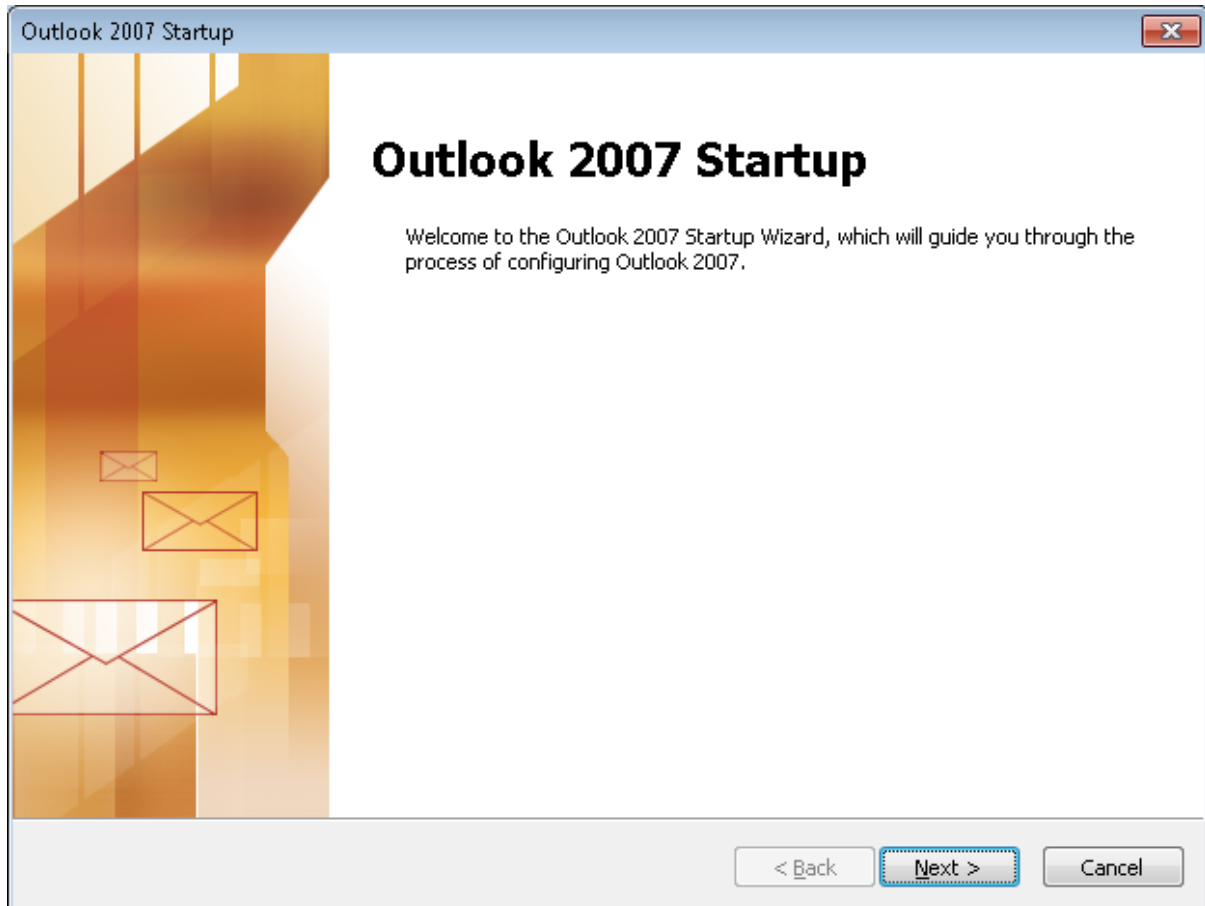


Configuring Outlook 2007 to check your ION e-mail from outside UCL



Open Outlook 2007 Office Outlook 2007.

If this is the first time that you have attempted to setup your outlook, you will be presented with the screen below.



