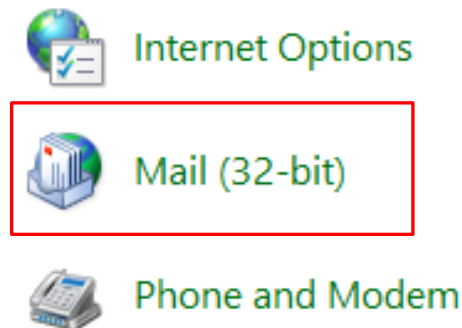


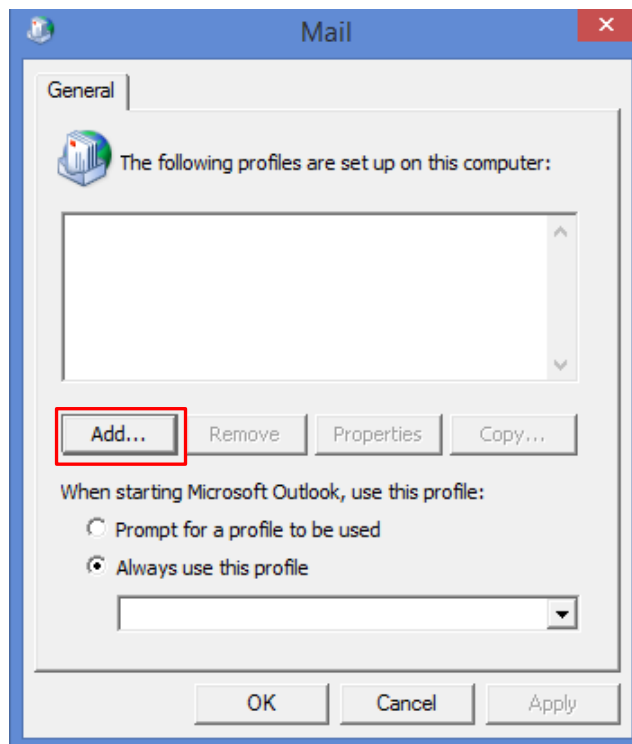
Create Mail Profiles for Gmail, Yahoo or Hotmail Accounts for Outlook Windows

1 Create Mail Profiles

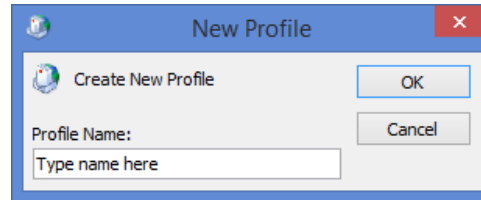
Firstly select the start menu and open control Panel. In the control panel window select "Mail (32-bit)"



When the mail application is opened select under the "The following profiles are set up on the computer:" box select "Add..."



