

# Configuring Outlook for Connection to OnePMI Email Server

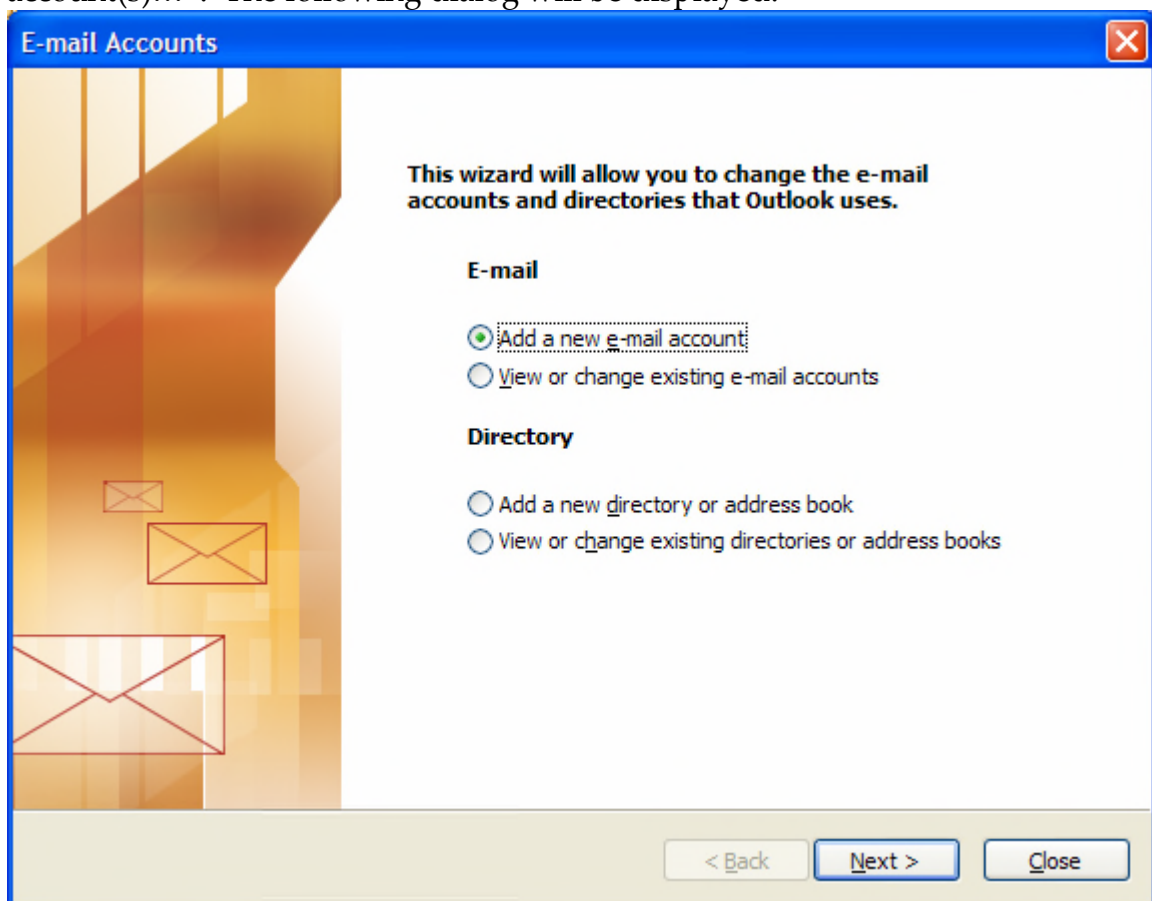
This document describes how to configure the Outlook email client to receive and send emails through the OnePMI Email Server.

