

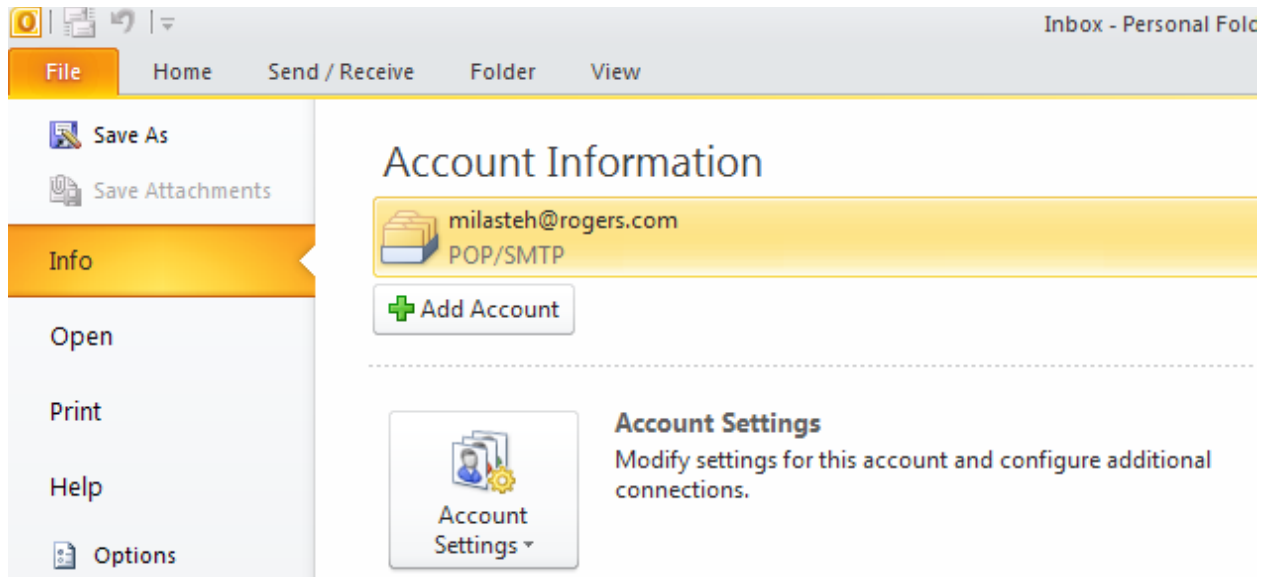
# Microsoft Office Outlook

Microsoft Office Outlook, is an email program (application) that is resident (installed) on your computer.

The previous 3 email applications were not installed on your computer. You have to connect via the internet to Outlook.com or Gmail.com or Mail.com servers and use their email programs (so to speak remotely). You can think of some of the advantages and disadvantages of these approaches.

But for now let's have a look at an example of Outlook (using MS Office 2010 and Windows 7).

## Setting up, adding or changing an e-mail account on MS Outlook



Following are screen shots with settings for the user, protocols & ports ( whether you are setting up a new account or changing and account).