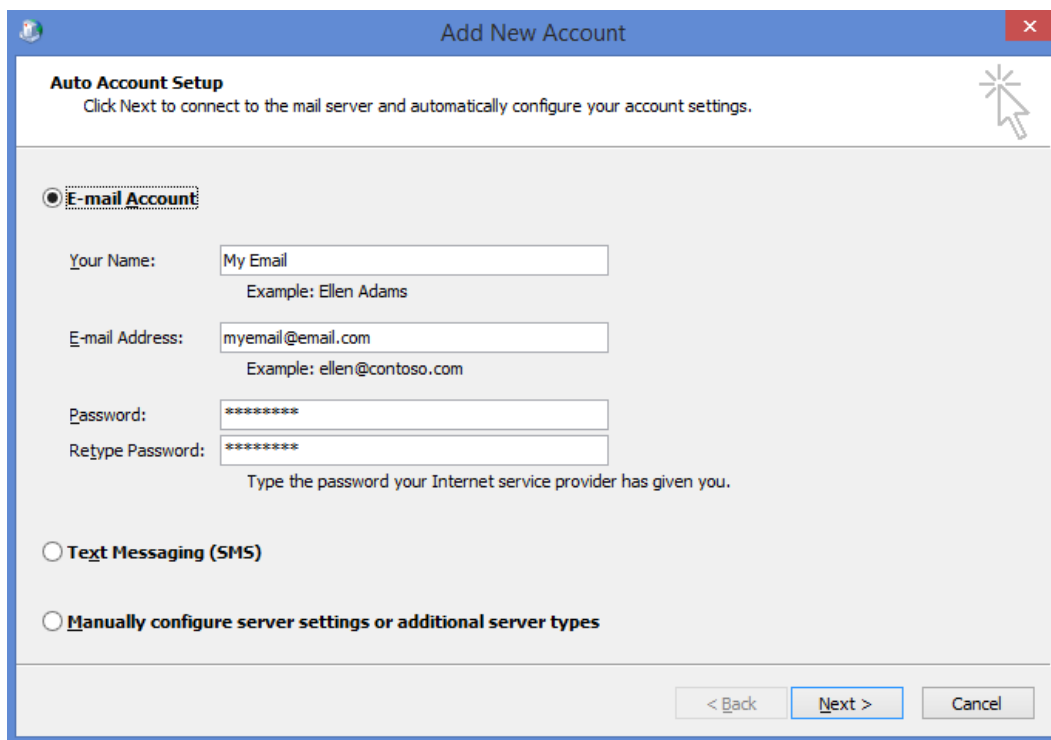
Selecting “Add...” opens the “New Profile” window; enter a name for your new profile and then select “OK”.



This then opens the “Add New Account” window to the first page named “Auto Account Setup”. On this page you have two options to options for setting up your email. Selecting “Email Account” allows you to enter your email address and email password.

