

Configure Outlook 2010

1. Open Outlook 2010.
2. Click File, and then Add Account. See Figure 1 below.

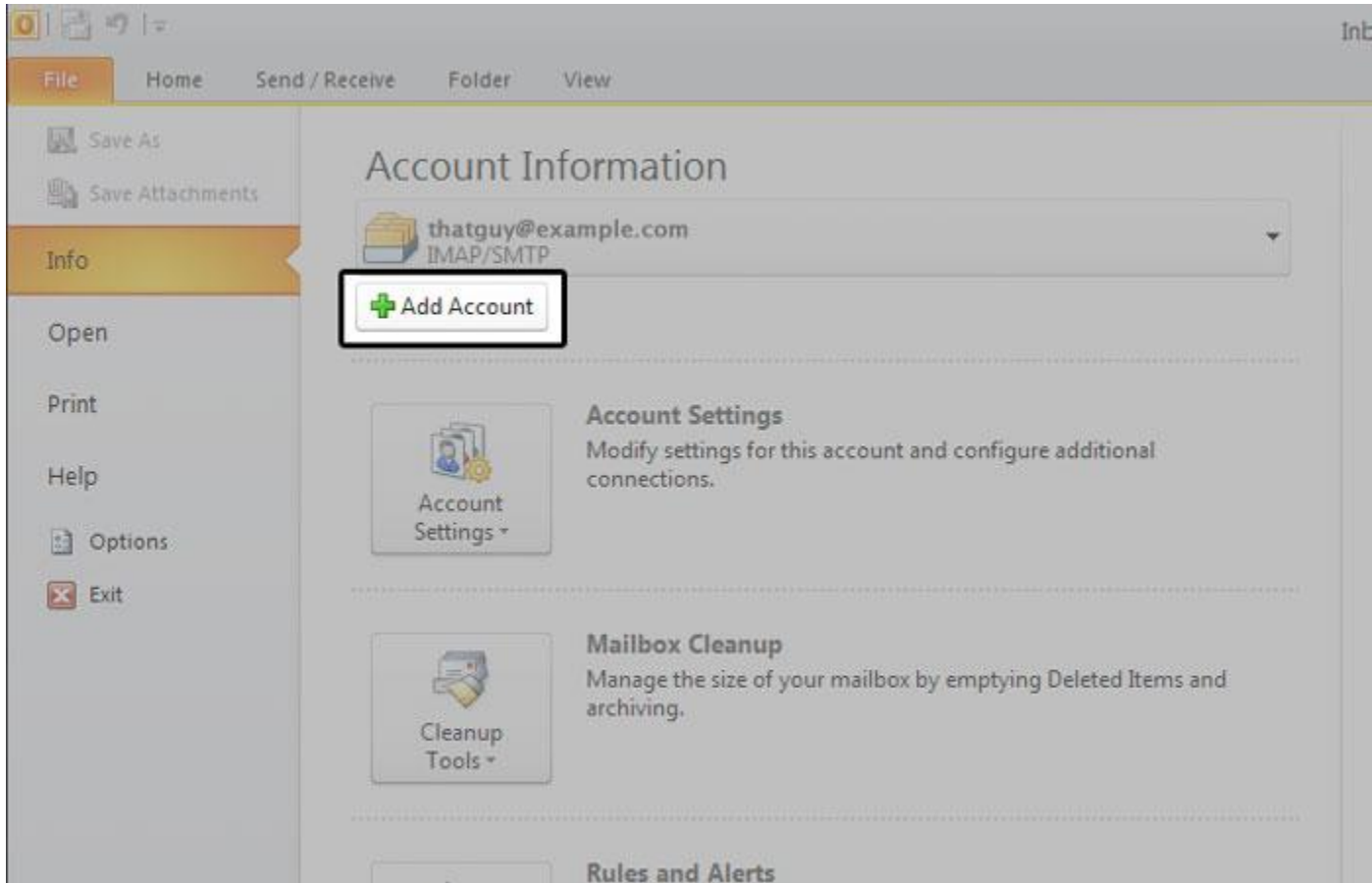


Figure 1: Click the "+Add Account" button to begin.