**Change 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

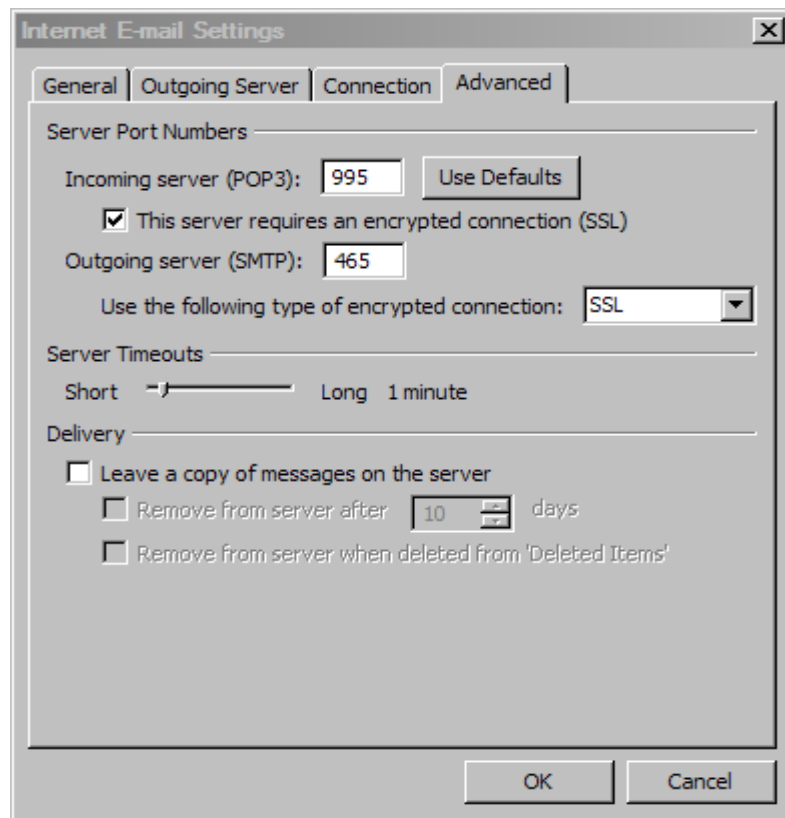
After this is filled out – click on More Settings, then the Outgoing Server tab and double check the selections.

**Internet E-mail Settings**

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

☒ My outgoing server (SMTP) requires authentication  
☒ Use same settings as my incoming mail server  
☐ Log on using  
 User Name:   
 Password:   
☒ Remember password  
☐ Require Secure Password Authentication (SPA)  
☐ Log on to incoming mail server before sending mail

Then click the Advanced tab and make sure these are the settings: POP3 port: 995; SMTP port: 465 and SSL is selected.



After you click OK, you should be back at the second screen where it says Test Account Settings. Test it and see if everything is OK.

After that, just a short cut on the desktop that opens the email.

To import contacts using a .csv (Comma Separated Value) file, first you have to EXPORT the contacts from another email app or from MS Office Outlook on another computer.

Click File (top left) > Open > Import > Export to a file > Comma separated Values (Windows) > Contacts > Browse...

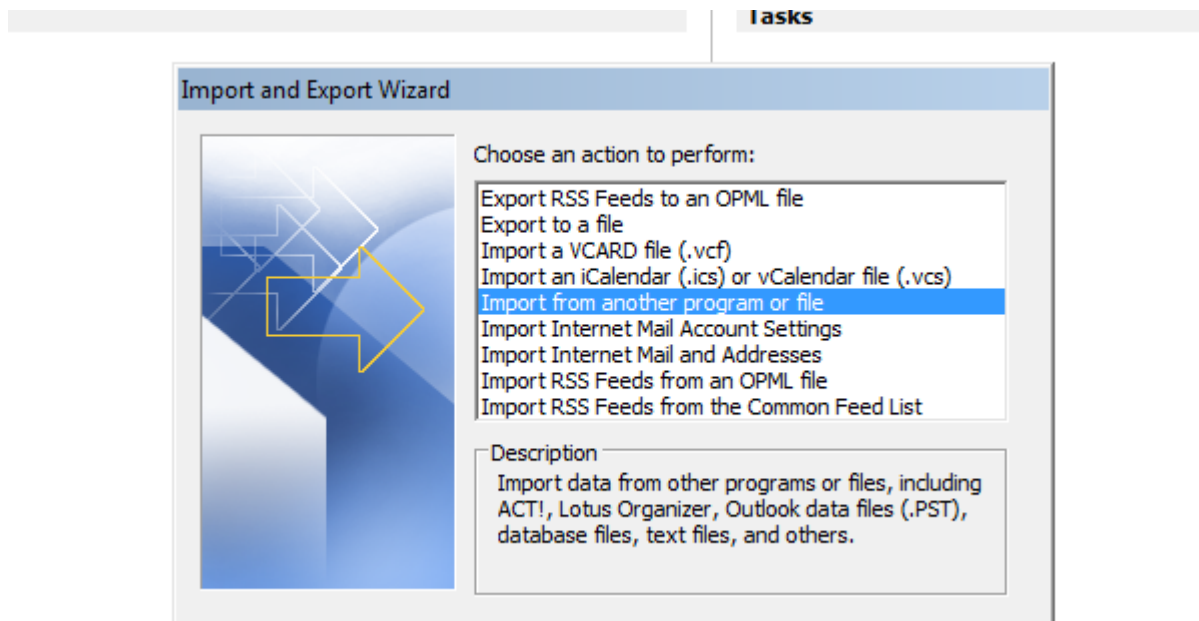
Select where you want to save this file (I usually pick Desktop).

