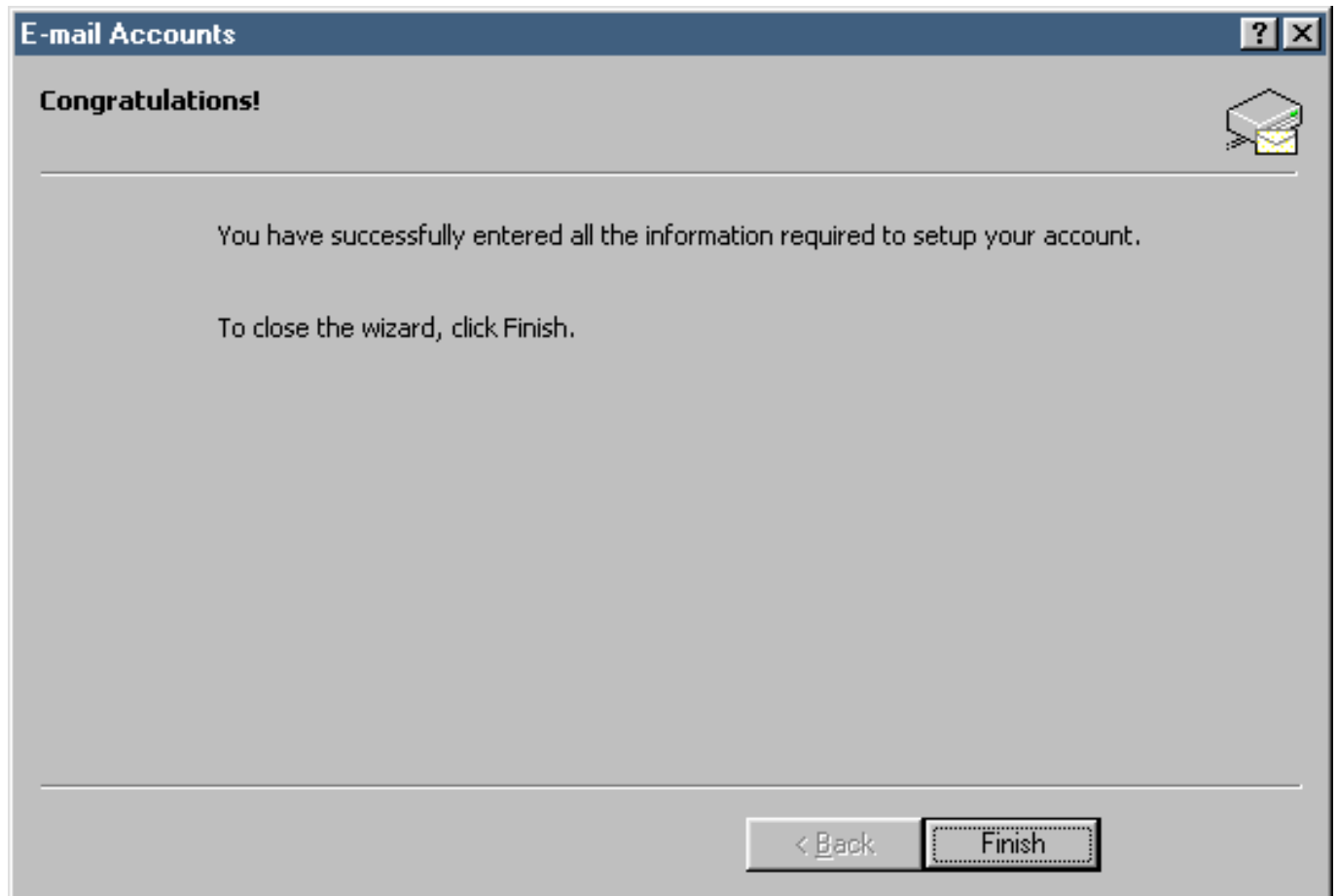
- ☒ My outgoing server (SMTP) requires authentication
  - ☐ Use same settings as my incoming mail server
  - ☒ Log on using
    - User Name: [4] (The number 4 is highlighted in a yellow box)
    - Password: [xxxxxx]
    - ☒ Remember password
  - ☐ Log on using Secure Password Authentication
- ☐ Log on to incoming mail server before sending mail

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

Step 6

Now, click Finish to save all of your information.

