



How do I setup my new iControl email with Outlook?

SETUP EMAIL – OUTLOOK

Outlook 2007 Settings:

1. Start Outlook 2007, and on the **Tools** menu, click **Account Settings**.
2. On the E-mail Accounts Page, Select Email, "**Click New**"
3. On the Choose E-mail Service Page, Select **Microsoft Exchange, POP3, IMAP, HTTP, ...**
4. On the Auto Account Setup check the "**Manually configure server settings or additional server types**" box and click **Next**.
5. On the Choose E-mail Service / Server Type Page, select **Internet E-mail** and click **Next**.
6. On the E-mail Accounts / Internet E-mail Settings (POP3) page fill in the following information.
 - a. **User Information**
 - i. On the **Your Name** field, type your name as you want it to appear to everyone who gets e-mail from you. Most people use their full name, but you can use any name—even a nickname—that people will recognize.
 - ii. On the **E-mail Address** field type in your e-mail address.
 - b. **Server Information**
 - i. Incoming mail server: **mail.domain.com**
(ex: mail.innexus.com)
 - ii. Outgoing mail server: **mail.domain.com**
(ex: mail.innexus.com)
 - c. **Logon Information**
 - i. User Name should already be filled in, but these settings are case sensitive, so be careful.
 - ii. On the Password field, type in your password. Again, it is case sensitive.
7. Click on More Settings / General Tab, change the name of the **Mail Account** to your e-mail
8. Click on the **Outgoing Server** tab. On the Outgoing Server tab, check the "**My server requires authentication**" box and make sure the "**Use same settings as my incoming mail server**" is selected. Click on the **Advanced** tab.
9. On the Advanced tab, change the **Outgoing server (SMTP)** port setting from 25 to **587** Click **OK**.
10. On the next Screen click **Next**, then Click **Finish**.

Outlook 2003 Settings:

1. Start Outlook 2003, and on the **Tools** menu, click **E-Mail Accounts**.
2. On the E-mail Accounts Page, Select Email, "**View or change existing e-mail accounts**" (Even though we're setting up a new account, this is the easiest way)
3. On the E-mail Accounts Page, click **Add...**
4. On the E-mail Accounts / Server Type Page, select **POP3** and click **Next**.
5. On the E-mail Accounts / Internet E-mail Settings (POP3) page fill in the following information.
 - a. **User Information**



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- i. On the **Your Name** field, type your name as you want it to appear to everyone who gets e-mail from you. Most people use their full name, but you can use any name—even a nickname—that people will recognize.
 - ii. On the **E-mail Address** field type in your e-mail address.
 - b. **Server Information**
 - i. Incoming mail server: **mail.domain.com**
(ex: mail.innexus.com)
 - ii. Outgoing mail server: **mail.domain.com**
(ex: mail.innexus.com)
 - c. **Logon Information**
 - i. Be sure that the User Name is the full email address. The first part of the User Name should already be filled in. Add the "@domain.com", but these settings are case sensitive, so be careful.
 - ii. On the Password field, type in your password. Again, it is case sensitive.
6. On the Internet E-mail Settings / General Tab, change the name of the **Mail Account** to your e-mail, then click on the **Outgoing Server** tab. On the Outgoing Server tab, check the **"My server requires authentication"** box and make sure the **"Use same settings as my incoming mail server"** is selected. Click on the **Advanced** tab.
7. On the Advanced tab, change the **Outgoing server (SMTP)** port setting from 25 to **587**. Click **OK**.
8. On the next Screen click **Next**, then Click **Finish**.

Outlook Express Settings:

1. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
2. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.
3. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**. Most people use their full name, but you can use any name—even a nickname—that people will recognize.
4. On the **Internet E-mail Address** page, type your e-mail address, and then click **Next**.
5. On the **E-mail Server Names** page...
 - a. My incoming mail server is a **"POP3"** Server.
 - b. Incoming mail server: **mail.domain.com** (ex: mail.innexus.com)
 - c. Outgoing mail server: **mail.domain.com** (ex: mail.innexus.com)
 - d. Click **Next**.
6. On the **Internet Mail Logon** page, type your account name and password. Be careful, these are case sensitive.
Note: If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.
7. Click **Next**, and then click **Finish**.
8. You're not done yet, we need to change a few more settings.
9. On the **Internet Accounts** Page select the **Mail** tab and select the email account you just set up. Double click account name or click **Properties**.



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10. On the **Account Properties** click the **Servers** tab. Check the “**My server requires authentication**” box.
11. Next, click on the **Advanced** tab. Change the **Outgoing mail (SMTP)** settings from 25 to **587**.
12. Click **Apply**, then **OK**.

Quick Email Settings:

1. Incoming Server Type – **POP3**
2. Incoming Mail Server – **mail.domain.com** (ex: mail.innexus.com)
3. Incoming Mail Server Port - **110**
4. Outgoing Mail Type – **smtp**
5. Outgoing Mail Server – **mail.domain.com** (ex: mail.innexus.com)
6. Outgoing Mail Server Port - **587**
7. **My outgoing mail requires authentication**
 - Use same settings as incoming mail server