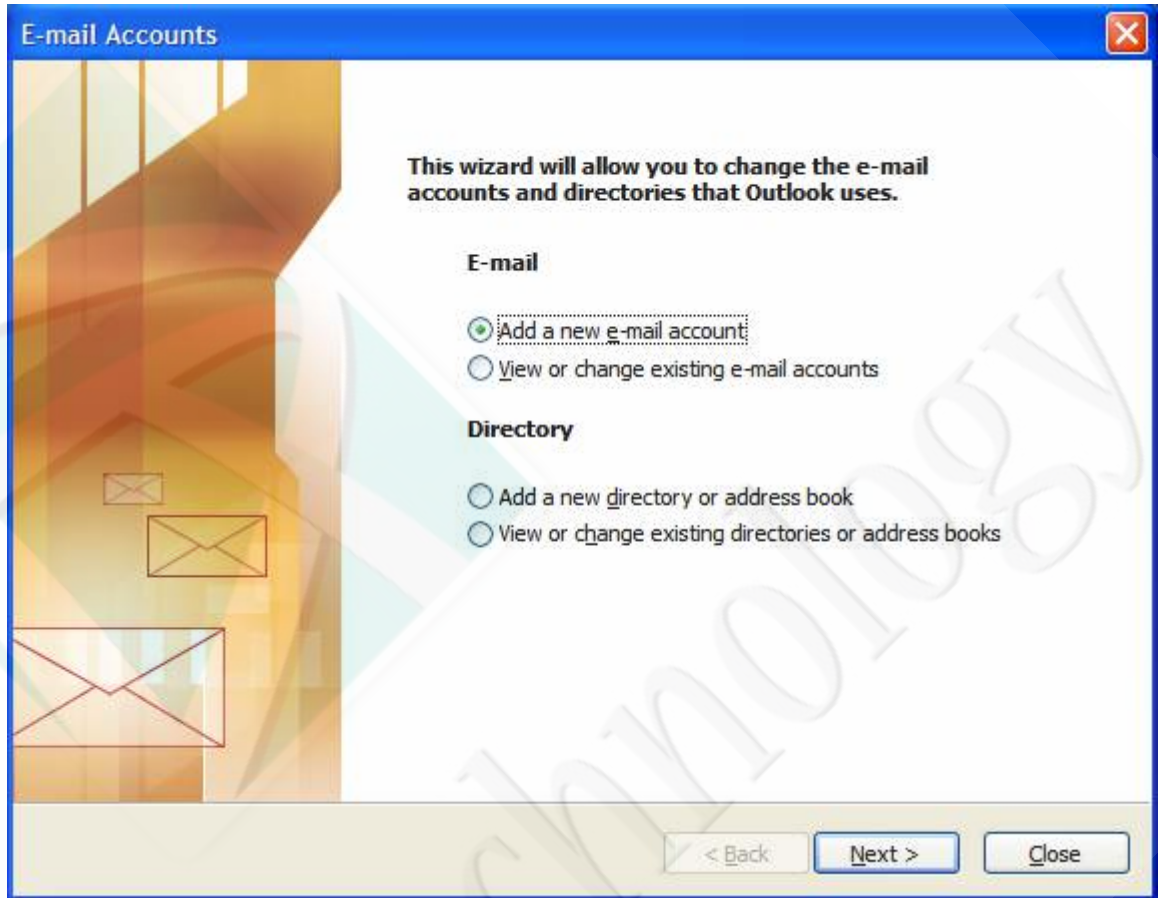# Setting Up Your E-mail in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

