Configuring Outlook to Use Mass Mail Service

On the business.uconn.edu domain connected laptop open Outlook.



Click on File.



-

Click Account Settings.



Choose on Account Settings...

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.



Click New...

O E-mail <u>A</u> ccount			
Your Name:	Example: Ellen Adams		
E-mail Address:	Example: ellen@contoso.com		
<u>P</u> assword: Retype Password:			
	Type the password your Internet service p	rrovider has given you.	

Select "Manual setup or additional server types"

Click Next.



Select "POP or IMAP."

Click Next.

	Add A	ccount		
POP and IMAP Account Sel Enter the mail server setting	t tings ngs for your account.	****		
User Information		Test Account Settings		
<u>Y</u> our Name:	Jonathan Husky	We recommend that you test your account to ensure that		
<u>E</u> mail Address:	jhusky@business.uconn.edı			
Server Information		Test Account Settings		
Account Type:	IMAP 🖌			
Incoming mail server:	outlook.business.uconn.edu	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP): massmailuconn.edu				
Logon Information				
<u>U</u> ser Name:	jhusky@business.uconn.edı			
Password:	**********	Mail to keep offline: All		
✓ <u>R</u> e	та стала стала та стала та стала та стала ст			
Reguire logon using Secure Password Authentication (SPA)				
		< <u>B</u> ack <u>N</u> ext > Cancel		

Enter your name in the Your Name Field.

Enter your School of Business email address in the Email Address field.

Choose **IMAP** from the Account Type drop-down box.

In the Incoming mail server field enter either 'mail.business.uconn.edu' or 'outlook.business.uconn.edu'

In the Outgoing mail server (SMTP) field enter 'massmail.uconn.edu'

Click More Settings...

Internet E-mail Settings						
General	Outgoi	ing Server Advanced				
Mail Acco	Mail Account					
Type th exampl	Type the <u>n</u> ame by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"					
Mass N	Mail Serv	ice				
Other Us	er Infor	mation				
<u>O</u> rgani	zation:	University of Connecticut School of Business				
Reply E	-mail:	jhusky@business.uconn.edu				
		OK Cancel				

Name the mail account Mass Mail Service.

Enter the organization you represent in the Organization field.

Click on the **Outgoing Server** Tab.

Internet E-mail Settings						
General Outgoing	Server Advanced					
✓ My <u>o</u> utgoing server (SMTP) requires authentication						
O <u>U</u> se same set	tings as my incoming mail server					
Log on using						
User <u>N</u> ame:	abc01234					
Password:	*****					
	✓ <u>R</u> emember password					
Re <u>q</u> uire S	ecure Password Authentication (SPA)					
	OK Cancel					

Select My outgoing server (SMTP) requires authentication.

In the User Name field enter your NetID.

In the Password field enter your NetID password. Select the option to Remember my password.

Click on the **Advanced** Tab.

Internet E-mail Settings					
General Outgoing Server Advanced					
Server Port Numbers					
Incoming server (IMAP): 993 Use Defaults					
Use the following type of <u>e</u> ncrypted connection: SSL 💗					
Qutgoing server (SMTP): 25					
Use the following type of encrypted connection: TLS					
Server Timeouts					
Short 🤝 Long 1 minute					
Folders					
Root <u>f</u> older path:					
Sent Items					
Do not save copies of sent items					
Deleted Items					
✓ Mark items for deletion but do not move them automatically					
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.					
Purge items when switching folders while online					
OK Cancel					

Enter 993 for the Incoming Server (IMAP) port.

In incoming server's Use the following type of encrypted connection drop-down box choose SSL.

Enter 25 for the Outgoing Server (SMTP) port.

In Outgoing Server's Use the following type of encrypted connection drop-down box choose TLS.

Click OK.

Return to the Add account window.

User Information Test Account Settings Your Name: Jonathan Husky Email Address: jhusky@business.uconn.edd Server Information Incoming mail server: Qutgoing mail server: outlook.business.uconn.edd Qutgoing mail server: outlook.business.uconn.edd Qutgoing mail server: outlook.business.uconn.edd User Name: jhusky@business.uconn.edd User Name: jhusky@business.uconn.edd We recommend that you test your account to ensite the entries are correct. Image: jhusky@business.uconn.edd Mail to keep offline: All Mail to keep offline: Mail Mail to keep offline: Mail to keep offline: Mail Mail to keep offline: Mail to keep offline: Mail to keep offline: Mail to keep offline: Mail to keep offline: Mail to keep offline:	POP and IMAP Account Se Enter the mail server setti	Add Ad ttings ngs for your account.	ccount
	User Information Your Name: Email Address:	Jonathan Husky	Test Account Settings We recommend that you test your account to ensure that the entries are correct.
Logon Information User Name: jhusky@business.uconn.edu Password:	- Server Information <u>A</u> ccount Type: <u>Incoming mail server</u> : <u>Outgoing mail server (SMTP)</u> :	IMAP	Test Account Settings ✓ Automatically test account <u>s</u> ettings when Next is clicked
Reguire logon using Secure Password Authentication (SPA)	Logon Information User Name: Password:	jhusky@business.uconn.edu	Mail to keep offline: All
	Reguire logon using Secu (SPA)	re Password Authentication	More Settings

Account settings will be tested.

Test Account	Settings	
Outlook is testing the account settings you ente	red.	Stop
		Close
Tasks Errors		
Tasks	Status	
 Log onto incoming mail server (IMAP) Send test e-mail message 	Completed In Progress	
		le la

Status should show 'completed' for both settings.

ngratulations! All tests completed successfully ntinue.	. Click Close to	<u>S</u> top <u>C</u> lose
asks Errors		
Tasks	Status	
🗸 Log onto incoming mail server (IMAP)	Completed	
Send test e-mail message	Completed	

Click on "Close"

	Add Acc	ount	
You're all set!			
We have all the information	tion we need to set up your accour	nt.	
			Add another account
			Add another account

Click on "Finish"

Note the newly created 'Mass Mail Service'

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

E-mai	Data Files	RSS Feeds	SharePoint Lists	Inte	ernet Calendars	Published Calendars	Address Books	
S N	🧟 New 🔆 Repair 🚰 Change 📀 Set as Default 🗙 Remove 🔹 🗣							
Nam	e				Туре			
٢	jonathan.hus	ky@busine	ess.uconn.edu		Microsoft Excha	ange (send from this ac	count by def	
	Mass Mail S	ervice			IMAP/SMTP			

Click Close.

Return Outlook.



Locate the mailbox 'Mass Mail Service'

Create a new message

ELE MISLING INSET OFTICAS FORMATTEXT REVI	Untitled - Message (HTML) EW		7 00 - 0 X
$ \begin{array}{ c c c c c } \hline & & & & & \\ \hline & & & & & \\ \hline & & & & &$	Address Check Book Names Names	Follow Up- I High Importance Low Importance Tes G Zoom	Appa for Office
Send C-			
Subject			

Click the From: drop-down box if Mass Mail Service is not selected.

Select Mass Mail Service



Complete your e-mail and when ready, click Send.