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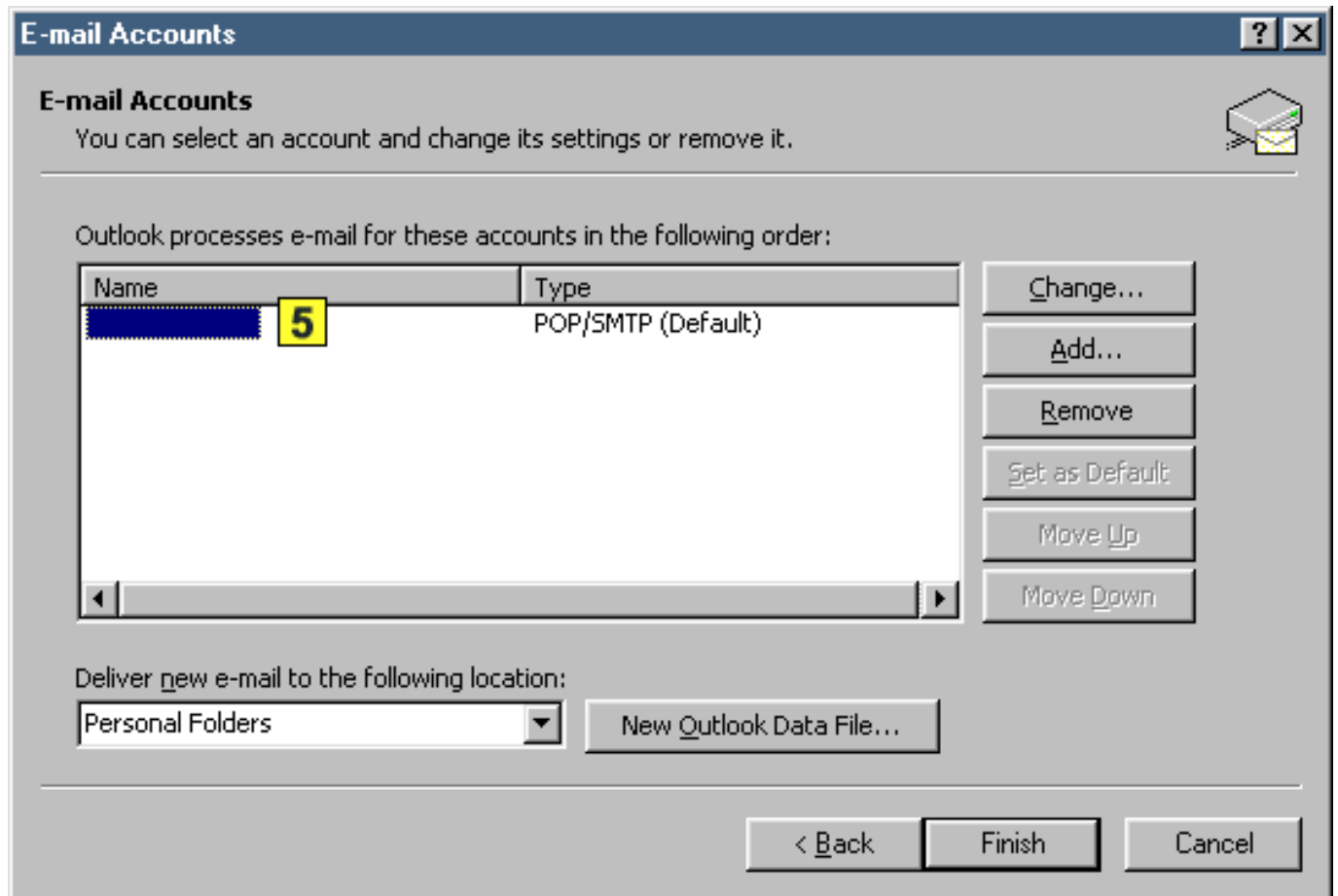
## Step 7

You'll notice that the Internet Accounts dialog box now shows our mail server as being installed. Click Finish. Your Outlook E-Mail is now configured to work with our mail server.

**5**

This will indicate the name of your mailbox in Outlook.

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Helpful Pointers for using Outlook:

Outlook automatically checks for new messages periodically while the program is open and you are connected to our service. If at any given time you want to force the software to check for messages immediately, simply click the Send and Receive button in Outlook.

If Outlook seems to hang while sending and receiving messages, you can restart that process by telling it to Stop and then click Send and Receive again.

To write a new message, simply click on the New button. Make sure you enter in the full Internet E-Mail address correctly to ensure the message gets where it's supposed to go.

When replying to a message, just click the normal Reply button. This will send your reply to the author of the message that you're replying to.

If a message you're replying to was sent to a group of people, you can click the Reply to All button to send your reply to everyone on the list, but it is advised that you do this only when necessary.

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