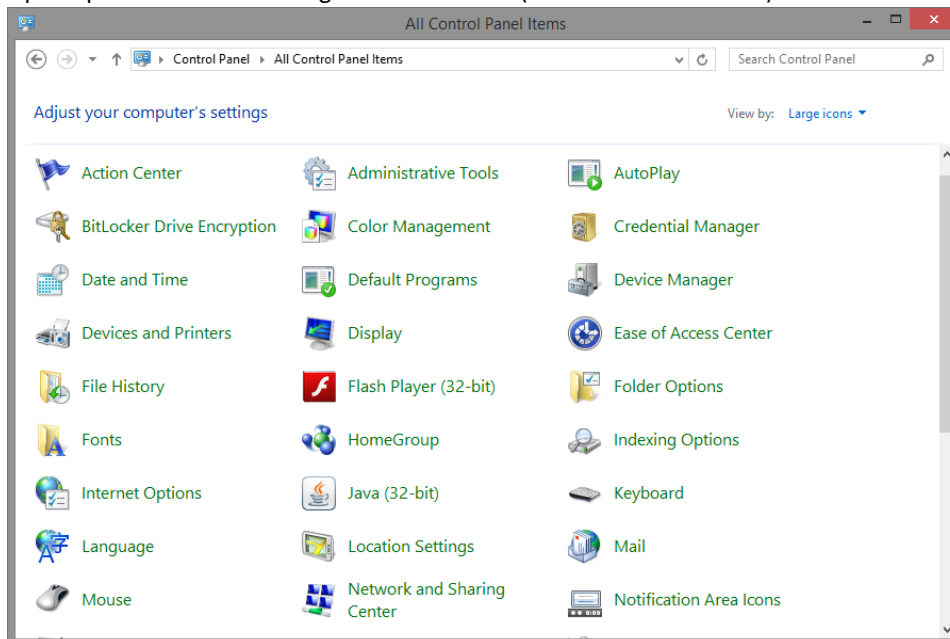


# CONNECTING TO MAILSITE THROUGH OUTLOOK

A TUTORIAL ON HOW TO ACCESS YOUR T.C.C. MAILSITE ACCOUNT THROUGH  
MICROSOFT OUTLOOK ON A WINDOWS PC

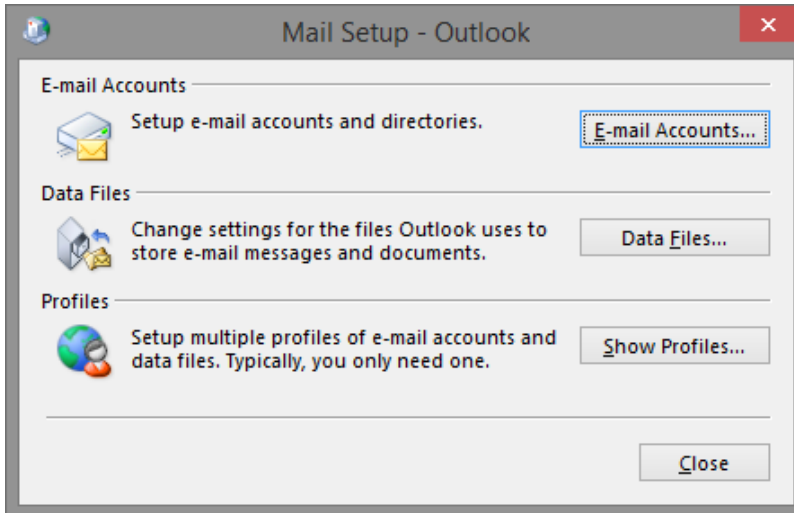
1. Ensure Microsoft Outlook is completely closed before continuing.
2. Open up Control Panel through the Start menu (Start → Control Panel)



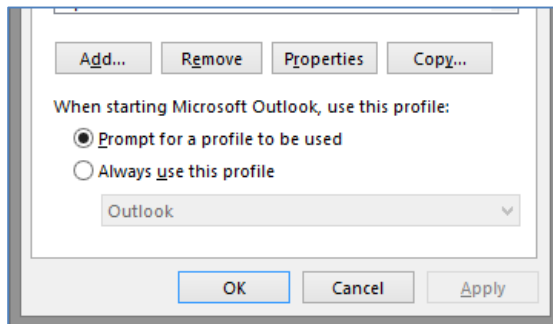
3. Click on the “Mail” icon



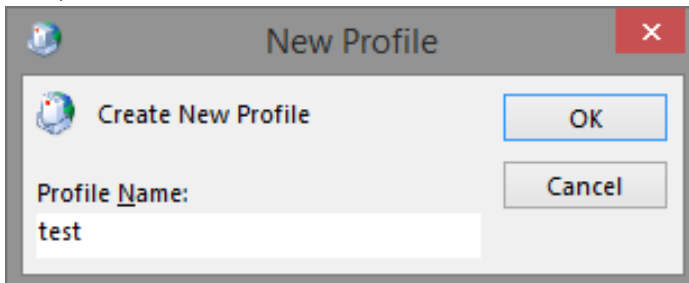
4. A Mail Setup window will pop-up. Click on “Show Profiles”.



