



Setup Email Client: Microsoft Outlook

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The purpose of this document is to outline the steps to configuring an e-mail POP account for a client end user. Follow the steps as shown for set up on a Microsoft Outlook 2003 email application; in most cases the set up is similar in most versions of Outlook.

Open your Microsoft Outlook application.

Click “Tools” → “E-Mail Accounts” (figure 1).

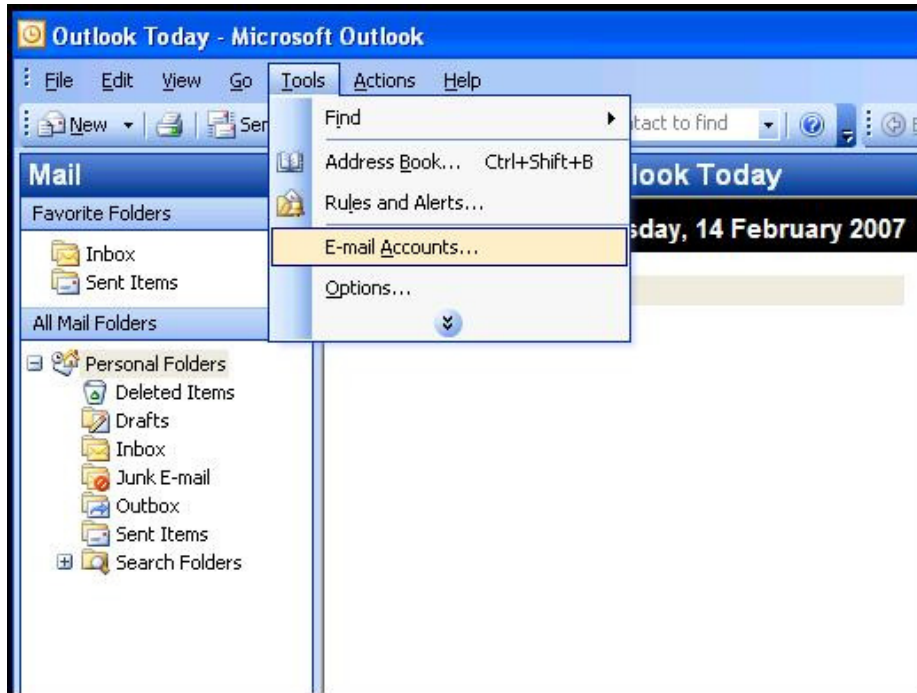


Figure 1

Select “Add a new e-mail account” (figure 2).