Give it a name (MyContacts).

If you are getting the contacts from another computer, copy this file to a memory stick (flash drive) and take it to the computer where you want to IMPORT the contacts.

Now repeat the process, but instead of choosing “Export to a file” select

### **Import from another program or file**



Create a new group..

Click **Address Book** (top right) > File > New Entry > New Contact Group

OK

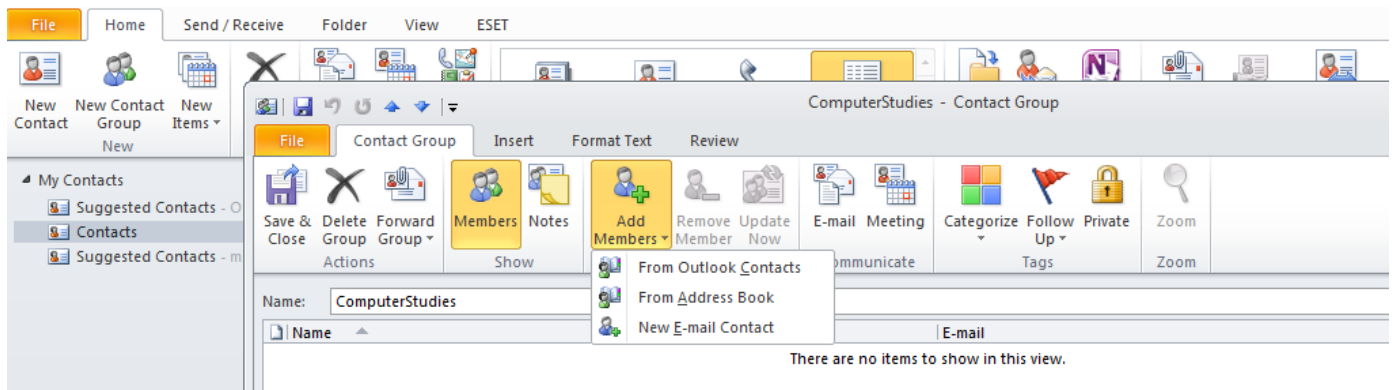
Name: ComputerStudies

Save & Close

Now when you click on Contacts and scroll down you should see a new group (ComputerStudies).

