



Email User Guide

Configuration of Twake Mail on
Outlook (POP3)

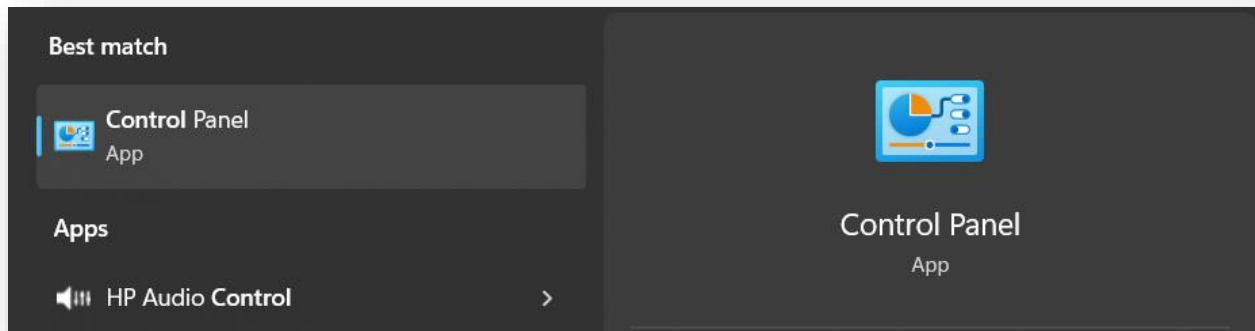
CISD - v1.2
2024

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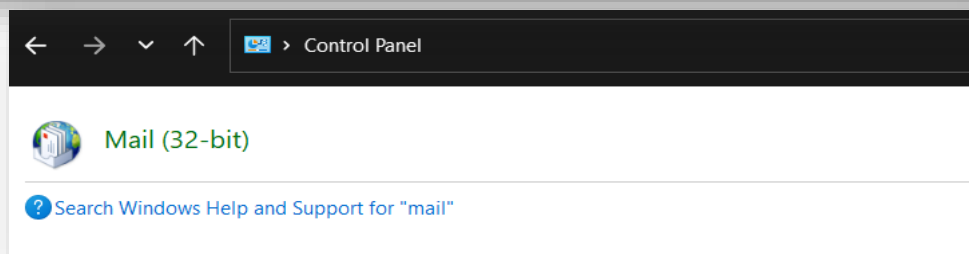
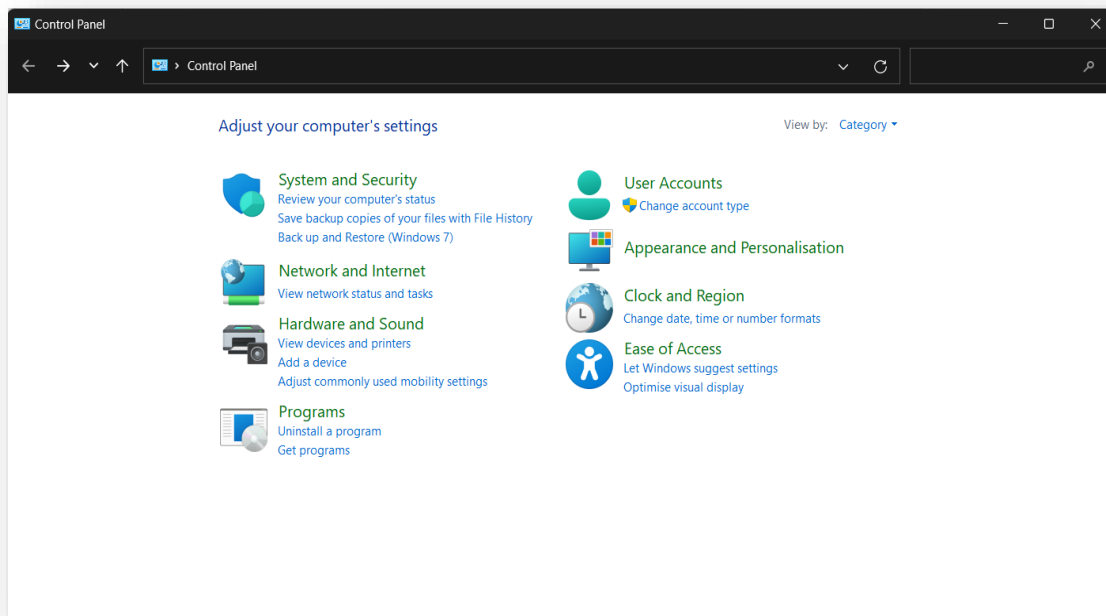
Configuration of Twake Mail on Outlook

Open Control Panel:



