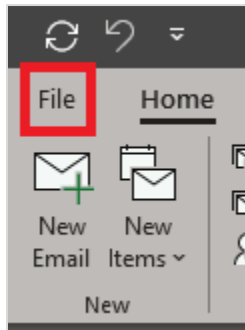


# Outlook Settings

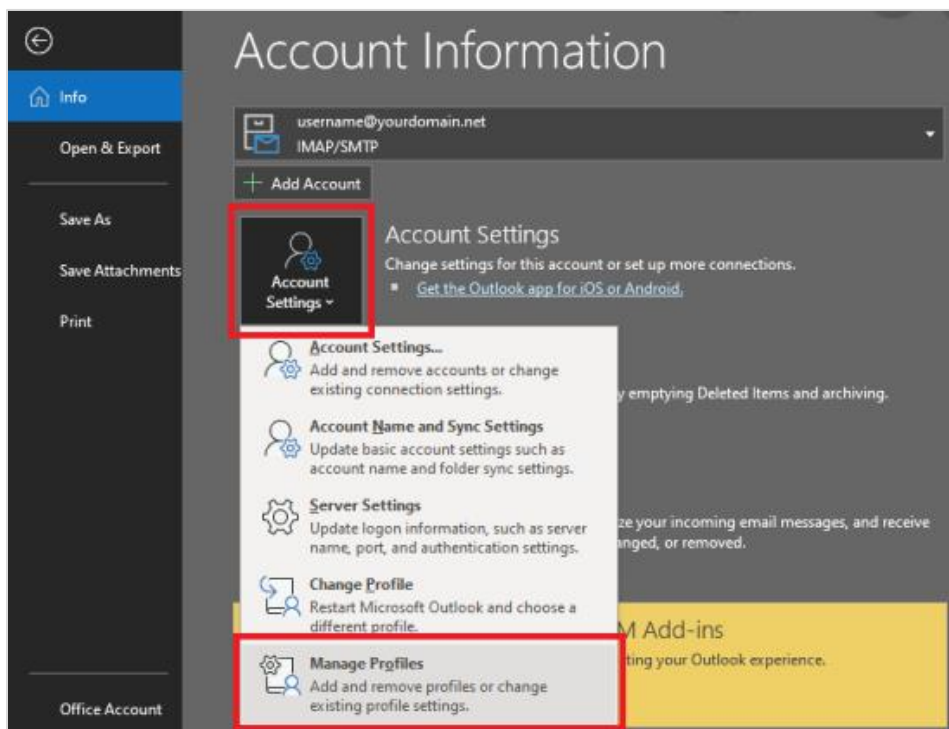
This document is to show how to configure the email client Outlook.

**Step 1:** Make sure you have the correct credentials (these can be found in Katana).

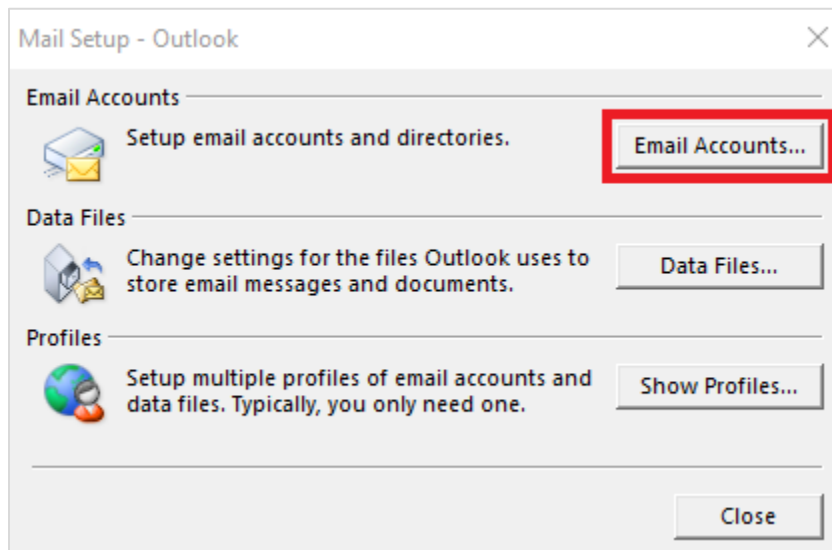
**Step 2:** Select the **File** tab in the upper left-hand corner.



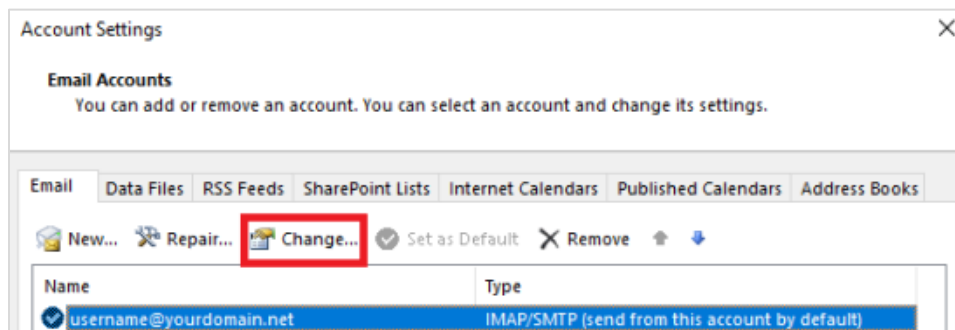
Once in your Account Information, click on the **Account Settings** dropdown and select **Manage Profiles**.



After selecting **Manage Profiles**, click **Email Accounts** on the next pop-up.



**Step 3:** On the next prompt click on your email address that you would like to make changes to and then click **Change**.



**Step 4:** Now that you are in POP and IMAP Account Settings make sure to verify your name and email address then make the following changes if necessary:

### Server Information

- Account Type: IMAP
- Incoming mail server: mail.cheqnet.net
- Outgoing mail server (SMTP): mail.cheqnet.net

Change Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

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

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back   Next >   Cancel   Help

**Step 5:** Select the **More Settings** option in the bottom right corner to change your Outgoing Server SMTP setting.

**Step 6:** Make sure to check the option “**My outgoing server (SMTP) requires authentication**” to ensure SMTP is being used. Click **OK**

Internet Email Settings

General   **Outgoing Server**   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK   Cancel

## Step 7: Click Next.

Change Account ✕

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

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

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back **Next >** Cancel Help

## Step 8: Outlook will send a test message to verify all settings are correct. Click Close.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

## Step 9: Click Finish.

Change Account ✕

**You're all set!**

We have all the information we need to set up your account.

**Step 10:** Your email should now be setup with Microsoft Outlook. Click **Close**.

