

Lab 6.2.4 Configuring an Email Client

Objectives

- Set up an email client.
- Send and receive mail from a mail server.
- Add an email account or change an existing one.

Background / Preparation

An email application gives the user the ability to send and receive messages from another user located on the same local network or on the Internet. The messages are sent by the sending client and stored on an email server. Another email client with a mailbox on the server can then access the server at any time to receive stored messages that are destined for that client.

The following resources are required:

- Windows-based computer with Internet connectivity
- Microsoft Outlook or other email client software

Step 1: Open Microsoft Outlook

- a. From the **Start** menu, select **All Programs**. Locate the Microsoft Office software.
- b. Select Microsoft Office Outlook as the email program. If your computer does not have the Microsoft Office software, there are many free email software packages available on the Internet. Search the Internet to find a free email client that can be installed on your computer. The following instructions may vary depending on your email client.

Step 2: Set up an email account

- a. When you first start Microsoft Outlook, a screen appears with **Email Upgrade Options**. You can choose to import email messages or address books from another account. Because this is your first email account, select the **Do Not Upgrade** button.
- b. The next screen is the **Email Accounts** screen where you are asked if you want to configure an email account. Click **Yes**.
- c. If Outlook has already been installed and setup for e-mail previously, you can start the Outlook application and click **Tools, E-Mail Accounts** and then select **View or change existing e-mail account** to see how the existing account is set up.

Step 3: Enter POP3 e-mail account information

- a. The next screen requires the user of the new account to fill in information. Enter your name and email address. You can get your email address from your Internet provider.
NOTE: If you do not have a real ISP email account, this step can be treated as a simulation. Just enter the information requested to become familiar with the process of creating an email account.
- b. Enter your server information. Contact your Internet provider to locate the server information for the incoming and outgoing mail servers. Usually Internet providers put this information on their website in their help section.

- c. What is your incoming (POP3) mail server? _____
- d. What is your outgoing (SMTP) mail server? _____
- e. Enter your username and password. Do not check the box to remember your password. This option is used when only one person uses the computer. If anyone else were to use the computer, they could easily gain access to all of the information in your email.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☐ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

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

- f. Click the **Test Account Settings** button. If everything is correct, the screen displays that the test was successful. If not, correct your information and try again.
- NOTE:** If this is a simulation, the test will not be successful and you can go to Steps 4 and 5.
- g. Test your new account by sending an email to a friend in class.

Step 4: (Optional) Add another account or change an account

- a. Open Microsoft Outlook. From the **Tools** menu, select **Email Accounts**.
- b. In this screen, you can add another email account or you can change information in an existing account.

Step 5: Reflection

- a. What are the advantages or disadvantages to using email over regular postal mail?

- b. What are the advantages or disadvantages to using email over an instant messaging program?

- c. With a partner, discuss five (5) recommendations for email etiquette that should be considered when emailing friends and business colleagues.
