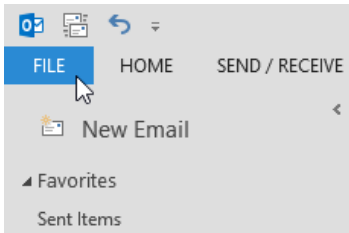
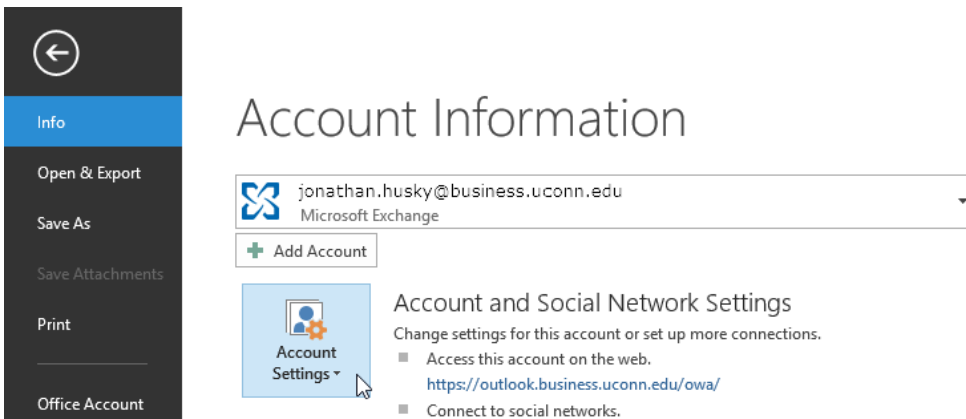


# Configuring Outlook to Use Mass Mail Service

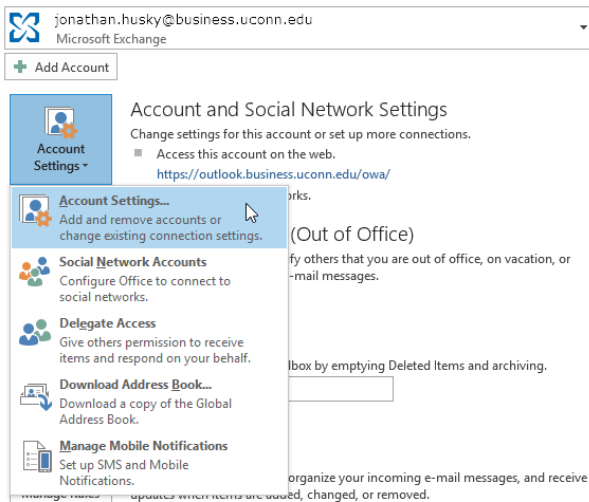
On the business.uconn.edu domain connected laptop open Outlook.



Click on File.



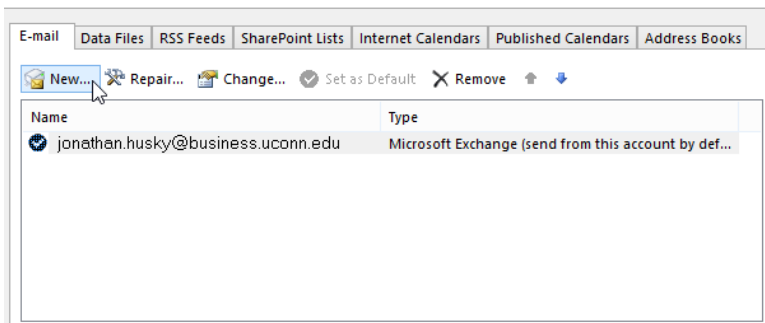
Click **Account Settings**.