3. Next, select manually configure server settings or additional server types, and then click Next.

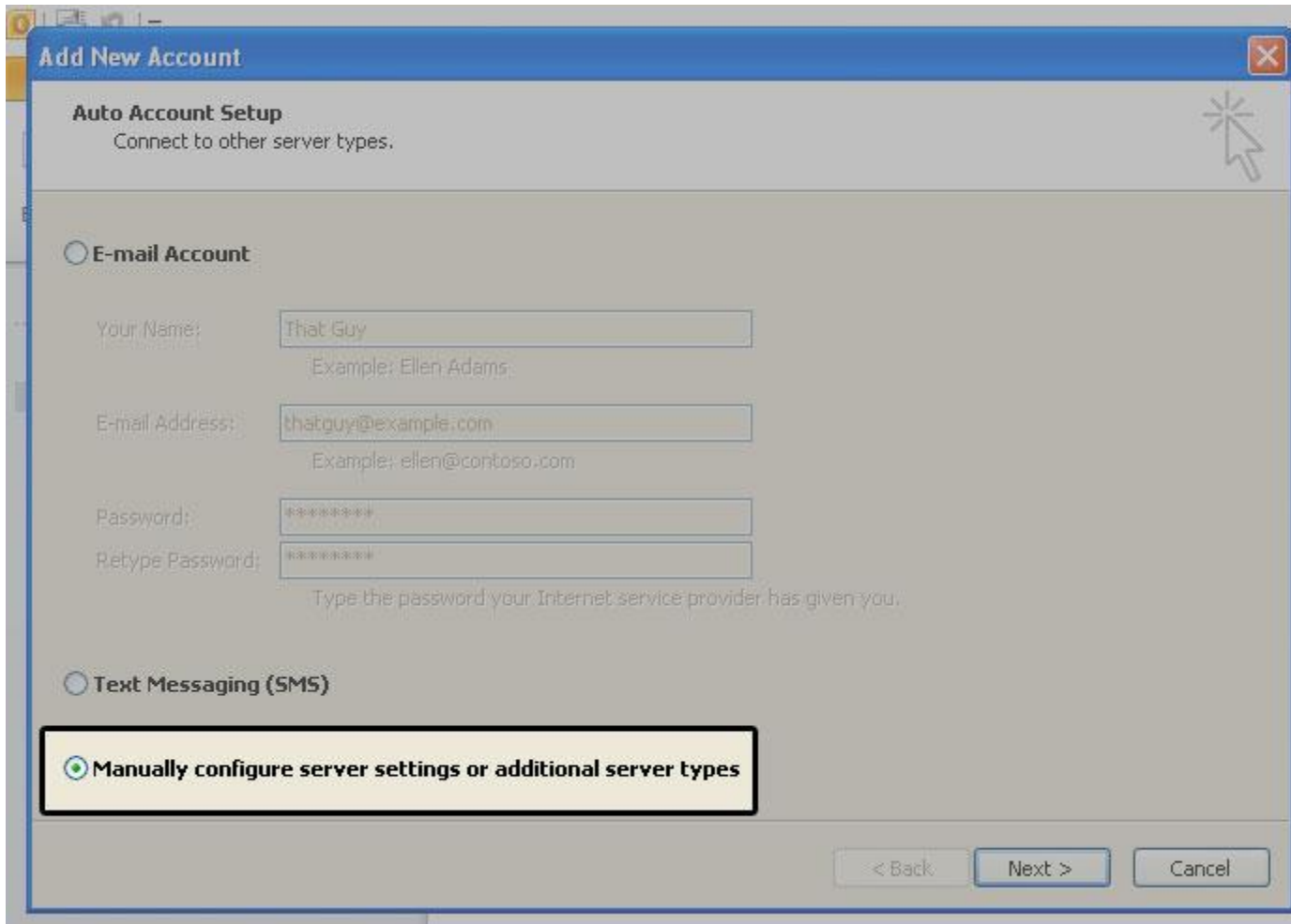


Figure 2: This will allow you to enter your account information.

4. In this screen, choose Internet E-mail, and then click Next. Figure 3 below illustrates this window.

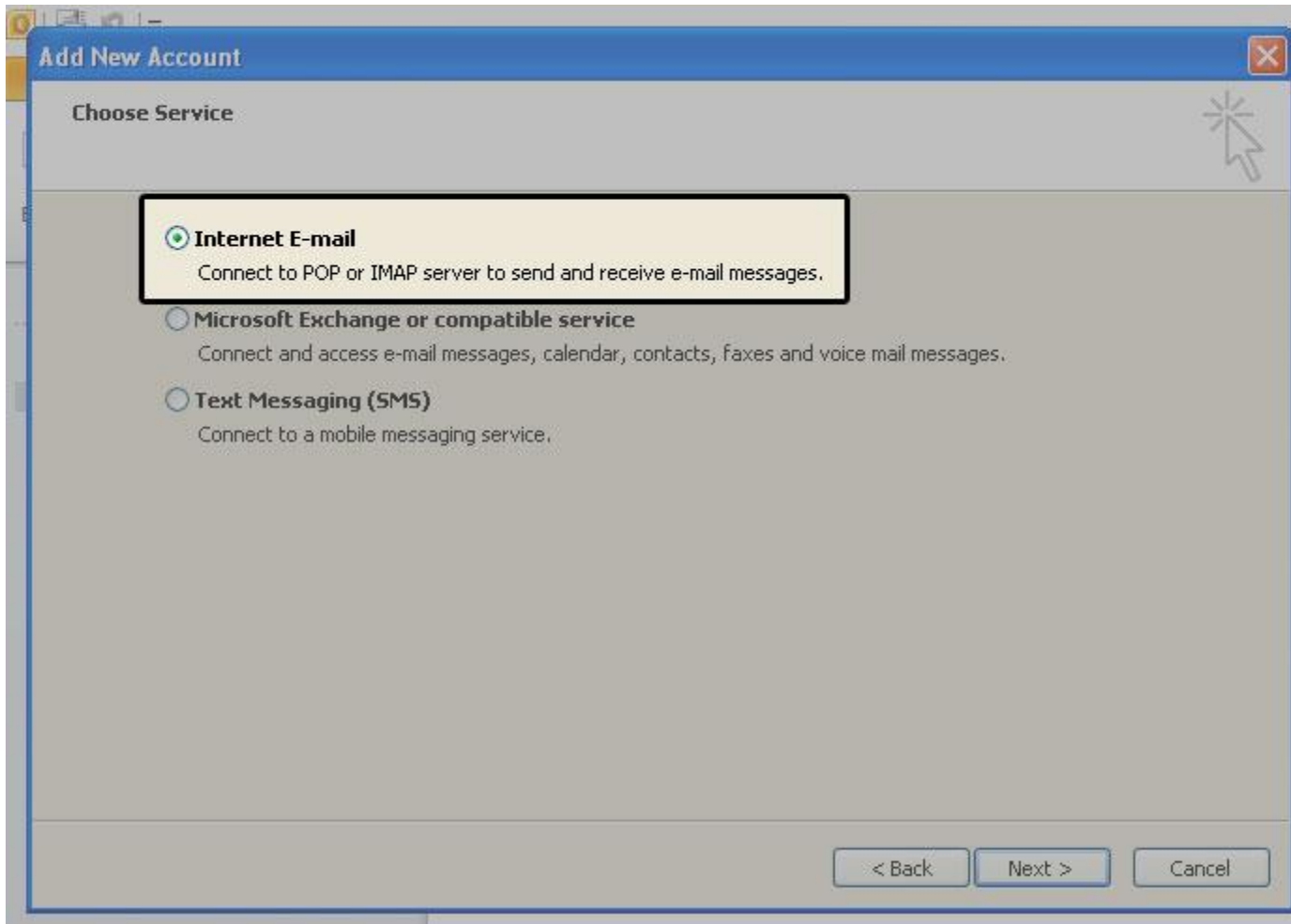


Figure 3: Be sure to select "Internet E-mail" then click the "Next" button.

5. This window is where you enter your email information, see Figure 4 below.

Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 by clicking the Next button