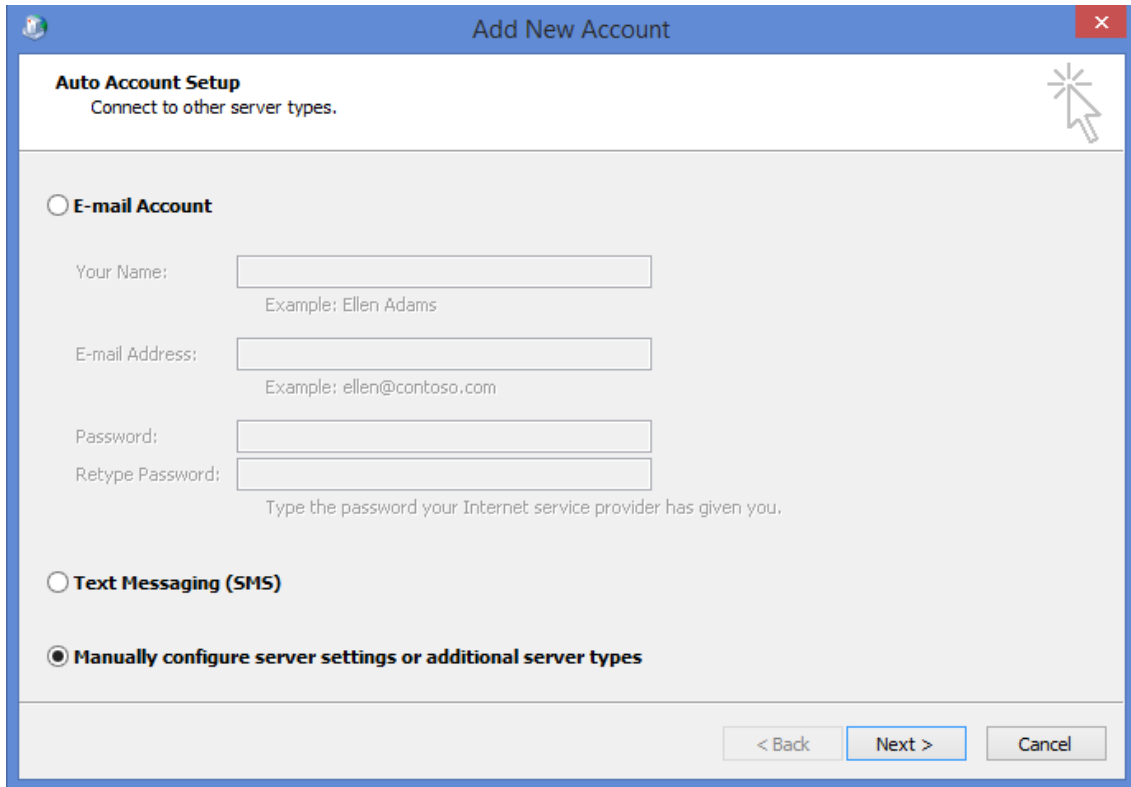
2 Automatic Setup

For most common email addresses Outlook should be able to detect the settings automatically. If this is the case skip to the final section (5) of this guide.



3 Manual Configuration

However if this does not work or you would like to manually set your email select "Manually configure server settings or additional server types" then select "Next".



Add New Account

Auto Account Setup
Connect to other server types.

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.

Text Messaging (SMS)

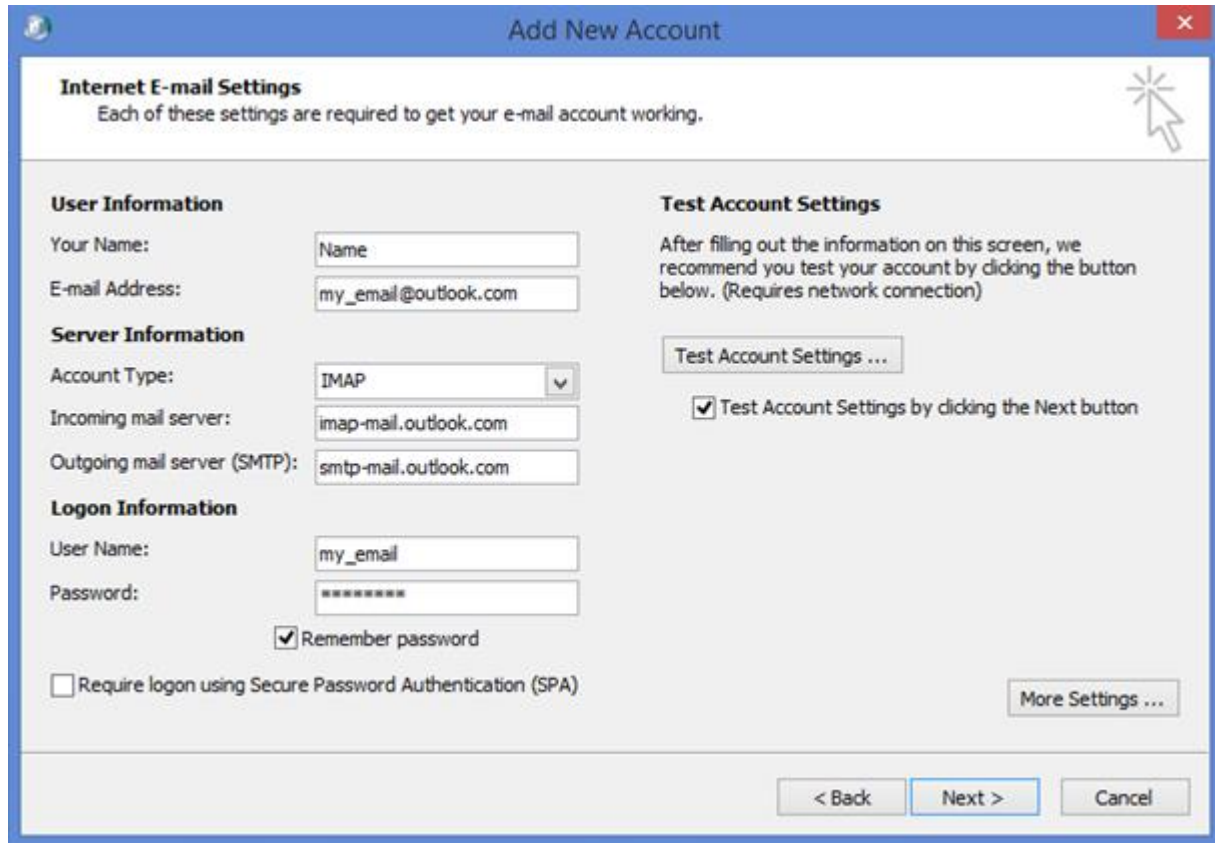
Manually configure server settings or additional server types

