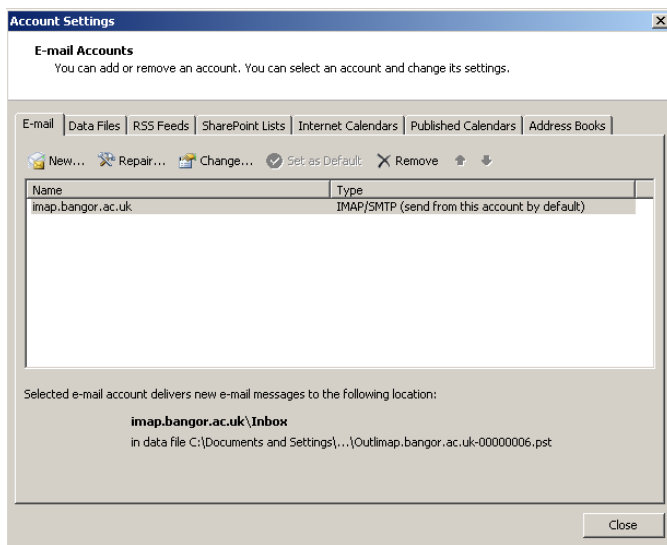




Outlook 2007 User Guide

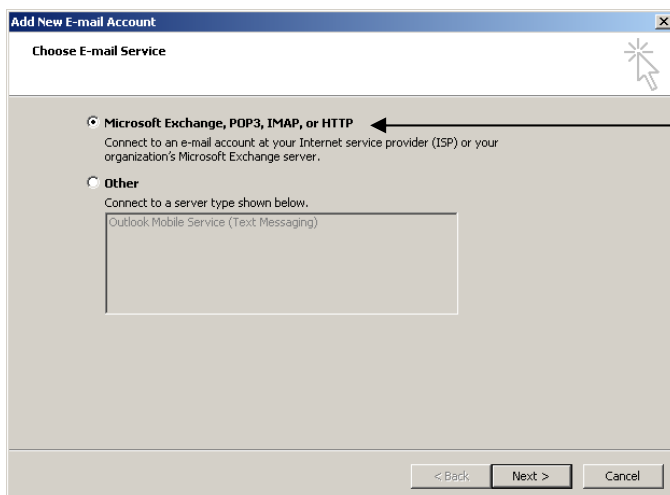
Configure Outlook for use with Bangor webmail



Open Microsoft Outlook, if you are opening the program for the first time, a start up wizard should appear.

If the wizard doesn't start automatically, it can be found under:

Tools > Email Accounts > New



Choose **“Microsoft Exchange, POP3, IMAP, or HTTP”**

Click **next**.

Add New E-mail Account
Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

Password:
Re-type Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Tick “manually configure server settings or additional server types”

Click next.

Add New E-mail Account
Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

Select “Internet E-Mail”,

Click “next”

Type in the following information:

Name: Your real name

Email Address: userID@bangor.ac.uk.

Account Type: IMAP

Username: Your UWB username

Password: Your UWB Password

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: Andrew Jones
E-mail Address: userID@bangor.ac.uk

Server Information
Account Type: IMAP
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name: userID
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 ...
POP3
IMAP
HTTP

More Settings ...

< Back **Next >** Cancel

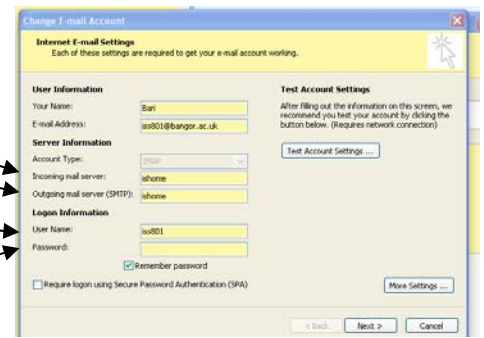
If you are accessing email externally:

Incoming Mail Server: imap.bangor.ac.uk

Outgoing Mail Server: smtps.bangor.ac.uk

Username: Your username

Password: If you are the only person using this computer the password can be stored. It is not recommended to store your Password on an open access machine.



Click onto the **More Settings** Button

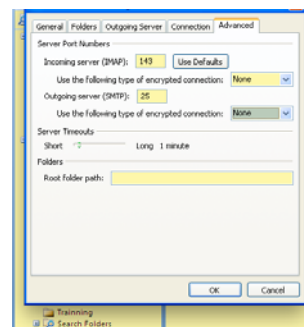
Under Server Port Numbers

Incoming Server: 143

Use the Following Encryption: None

Outgoing Server: 465

Use the Following Encryption: SSL



Click **OK** -> **Next** -> **Finish**

Your account should now be configured for use on and off the Bangor University network.

If you are accessing email on the network only:

Incoming Mail Server: xxhome.bangor.ac.uk

Outgoing Mail Server: xxhome.bangor.ac.uk

Click **Next**

Click **Finish**