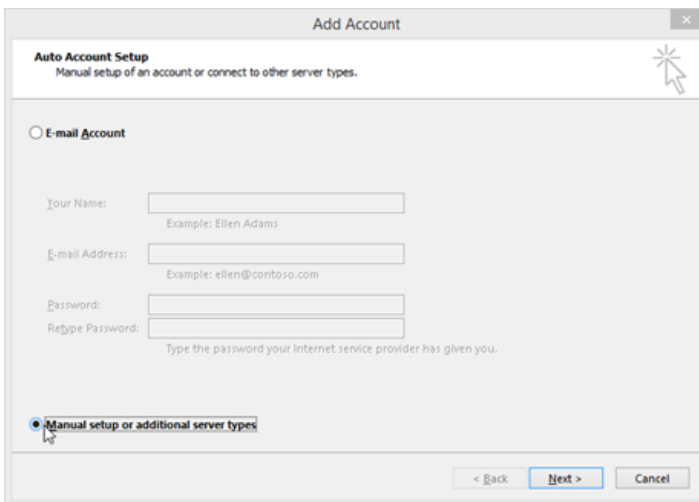
Choose on **Account Settings...**

## E-mail Accounts

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

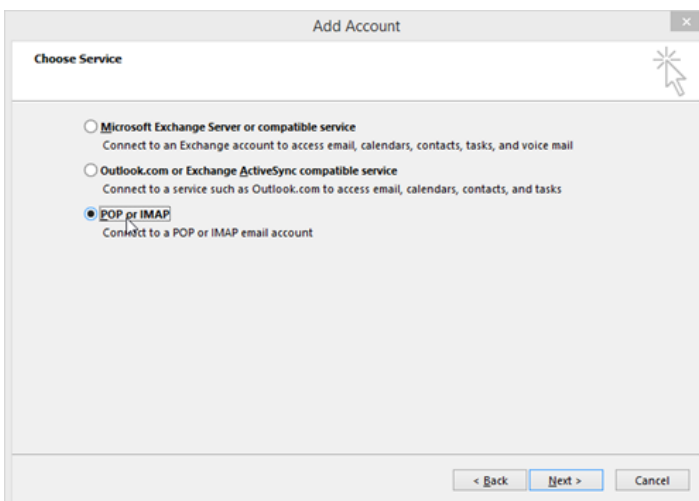


Click **New...**



Select **“Manual setup or additional server types”**

Click **Next.**



Select **“POP or IMAP.”**

Click **Next.**

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- User Information:** Your Name: Jonathan Husky; Email Address: jhusky@business.uconn.edu
- Server Information:** Account Type: IMAP; Incoming mail server: outlook.business.uconn.edu; Outgoing mail server (SMTP): massmailuconn.edu
- Logon Information:** User Name: jhusky@business.uconn.edu; Password: [masked];  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
- Buttons:** < Back, Next >, Cancel, More Settings ...

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...**

The screenshot shows the 'Internet E-mail Settings' dialog box with the following fields and options:

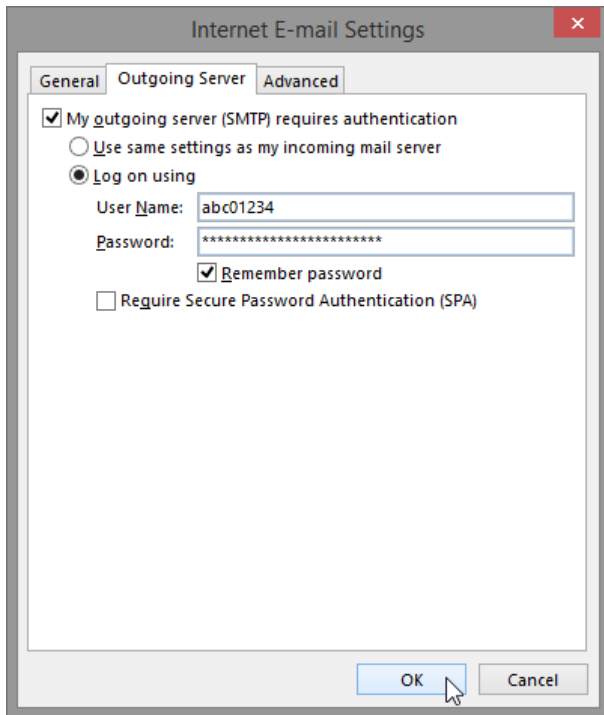
- General tab:** Mail Account: Mass Mail Service; Other User Information: Organization: University of Connecticut School of Business; Reply E-mail: jhusky@business.uconn.edu
- Buttons:** OK, Cancel

Name the mail account Mass Mail Service.

Enter the organization you represent in the Organization field.

Enter your current School of Business email address in the Reply E-mail field.

Click on the **Outgoing Server** Tab.