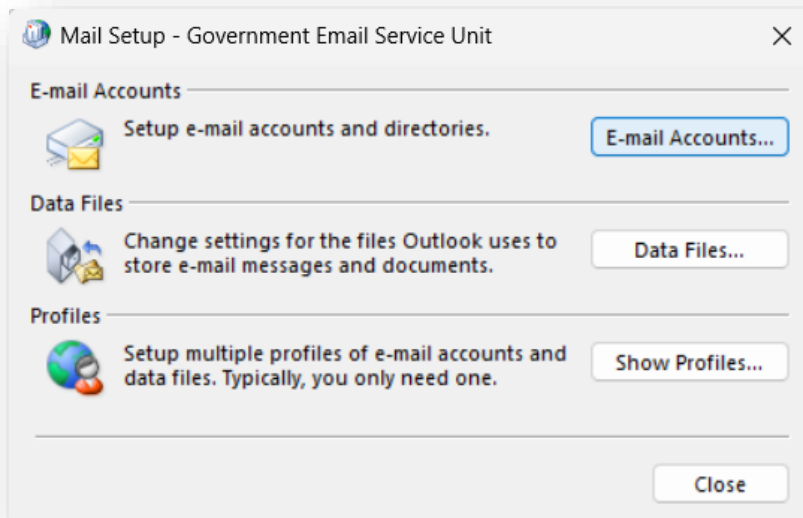
Go to the Windows Control Panel.

In the search bar, type Mail and select Mail (32-bit).

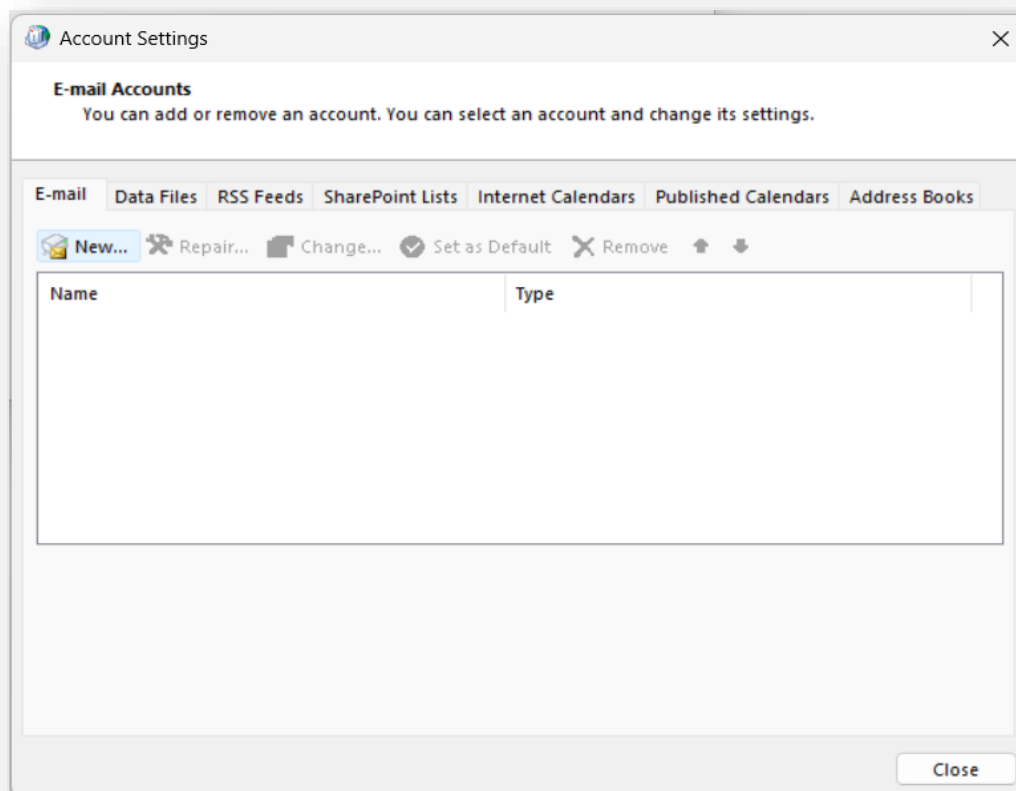


Set Up a New Email Account

In the Mail Setup window, click on Email Accounts.

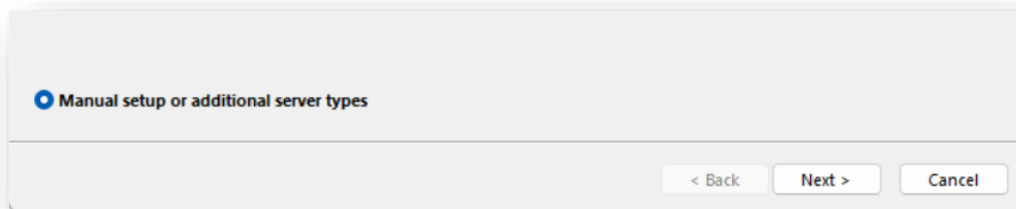


Click on New to add a new email account.