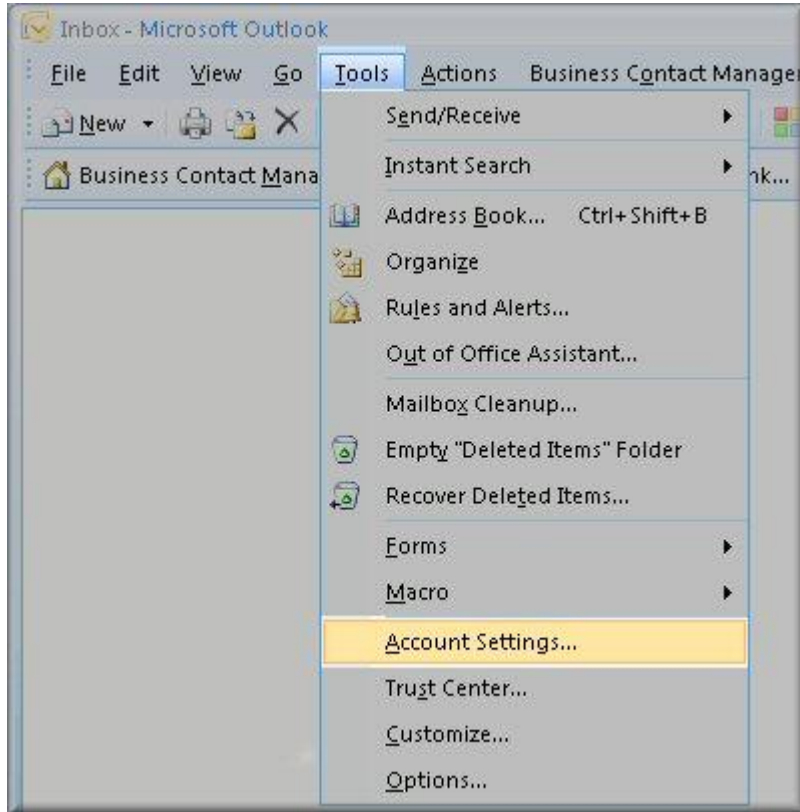
Figure 4: Enter your email account information in this window.

- Enter Your Name as you want it to appear.
- Enter your full email address yoursemail@sales.efulife.com in the Email address: field.
- Select POP3
- Enter mail.efulife.com in the Incoming mail (POP3, IMAP) server: field.
- Enter smtp.ptcl.net in the Outgoing mail (SMTP) server: field.
- Enter your full email address, yoursemail@sales.efulife.com , in the User Name field.
- Enter your email password in the Password: field.

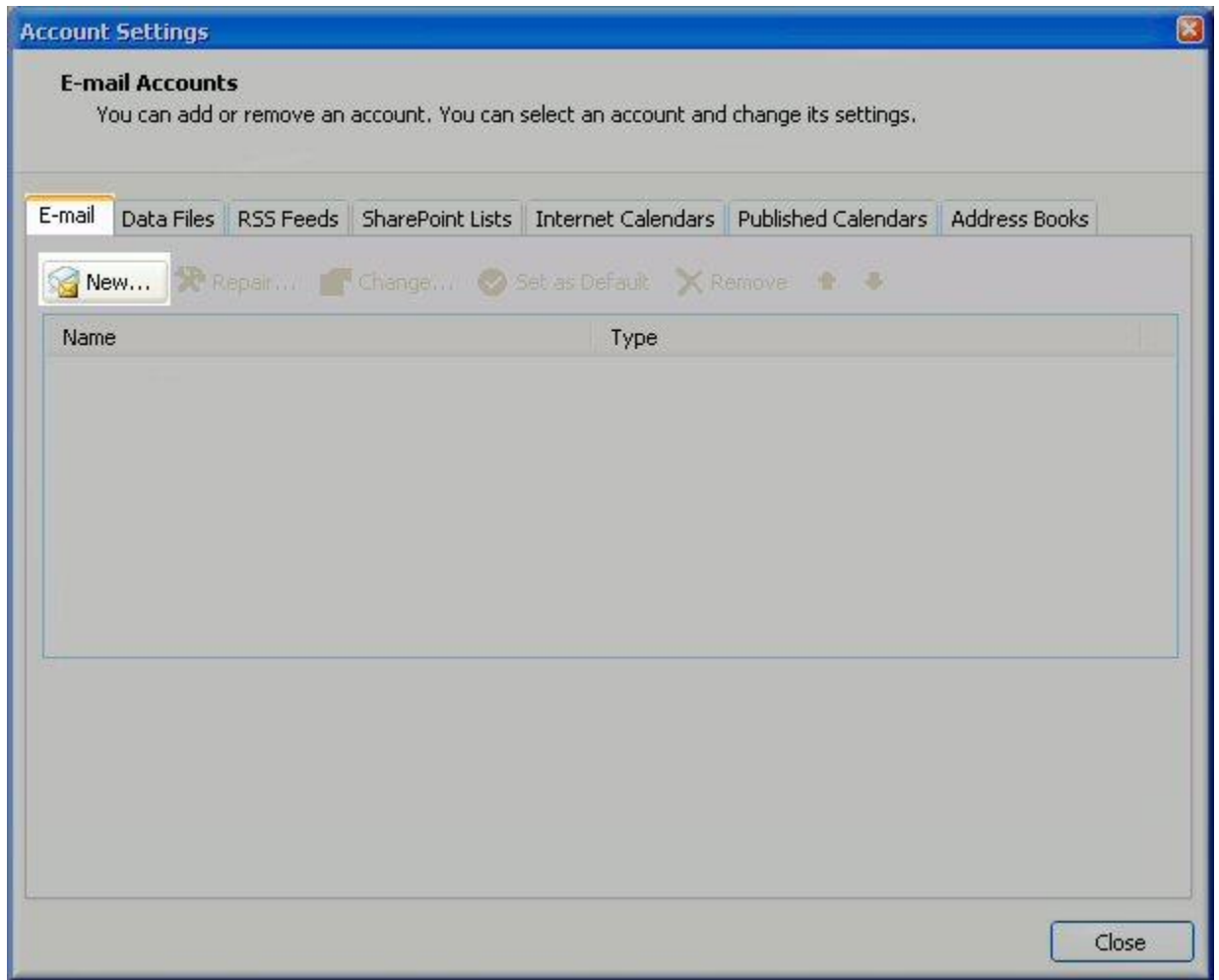
Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.