< Back Next > Cancel

The next page is titled "Choose Service"; on this page select "Internet E-mail" and then select "Next"

4 E-mail Settings

In this next section we set the email settings first under **User Information** fill in your name and email address.



The server information can differ depending both which website your email is registered with and which type of server is preferred.

Under Server Information select either "IMAP" or "POP3". This selection will decide what information goes into the following boxes.

For IMAP the information in the incoming mail server should be:

- For Hotmail, imap-mail.outlook.com
- For Gmail, imap.gmail.com
- For Yahoo, imap.mail.yahoo.com

For POP3:

- For Hotmail, pop-mail.outlook.com
- For Gmail, pop.gmail.com
- For Yahoo, pop.yahoo.com

For either POP3 or IMAP the Outgoing mail server is the same;

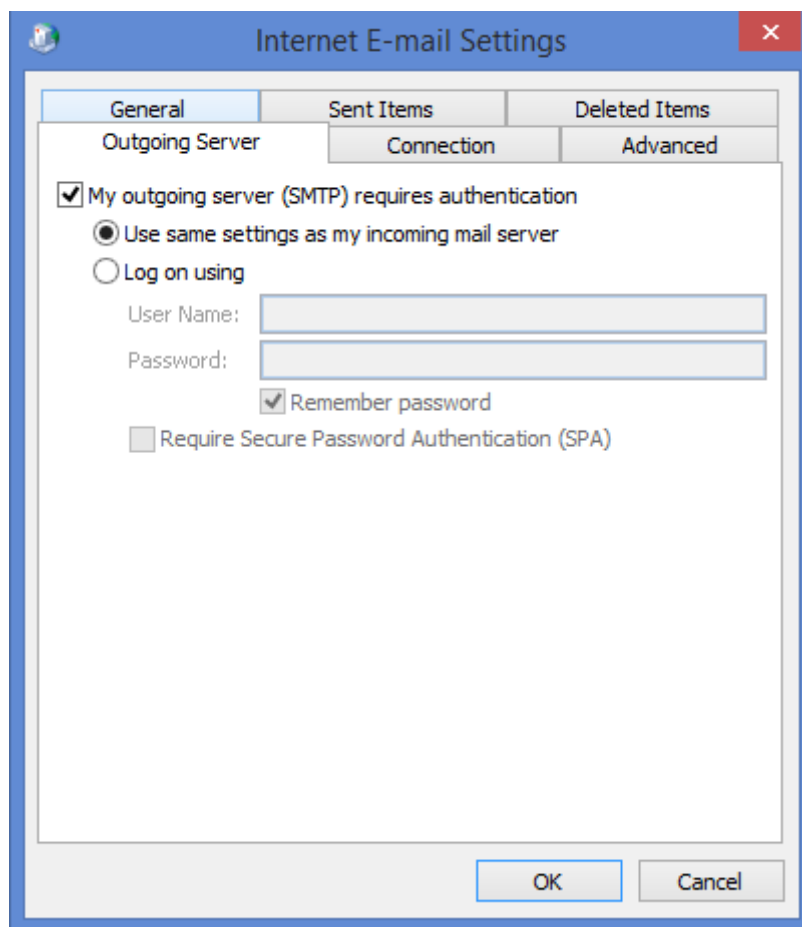
- For Hotmail, smtp-mail.outlook.com
- For Gmail, smtp.gmail.com
- For Yahoo, smtp.mail.yahoo.com

In **Logon Information** the User Name should already be entered so simply enter your normal email password.

