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 "<u>file</u>" tab and then click the "<u>add account</u>" tab. You will see the screen below. Make sure the "<u>Manual configure server settings or additional server types</u>" is selected.

Auto Account Setup Connect to other s	erver types.		÷
© 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 serv	ice provider has given you.	
Text Messaging (5MS)		
Manually configured in the second	e server settings or additional serve	er types	
		(inch	

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

dd New Account	
Choose Service	No. of the second se
Internet E-mail Connect to POP or IMAP server to send and re Microsoft Exchange or compatible servic Connect and access e-mail messages, calendar	ceive e-mail messages. ce
Text Messaging (SMS)	y concerning rando and react manimized ages
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.

User Information		Test Account Settings
<u>Y</u> our Name: <u>E</u> -mail Address:	Mugabi Samuel Paul spmugabi@dicts.mak.ac.ug	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	POP3 mail.mak.ac.ug mail.mak.ac.ug	Test Account Settings Test Account Settings by clicking the Next button Deliver new messages to: New Outlook Data File Ficiation Outlook Data File
User Name: Password:	spmugabi@dicts.mak.ac.ug	Browse
Reguire logon using Secure	Remember password	More Settings

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

General	Outgoing Server Connection Advanced	
Mail Acco Type t	ount the name by which you want to refer to this account. For le: "Work" or "Microsoft Mail Server"	
spmug	gabi@dicts.mak.ac.ug (1)	
Other Us Organi Reply I	ser Information ization: E-mail:	

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



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

		10-		
General	Outgoing Server	Connection	Advanced	
2	Specify the type	of connection t	o use for e-mail.	
Connect	ion			
 Cor 	nnect using my loc	al area networ	k (LAN)	
	Connect via mode	em when Outlo	ok is offline	
Cor	nnect using my ph	one line		
O Co	nnect using Intern	et Explorer's o	r a 3rd party dialer	
0 20	in react cloning arrowing	in a manufacture of a second	a bra party dialet	
12.12				
Modem		Nerva and		
Modem -	e following Dial-Up	o Networking co	onnection:	
Modem Use th Airtel	e following Dial-Up Uganda	o Networking co	onnection:	Ţ
Modem	e following Dial-Up Uganda	o Networking co	onnection:	¥
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Modem - Use th Airtel Prop	e following Dial-Up Uganda erties A	o Networking co	onnection:	Ţ
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Modem Use th Airtel Prop	e following Dial-Up Uganda verties A	o Networking co	onnection:	Y
Modem	e following Dial-Up Uganda verties A	d <u>d</u>	onnection:	Y
Modem - Use th Airtel Prop	e following Dial-Up Uganda verties	d <u>d</u>	onnection:	Y

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

Under the "**Delivery**" section, when you select "<u>leave a copy on the server</u>", a copy of your messages will remain on our mail server and you will still see them when you log into your webmail. "<u>Remove from the Server</u>" 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): 995 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: Aut Server Timeouts Short	0
Delivery Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted I	tems'
ОК	Cancel

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

Your Name: Mugabi Samuel Paul After filling out the information on this screen, we recommend you test your account by clicking the butt below. (Requires network connection) Server Information Image: Count Type: POP3 Image: Count Settings Image: Count Settings by clicking the Next butt below. (Requires network connection) Qutgoing mail server (SMTP): mail.mak.ac.ug Image: Count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below. (Requires network count Settings by clicking the Next butt below.)	een, we ing the button
E-mail Address: spmugabi@dicts.mak.ac.ug Server Information Incoming mail server: Mail.mak.ac.ug Imail.mak.ac.ug Qutgoing mail server (SMTP): mail.mak.ac.ug Imail.mak.ac.ug Imail.mak.ac.ug	
Server Information Account Type: POP3 Incoming mail server: mail.mak.ac.ug Qutgoing mail server (SMTP): mail.mak.ac.ug New Outlook Data File	
Account Type: POP3 Incoming mail server: mail.mak.ac.ug Qutgoing mail server (SMTP): mail.mak.ac.ug Incoming mail server (SMTP): mail.mak.ac.ug	
Incoming mail server: mail.mak.ac.ug Qutgoing mail server (SMTP): mail.mak.ac.ug Imail.mak.ac.ug Imail.mak.ac.ug	
Qutgoing mail server (SMTP): mail.mak.ac.ug	he Next button
V New Outdook Data File	
Logon Information	
User Name: spmugabi@dicts.mak.ac.ug Broi	Browse
Password: *********	