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- **Objective:** To set up email accounts in Outlook for different branches of BVM Schools, ensuring that each branch and its principal have properly configured email accounts for effective communication.

➤ **Steps for Setting Up Email Accounts:**

1. Open Outlook and Add Account:

- Launch Microsoft Outlook.
- Navigate to the option to add a new account.

2. Manual Setup:

- Select the option "Manual setup or additional server types."
- Click "Next" to proceed.

3. Select Account Type:

- Choose "POP or IMAP."
- Click "Next."

4. Enter User Information:

- Enter the user's name and email address. The email addresses are assigned based on the specific branch:
 - **Kitchlu Nagar Branch:**
 - **General:** bvmkn@bvmschools.com
 - **Principal:** principalkn@bvmschools.com
 - **Udham Singh Nagar Branch:**
 - **General:** bvmusn@bvmschools.com
 - **Principal:** principalusn@bvmschools.com
 - **Chandigarh Road Branch:**
 - **General:** bvmchdrd@bvmschools.com
 - **Principal:** principalchdrd@bvmschools.com
 - **Dugri Branch:**
 - **General:** bvmduagri@bvmschools.com
 - **Principal:** principaldugri@bvmschools.com

5. Select Account Type:

- Set the account type to POP3.

6. Mail Server Information:

- For both Incoming and Outgoing Mail Servers, enter: mail.bvmschools.com

7. Username Configuration:

- Ensure the username is entered automatically based on the email address provided.

8. Advanced Settings Configuration:

- **Outgoing Server Tab:** Enable "My outgoing server (SMTP) requires authentication."
- **Connection Tab:** Ensure "Connect using LAN" is selected.
- **Advanced Tab:**
 - Set the Outgoing Server (SMTP) port to 587.
 - Select the encrypted connection type as TLS.

9. Password Entry and Testing:

- Enter the required password for the email account.

- Test the account settings to ensure they are correct.

10. Completion:

- If the account settings are validated successfully, the Outlook setup is complete, and the email account is ready for use.

Overview:

The setup process involves configuring Microsoft Outlook to manage email accounts for various branches of BVM Schools. This process ensures each branch has a general email account and a specific email account for the principal. The setup includes manual configuration to ensure precise control over server settings and security.

➤ Key Points:

- **Manual Configuration:** Allows for detailed and specific setup, ensuring compatibility and security.
- **Email Addresses:** Structured to clearly differentiate between general branch communication and principal-specific communication.
- **POP3 Protocol:** Chosen for its simplicity and reliability in accessing email.
- **Server Settings:**
 - Incoming and Outgoing Server: mail.bvmschools.com
- **Outgoing Server Port:** Set to 587 with TLS encryption for secure communication.
- **Authentication and Connection:**
 - SMTP authentication ensures that outgoing emails are sent securely.
 - Connection via LAN is selected to ensure stable and continuous network access.

➤ Benefits:

- **Centralized Communication:** Each branch can manage its communication efficiently.
- **Security:** Use of SMTP authentication and TLS encryption ensures secure email transmission.
- **Reliability:** POP3 is a reliable protocol for accessing emails, ensuring messages are consistently received and stored locally.

Conclusion:

The mail server setup for BVM Schools involves a structured and secure configuration of Outlook for various branches. By following the outlined steps, the school ensures each branch has a reliable and secure email communication system, facilitating effective internal and external communication. This setup is crucial for maintaining organized and secure communication channels across the different branches of BVM Schools.