Note: If you are not presented with this screen,

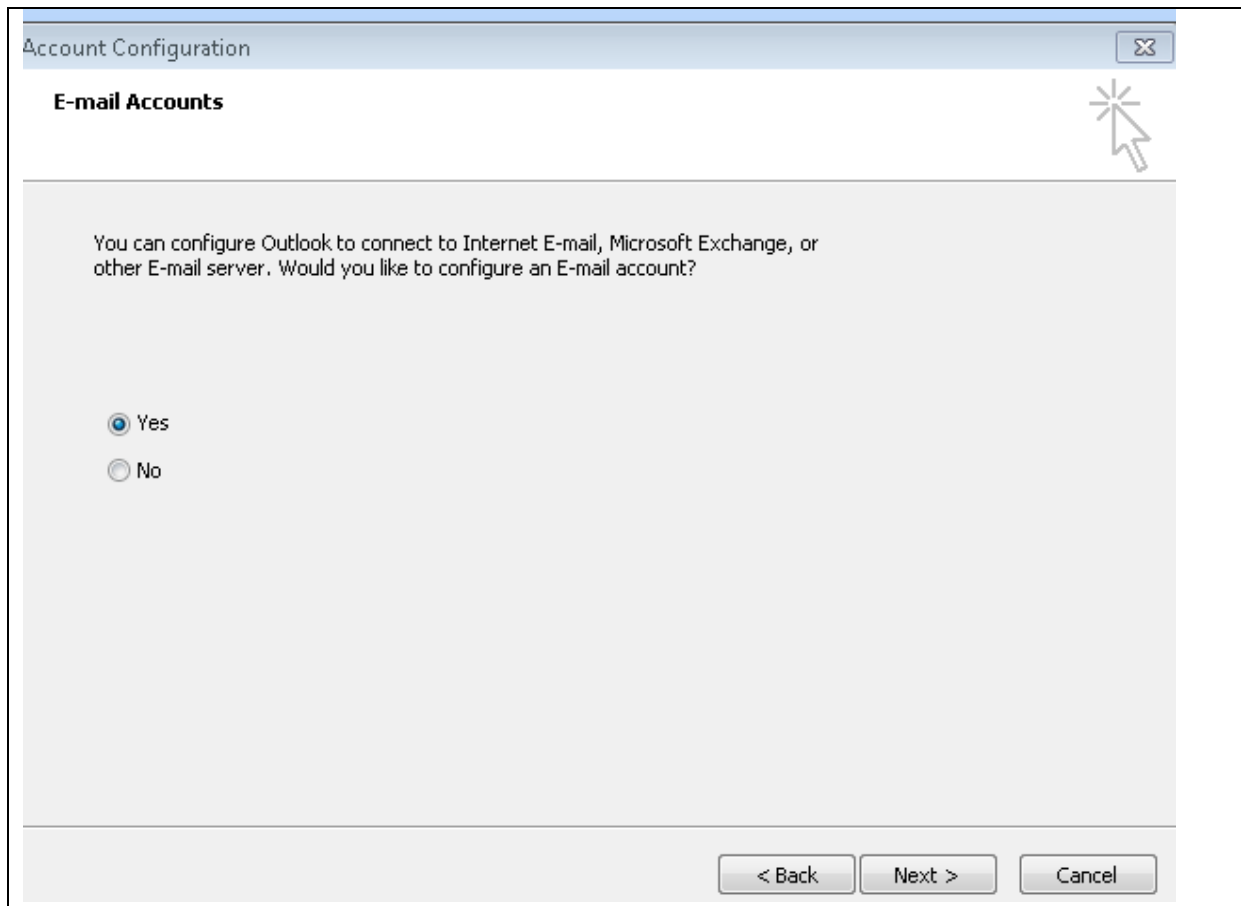
Select the **Tools** menu and click on **Account Settings**.

Under the E-mail tab, click the **New** button.