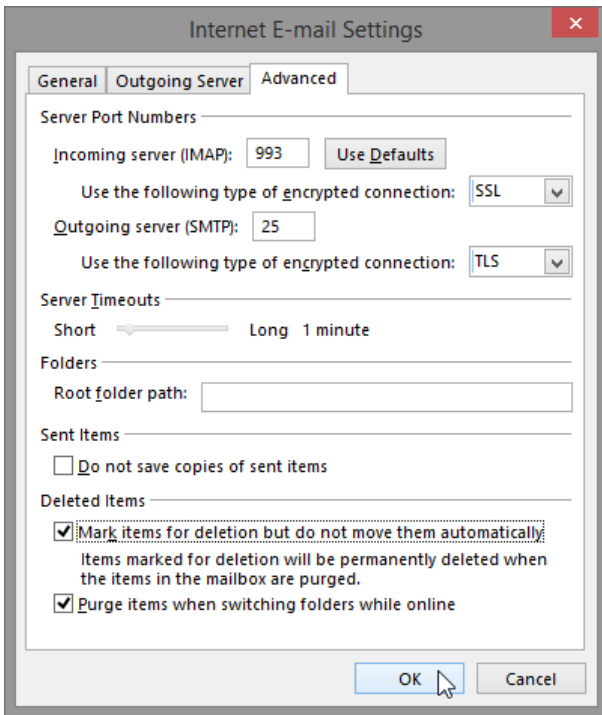


Select **My outgoing server (SMTP) requires authentication**.

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.



Enter **993** for the **Incoming Server (IMAP)** port.

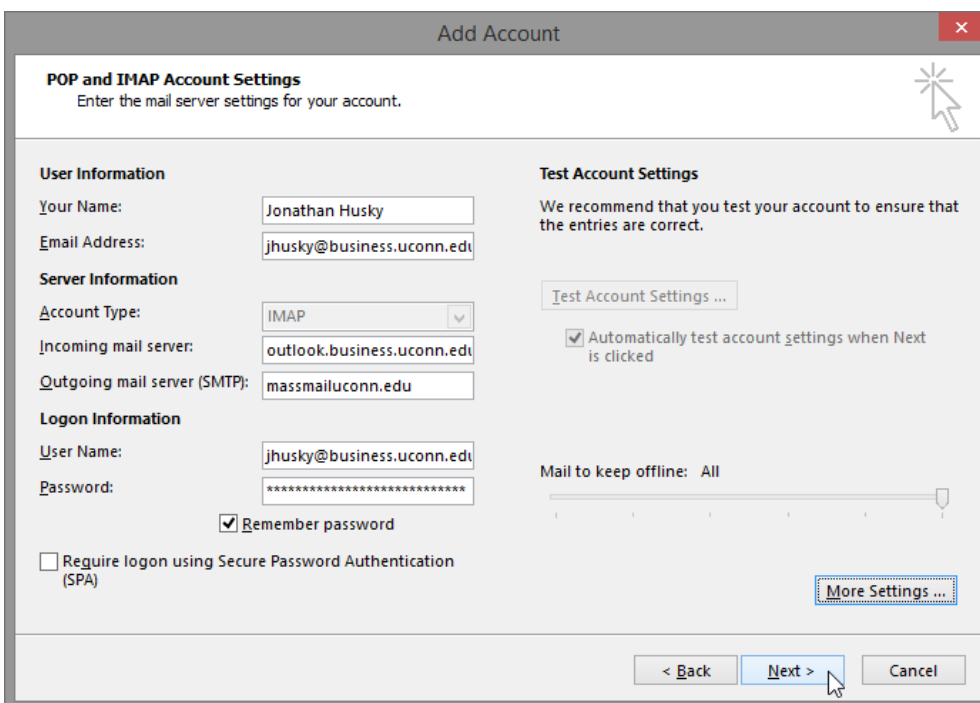
In incoming server's **Use the following type of encrypted connection** drop-down box choose **SSL**.

Enter **25** for the **Outgoing Server (SMTP)** port.