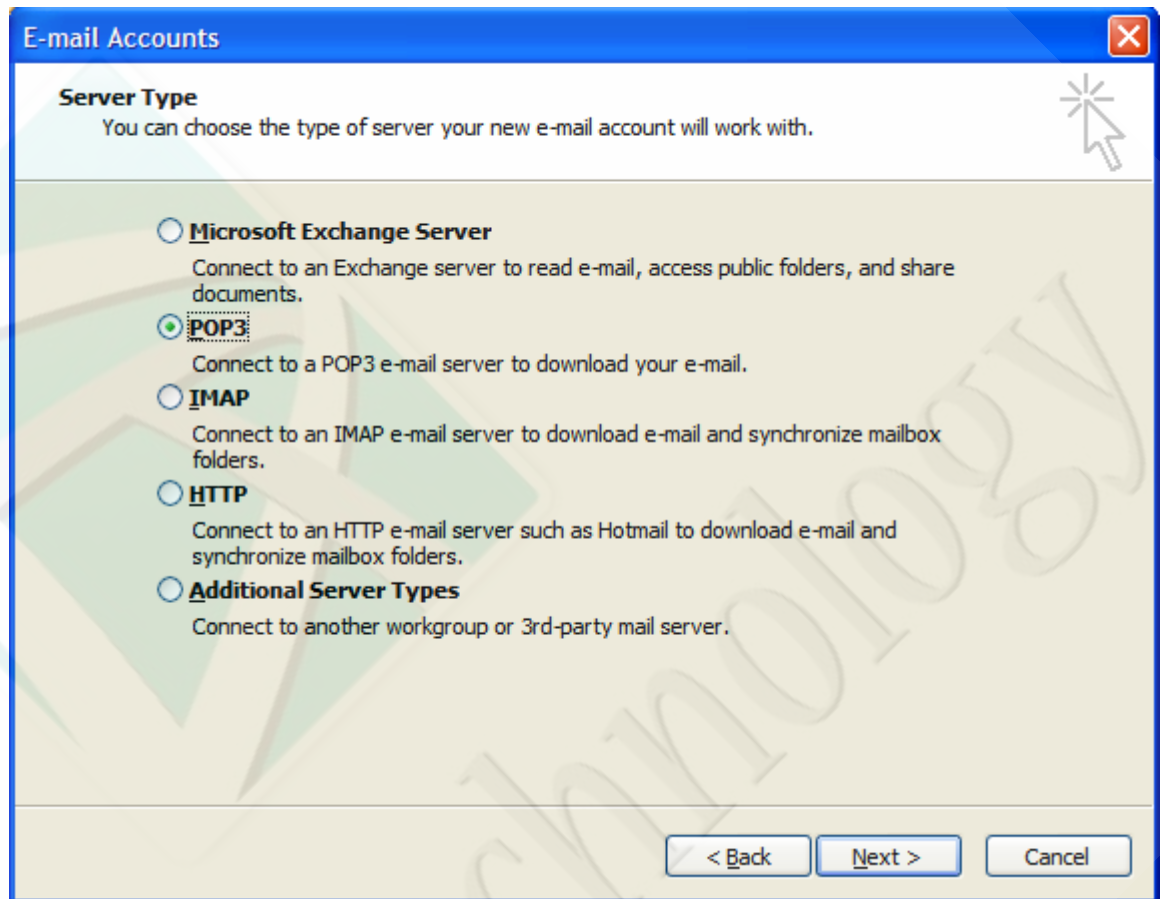**To Set Up Your E-mail Account in Microsoft Outlook**