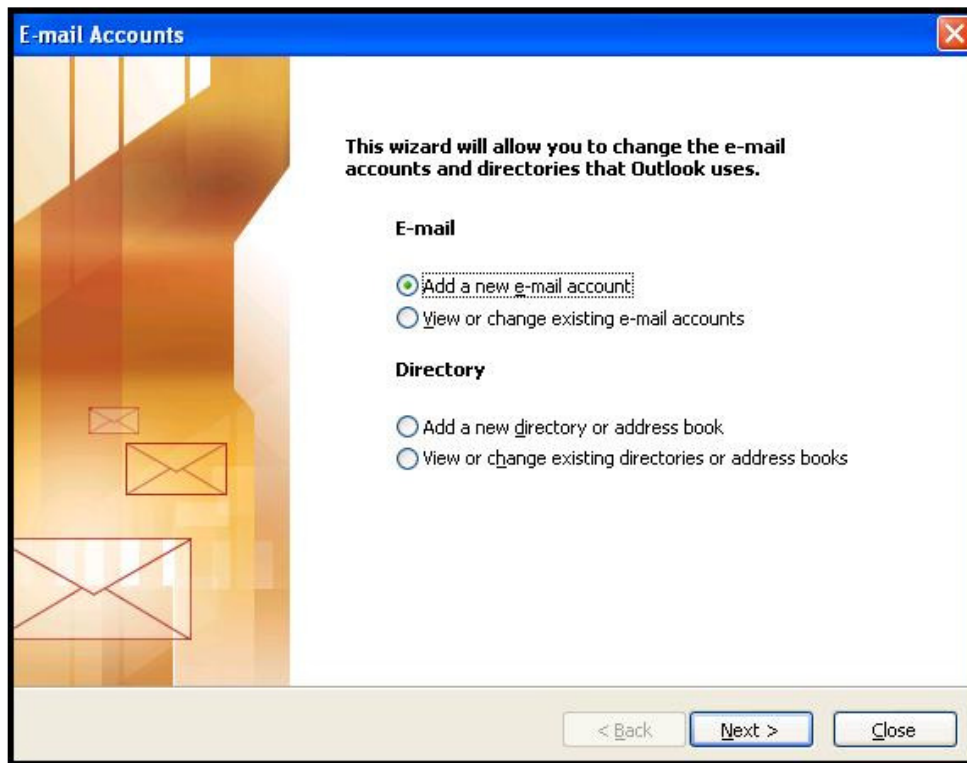


Figure 2

Click "Next".

Select "POP3" (figure 3).

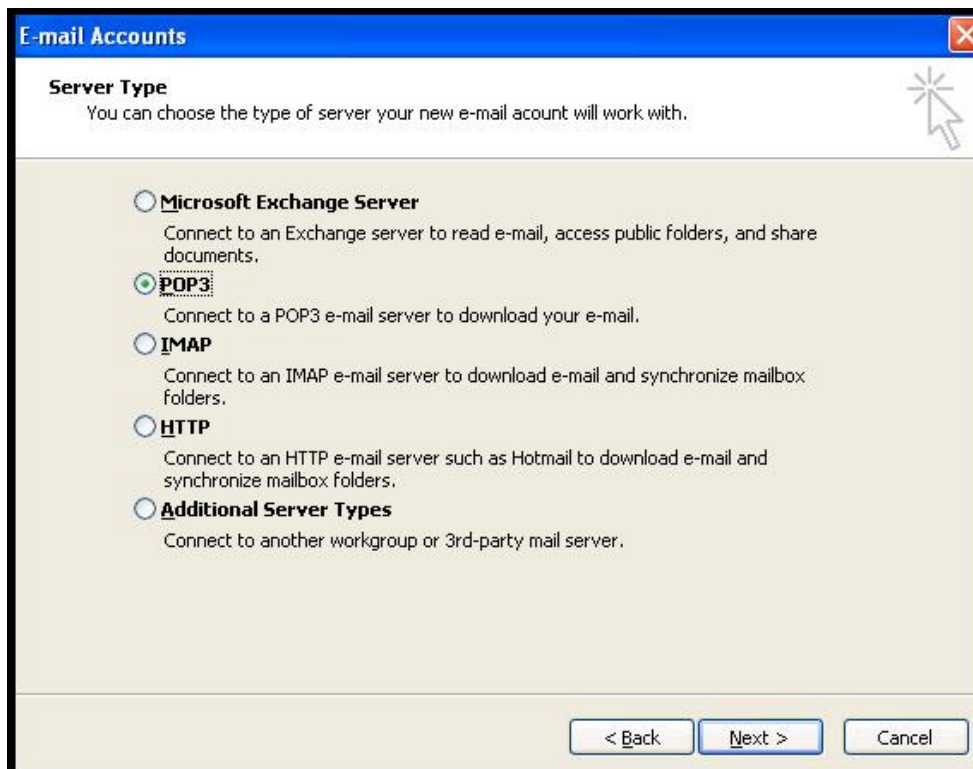


Figure 3

Click "Next".

Configure your email account according to the email details sent through to you by Telligence (figure 4), find a detailed description of each of the fields below.

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:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Figure 4

Your Name: This field shows the name that will be display when mail is sent.

E-Mail Address: This is the email address that will be displayed when mail is sent.

Incoming mail server (POP3): This field should always be set to mail.yourdomainname that is our standard convention for incoming mail server.

Outgoing mail server (SMTP): This should be set to your assigned ISP SMTP details, if you do not know what should go here, contact your Internet provider.

User Name: Make sure you copy the user name correctly, including “@domainname.com” if specified.

Password: Your password

Click “Next”.

Click “Finish”.

If you have continued trouble with this process contact Telligence on 1300 852 189 or info@telligence.com.au and ask for Matt.