

# Configure MS Outlook to work with JSU GAFYD

Rev. 1.0, 200906024



**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovics

E-mail Address:   
Example: barbara@...com

Password:

Retype Password:

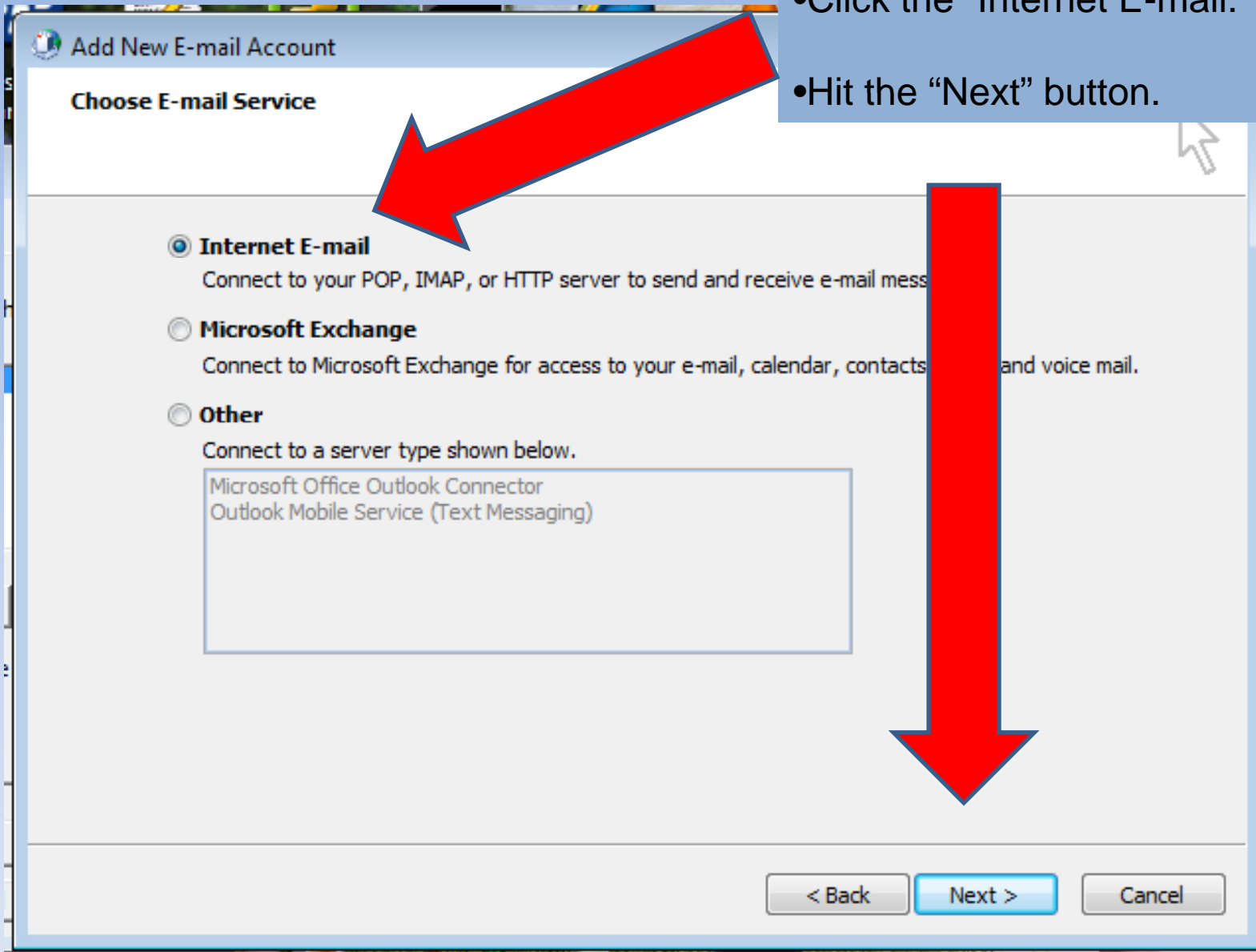
Manually configure server settings or additional server types