Configure Outlook 2007

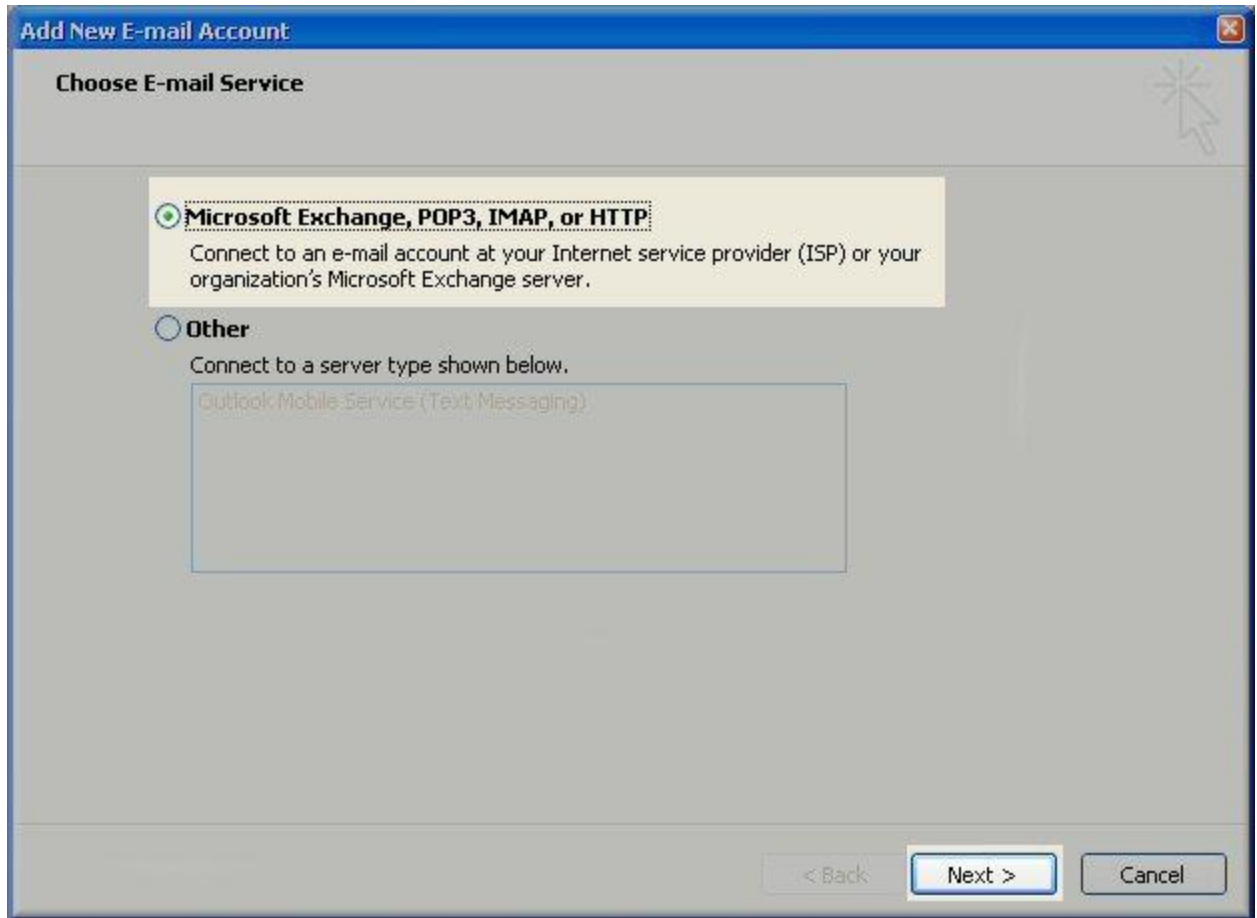
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.



4. Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



5. On the Auto Account Setup window, check the manually configure server settings or additional server types and click Next.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Senkovic

E-mail Address:
Example: barbara@contoso.com

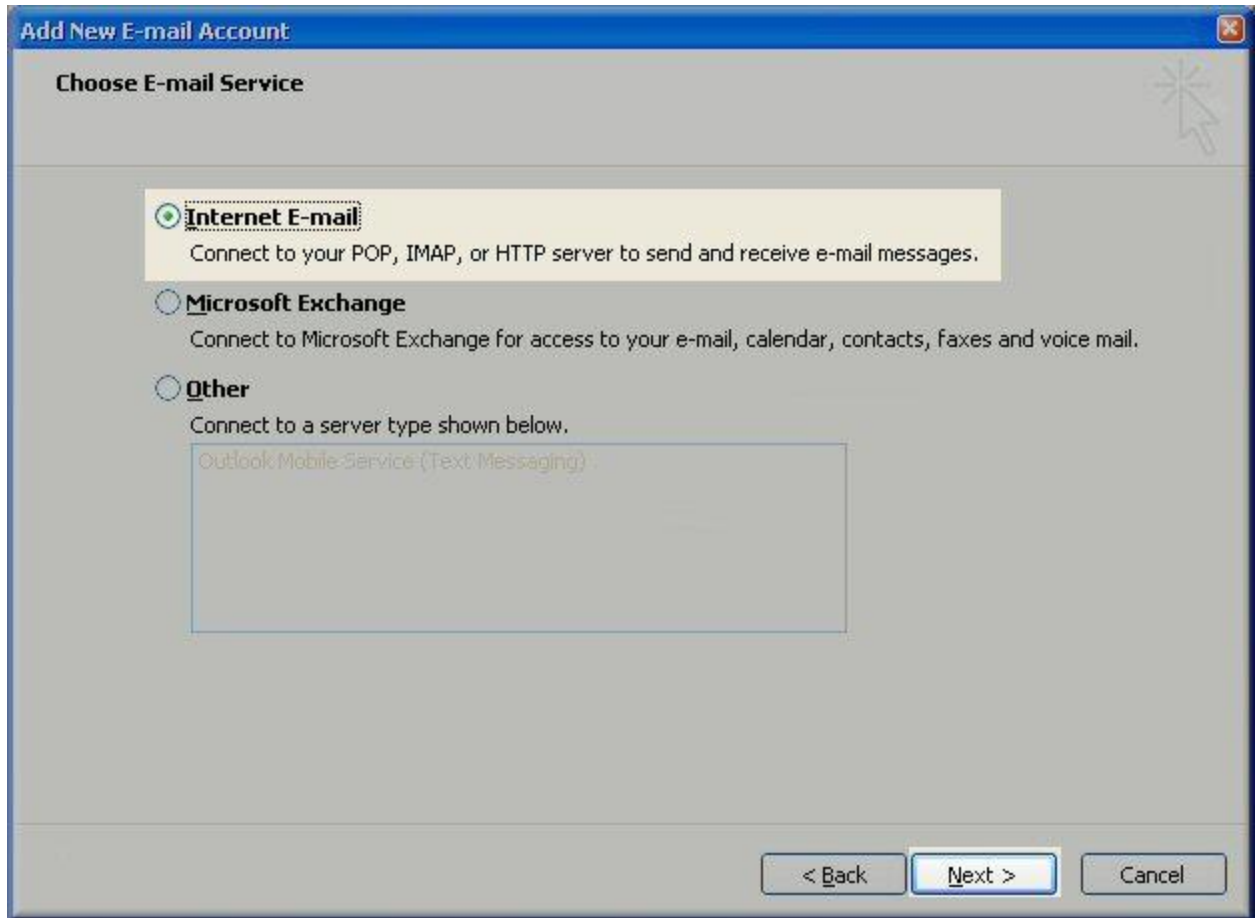
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

6. Select Internet E-mail option and click Next.



7. Fill in the following fields:
- Enter Your Name as you want it to appear.
 - Enter your full email address.yoursemail@sales.efulife.com in the Email address: field.
 - Select POP3
 - Enter mail.efulife.com in the "Incoming mail (POP3) server:" field.
 - Enter smtp.ptcl.net in the "Outgoing mail (SMTP) server:" field.
 - Enter your username.yoursemail@sales.efulife.com in the "Account name:" field.
 - Enter your email password in the Password: field.

Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

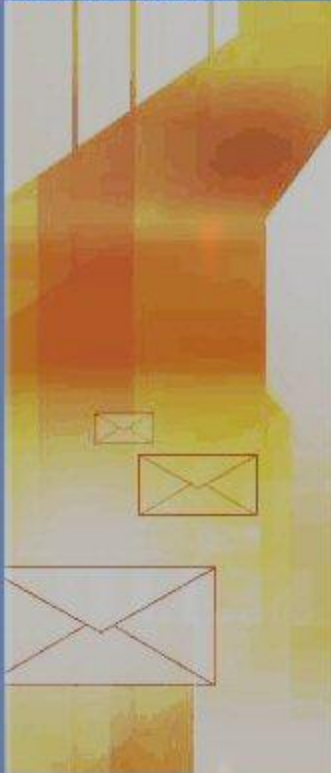
8. Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window. Click OK to save your settings.
9. Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.



Congratulations!

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

To close the wizard, click Finish.



< Back

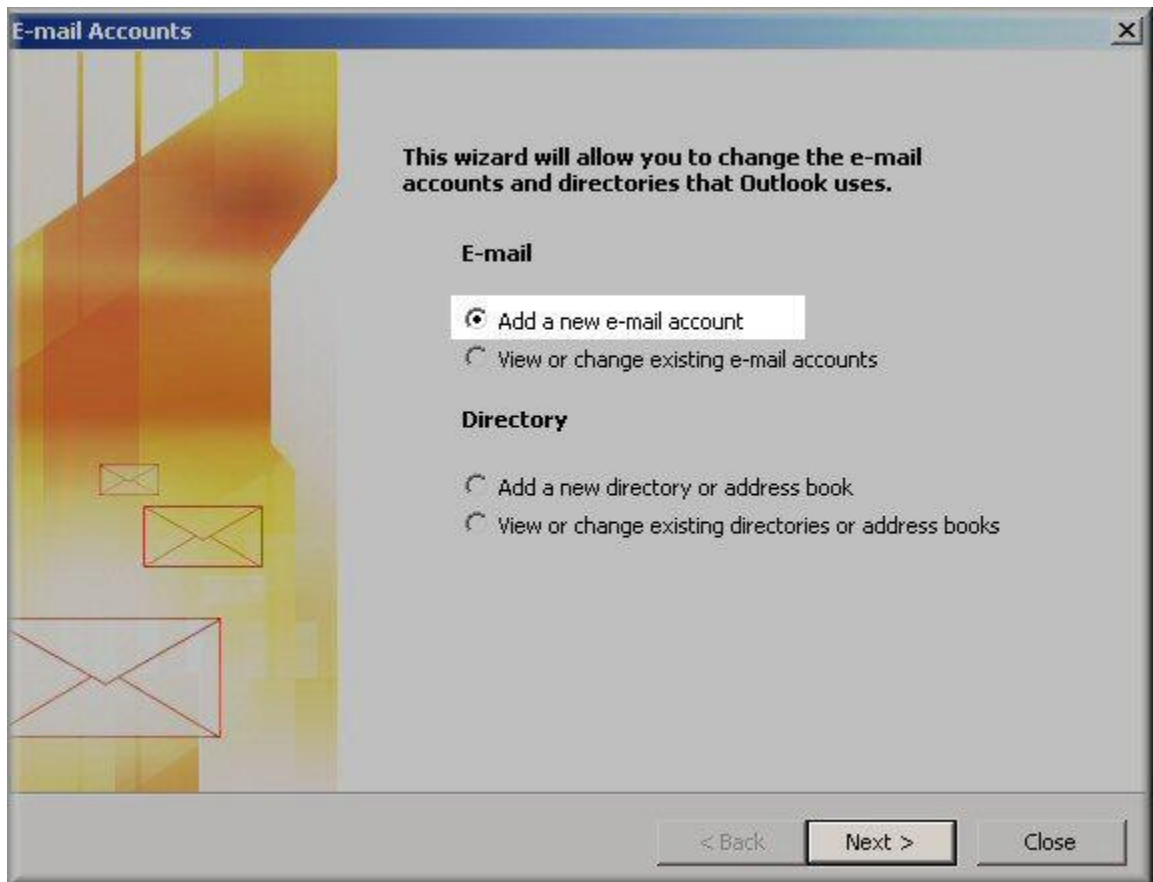
Finish

Configure Outlook 2003

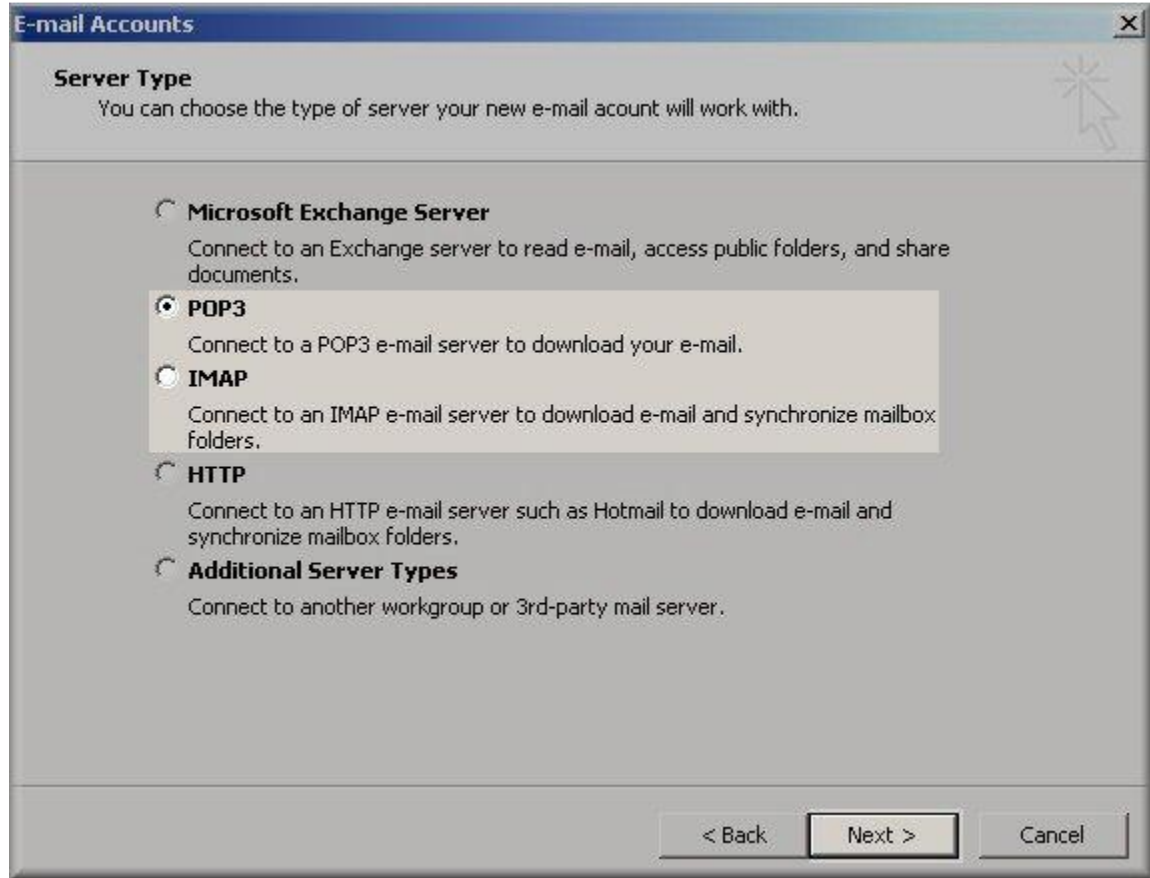
1. Open Outlook 2003.
2. Click the Tools menu and select E-mail Accounts....