1. In Microsoft Outlook, select Tools > E-mail Accounts.
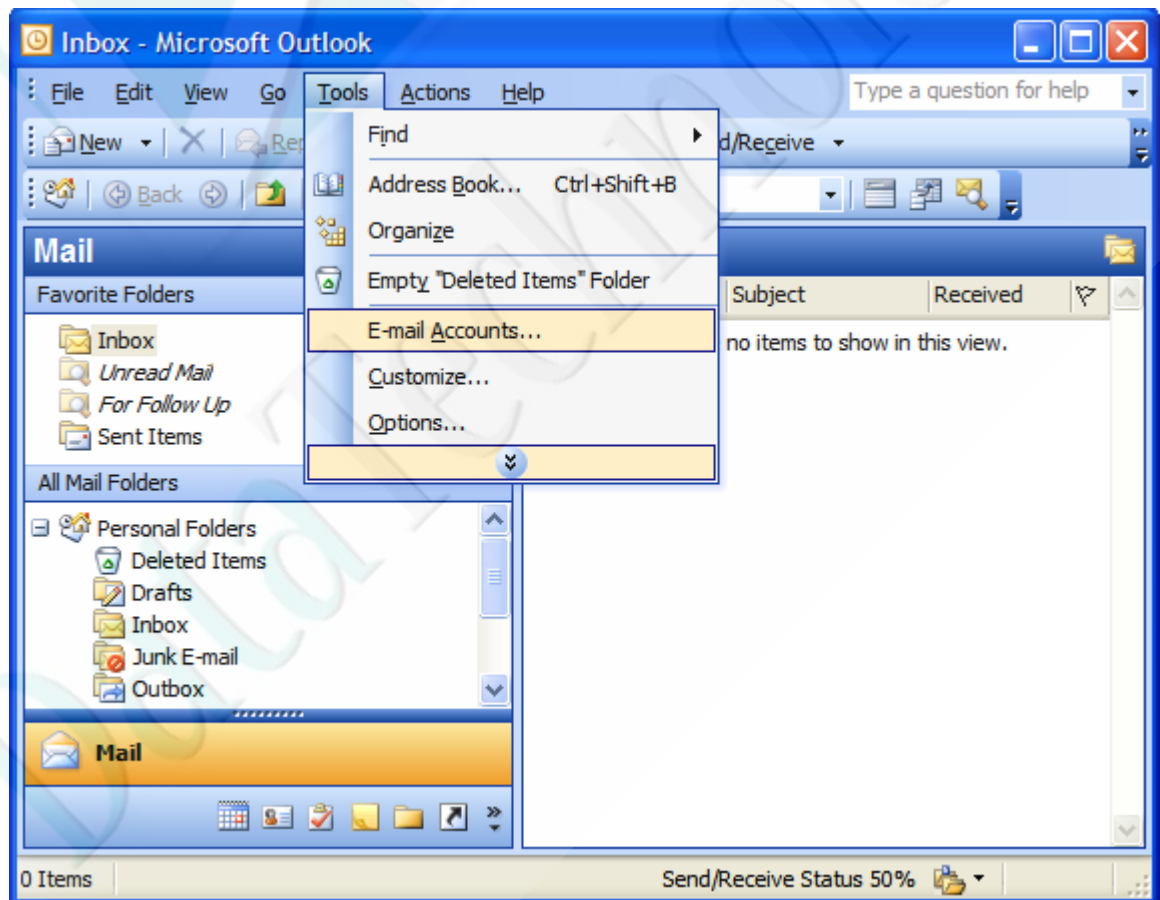
2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.

3. For your server type, select "POP3" and click Next.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

○ **Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.

◉ **POP3**
Connect to a POP3 e-mail server to download your e-mail.

○ **IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

○ **HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

○ **Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back   Next >   Cancel

4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

Enter **mail.almanargroup.com** for your incoming mail server.

Outgoing mail server (SMTP)

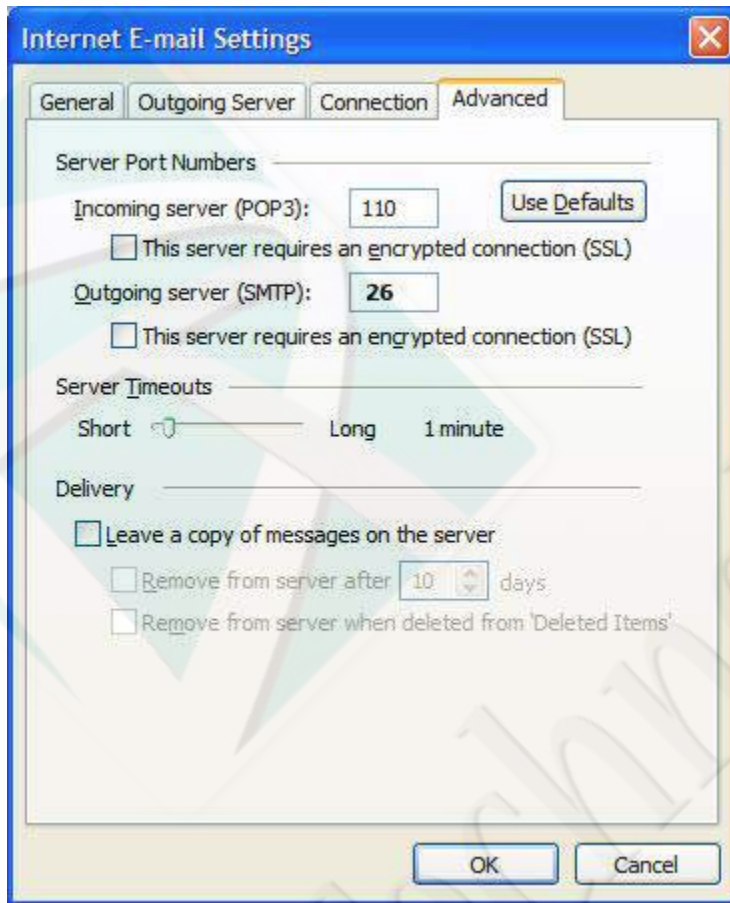Enter **mail.almanargroup.com** for your outgoing mail server.