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

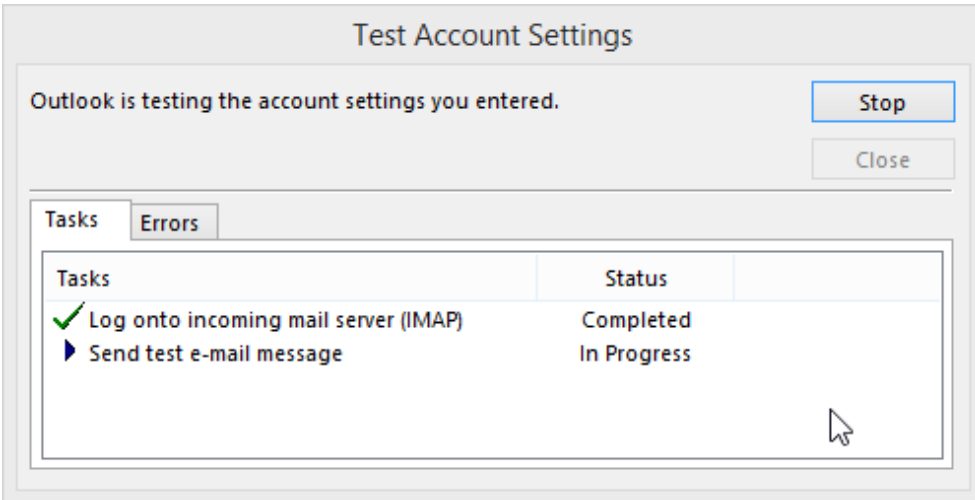
Click **OK**.

Return to the Add account window.

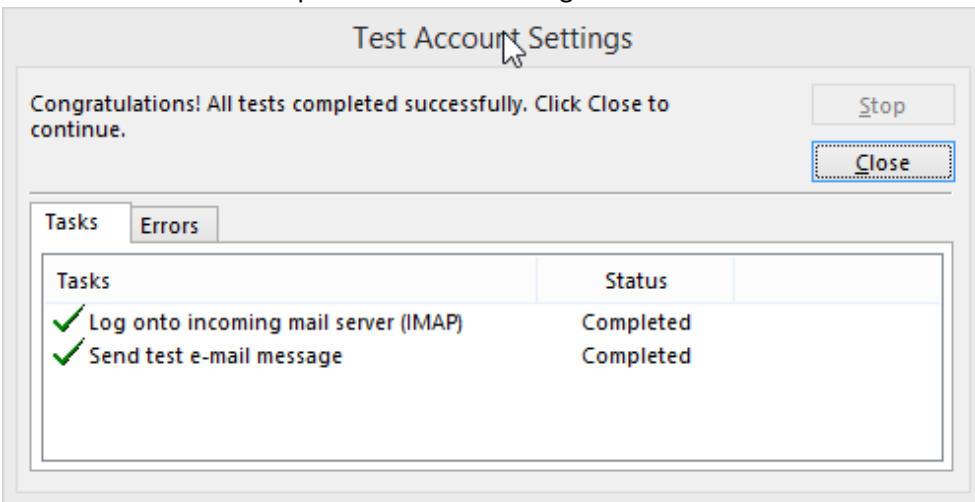


Click **Next>**.

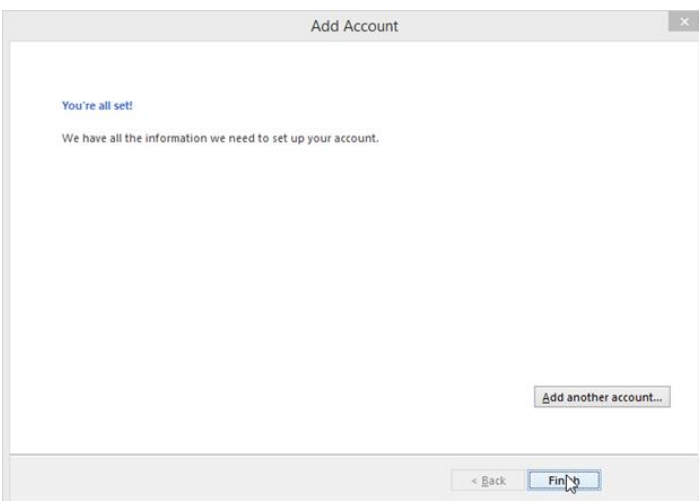
Account settings will be tested.



Status should show 'completed' for both settings.