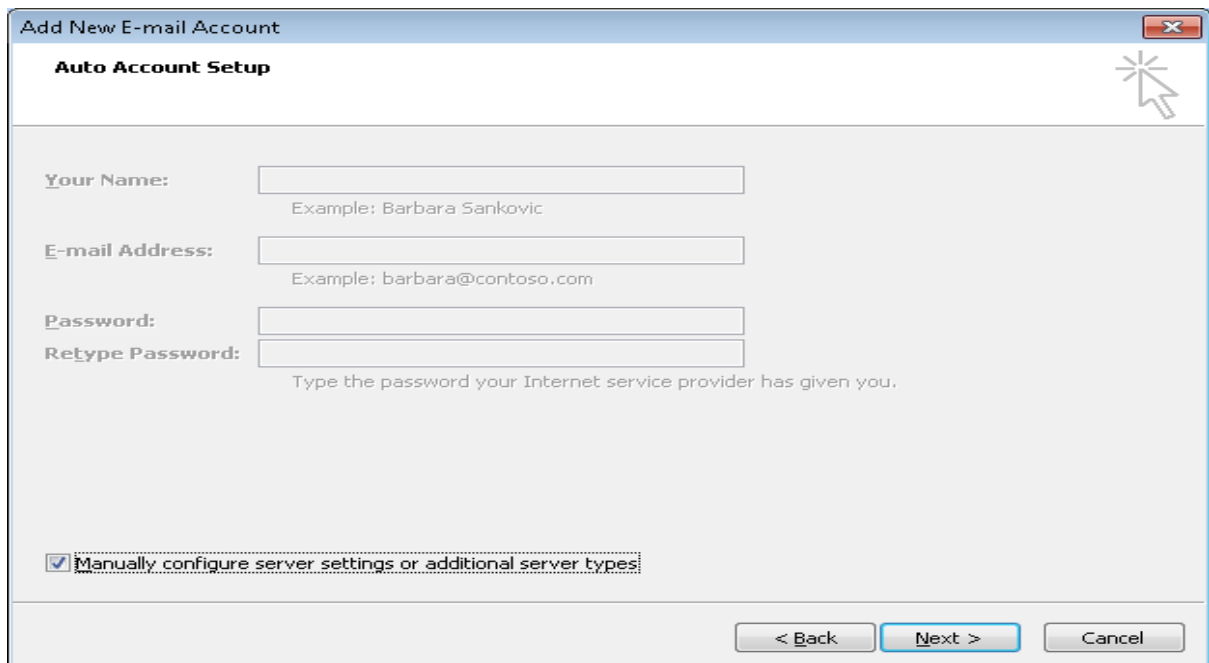
This will open the **Add New E-mail Account wizard**.

You can then proceed to follow the guidelines below.

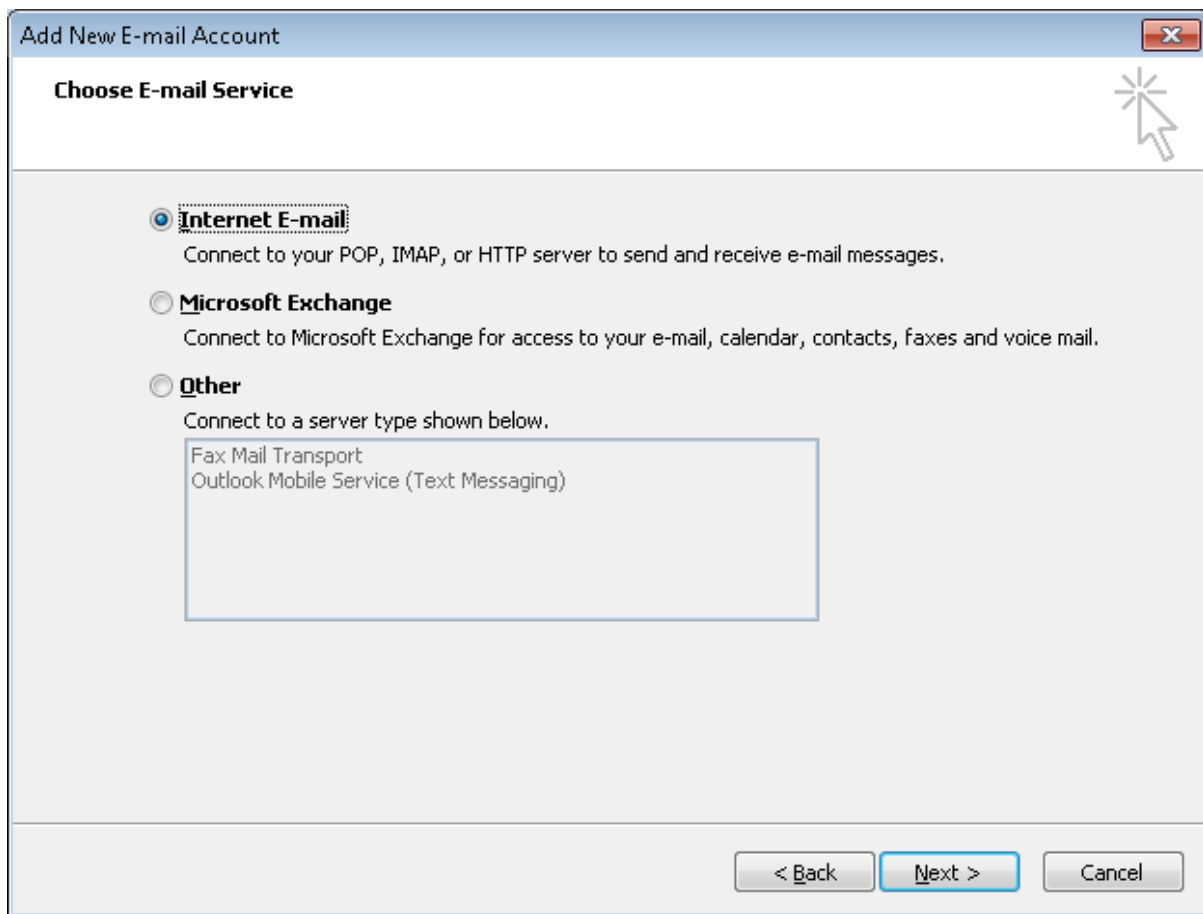
Ensure that you select **Yes** in the following screen as shown below:



In the bottom left hand corner, put a tick in the box next to **Manually configure server settings and additional server types** and click **Next** as shown below:



On the **Choose E-mail Service** screen, select **Internet E-mail** and click **Next**.



On the **Internet E-mail Settings** screen, fill in *your ION email details* and select **More Settings**:

Note: Your ION email username and password would be the same that you would use to access
webmail: <https://www.ion.ucl.ac.uk/Webmail/src/login.php>

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)

Under the **General tab**, input your own details.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account

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

Other User Information

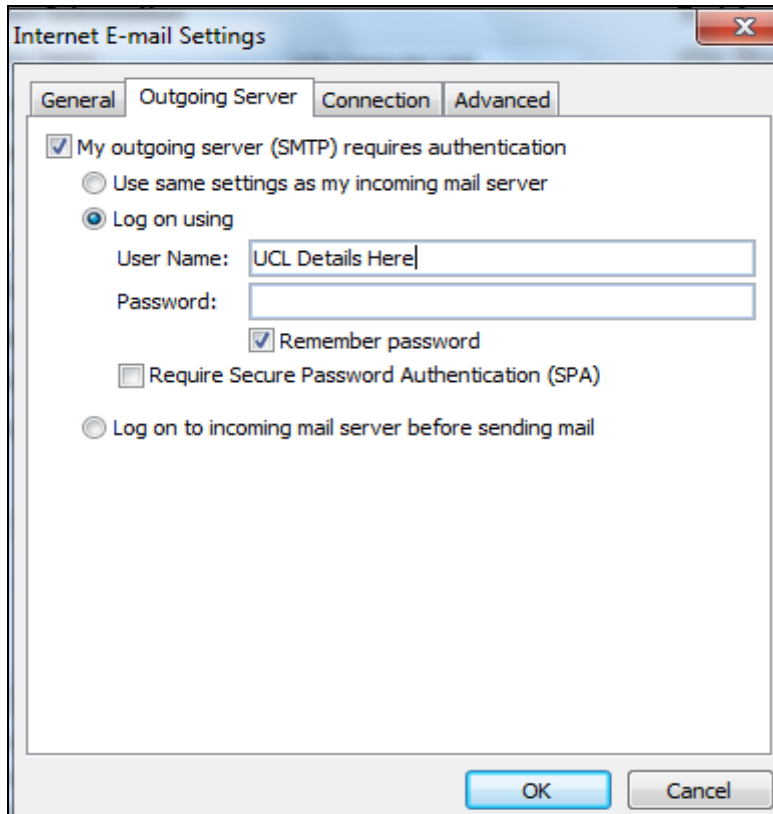
Organization:

Reply E-mail:

Click on the **Outgoing Server** tab.

Put a tick next to **My outgoing server (SMTP) requires authentication**

Select **Log on using** and input your *UCL account details*



Note: You can test that you are using the correct UCL username and password here:

https://www.squirrelmail.ucl.ac.uk/src/login.php?secure_login=yes

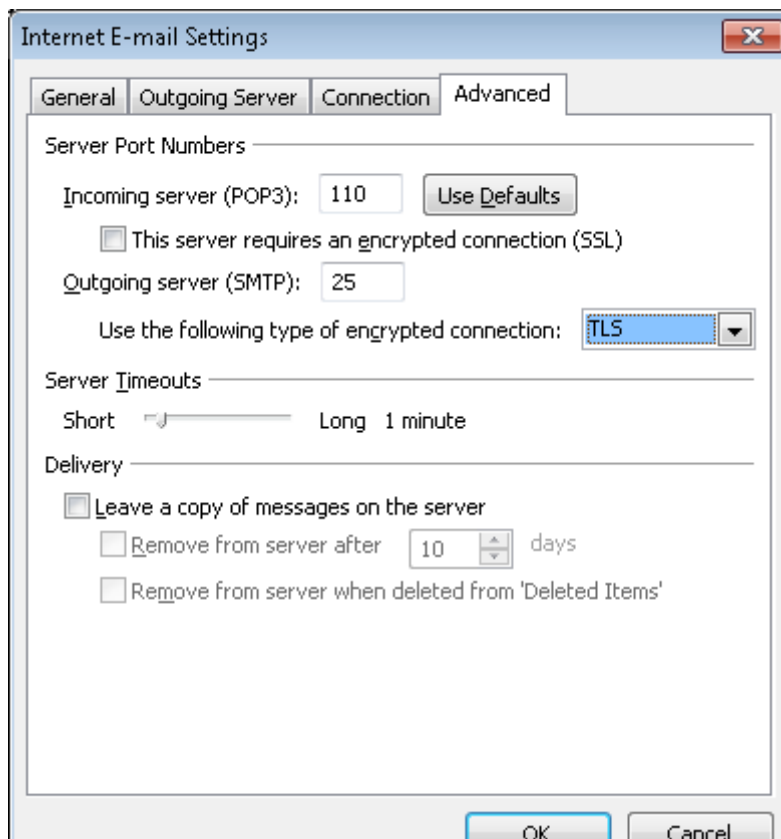
Click on the **Advanced** tab

The **Incoming server (POP3)** ENTER: **110**

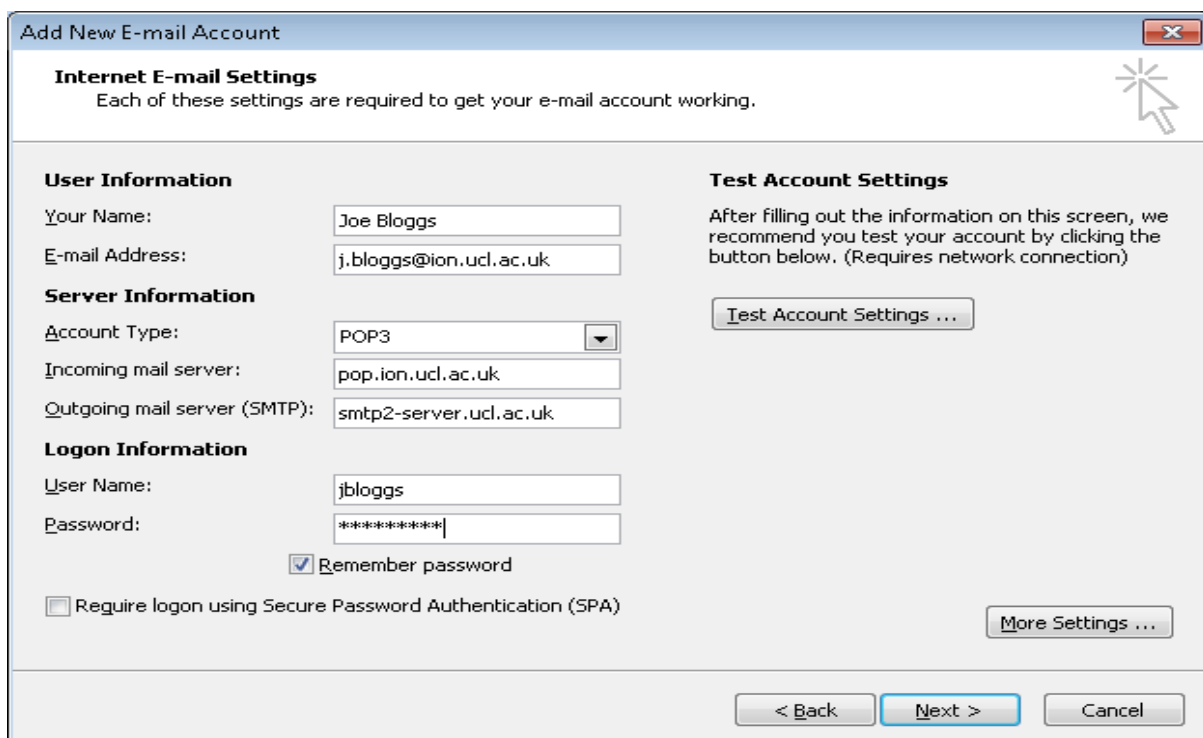
The **Outgoing server (SMTP)** ENTER: **25**