Next:

- Click on “More Settings”
- Select the “Outgoing Server” tab
- Make sure that “My outgoing server (SMTP) requires authentication” and “Use same settings and my incoming mail server” are both selected.

This setting is the same for POP3 and IMAP across all three websites.



Next, select the Advanced Tab

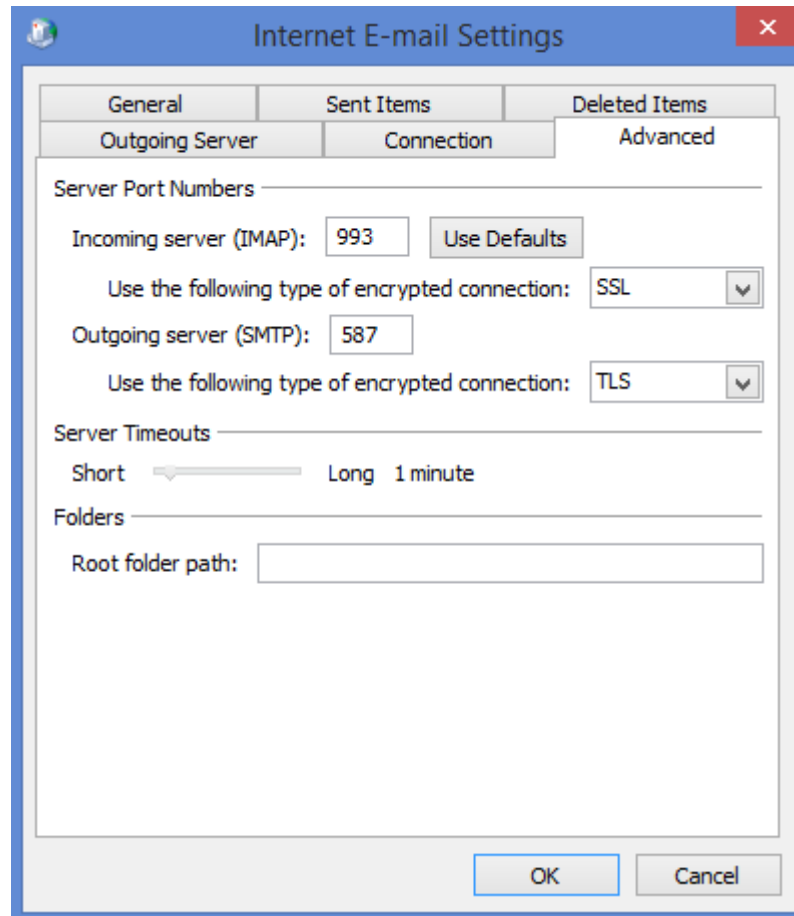
Under **Server Port Numbers** in IMAP:

- “Incoming server (IMAP)” set to 993

“Use the following type of encrypted connection” should be SSL for all three websites.