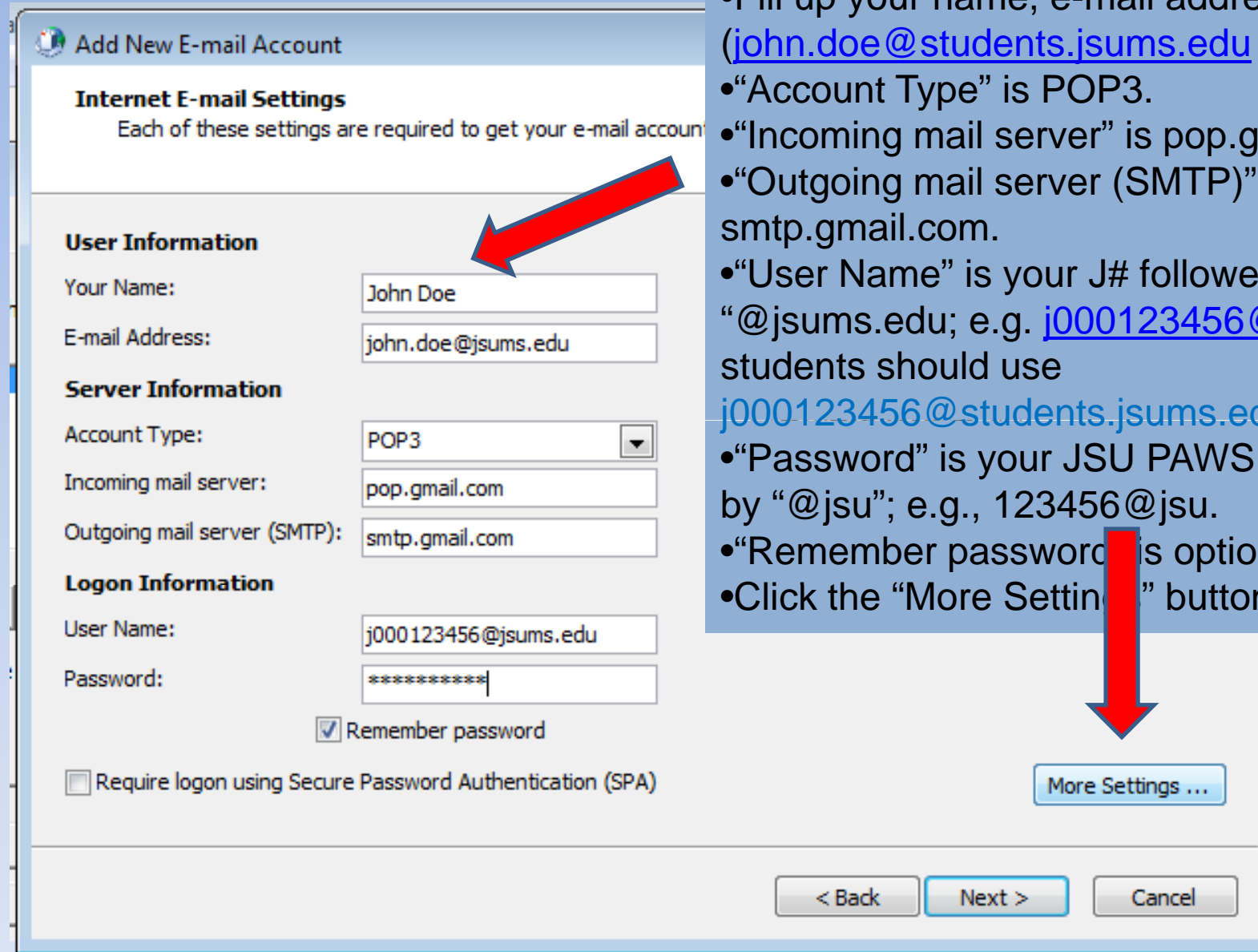
< Back   Next >   Cancel

•Click the “Manually configure server settings or additionally server types” box.

•Hit the “Next” button.

- Click the “Internet E-mail.”
- Hit the “Next” button.



The image shows a screenshot of a Windows-style dialog box titled "Add New E-mail Account". It is divided into several sections: "Internet E-mail Settings" (with a sub-note that all settings are required), "User Information", "Server Information", and "Logon Information". In the "User Information" section, the "Your Name" field contains "John Doe" and the "E-mail Address" field contains "john.doe@jsums.edu". A red arrow points from the "User Information" section towards the "More Settings ..." button. In the "Server Information" section, the "Account Type" is set to "POP3", the "Incoming mail server" is "pop.gmail.com", and the "Outgoing mail server (SMTP)" is "smtp.gmail.com". In the "Logon Information" section, the "User Name" is "j000123456@jsums.edu" and the "Password" is masked with "\*\*\*\*\*". There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". A second red arrow points from the "More Settings ..." button towards the "Next >" button.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account