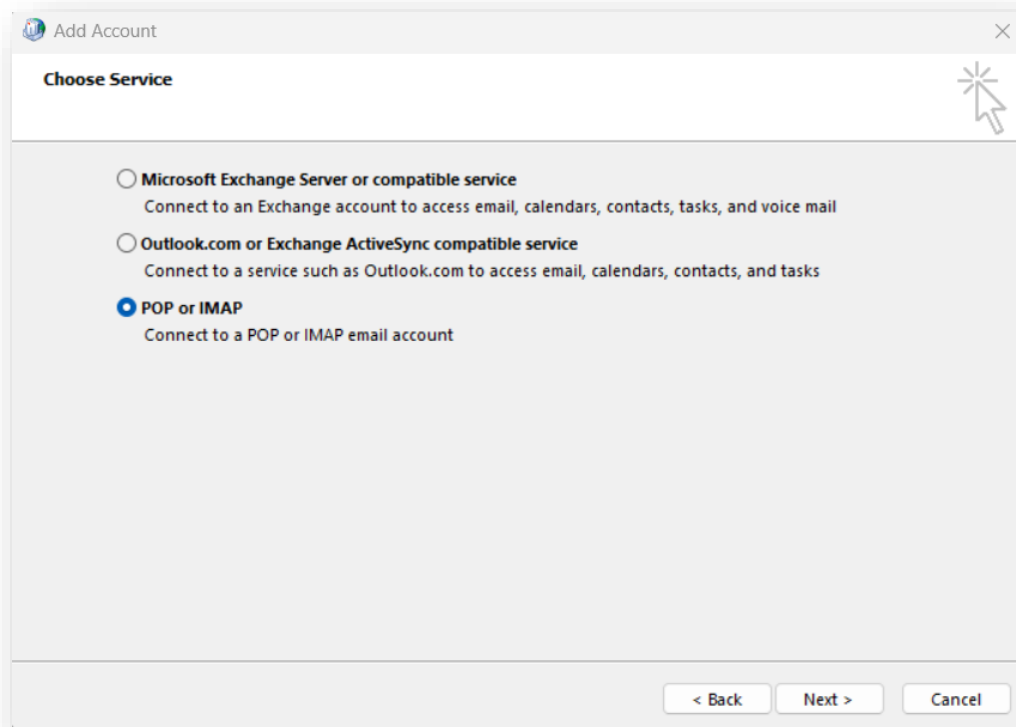


Select Manual Setup:

Choose Manual setup or additional server types and click Next.



Select POP or IMAP and click Next.

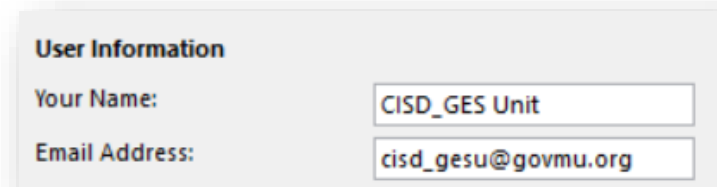


POP3 Configuration

Enter Account Information: POP3

Your Name: Enter the name you want recipients to see. (E.g. CISD_GES Unit)

Email Address: Enter your full email address.



User Information

Your Name:

Email Address:

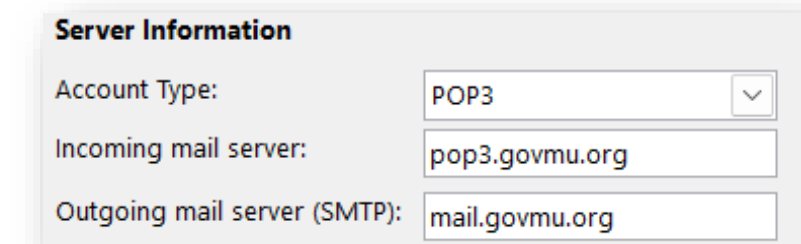
Enter Account Information: POP3

Configure Server Settings:

Account Type: Select POP3.

Incoming Mail Server: Enter pop3.govmu.org.

Outgoing Mail Server (SMTP): Enter mail.govmu.org.



Server Information

Account Type:

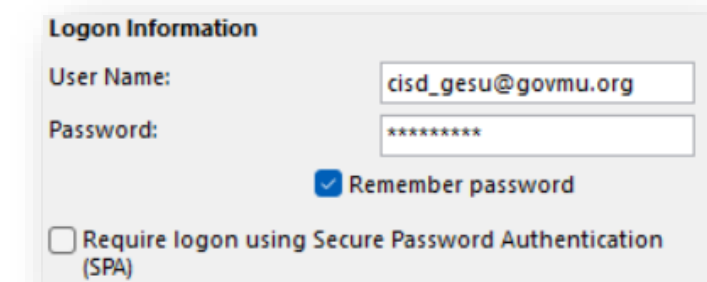
Incoming mail server:

Outgoing mail server (SMTP):

Logon Information:

User Name: Enter your email address.