- “Outgoing server (SMTP)” should be set to 587

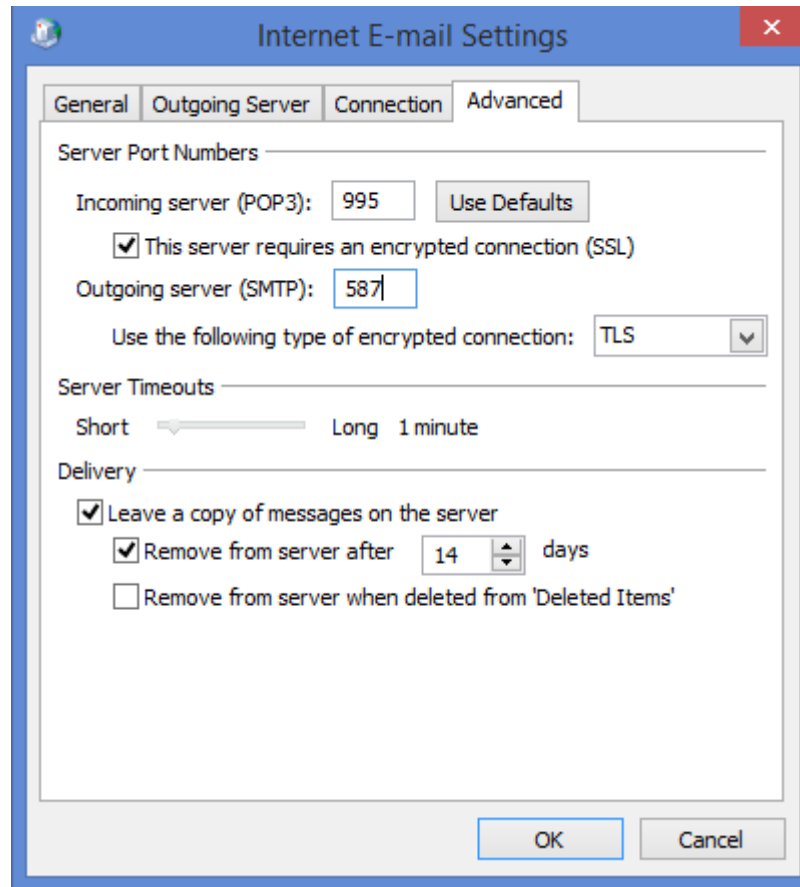
“Use the following type of encrypted connection” should be set to TLS.



The settings are different for POP3:

- Under “Incoming server (POP3)” enter: 995
- Check “This server requires an encrypted connection (SSL)”
- Under “Outgoing server (SMTP)” enter 587
- For “Use the following type of encrypted connection” select TLS

The “Outgoing Server (SMTP)” should be set to 465 if the outgoing encrypted connection is set to SSL.

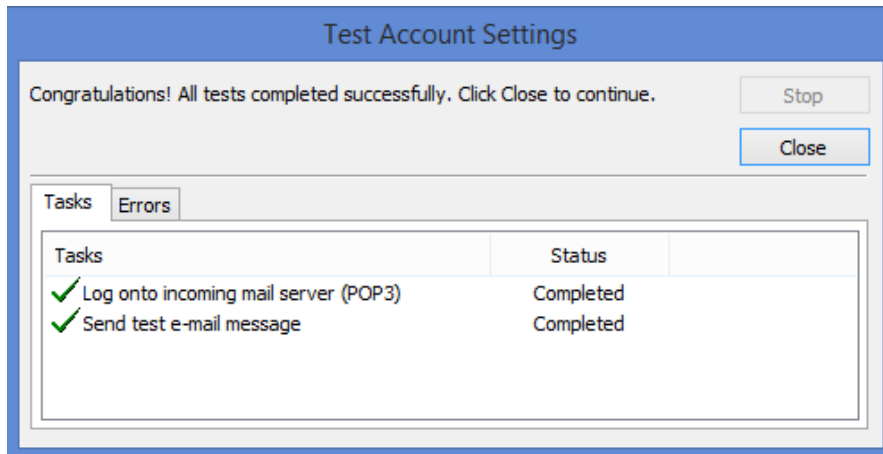


When you have entered the correct details select "OK" and the window will close.