Click "More Settings."

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Select "My outgoing server (SMTP) requires authentication."
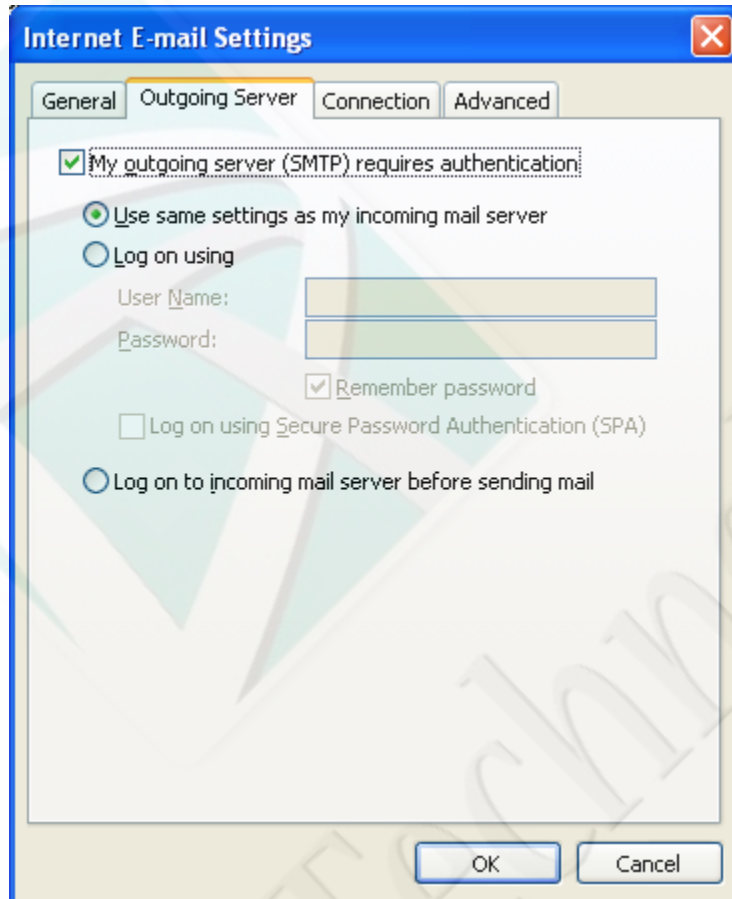
7. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to **26.**

8. Click OK.

For the outgoing server (SMTP): please write 587

**If you have windows hosting, please click outgoing server and check the box
My outgoing server requires Authentication.**

9. Click Next.

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: Samy Fawzy al-Qasim

E-mail Address: samy@almanargroup.com

Server Information

Incoming mail server (POP3): mail.almanargroup.com

Outgoing mail server (SMTP): mail.almanargroup.com

Logon Information

User Name: samy@almanargroup.com

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

10. Click Finish.

E-mail Accounts

Congratulations!

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

To close the wizard, click Finish.

< Back   Finish