**User Information**

Your Name: John Doe

E-mail Address: john.doe@jsums.edu

**Server Information**

Account Type: POP3

Incoming mail server: pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**

User Name: j000123456@jsums.edu

Password: \*\*\*\*\*

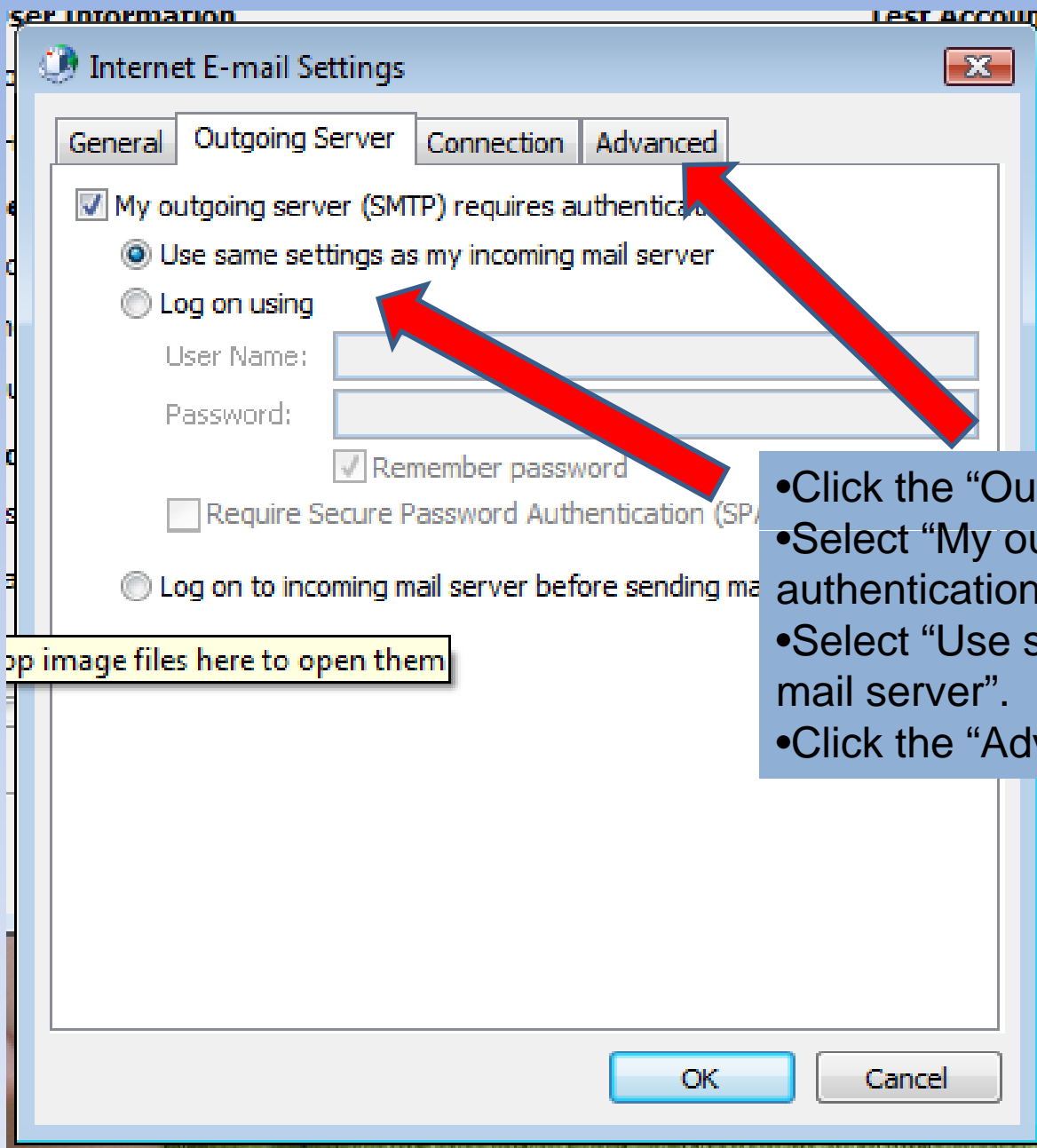
Remember password

Require logon using Secure Password Authentication (SPA)