There are several items that you will need to have before starting this configuration. These items are:

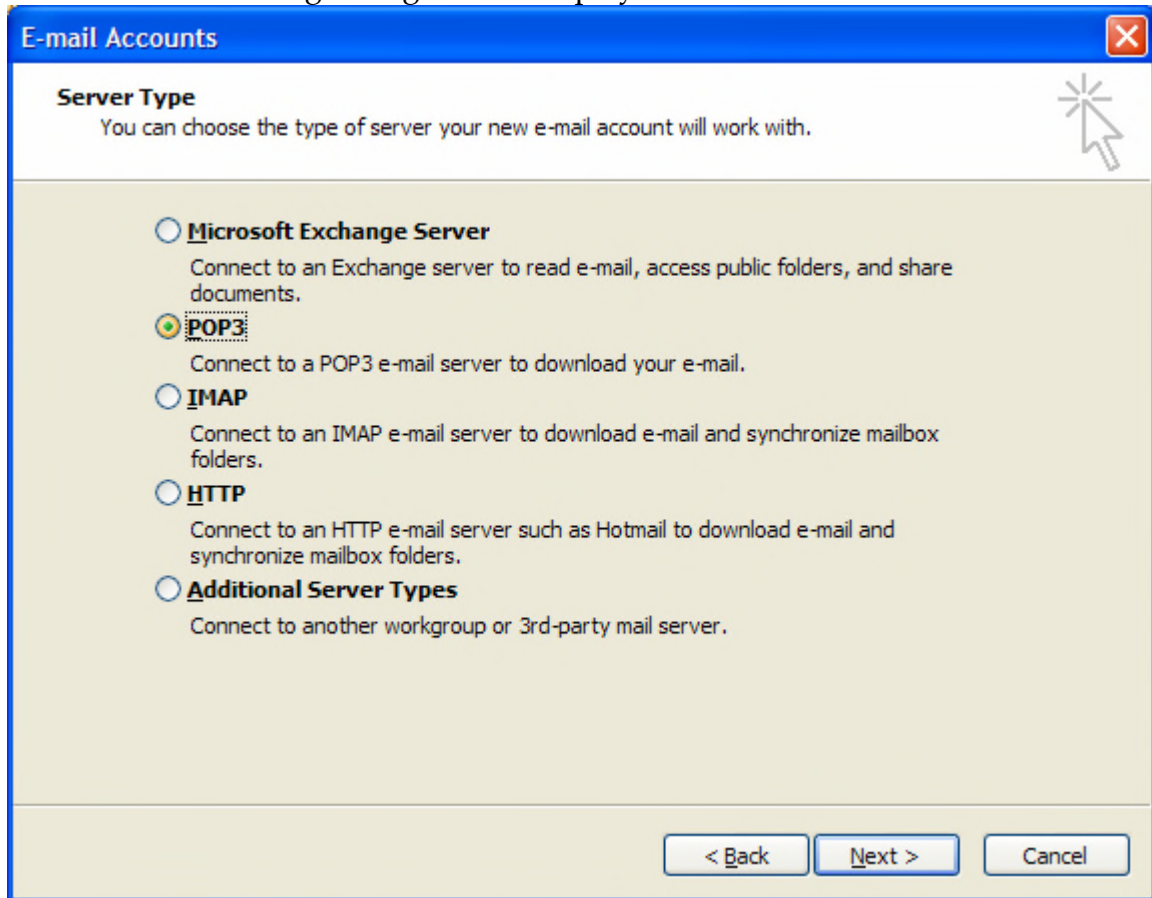
- The email account that you are configuring. This will be identified in this document as <email\_name>. This will be the complete email address including your domain name. An example would be [webmaster@onepmi.net](mailto:webmaster@onepmi.net).
- The password that is used to login to the account. This will be provided by your domain administrator. You will be able to change the password through the webmail interface (see separate document).

Once you have these items, you are ready to configure Outlook.

1. Start the Outlook program.
2. Once the program is started, select the Tools menu and then select "E-mail account(s)..." . The following dialog will be displayed:



3. Select the “Add a new e-mail account” radio button then click on the “Next >” button. The following dialog will be displayed:



