

Inbox - sclarke@lyss.vic.edu.au - Outlook

Account Information

sclarke@lyss.vic.edu.au
IMAP/SMTP

File > Add Account

Add Account

Account Settings
Change settings for this account or set up more connections.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Add Account

Auto Account Setup

Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

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

Manual setup or additional server types

The name people will see when they receive an email from you

Your lyss email address

< Back **Next >** Cancel

Add Account ✕

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

Select manual setup
then click Next

Add Account ✕

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Select POP or IMAP
then click Next

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Barry Sharman

Email Address: bsharman@lyss.vic.edu.au

Server Information

Account Type: IMAP

Incoming mail server: firewall.lyss.vic.edu.au

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

Logon Information

User Name: bsharman

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Select IMAP

firewall.lyss.vic.edu.

mail.bigpond.com

Your school user name

Your School password

More Settings ...

< Back Next > Cancel

Internet E-mail Settings

General **Outgoing Server** Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

bsharman@lyss.vic.edu.au

Other User Information

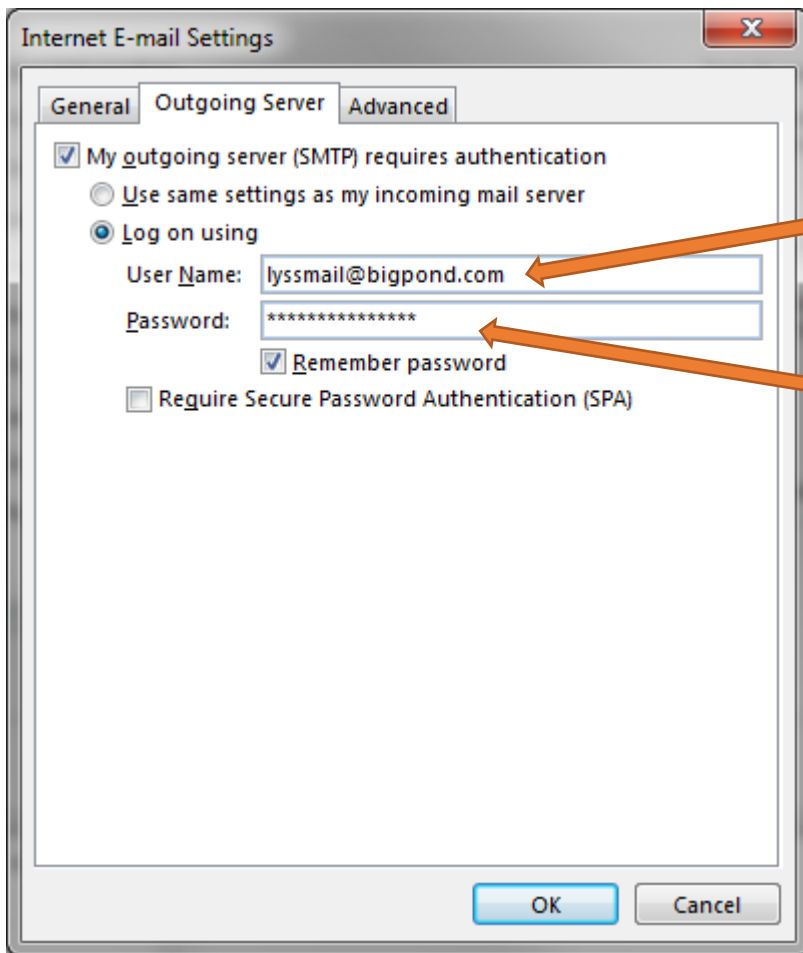
Organization:

Reply E-mail:

OK Cancel

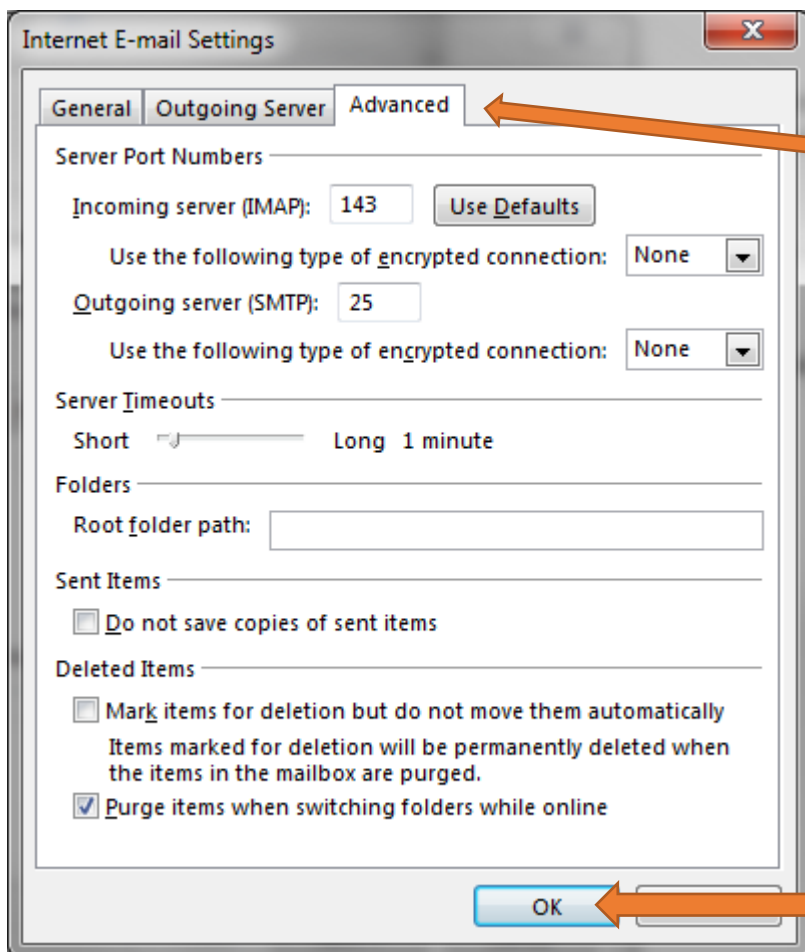
After inputting the information required above
Click on More Settings

then
Click on Outgoing Server



User Name = lyssmail@bigpond.com

Password = LittleYarra1234



Click on Advanced

Server Port Numbers information

Incoming Server = 143
encrypted connection = None

Outgoing server = 25
encrypted connection = None

Then Click on OK

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email 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

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All


Click Next

Test Account Settings

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

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Two green ticks = success
Click Close