3. Click Add a new e-mail account and then click Next.



4. Select POP3 and click Next.



5. Fill in the following fields:
 - o Enter Your Name as you want it to appear.
 - o Enter your full email address yoursemail@sales.efulife.com in the "Email address:" field.
 - o Enter your username yoursemail@sales.efulife.com in the "Account Name:" field.
 - o Enter your email password in the Password field.
 - o Enter mail.efulife.com in the "Incoming mail (POP3, IMAP) server:" field.
 - o Enter smtp.ptcl.net in the "Outgoing mail (SMTP) server:" field.

E-mail Accounts [X]

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

User Information	Server Information
Your Name: <input type="text" value="Yours Display Name"/>	Incoming mail server (POP3): <input type="text" value="mail.efulife.com"/>
E-mail Address: <input type="text" value="emailid@sales.efulife.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.ptcl.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="emailid@sales.efulife.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<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 ..."/>	

- Click the Test Account Settings button and you should see all items with green check marks. Click Close to close the test window.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed

- Click Next to save your settings.

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:

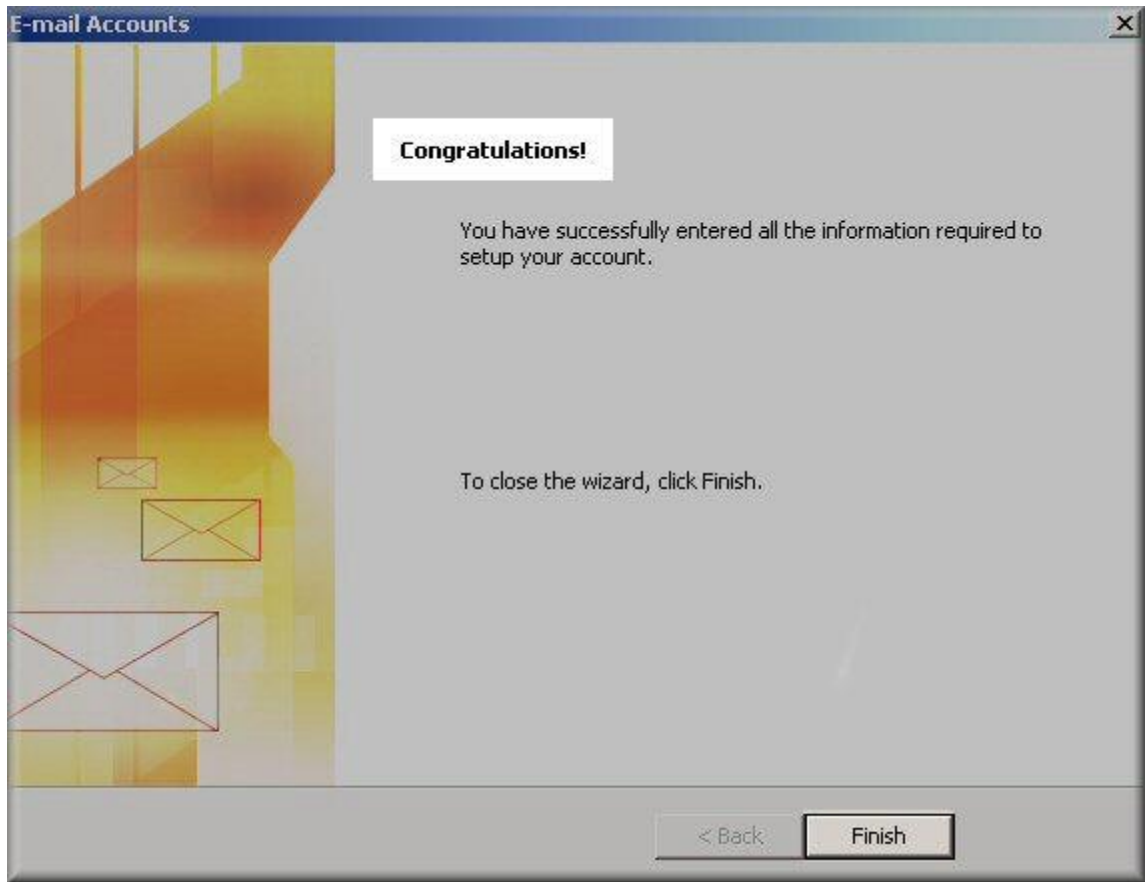
Remember password

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)