4. Select the "POP3" radio button and click the "Next >" button. The following dialog will be displayed:

**E-mail Accounts**

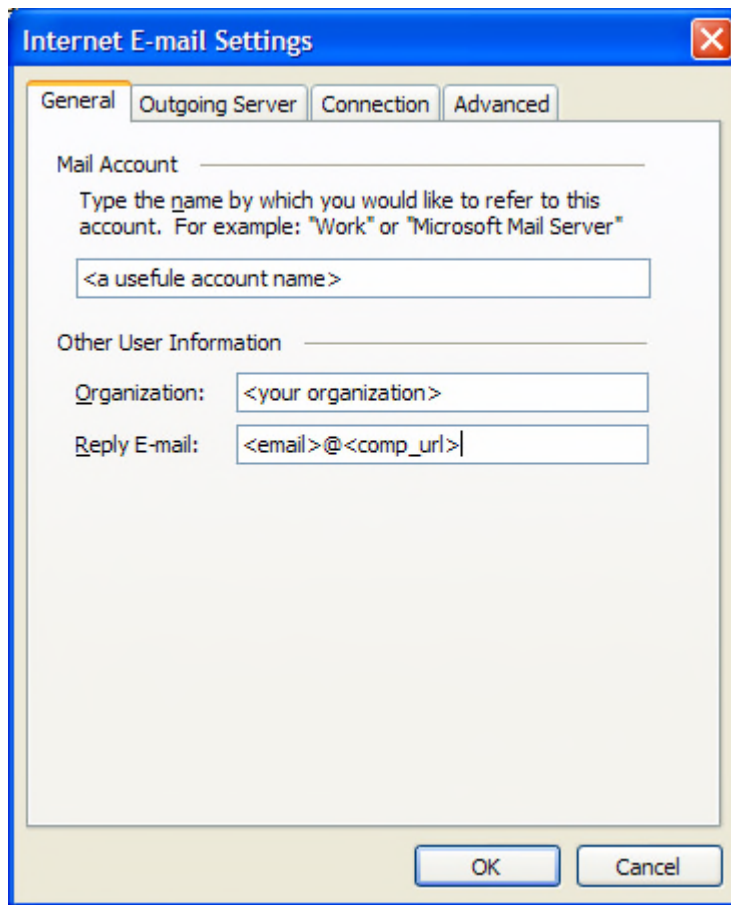
**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <your personal name>	Incoming mail server (POP3): mail.onepmi.net
E-mail Address: <email>@<comp_url>	Outgoing mail server (SMTP): mail.onepmi.net

Login Information	Test Settings
User Name: <email>@<comp_url>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <password>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