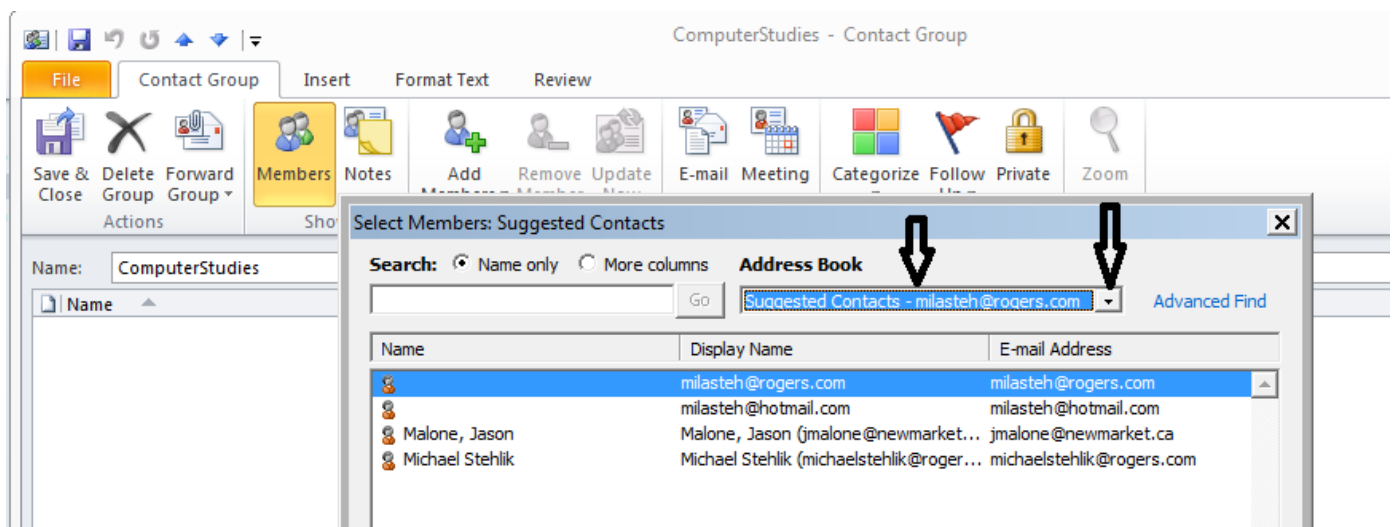
Adding contacts to a group.

Find and **double click** the group (ComputerStudies) so that it will open in its own window, then click **Add Members**. This is what your screen should look like:



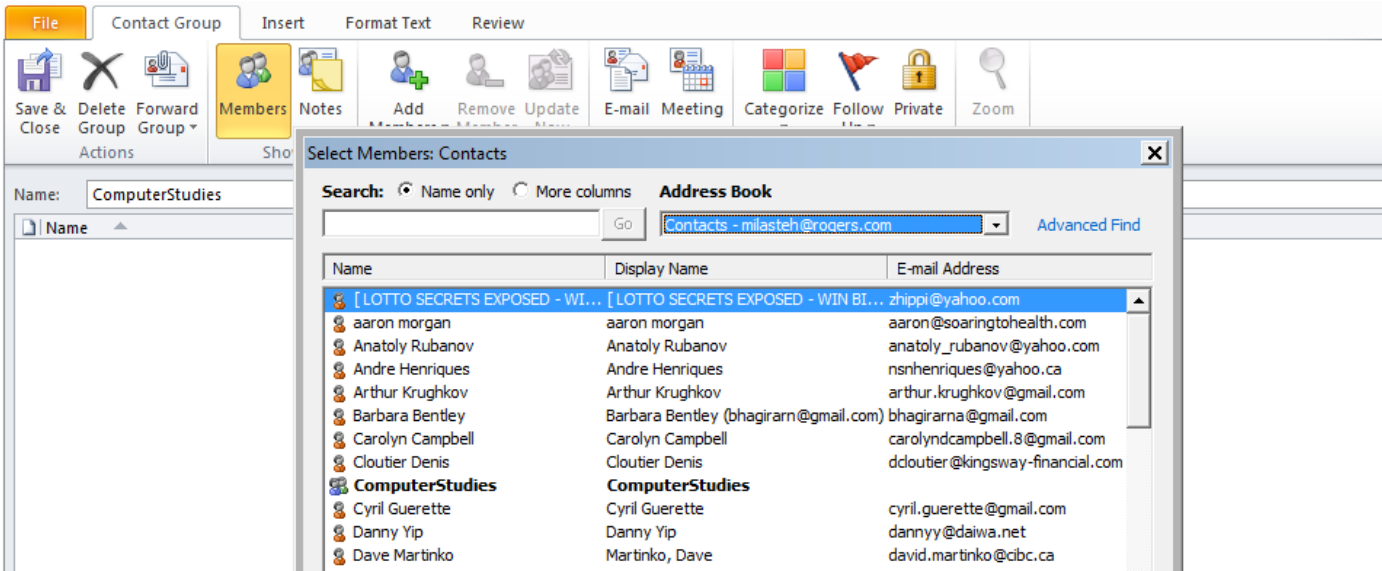
When you click Add Members you will see choices for adding members (contacts) from Outlook Contacts or from Address Book or New E-mail Contact. In this case choose the Outlook Contacts or the Address Book.

