Email Tutorial
Configuring Outlook

Adding the mail server to Outlook

The mail server for your domain must be added to Outlook so that any mail coming to an @domain.com e-mail address can be routed into Outlook. Below are the following steps:

From the main menu bar, click on Tools.
Scroll down and click on E-mail Accounts...
A box should pop up. Under the word "E-mail", select Add a new e-mail account. Click on next.
Choose POP3 and click on next.
Fill in the following information:

User Information
Your Name: (or whatever you want as your title)
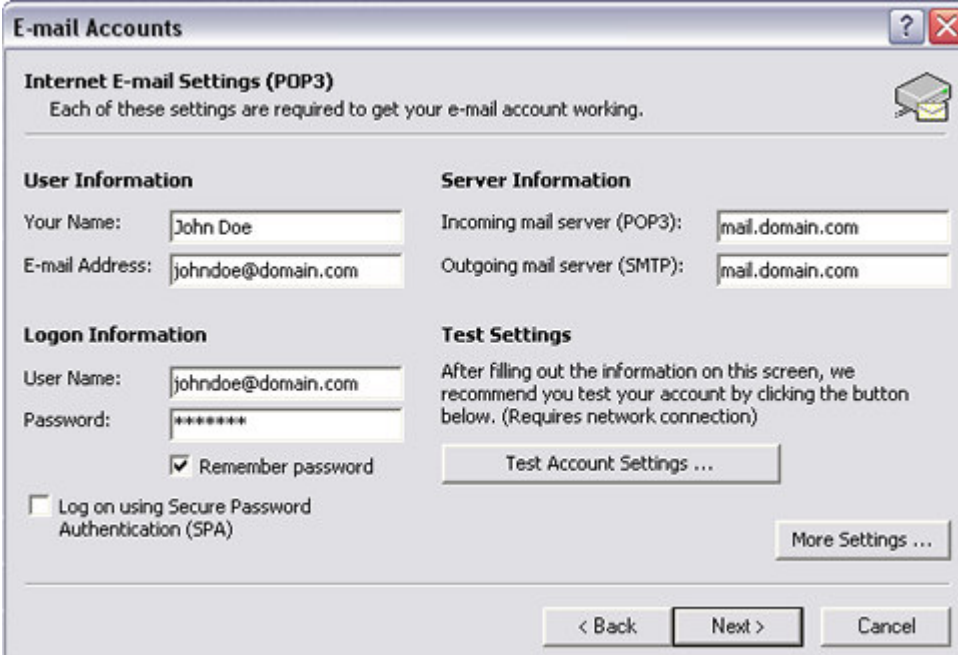E-mail Address: youremail@domain.com

Server Information
Incoming mail server (POP3): mail.domain.com
Outgoing mail server (SMTP): mail.domain.com

Note: not all clients will be able to send email, this is a limitation set by your ISP preventing the use of port 25 SMTP. If you are able to recieve email but not send email then you will need to contact your ISP to have port 25 disabled otherwise you will need to use your ISP's SMTP mail server.

Login Information
User name: youremail@domain.com
Password: your password

Example:

After the above information is filled in, click on More Settings...

Click on the Outgoing Server tab.
Select "My outgoing server (SMTP) requires authentication"
Then under this, select Use same settings as my incoming mail server
Click OK.

Creating an Inbox Folder

This means creating an inbox for e-mails sent to an @domain.com address to be organized into a specific folder on the Outlook Shortcuts menu bar. Below are the following steps:

Click on the menu with the drop down arrow on the shaded menu bar, this will open up a drop down menu.
Click on the push pen to keep the menu box open. The X will be shown in the corner now.
Select "Outlook Today - [Personal Folders]". Right click on this and select "New Folder".
A box will open up. Name this folder whatever you wish. (i.e. Your Domain Inbox). Then Click OK.
A box will pop up prompting you to make this a shortcut. Select No.
Find the new folder under "Outlook Today - [Personal Folders]".
Drag this folder onto your Outlook Shortcuts bar.

