



Outlook Client Setup

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In order to have Microsoft Outlook pull your email from Webmail please follow the directions below. If you have any questions please contact either C.J. Bracken or Technical Services.

When opening Outlook if the Startup Wizard appears do the following: If Outlook opens skip to section II.

1. Click **Next**
2. When you get the screen that states "You can configure Outlook to connect to a Microsoft Exchange Server..." Click **Yes**.
3. Click **Next**
4. On the Server Type screen choose **POP3**
5. Click **Next**
6. Skip to Step 7 of Section II Below

Section II

Once you have Outlook open please follow the steps below:

1. Click on **Tools**
2. Click on **Options**
3. Click on the **Mail Setup Tab**
4. Click the **Email Accounts Button**
5. The Email Account Wizard should now be open. Click **Add New Email Account**
6. Click **Next**
7. You should now see a screen similar to the one shown below:

Change E-mail Account

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

User Information
Your Name: C.J. Bracken
E-mail Address: cjbracken@gcc.vccs.edu

Server Information
Account Type: POP3
Incoming mail server: mail4.utility.vccs.edu
Outgoing mail server: mail4.utility.vccs.edu

Logon Information
User Name: cjbracken@gcc.vccs.edu
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

More Settings ...

< Back Next > Cancel

8. Enter your First and Last name in the **Your Name** Field.
9. Enter your complete Germanna email address in the **E-mail Address** field.
10. Type the following exactly as I have it here in the **Incoming and Outgoing mail server** fields: mail4.utility.vccs.edu
11. Enter your complete Germanna email address in the **User Name** field.
12. Enter your Webmail password in the **Password** field.
13. Click **Remember Password**.
14. Click **Next**.
15. Click **Finish**

Your Outlook is now configured to pull from your Webmail account and all mail will be delivered to your Outlook box.