If in the **Address Book** bar you see **Suggested Contacts** (you will likely see only few contacts like this:

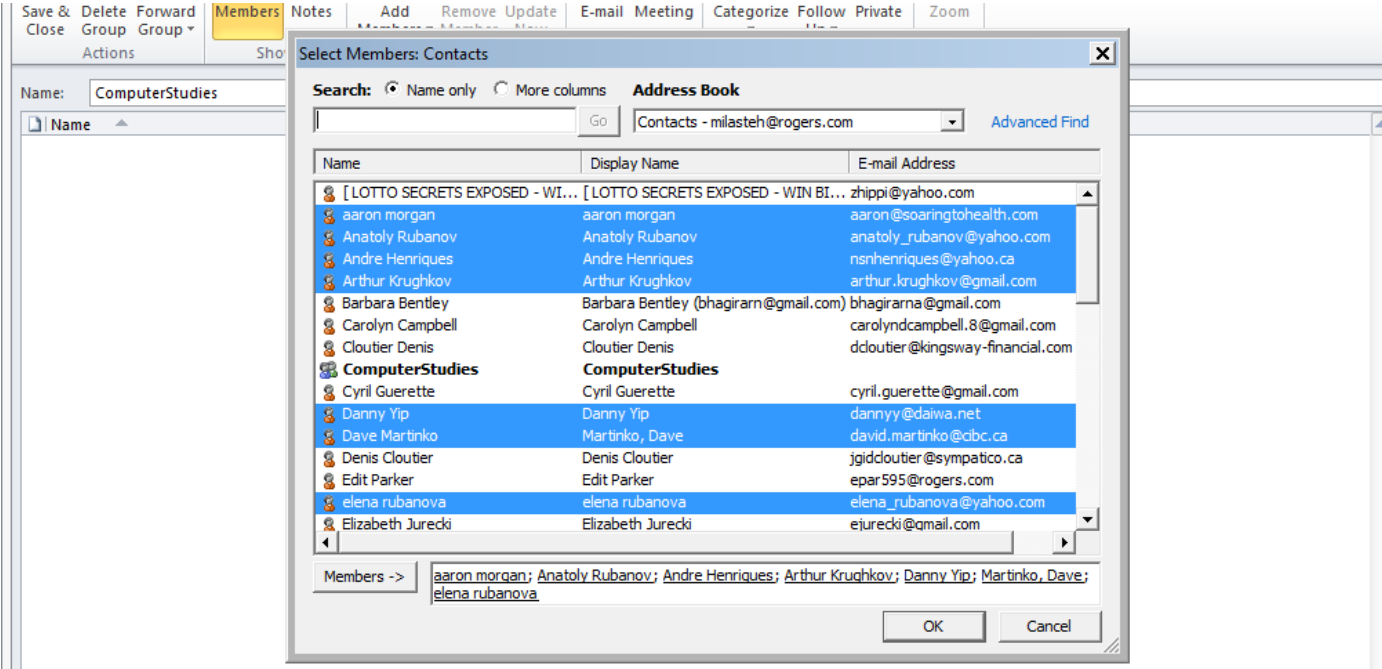


Click on the little triangle and select **Contacts**.

Your screen should look like this:



Now select (highlight) the members you want to add to the group, press **Enter**, then **OK**.



To send a picture in the email message, use the familiar **Picture** icon, and for the attachments, the paper clip icon.

