Process
For
Email configuration using Outlook

Prepared by: Harpreet Randhawa

Version 1.0

Dated 03/11/14

TABLE OF CONTENT

1. <u>Document History</u>

This Document is subject to change control and as such any amendments must be carried out

Through the document change management process and all approvers must be agree on

proposed amendments.

Document Version	SOP Name	Revision Date	Title	Created By
V.1	DTLT001	11/07/14	Email Configuration using Outlook	Surendra Rayudu

2. <u>Reviewer</u>

This document should be reviewed by the following reviewers:

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	11/03/14

3. <u>Approver</u>

This document requires following approvals.

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	11/03/14

2. **Document Overview**

2.1 Scope

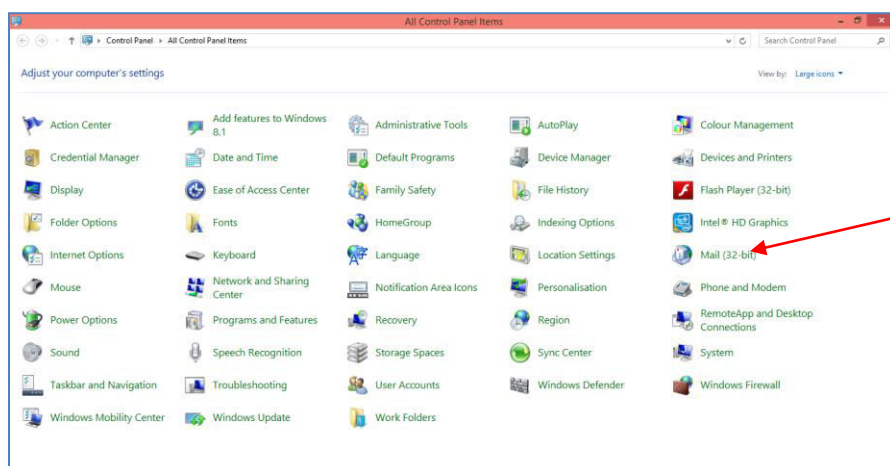This document covers all the steps to required to configure emails using outlook.

2.2 Purpose

This document is useful to configure an Employee/Generic Email ID using MS Outlook

2.3 Prerequisites

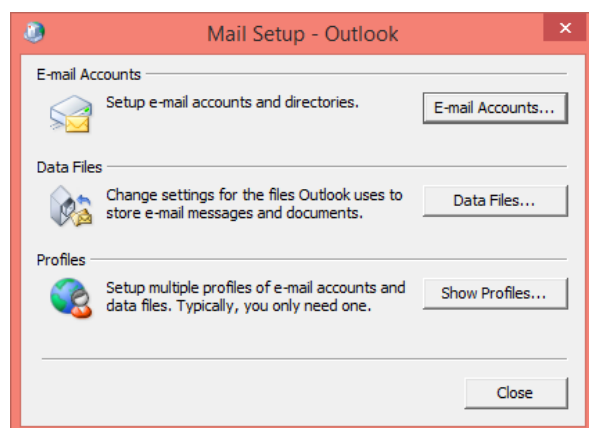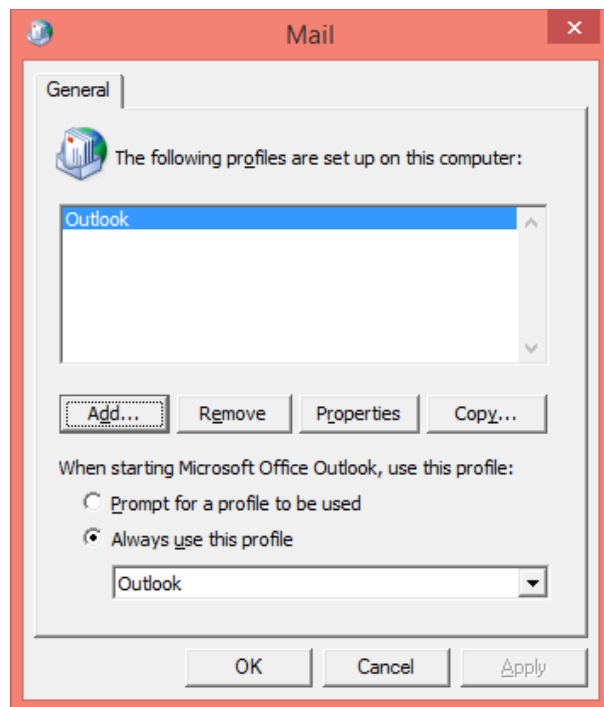MS Office to be installed before you start configuring the Email ID

3. PROCEDURES:

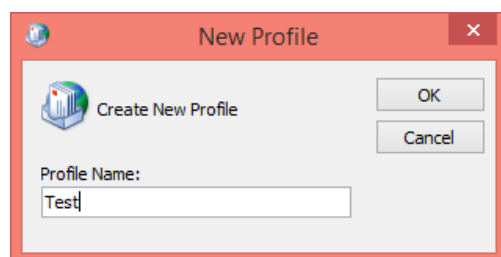## Step1: Goto Control Panel → Double Click on Mail icon

Step 2: Click on Show Profiles:

Step 3: Click on Add

Step 4: Provide a valid name to the profile and click on OK

Step 5: Select Manually configure server settings or additional server types and click on Next

Step 6: Select Internet E-mail and click on Next

Step 7: Fill in the relevant details of user and server details and click on Test Account Settings. After successful execution of Test settings click on Next

Step 8: Click on Finish to complete the configuration

4. REFERENCES:

After that check, if the mail has been configure successfully

If not, feel free to contact IT Helpdesk in case of any technical issue