5 Test and using account in Outlook

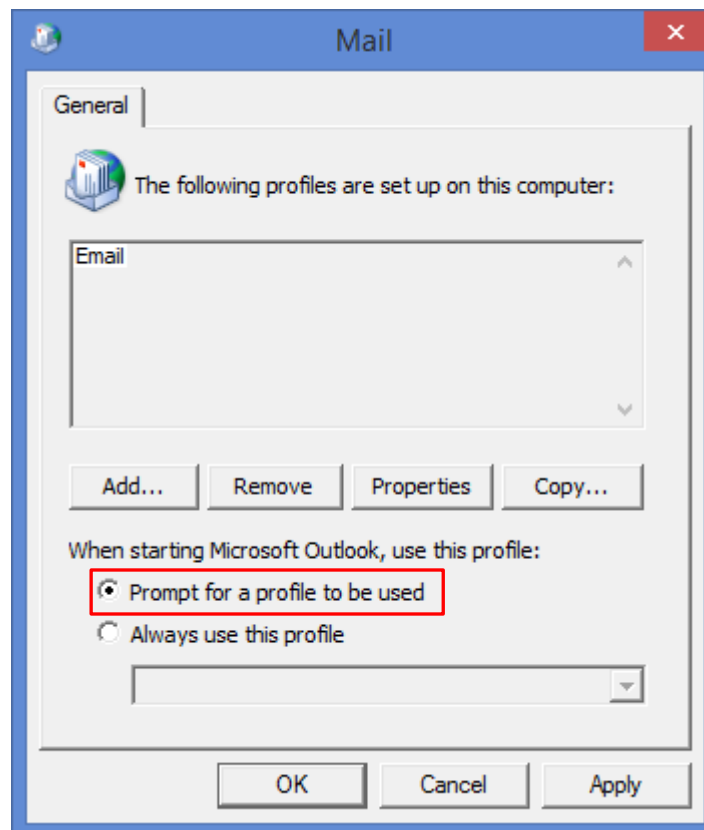
Select "Next >" this should automatically test your account settings. If the test is not successful check that the settings and information are correct and try again.

When successful you should see the following image.

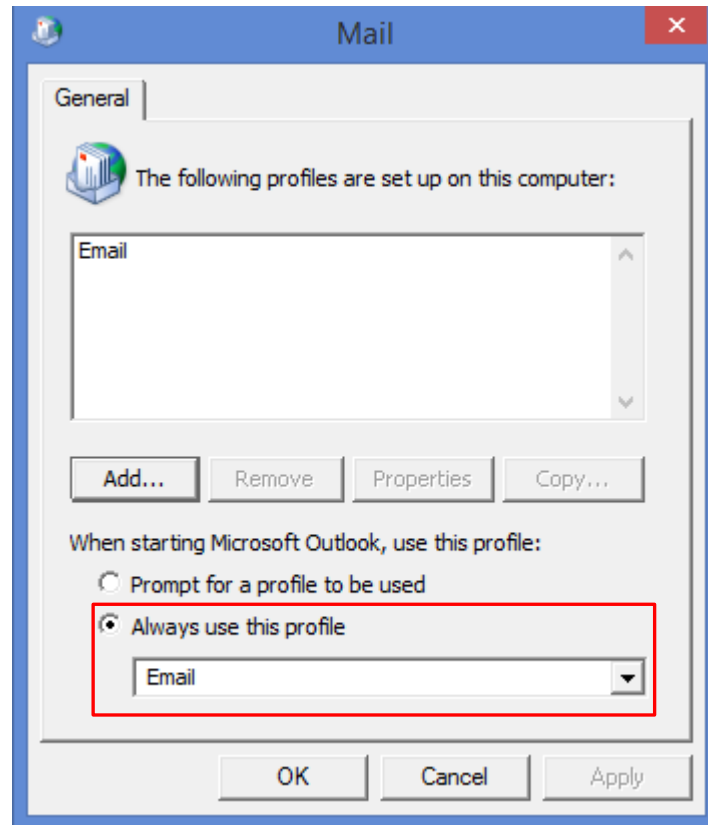


You should be directed back to the Mail window and your new profile will now be available to use.

Here you can either select "Prompt for a profile to be used" which tells Outlook to ask every time it opens which profile you wish to use:



The alternative is to select “Always use this profile” and choose which profile will automatically open when Outlook starts up.



Outlook will now open with your email account.