5. A Mail window will appear. We are going to create a new profile for use with MailSite. Click on the “Add...” button.



6. A “New Profile” window will appear. Put in the name of the profile you wish to create. It does not have to be a username – this is just to help you identify multiple profiles. Once you enter the profile name you want, click “OK” to continue.



- An “Add Account” window will appear. Click the radio button that says, “Manual setup or additional server types” and then click “Next >”.

The screenshot shows a window titled "Add Account" with a close button in the top right. The main heading is "Auto Account Setup" with the subtitle "Manual setup of an account or connect to other server types." There are two radio buttons: "E-mail Account" (unselected) and "Manual setup or additional server types" (selected). Under "E-mail Account", there are four input fields: "Your Name:" (containing "Keith Busch", with example "Ellen Adams"), "E-mail Address:" (containing "example@computercompany.net", with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with a note: "Type the password your Internet service provider has given you."). At the bottom are buttons for "< Back", "Next >" (highlighted), and "Cancel".

- At “Choose Service”, select the radio button that mentions “POP or IMAP” and then click “Next >”

The screenshot shows the same "Add Account" window, but the heading is "Choose Service". There are three radio buttons: "Microsoft Exchange Server or compatible service" (unselected, with description: "Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail"), "Outlook.com or Exchange ActiveSync compatible service" (unselected, with description: "Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks"), and "POP or IMAP" (selected, with description: "Connect to a POP or IMAP email account"). At the bottom are buttons for "< Back", "Next >" (highlighted), and "Cancel".

- You will be brought to the “POP and IMAP Account Settings” window. Here, you will fill in the details of your MailSite account. The following fields need to be filled in:

- a. Your Name: your first and last name
  - b. Email Address: your email address
  - c. Account Type: IMAP
  - d. Incoming mail server: mail.computercompany.net
  - e. Outgoing mail server (SMTP): mail.computercompany.net
  - f. User Name: your email address again
  - g. Password: your given password
10. See the example below on how to fill in this window. Once you have filled in the appropriate fields, click “More Settings ...”

The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main heading is "POP and IMAP Account Settings" with a sub-heading "Enter the mail server settings for your account." and a help icon (a starburst with a mouse cursor) in the top right. The dialog is divided into two columns. The left column contains sections for "User Information", "Server Information", and "Logon Information". The right column contains "Test Account Settings" and a "Mail to keep offline" slider. At the bottom are navigation buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: John Smith  
Email Address: test@example.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: mail.computercompany.net  
Outgoing mail server (SMTP): mail.computercompany.net

**Logon Information**  
User Name: test@example.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

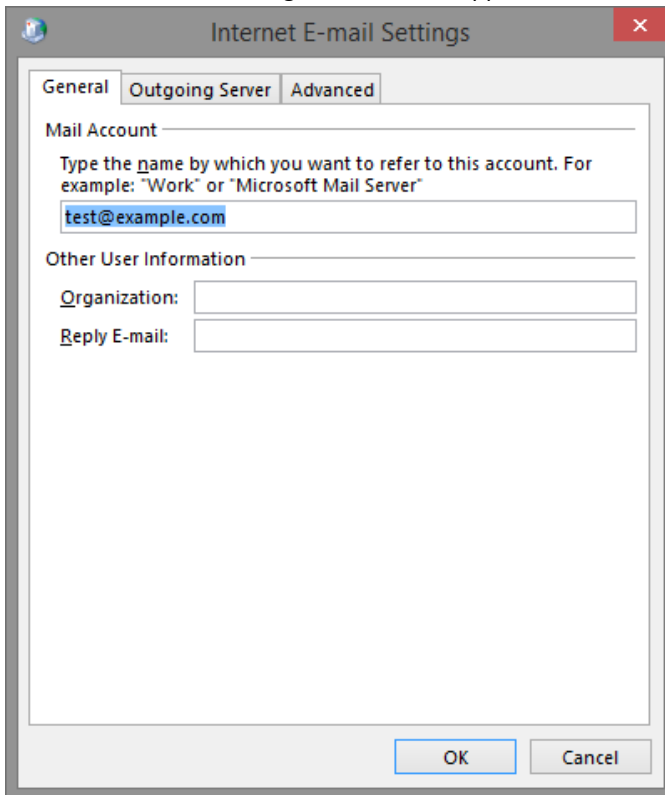
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