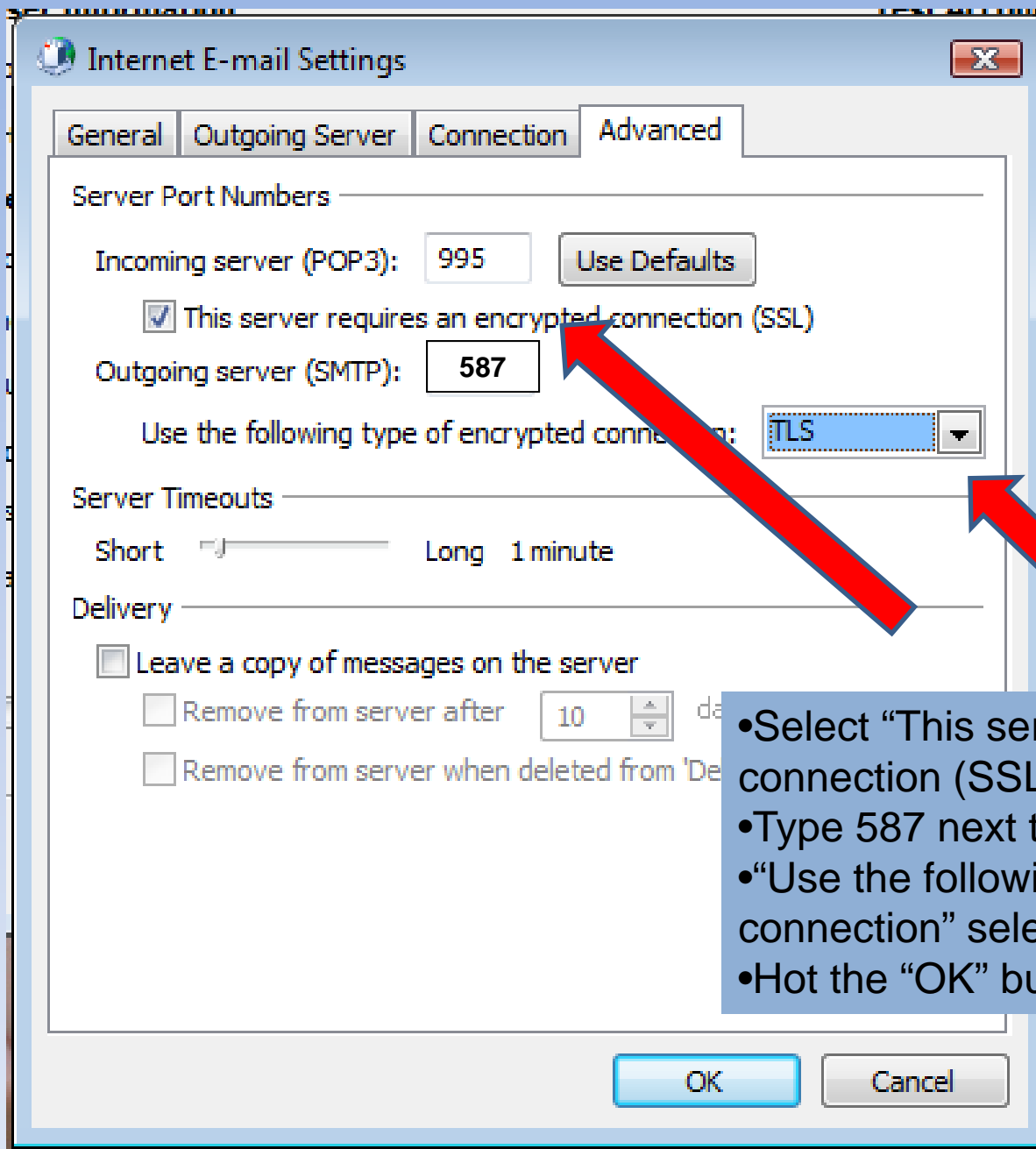
More Settings ...

< Back   Next >   Cancel

- Fill up your name, e-mail address ([john.doe@students.jsums.edu](mailto:john.doe@students.jsums.edu) for students).
- "Account Type" is POP3.
- "Incoming mail server" is pop.gmail.com
- "Outgoing mail server (SMTP)" is smtp.gmail.com.
- "User Name" is your J# followed by "@jsums.edu; e.g. [j000123456@jsums.edu](mailto:j000123456@jsums.edu); students should use [j000123456@students.jsums.edu](mailto:j000123456@students.jsums.edu).
- "Password" is your JSU PAWS PIN followed by "@jsu"; e.g., 123456@jsu.
- "Remember password" is optional.
- Click the "More Settings ..." button.



- Click the “Outgoing Server” tab.
- Select “My outgoing server (SMTP) requires authentication.”
- Select “Use same settings are my incoming mail server”.
- Click the “Advanced” tab.



- Select “This server requires an encrypted connection (SSL).
- Type 587 next to “Outgoing server (SMTP).
- “Use the following type of encrypted connection” select TLS.
- Hot the “OK” button.



**Congratulations!**

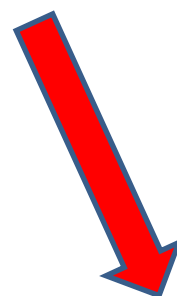
You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.



Drop image files here to open them

•Hit the "Finish" button.



< Back

Finish