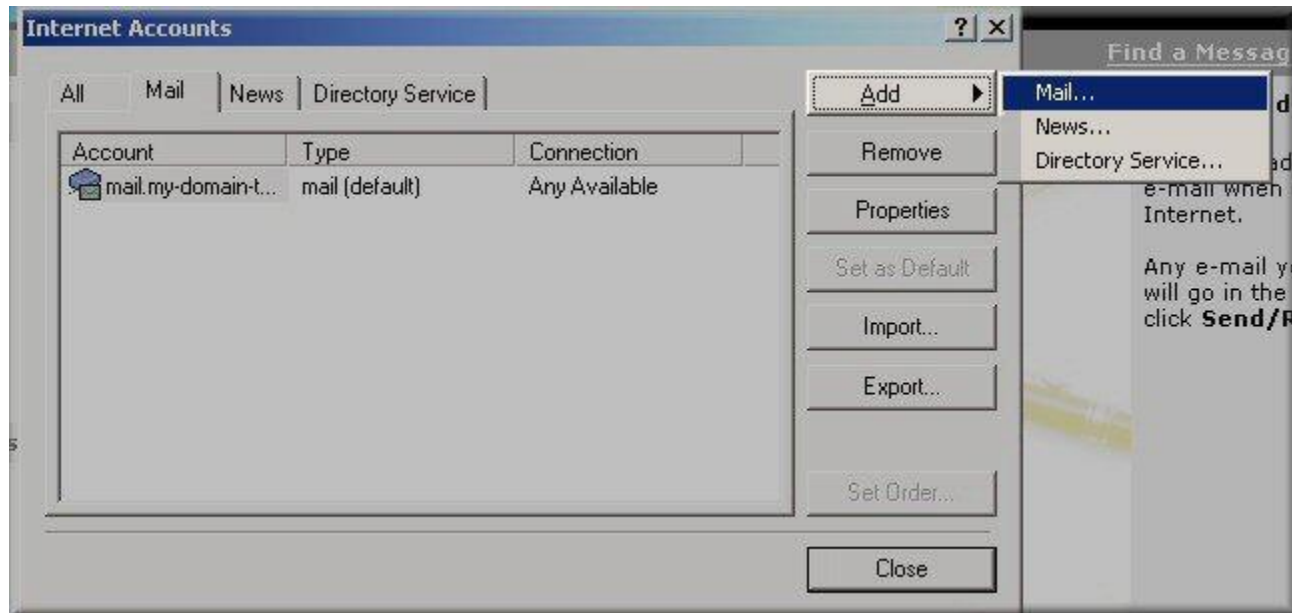
8. Congratulations. You have finished the setup of your email account. Click Finish to close the Setup Wizard.



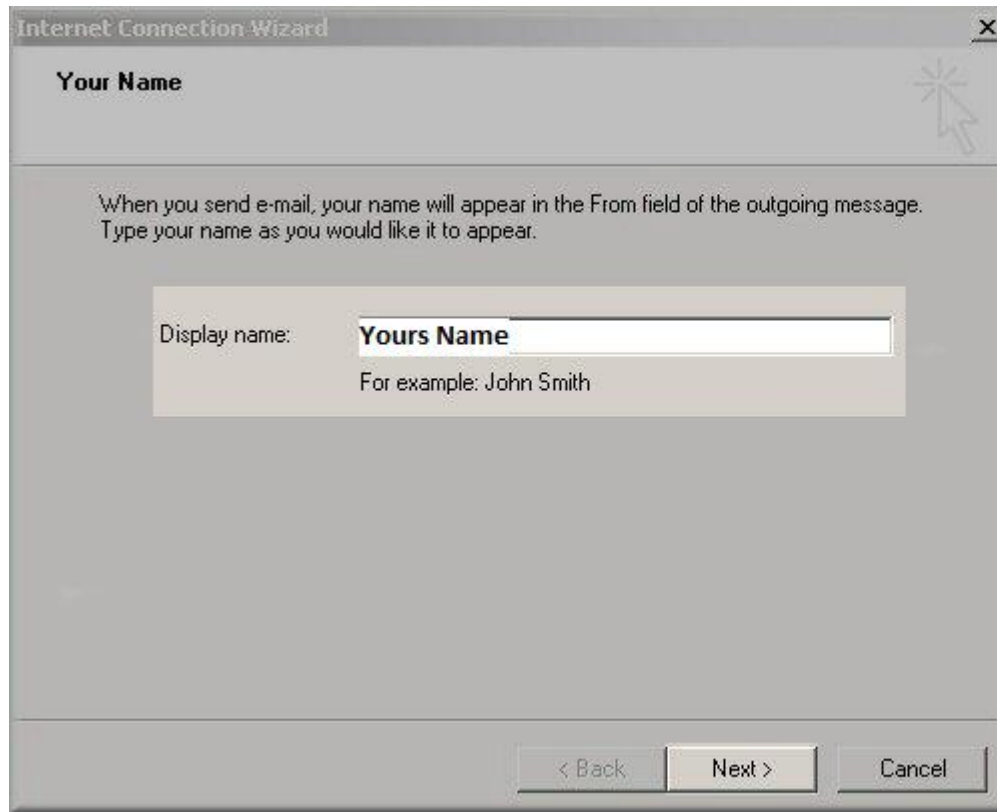
Click on Finish

Configure Outlook Express

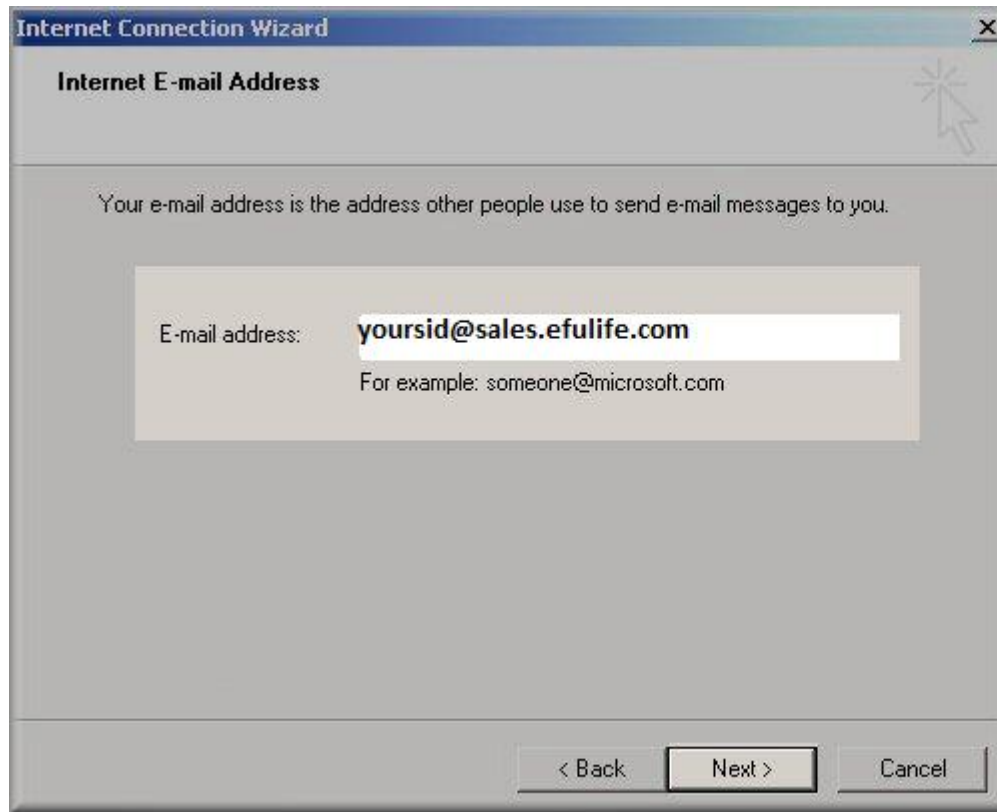
1. Open Outlook or Outlook Express.
2. Click the Tools menu, and select Accounts...
3. Click Add and then click Mail...