Click on the arrow beside **Use the following type of encrypted connection** and choose **TLS**

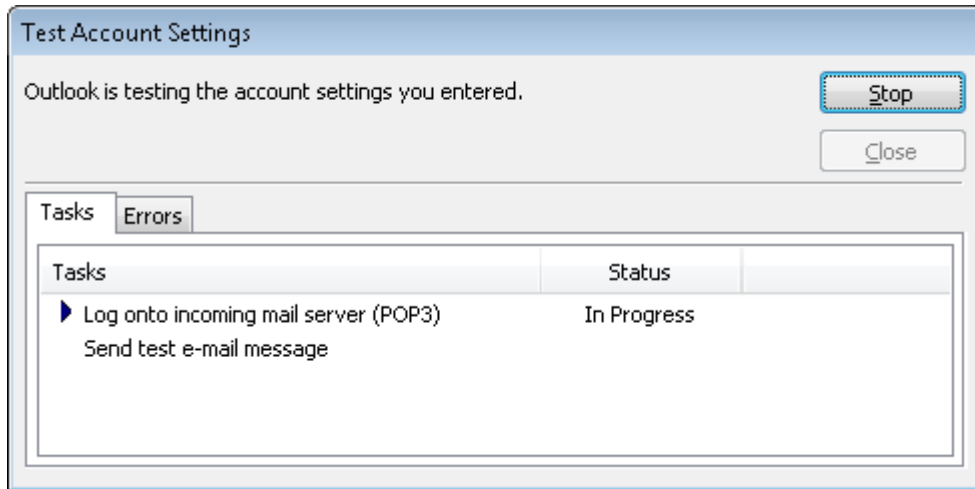
Click **OK** to save your changes and close the **Internet E-mail Settings box**.



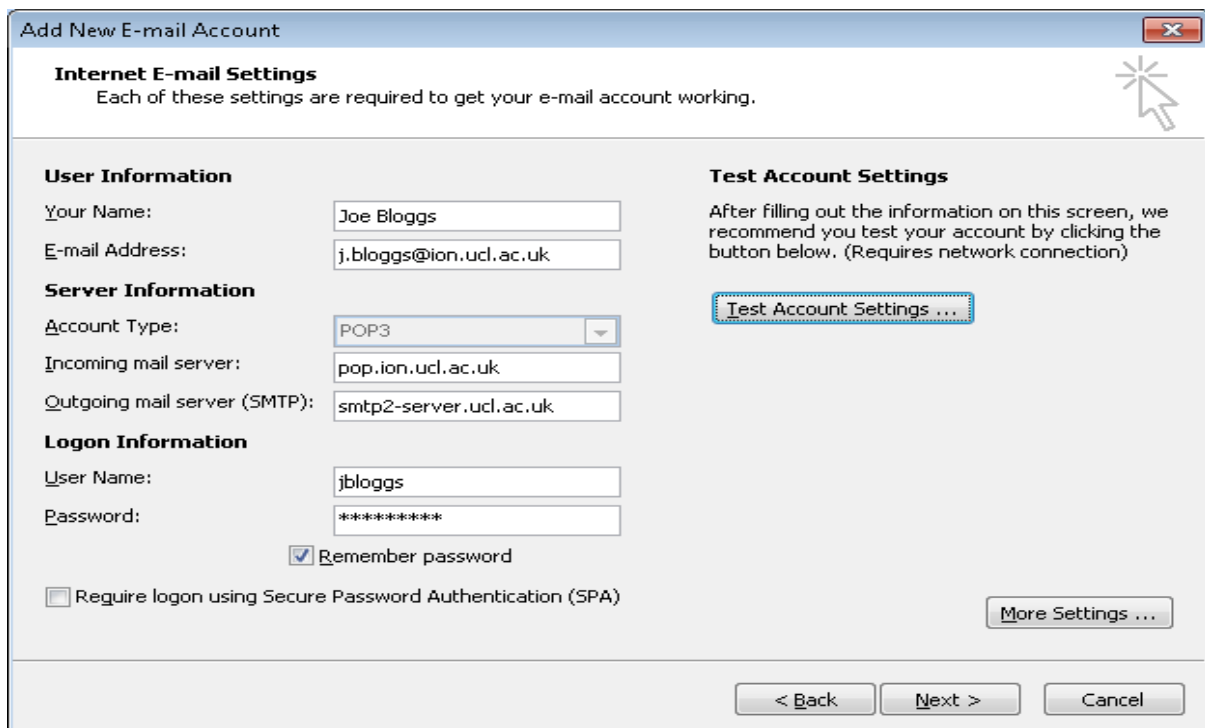
You are now returned to the screen shown below. Click on **Test Account Settings**.