Password: Enter your password.



Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email 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
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked

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

You can also import your .pst file by selecting "**Deliver new message to:**", browsing for the file, and selecting your .pst file.

More Settings:

Click More Settings.

Go to the Outgoing Server tab, check My outgoing server (SMTP) requires authentication, and ensure Use same settings as my incoming mail server is selected.

Internet E-mail Settings

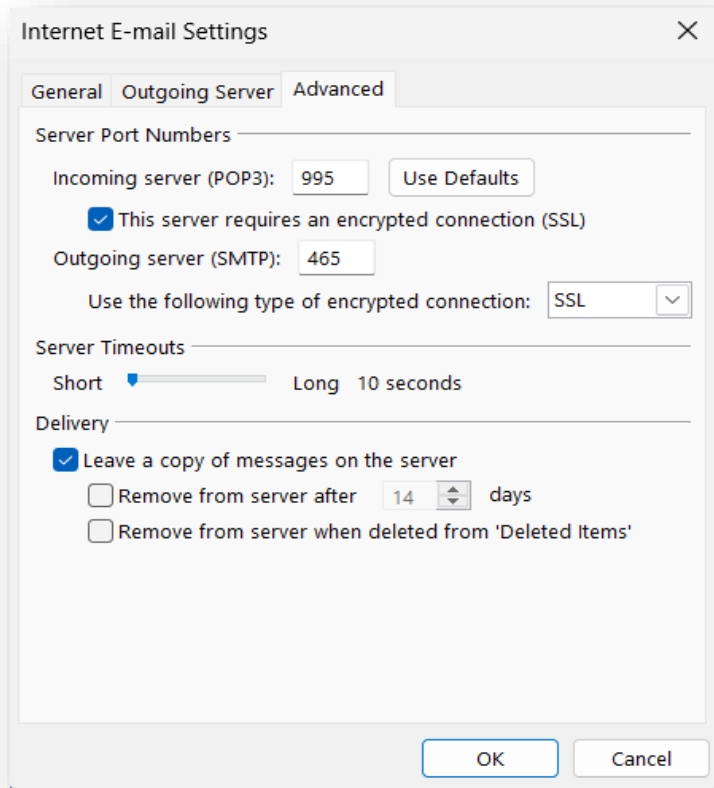
General **Outgoing Server** **Advanced**

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
 User Name:
 Password:
 Remember password
 Require Secure Password Authentication (SPA)

Under the Advanced tab:

Incoming Server (POP3): Set to 995 and select SSL as the encryption.

Outgoing Server (SMTP): Set to 465 and select SSL as the encryption.



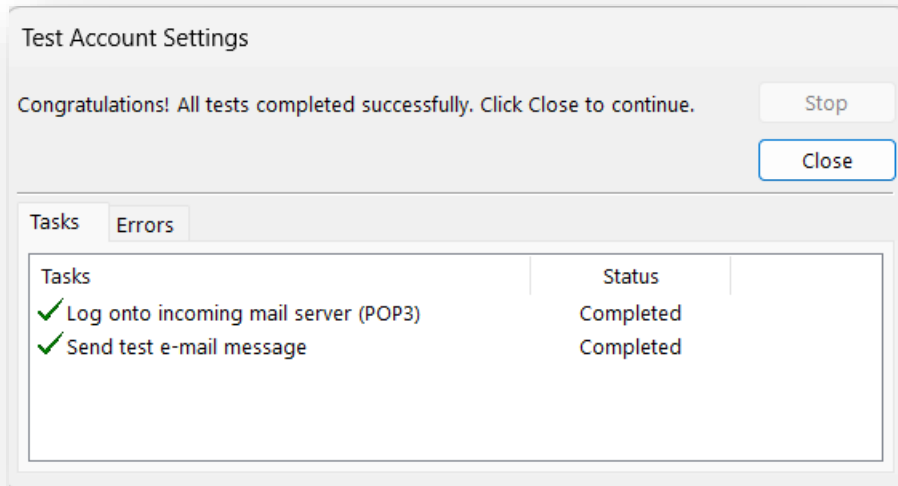
Test Account Settings...

You will be prompted to enter your username and password to connect to the server. (pop3.govmu.org and mail.govmu.org)

Provide your complete email address and password.



Enter your complete email address and password



If the test is successful, click Finish to complete the setup.