Example
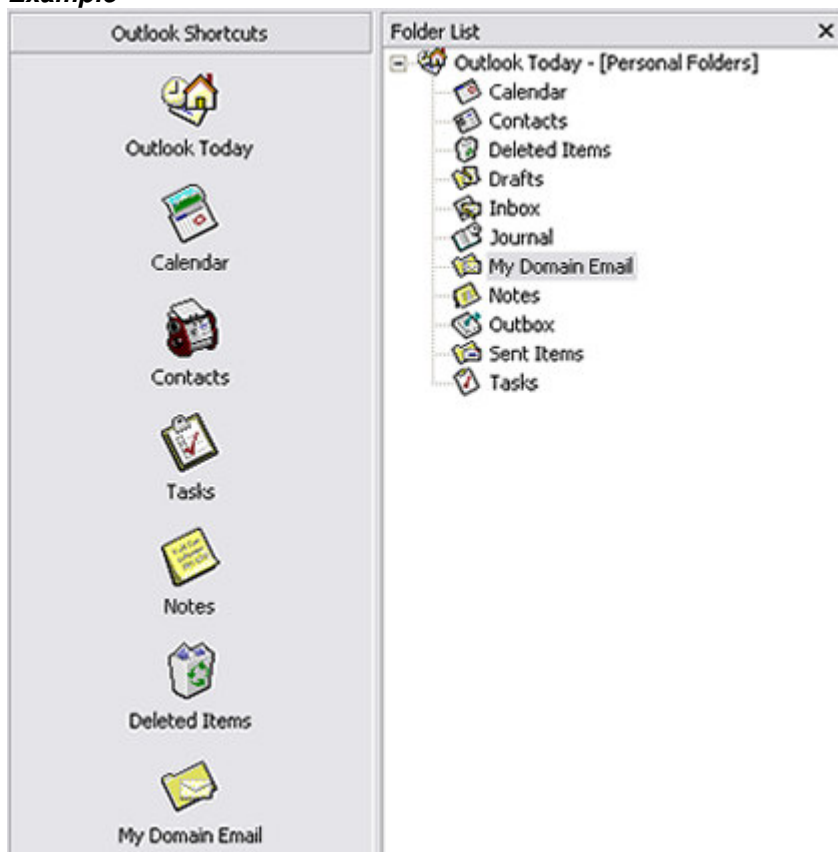
Directing Mail into the My Domain Inbox Folder

This means routing e-mails sent to an @domain.com address to be organized into the My Domain Email folder on the Outlook Shortcuts menu bar. Below are the following steps:

Select the My Domain Email folder or the name of the folder you want the mail to go to
From the main menu bar, click on Tools.
Scroll down and click on Organize
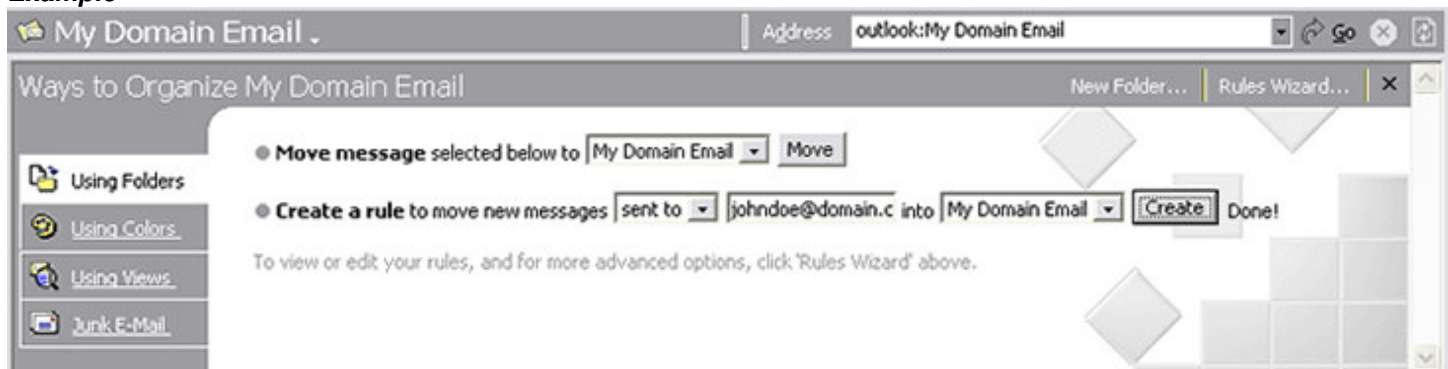A new screen should be visible.
Select the Using Folders tab
Diregard the Move message option
Edit the Create a rule option to look like the following:
Choose 'sent to', then the e-mail address, then into the folder. Click Create.

