

EMAIL SETUP INSTRUCTIONS - OUTLOOK (Windows XP System)

Requirements Before Setup

- Internet Explorer version 5 or higher
- Microsoft Outlook
- Operating System: Windows XP
- Account address, username and password as provided by IIMS
- SMTP (Outgoing Server) Address of your Internet Service Provider (ISP)
- Internet connectivity through your Internet Service Provider (ISP). *Double check that you are connected by browsing a few Web pages (e.g., www.yahoo.com, www.disney.com)*

Setup Instructions

1) Open **Microsoft Outlook**. Under the **Tools** menu, select **Email Accounts**. This will open a new window called **Email Accounts**. Under the Email heading select **Add a New Email Account** then click the **Next** button to continue.



2) On this **Server Type** screen select **POP3**. Click the **Next** button to continue.



3) On this **Internet Email Settings** screen complete all of the information as follows then click the **Next** button.

- **Your Name** – Enter your name as you would like it to appear in emails from you (e.g., John Smith)
- **Email Address** – Enter the email address given to you by IIMS (e.g., jsmith@domain.com).
- **Incoming Mail Server** – Enter **mail.iimsnet.com**
- **Outgoing Mail Server** – Enter the server name provided by your Internet Service Provider (ISP)
- **Username** – Enter the username provided to you by IIMS
- **Password** – Enter the password provided to you by IIMS



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

User Information
Your Name: [Your Name]
Email Address: [Your Email Address]

Server Information
Incoming mail server (POP3): [mail.iimsnet.com]
Outgoing mail server (SMTP): [ISP SMTP Server]

Login Information
User Name: [Username Provided by IIMS]
Password: [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)
[Test Account Settings ...]

[More Settings ...]

< Back [Next > Cancel

4) Congratulations! You should now see a screen confirming the setup of your email account. Click the **Finish** button to exit.



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back [Finish



Testing Mail Setup

Now that you've setup your email account, you will need to run a few tests to make sure everything is configured properly.

- 1) For best results, restart your computer to ensure that all of your new settings are saved.
- 2) Make sure you are connected to the Internet. Browse some Web pages (e.g., www.yahoo.com; www.disney.com) to make sure you're connected.
- 3) Once your computer is restarted and you are connected to the Internet, double-click on the **Microsoft Outlook** icon to open this program.
- 4) Under the **Actions** menu select **New Mail Message** to create a new email.
- 5) Under the **To:** area of the email enter your own email address (e.g., jsmith@domain.com). If you'd like enter a subject and write a short message to yourself. Click the **Send** button to send this message.
- 6) Under the **Tools** menu select **Send and Receive**. If you have more than one account setup, you will additionally need to select the account name for which to send/receive mail. You should now receive the message you just sent yourself. If you do not receive your message within a few minutes, check your email settings and refer to IIMS's email troubleshooting document on our Web site. If you still cannot correct these problems, contact your IIMS Account Manager (203.265.2424) for further assistance.