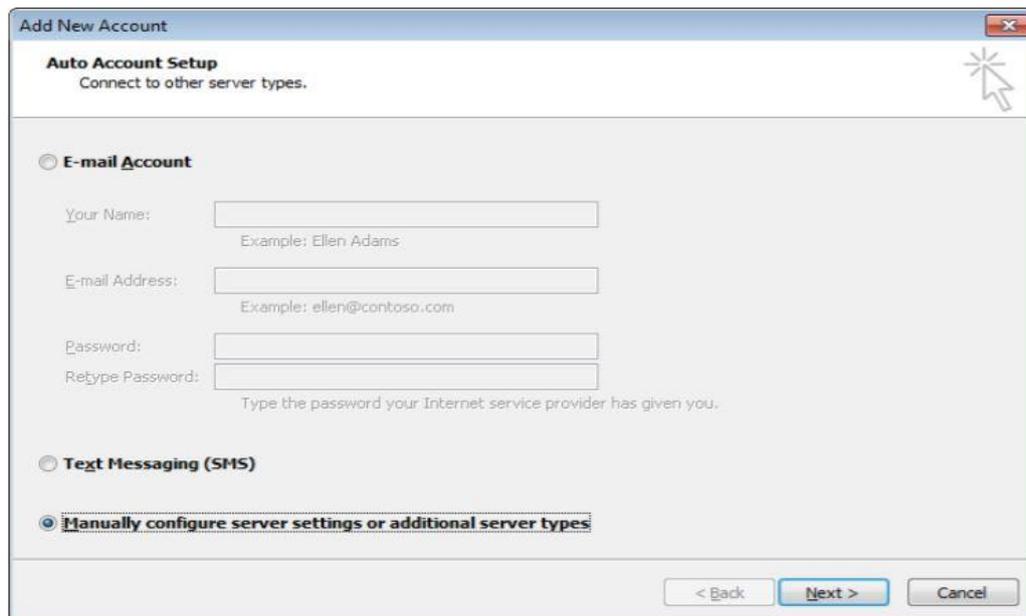


To setup **Outlook 2010, 2016 or the latest version** on your computer, follow the following steps:

- Click Microsoft outlook 2010, 2016 or the latest version to launch the application.
- Click the **"file"** tab and then click the **"add account"** tab. You will see the screen below. Make sure the **"Manual configure server settings or additional server types"** is selected.



**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

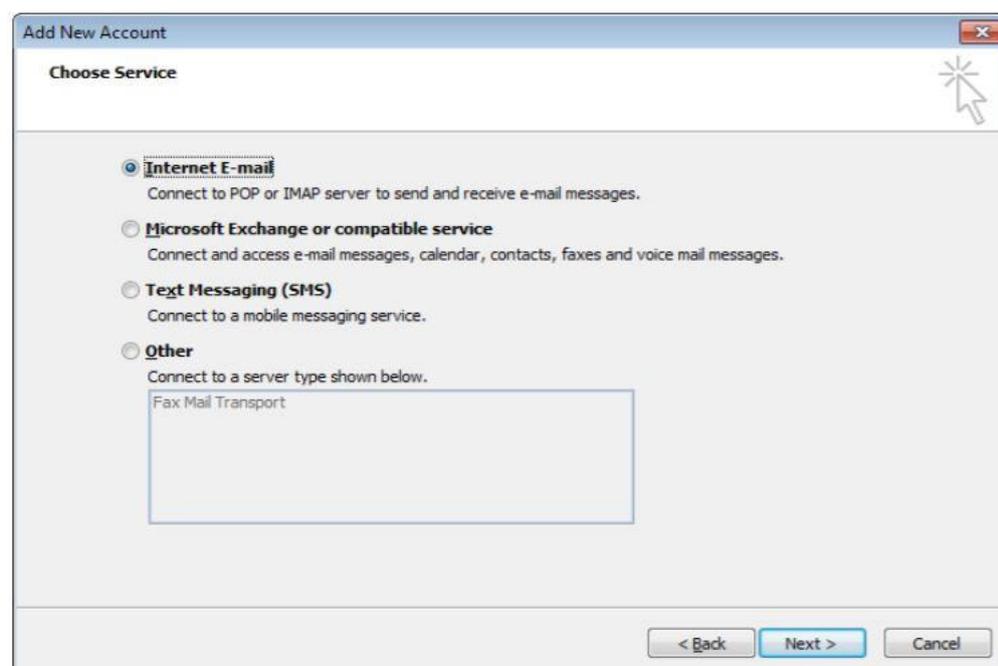
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

Click **"next"** and you will see the screen below. Make sure the **"Internet E-mail"** option is selected



**Add New Account**

**Choose Service**

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

**Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

**Text Messaging (SMS)**  
Connect to a mobile messaging service.

**Other**  
Connect to a server type shown below.

Fax Mail Transport

< Back   **Next >**   Cancel

Click next and you will see the screen below. Fill in your details and note that the incoming and outgoing mail server for makerere is "**mail.mak.ac.ug**". Also make sure that your "**user name**" is the entire email address. The "**password**" is that of the input email address.