Click on "Close"

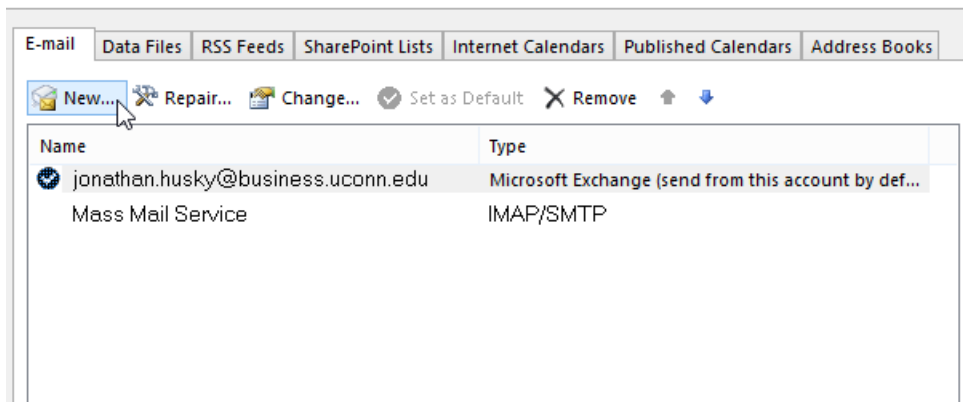


Click on "Finish"

Note the newly created 'Mass Mail Service'

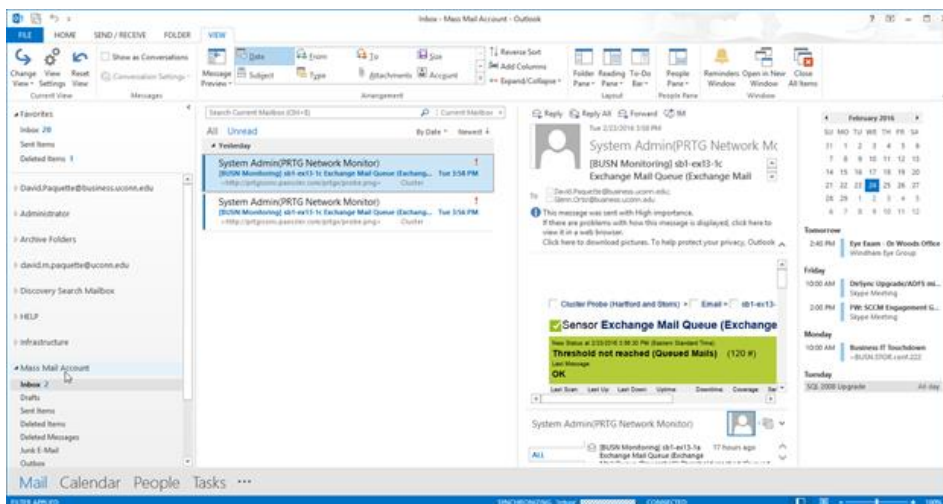
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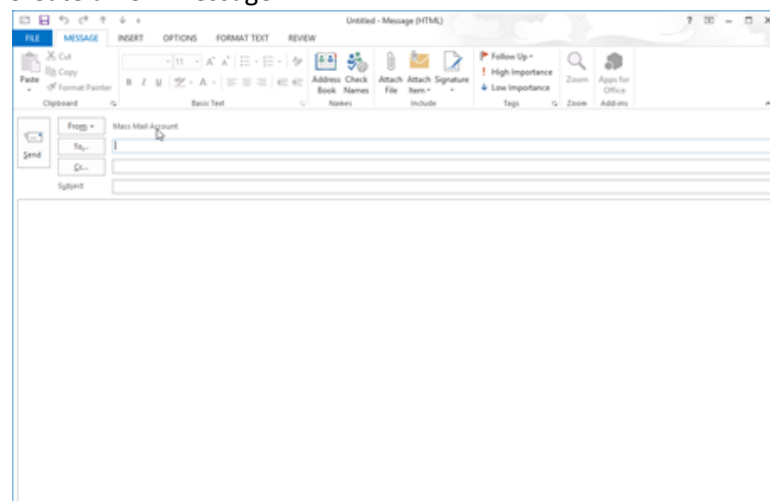
Click Close.

Return Outlook.



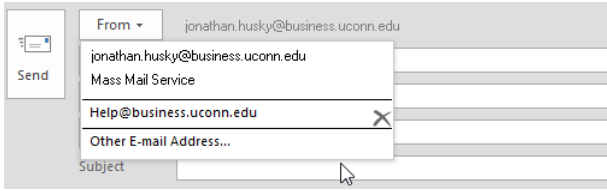
Locate the mailbox 'Mass Mail Service'

Create a new message



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**.