Setting Up Your E-mail Outlook

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1. Click on Tools.



Add a r	new <mark>e-mail accou</mark>
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irectory	/
) Add a r	new directory or
) View or	change existing

cari crioo:	se the type of server your new e-mail account will work with.
Mice	rosoft Exchange Server
Coni docu	nect to an Exchange server to read e-mail, access public folders, and shar uments.
O POP	3
Con	post to a DOD2 o mail convor to download your o mail
IMA 🍥	P
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2. Click on E-Mail Accounts... (this may say Settings as well).

3. Make sure Add a new email account is selected and click Next.

4. Choose **IMAP** and then click Next.

Internet E-m Each of th	ail Settings (IMAP) ese settings are required to	get your e-mail account working.	
User Informa	tion	Server Information	
Your Name:	Display Name	Incoming mail server (IMAP):	mail.bex.net
E-mail Address:	example@bex.net	Outgoing mail server (SMTP):	mail.bex.net
Logon Inform	ation		
Jser Name:	example@bex.net		
Password:	******		
	Remember password		
Log on using Authentication	Secure Password m (SPA)		More Settings
		< Back	Next >

enera Outgoing S	erver Connection Advanced	
] My putgoing ser	ver (SMTP) requires authentication	
Ose same set	tings as my incoming mail server	
O Log on using		
User Name:		
Password:		
	Remember password	
Log on usi	ng Secure Password Authentication (SPA)	A)

man Accounts	
	Congratulations
	You have successfully entered all the information required to setup your account.
	To dose the wizard, dick Finish.

- 5. You will need to type your information into each field.
 - 1. Your Name: Display Name
 - 2. E-Mail Address: Your E-Mail Address
 - 3. User Name: Full E-Mail Address
 - 4. Password: Your E-Mail Password
 - 5. Incoming mail server: mail.bex.net or mail.buckeye-access.com
 - 6. Outgoing mail server: mail.bex.net or mail.buckeye-access.com

and then click More Settings.

6. Go to the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication** then click **OK**.

7. Click Next then Finish