Follow these steps to configure an account that is already created.

Open the control panel and select "Mail". You will see the following dialog box. Click on the "E-mail Accounts" button.

Mail Setu	p - Outlook	×		
E-mail Accounts				
	Setup e-mail accounts and directories.	E-mail Accounts		
Data Files	s			
	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files		
Profiles -				
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles		
		Close		

You will then see this dialog box. Select your AASP email account and then select "Change..."

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Name Type	1
Microsoft Exchange Exchange (send from this account by default)	1
AASP Email Account POP/SMTP	
Selected e-mail account delivers new e-mail messages to the following location:	
Change Folder Mailbox - \Inbox in data file C:\Documents and Settings'\Outlook\outlook.ost	
Close	

Confirm your settings are correct. If you have checked the "Remember password", then re-enter your password if it has changed. Your username is the portion of your email address in from of the "@". Click on the "More Settings..." button and go to the next diagram.

User Information		Test Account Settings
Your Name:	Customer Name	After filling out the information on this screen, we
E-mail Address:	username@aasp.net	button below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	rest Account Setungs
Incoming mail server:	pop3.aasp.net	
Outgoing mail server (SMTP):	smtp.aasp.net	
Logon Information		
User Name:	username	
Password:	******	
	Remember password	
Descrive lesses united Secure	e Password Authentication (SPA)	More Settings

Click on the "Outgoing Server" tab.

Check the "My outgoing server (SMTP) requires authentication" Select "Log on using" and enter your username and password. Check the "Require Secure Password Authentication (SPA) option. Clikc the OK button.

Internet E-mail Settings						
	General Outgoing Server Connection Advanced					
	My outgoing server (SMTP) requires authentication					
	C Use same settings as my incoming mail server					
	• Log on using					
	User Name: pharm-fly					
	Password: ******					
	Remember password					
	Require Secure Password Authentication (SPA)					
	C Log on to incoming mail server before sending mail					
	OK Cancel					

Now click on the "Test Account Settings ..." button to test your settings.

If the test passes, click on the "Next >" button and then click on the "Finish" button.

hange E-mail Account				
Internet E-mail Settings Each of these settings are required to get your e-mail account working.				
User Information		Test Account Settings		
Your Name:	Customer Name	After filling out the information on this screen, we		
E-mail Address:	username@aasp.net	recommend you test your account by clicking the button below. (Requires network connection)		
Server Information		E 1		
Account Type:	POP3	Test Account Settings		
Incoming mail server:	pop3.aasp.net			
Outgoing mail server (SMTP):	smtp.aasp.net			
Logon Information				
User Name:	username			
Password:	*******			
	, Remember password			
Require logon using Secure Password Authentication (SPA)		More Settings		
		< Back Next > Cancel		