**Add New Account**

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

**User Information**  
Your Name: Mugabi Samuel Paul  
E-mail Address: spmugabi@dicts.mak.ac.ug

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.mak.ac.ug  
Outgoing mail server (SMTP): mail.mak.ac.ug

**Logon Information**  
User Name: spmugabi@dicts.mak.ac.ug  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

More Settings ...

< Back   Next >   Cancel

Click "**More settings**" and you will see the screen below which has four tabs (General,Outgoing server,Connection and Advanced).Filling in the "**general tab**" is optional.

**Internet E-mail Settings**

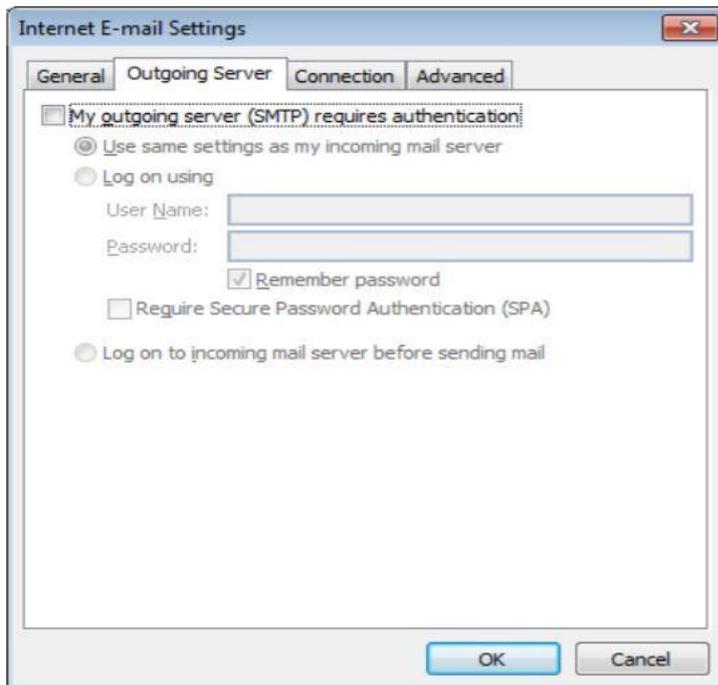
General   Outgoing Server   Connection   Advanced

**Mail Account**  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"  
spmugabi@dicts.mak.ac.ug (1)

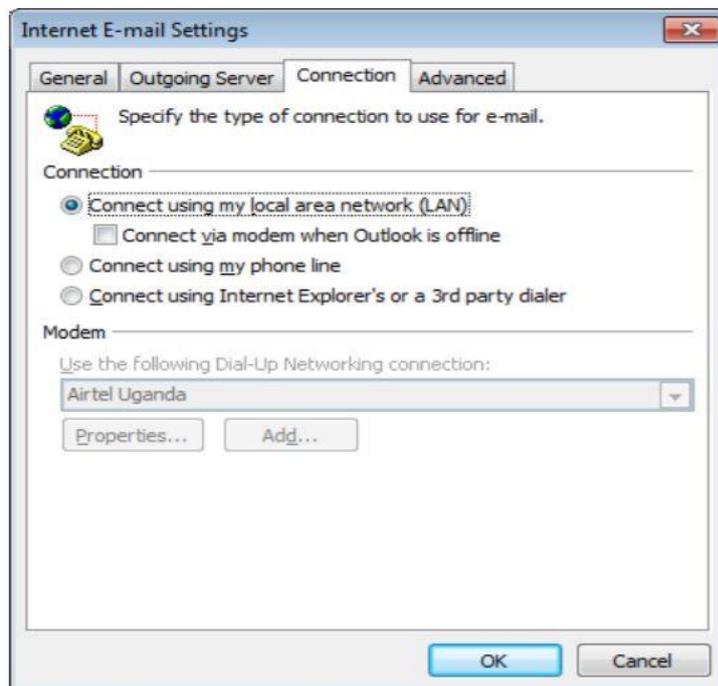
**Other User Information**  
Organization:  
Reply E-mail:

OK   Cancel

Make sure the "**Outgoing Server**" tab is configured as seen below



Make sure the "**Connection**" tab is configured as seen below



Make sure the "**Advanced**" tab is configured as shown below.

Under the "**Delivery**" section, when you select "**leave a copy on the server**", a copy of your messages will remain on our mail server and you will still see them when you log into your webmail. "**Remove from the Server**" means the messages will only be available in your outlook. This option automatically cleans up your webmail inbox depending on the number of days set.

Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after  days

Remove from server when deleted from 'Deleted Items'

Once you have completed the setup, click **OK** and you will revert back to the screen below, at which point you may decide to test the settings by clicking "**Test account settings**" or clicking next and finishing the setup

Add New Account

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

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File