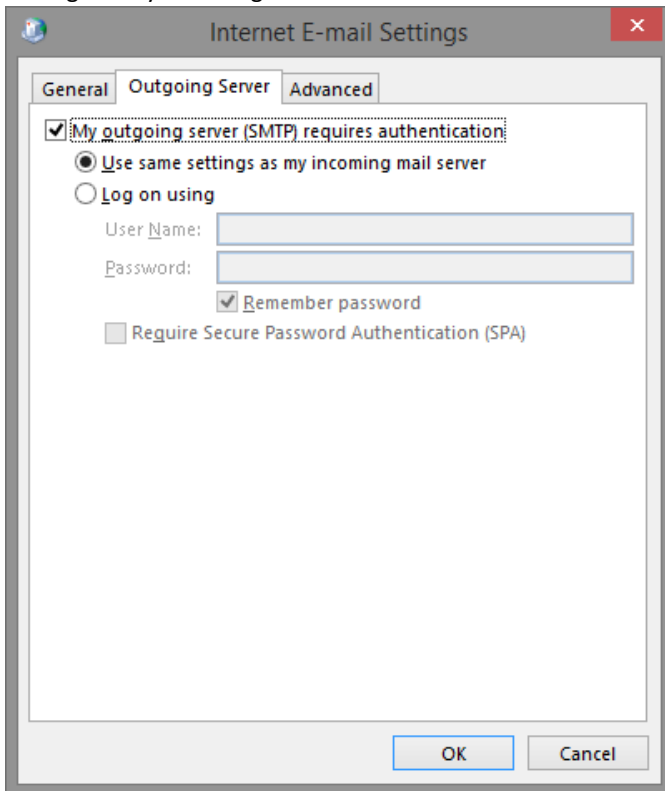
More Settings ...

< Back   Next >   Cancel

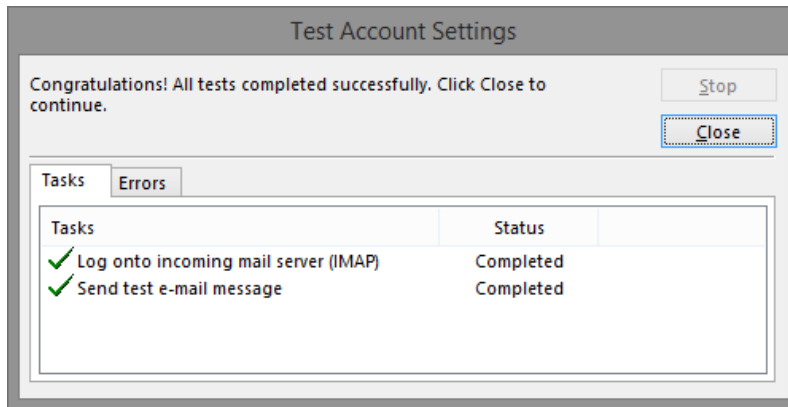
11. An “Internet E-mail Settings” window will appear. Click on the “Outgoing Server” tab



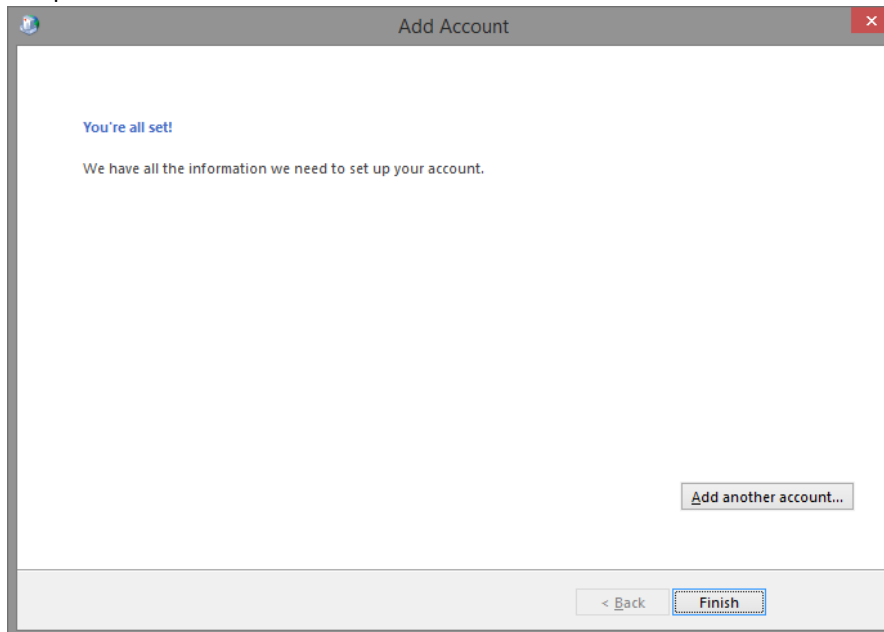
12. Check the “My outgoing server (SMTP) requires authentication” option. Also, ensure that the “Use same settings as my incoming mail server” is selected. Refer to the picture below.