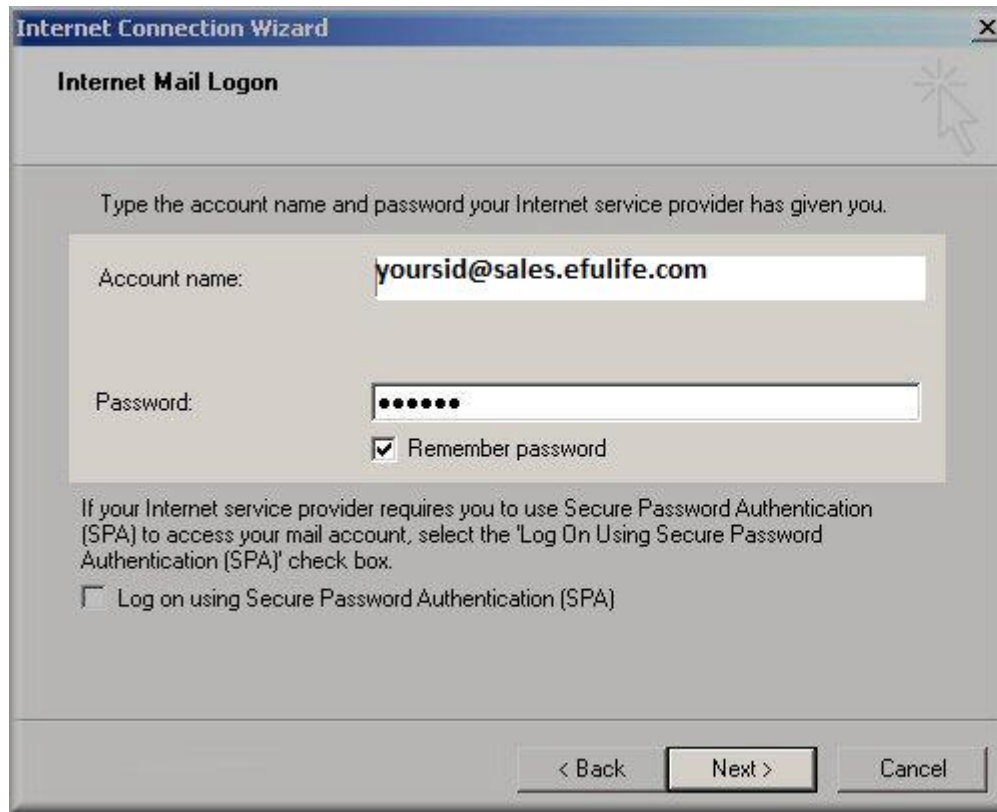
4. Enter your name in the Display name: field, and click Next.



5. Enter your full email address (example: yoursid@sales.efulife.com.com) in the E-mail address: field and Click Next.



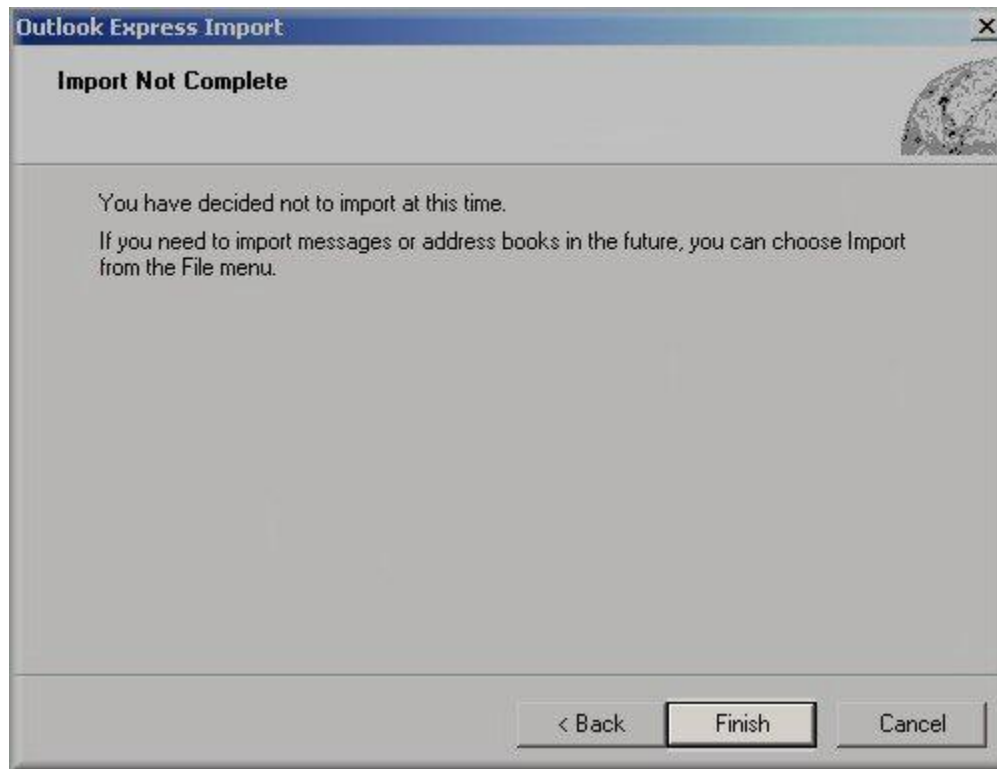
6. Enter [your access domain \(mail.efulife.com\)](mailto:mail.efulife.com) in the Incoming mail (POP3, IMAP or HTTP) server: field. Enter [your access domain \(smtp.ptcl.net\)](mailto:smtp.ptcl.net) in the Outgoing mail (SMTP) server: field.
8. Enter your username, [yoursid@sales.efulife.com.com](mailto:yoursid@sales.efulife.com) (same as your email address) in the Account name field. Enter your email password in the Password: field, and click Next.



9. As for the Import screen: if you do not want to import information click Do not import at this time and click Next.



10. Click on Finish. You MUST do the next steps to be able to send email via your server.



NOTE:

If you are using internet other than PTCL then concerned yours Internet Service Provider

For SMTP address.