

# Process For Email configuration using Outlook

Prepared by: Harpreet Randhawa

Version 1.0

Dated 03/11/14

## TABLE OF CONTENT

---

<b>1. DOCUMENT HISTORY.....</b>	<b>3</b>
<b>2. DOCUMENT OVERVIEW.....</b>	<b>4</b>
2.1 SCOPE.....	4
2.2 PURPOSE.....	4
2.3 PREQUISITES.....	4
<b>3. PROCEDURES.....</b>	<b>5</b>
<b>4. REFERENCES.....</b>	<b>9</b>

## 1. Document History

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. Reviewer

This document should be reviewed by the following reviewers:

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

## 3. Approver

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**

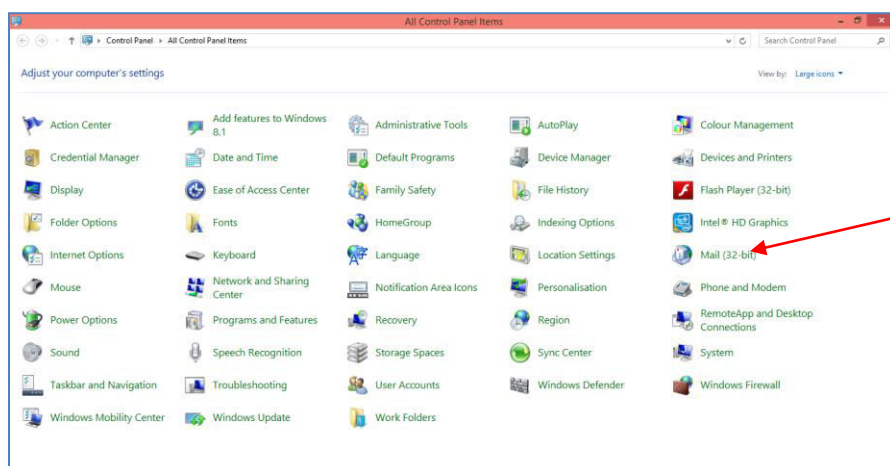
This document is useful to configure an Employee/Generic Email ID using MS Outlook

### **2.3 Prerequisites**

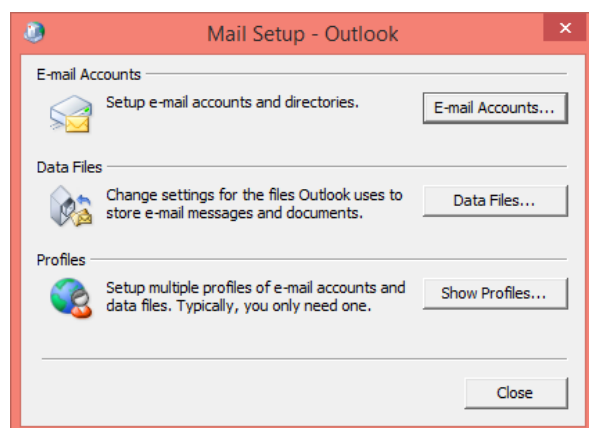
MS Office to be installed before you start configuring the Email ID

### 3. PROCEDURES:

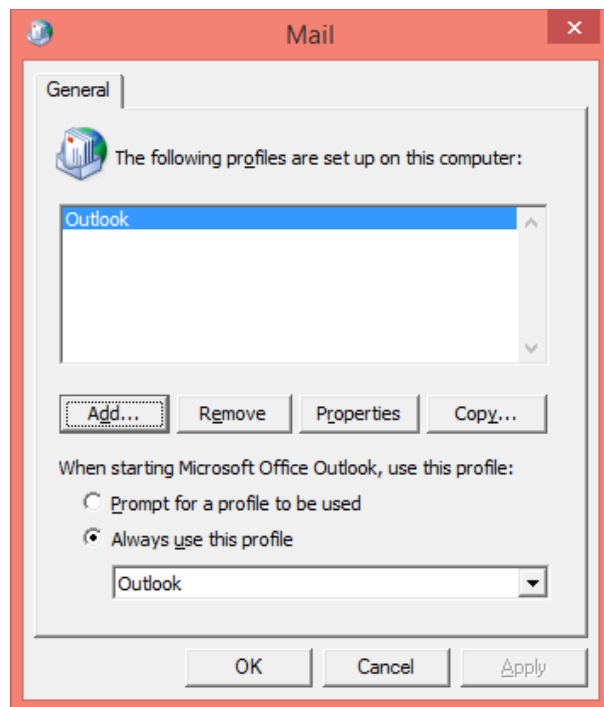
**Step1: Goto Control Panel → Double Click on Mail icon**



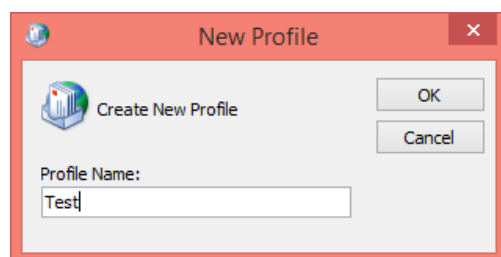
**Step 2: Click on Show Profiles:**



**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**

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back Next > Cancel

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

**Add New E-mail Account**

**Choose E-mail Service**

☒ **Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

**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**