How to setup Outlook for email access at Lizard Hill

Before You Start:

You need the names of your incoming and outgoing servers to set up email with a client. Check
www.lizardhill.com/emailguides for details.

Configure Outlook

1. Start Outlook.
2. In Outlook 2003/2007/2010 On the **Tools** menu, or on the File menu for Outlook 2013, click
   Account Settings.
3. On the **Email** tab, click **New**.
4. In the **Add New Email Account** dialog box, click **Microsoft Exchange, POP3, IMAP, or HTTP**, and
   then click **Next**.
5. Configure the new email account.
     o   To configure the new e-mail account manually, follow these steps in the **Add New E-mail
         Account** dialog box:
     .   Click to select the **Manually configure server settings or additional server types** check
         box, and then click **Next**.
         a. Click **Internet Email**, and then click **Next**.
         b. Under **User Information**, follow these steps:
             1. In the **Your Name** box, type your full name.
         c. In the **Email Address** box, type your full e-mail address.
         d. Under **Server Information**, select **POP3**.
             1. In the **Incoming mail server** box, type the name of the server;
                 ▪ **lhvm02.lizardhill.com**
             2. In the **Outgoing mail server (SMTP)** box, type the name of the
                outgoing email server;
                 ▪ **lhvm02.lizardhill.com**
         e. Under Logon Information, follow these steps:
         0. In the **User Name** box, type your user name. The username is your FULL
            email address. I.E; user@mydomain.com
         1. In the **Password** box, type the password for your email account.
         2. If you want Outlook to remember your email account password, click to
            select the **Remember password** check box.

  f. Make sure the **Require logon using Secure Password Authentication (SPA)** check box to log on by using Secure Password Authentication is **NOT** checked.

- o Click the 'More Settings….' Button to finish the configuration.
  1. Click on the 'Outgoing Server' tab and check the box 'My outgoing server (SMTP) requires authentication.
     a. Select the 'Use the same settings as my incoming mail server'
  2. Click on the 'Advanced' tab to configure the server port numbers
     a. Set the Incoming Server (POP3) port to **995** and check the box below 'This server requires and encrypted connection (SSL)'
     b. Set the outgoing server (SMTP) port to **587** and select "Auto" from the 'Use the following type of encrypted connection'.
     c. Change the server timeouts to 5 minutes
     d. Check the box 'leave a copy of messages on the server' so you can get mail both via the web and outlook.
     e. Check the box 'Remove from server after 10 days'
     f. Check the box 'Remove from server when deleted from 'Deleted Items''
     g. Your configuration is complete, click OK to close.

6. Click **Test Account Settings**. This feature calls a dialog box that displays, in a step-by-step manner, each phase of the testing of the configuration that you entered. When you click **Test Account Settings**, the following process occurs:
   - The connectivity of the system to the Internet is confirmed.
   - You are logged on to the SMTP server.
   - You are logged on to the POP3 server.
   - It is determined whether the POP3 server must be logged on to first. If it is required, Outlook automatically sets the **Log on to incoming mail server before sending mail** option.
   - A test message is sent. This message explains any changes that Outlook made to the initial setup.
   a. If you want to modify your e-mail account any more, click **More Settings** to open the **Internet Email Settings** dialog box.
   b. Click **Next**, and then click **Finish**.

You will need to perform this for each email account/address you have on your domain if you want to check multiple accounts from within one instance of Outlook.