Example

My Domain Email	Address	outlook:My Domain Email	Go

Ways to Organize My Domain Email   New Folder... | Rules Wizard... | ✕

Using Folders

● **Move message** selected below to [My Domain Email ▾] [Move]

● **Create a rule** to move new messages [sent to ▾] johndoe@domain.c into [My Domain Email ▾] [Create] Done!

Using Colors

Using Views

Junk E-Mail

To view or edit your rules, and for more advanced options, click 'Rules Wizard' above.

Sending mail using the domain.com e-mail address

This is the most forgotten step. Chances are, this e-mail address won't be your default e-mail address for Outlook if you are previously using Outlook for another e-mail address. This means that you will have to make a quick, but conscious, step each time you are planning on sending an e-mail using your @domain.com address. This way people will be able to reply to your @domain.com address as well. When in the window of typing an outgoing e-mail, there is just one extra step you will need to do. Below are the following steps:

Click on Accounts which is to the right of the Send button.
Scroll down and select the mail.domain.com
Once doing that, a yellow bar will be viewable showing that you changed this.
You are now ready to send using your @domain.com address!

Example
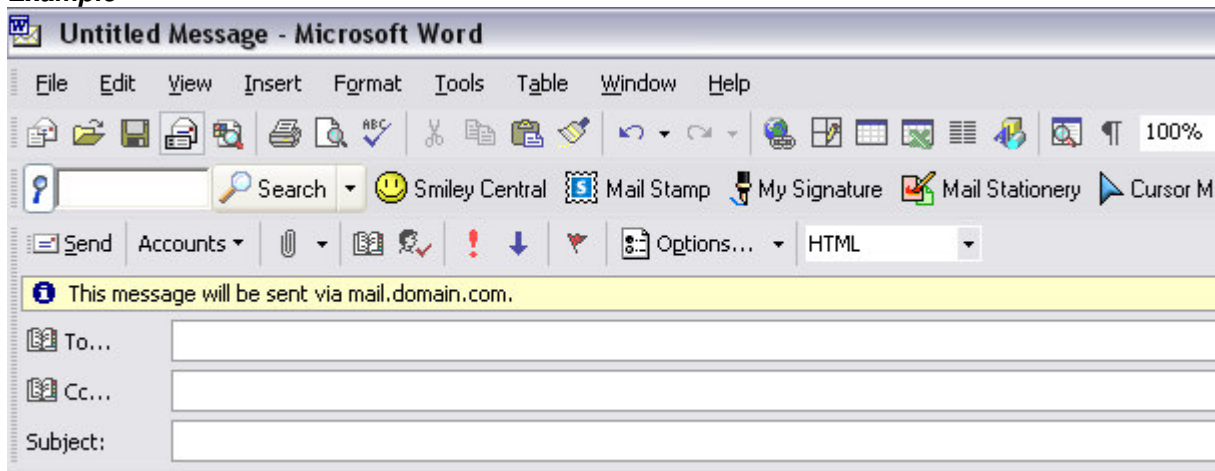
This is the end of the tutorial. If there are still questions or concerns, please contact us at the following information.

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