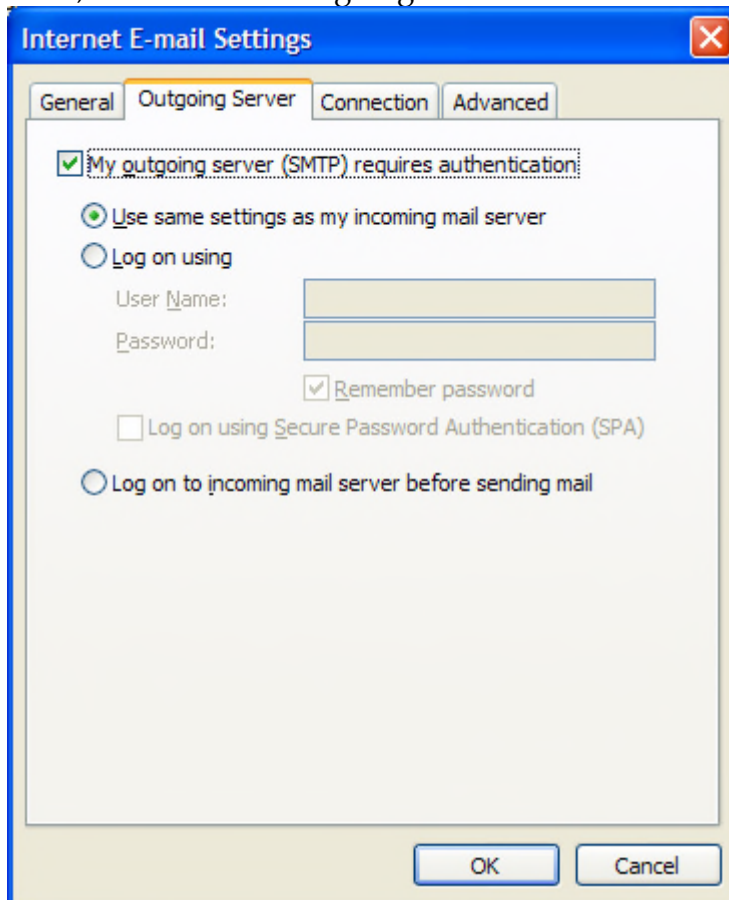
< Back   Next >   Cancel

5. In the "Your Name:" field, enter the personal name that will be displayed when your emails are received by the recipients. This is can be anything that you want.
6. In the "E-mail Address:" field, enter the complete email address for the account that you are configuring. This is the <email\_name> value described above. It will be in the format shown in the picture above.
7. In the "Incoming mail server (POP3):" and "Outgoing mail server (SMTP):" fields, enter the values shown (mail.onepmi.net). You can enter this as "mail.<comp\_url>" in these fields but it is not necessary.
8. In the "User Name:" field, enter the complete <email\_name> value.
9. In the "Password:" field, enter the <password> value.
10. Check the "Remember password" if it is not checked.
11. Now, click the "More Settings ..." button. The following dialog will be displayed:



12. In the first textbox, enter a name that will be used to identify this email account. It will be displayed in Outlook in some of the configuration lists. This is completely your choice.
13. In the "Organization:" field, enter the name of your Chapter.
14. In the "Reply E-mail" field, enter the <email\_name> value.

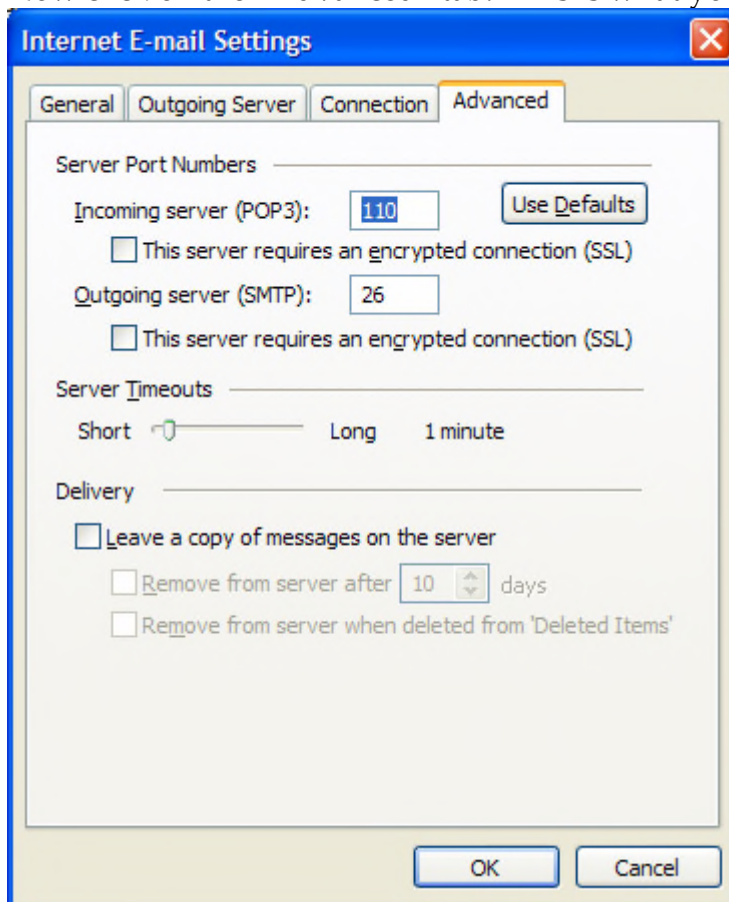
15. Now, click on the “Outgoing Server” tab. This is what you will see:



16. Check the “My outgoing server (SMTP) requires authentication.

17. Select the “Use same settings as my incoming mail server” radio button.

18. Now click on the “Advanced” tab. This is what you will see:



19. In the “Outgoing server (SMTP):” field, change the default 25 to 26. This will allow you to connect to the SMTP (outgoing mail server) even in situations where the ISP that you are using blocks access to other SMTP servers. The default 25 port will work in those situations where this port is not blocked. You can use the Test button later to verify whether this is an issue for your situation. It will typically be a problem with dial-up ISP connections.

20. Click on the “OK” button. You will be returned to the previous screen:

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

21. In order to determine whether your configuration is correct, click on the “Test Account Settings ...” button. This will test the connection to the POP3 and SMTP servers. It will also send a test email that will be received from and on this account. If the test passes, you are completely and correctly configured.
22. If you should have any questions about or problems with this configuration, contact [helpdesk@onepmi.net](mailto:helpdesk@onepmi.net).