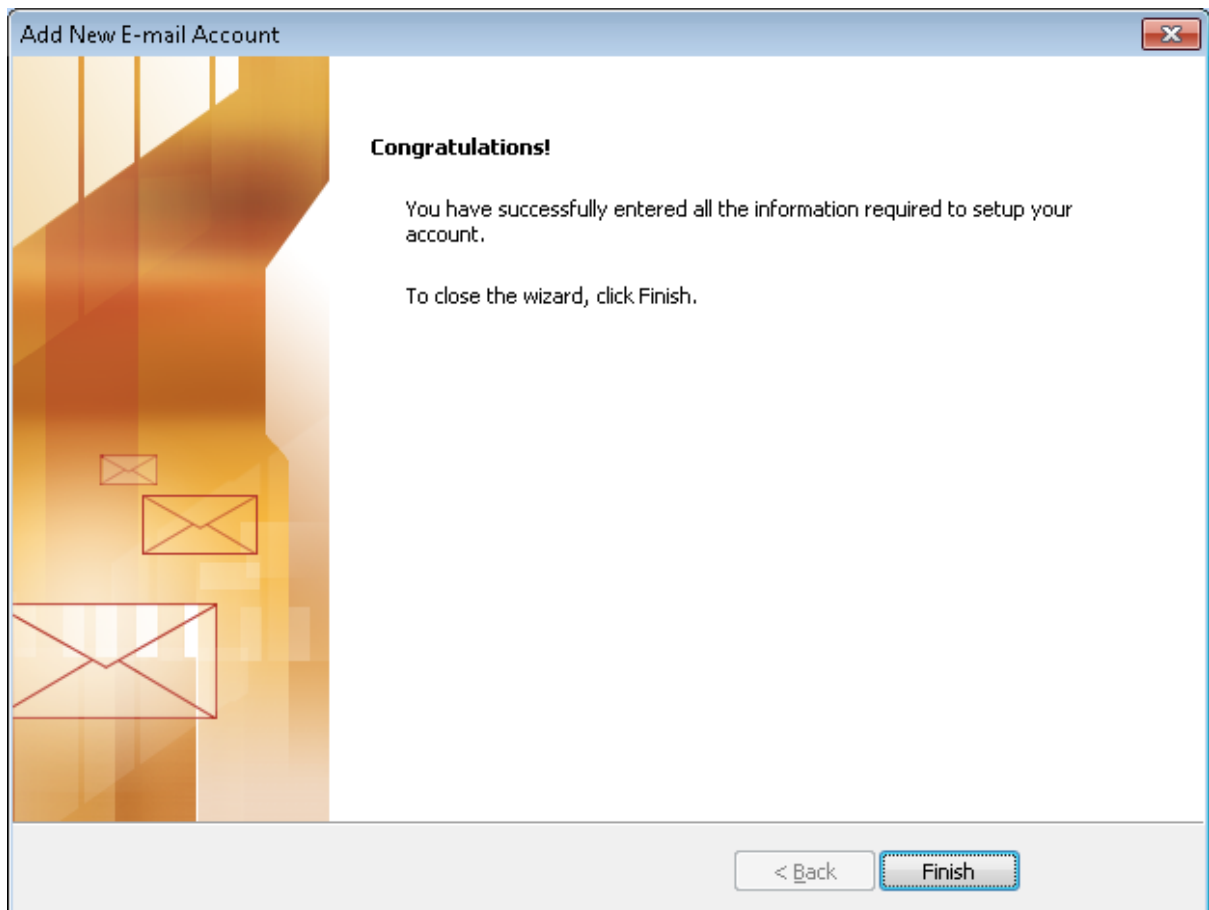


You settings will now be tested. If successful, click **Close**. If unsuccessful, go back to check your settings.



Click **Next**, followed by **Finish**





If you are still unable to send emails, then you must change the port number.

