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.

Mail Setu	p - Outlook	×
Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s	
\$	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

Account	Settings						×
Email	Accounts		account You can o	elect an account and	I change its settings		
	u can auu o	remove and	account. Tou can s	elect an account and	renange its settings.		
Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
S Nev	w 🎘 Rep	oair 🚰 C	hange 📀 Set	as Default 🗙 Rem	ove 👚 🐥		_
Name				Туре			
🕲 use	ername@you	irdomain.net	1	IMAP/SMTP (se	nd from this account by	y default)	

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 Set Enter the mail server settin	tings gs for your account.	Ť.
User Information		Test Account Settings
Your Name:	username@cheqnet.net	We recommend that you test your account to ensure that
Email Address:	username@cheqnet.net	the entries are correct.
Server Information		Test Account Settings
Account Type:	IMAP 🗸	
Incoming mail server:	mail.cheqnet.net	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.cheqnet.net	
Logon Information		
User Name:	username@cheqnet.net	
Password:	****	Mail to keep offline: All
Rem	ember password	a service and a service service of ${f s}$
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< 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

eneral	Outgoing S	erver	Advanced	d			
2	utaoina sen	vor (SN	(TP) requi	rec auth	entication		
	ice came cett	tings a	s my incor	ning mai	l conver		
Õ	oa on usina	ungs u	5 mg meer	ing ma	· server		
0	lser Name						1
	oren nageme.						1
P	assword:						
		Rer	nember p	assword			
		-					
	Require Se	cure P	assword A	uthentic	ation (SP/	4)	
	Require Se	cure P	assword A	uthentic	ation (SP/	4)	
	Require Se	cure P	assword A	Authentic	ation (SP/	4)	
	Require Se	cure P	assword A	Authentic	ation (SP)	4)	
	Require Se	cure P	assword A	Authentic	ation (SPJ	4)	
	Require Se	cure P	assword A	Authentic	ation (SP/	7)	
	Require Se	cure P	assword A	Authentic	ation (SP/	4)	
	Require Se	cure P	assword A	Authentic	ation (SPJ	4)	
	Require Se	cure P	assword A	luthentic	ation (SP/	4)	
	Require Se	ecure P	assword A	Authentic	ation (SP/	7)	
	Require Se	cure P	assword A	luthentic	ation (SPJ	7)	
	Require Se	ecure P	assword A	luthentic	ation (SPJ	7)	
	Require Se	ecure P	assword A	luthentic	ation (SPA	7)	
	Require Se	ecure P	assword A	luthentic	ation (SP/	7)	
	Require Se	ecure P	assword A	luthentic	ation (SPA	7)	

Step 7: Click Next.

User Information		Test Account Settings
Your Name:	username@cheqnet.net	We recommend that you test your account to ensure that
Email Address:	username@cheqnet.net	the entries are correct.
Server Information		Test Account Settings
Account Type:	IMAP 🗸	
ncoming mail server:	mail.cheqnet.net	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.cheqnet.net	
Logon Information		
Jser Name:	username@cheqnet.net	
Password:	*****	Mail to keep offline: All
Rem	ember password	a de la companya de l
Require logon using Secure	Password Authentication (SPA)	More Settings

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

Test Account Settings		
Congratulations! All tests completed succe	essfully. Click Close to continue.	Stop Close
Tasks Errors		
Tasks ✓ Log onto incoming mail server (IMAF ✓ Send test email message	Status P) Completed 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**.

count Settings	>
Email Accounts	
You can add or remove an account. Yo	u can select an account and change its settings.
mail Data Files RSS Feeds SharePoint	Lists Internet Calendars Published Calendars Address Books
🗟 New 🎘 Repair 🖀 Change 📀 🤅	Set as Default 🗙 Remove 🔹 👼
Name	Туре
🛇 username@cheqnet.net	IMAP/SMTP (send from this account by default)
2	
2	
2	
2	