13. Once you have selected the proper settings, click “OK” to apply them.
14. Back at the “Add Account” window, click “Next >” to continue.
15. Mail will test the account settings to ensure they were configured correctly. If the test was successful, you will see the window below. Click “Close” to continue.

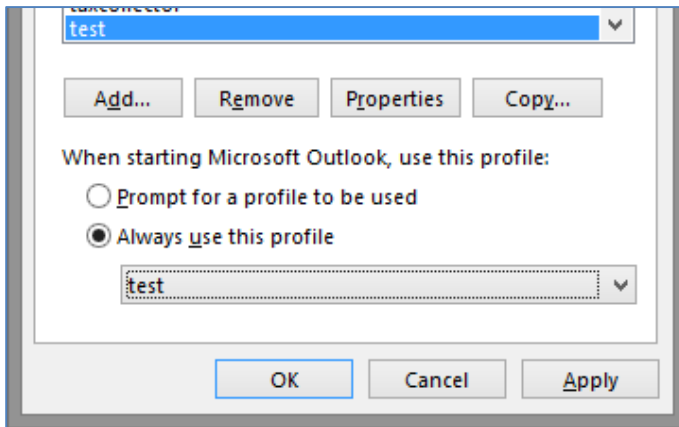


16. The profile has now been created. Click “Finish”.



17. Back at the “Mail” window, select the profile you just created and make sure the “Always use this profile” radio button is selected. From the drop-down menu, select the profile you just created. An example is

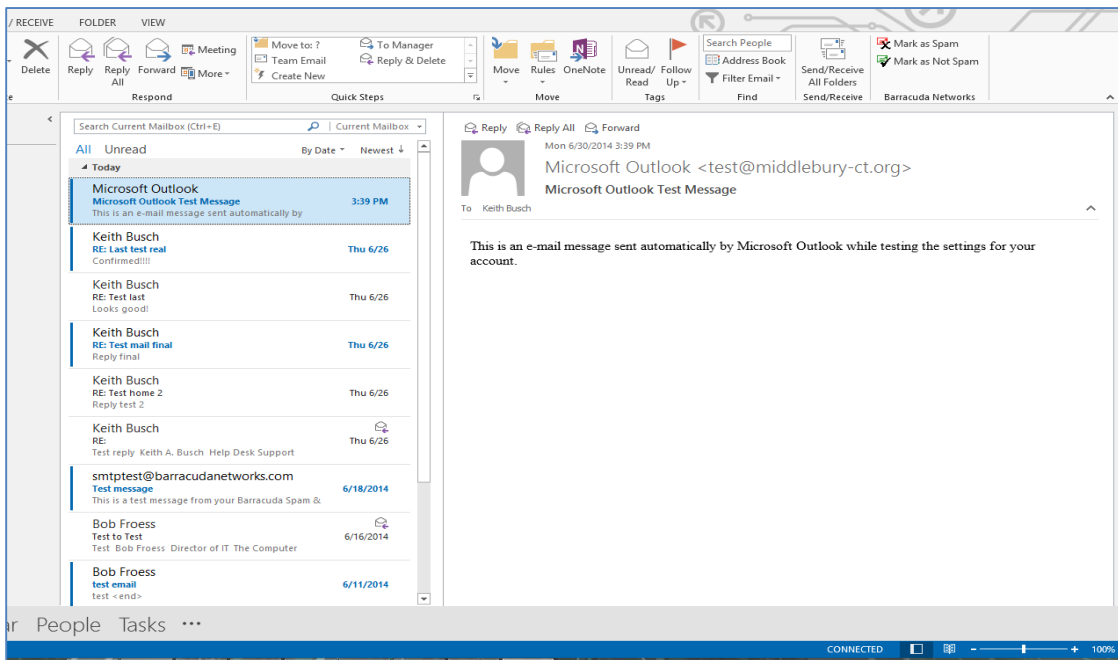
shown below.



18. Click "Apply" to apply the changes, and then click "OK" to close the window.
19. Now that a profile has been created for MailSite, launch Microsoft Outlook.



20. Outlook should launch with your MailSite credentials and you should be able to see your mailbox in a similar fashion to MailSite. At this point, the configuration is complete and you can work on your email through Outlook.



If you have any questions or you are in need of any further assistance, please contact our Help Desk at (860) 635-0500 or [support@computercompany.net](mailto:support@computercompany.net)