In Outlook: Select the **Tools** menu followed by **Account Settings**

Click on the **Email** tab.

Double-click on your email account

Click on the **More Settings** button

Click on the **Advanced** tab

Change the **Outgoing server (SMTP)** port number from **25 to 465**

Click on **OK**

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 465

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

Click on **Next**

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: Joe Bloggs

E-mail Address: j.bloggs@ion.ucl.ac.uk

Server Information

Account Type: POP3

Incoming mail server: pop.ion.ucl.ac.uk

Outgoing mail server (SMTP): smtp2-server.ucl.ac.uk

Logon Information

User Name: jbloggs

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

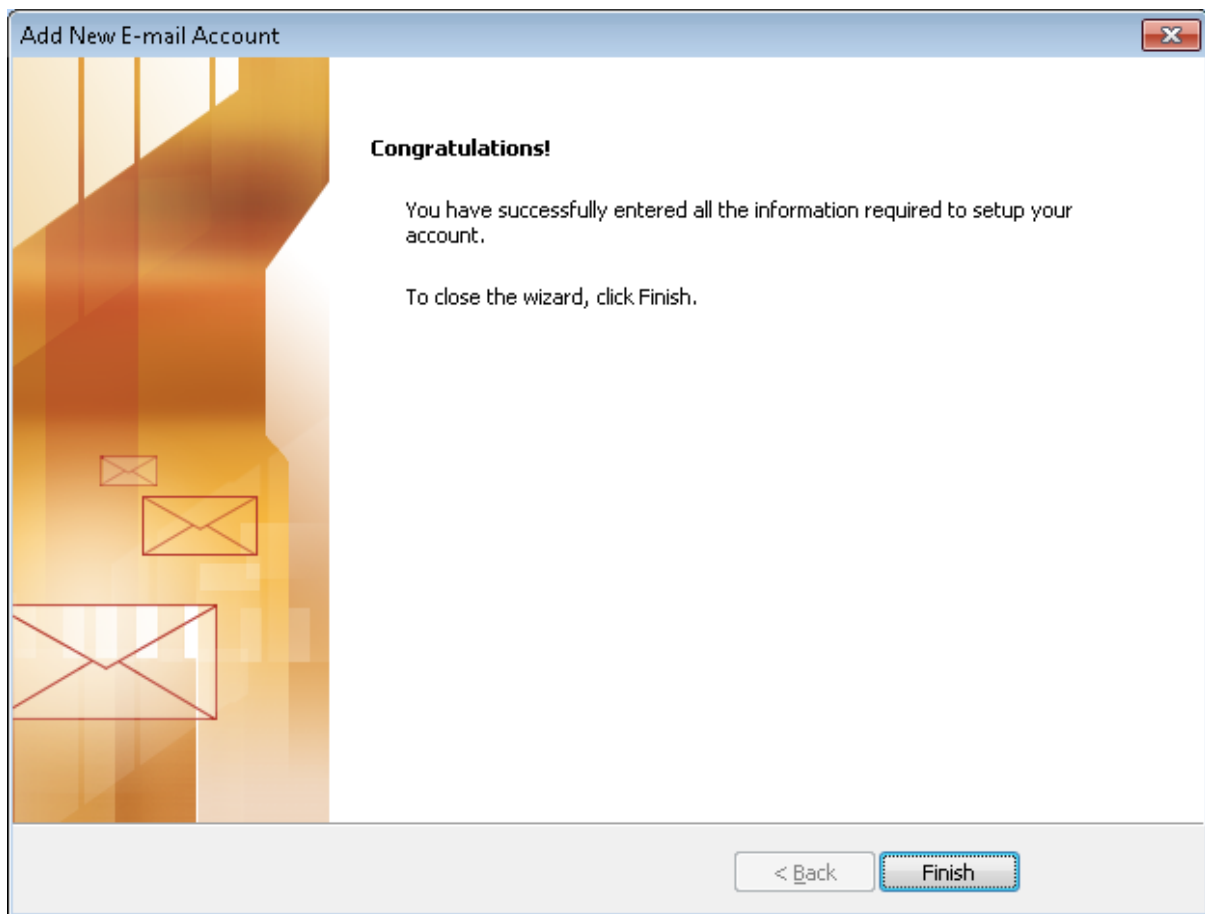
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Click on **Finish**



If port **465** still does not work, then try changing it to **587**

Please Note: If you are asked to Accept certificates at any point during the setup process, accept them.