

# 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:**

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Control Panel App		
Apps		Control Panel
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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.

🤊 Mail :	Setup - Government Email Service Unit	×
E-mail A	Setup e-mail accounts and directories	
52	Setup e-man accounts and unectories.	E-mail Accounts
Data File	5	
<b>\$</b>	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
		Clara
		Close

Click on New to add a new email account.

nail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calend	ars Address Books
Vew?	🛠 Rep	oair 🔳 C	hange 📀 Set	as Default 🛛 🗙 Rem	ove 🕈 🖶	
lame				Туре		

Select Manual Setup:

Choose Manual setup or additional server types and click Next.

Manual setup or a	dditional server typ	les			
			< Back	Next >	Cancel

Select POP or IMAP and click Next.

Choose Serv	ice	×
0	Anter	nd voice mail
0	outlook.com or Exchange ActiveSync compatible service	and tasks
0	OP or IMAP Connect to a POP or IMAP email account	
	< Back	: Next > Cancel

# 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:	CISD_GES Unit
Email Address:	cisd_gesu@govmu.org

## **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:	POP3 🗸
Incoming mail server:	pop3.govmu.org
Outgoing mail server (SMTP):	mail.govmu.org
100	

#### Logon Information:

User Name: Enter your email address.

Password: Enter your password.

Logon Information	
User Name:	cisd_gesu@govmu.org
Password:	******
	Remember password
Require logon using S (SPA)	secure Password Authentication

Jser Information		Test Account Settings
/our Name:	cisd_gesu	We recommend that you test your account to ensure that
Email Address:	cisd_gesu@govmu.org	the entries are correct.
Server Information		Test Assessed Cattings
Account Type:	POP3	lest Account Settings
ncoming mail server:	pop3.govmu.org	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.govmu.org	Deliver new messages to:
Logon Information		• New Outlook Data File
Jser Name:	cisd_gesu@govmu.org	O Existing Outlook Data File
assword:	*****	Browse
<b>V</b> F	Remember password	
Require logon using Secure	Password Authentication (SPA)	
		More Settings

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.

neral	Outgoing	Server	Advanced	
My ou	utgoing ser	ver (SM	TP) requires authentication	
OU	se same set	tings as	my incoming mail server	
	og on using	1		
U	ser Name:			
P	assword:			
		Rem	ember password	
	Require S	ecure P	assword 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.

Internet E-mail Settings	×
General Outgoing Server Advanced	
Server Port Numbers	- 1
Incoming server (POP3): 995 Use Defaults	- 1
This server requires an encrypted connection (SSL)	- 1
Outgoing server (SMTP): 465	
Use the following type of encrypted connection: SSL	$\sim$
Server Timeouts	- 1
Short Long 10 seconds	
Delivery	- 1
Leave a copy of messages on the server	
Remove from server after 14 = days	
Remove from server when deleted from Deleted items	
ОК Сап	cel
1.0	

### **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.

Interr	net E-mail - c	tisd_gesu@govmu.org X			
۲>	Enter your us	er name and password for the following server.	Enter your complete email	plete email	
	Server	pop3.govmu.org	address and password		
	User Name:	cisd_gesu@govmu.org	<		
	Password:	******			
	Save this p	bassword in your password list			
		OK Cancel			

ongratulations! All tests completed successfully. C	Stop	
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (POP3)	Completed	
✓ Send test e-mail message	Completed	
<ul> <li>Send test e-mail message</li> </ul>	Completed	

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

You're all set!	
We have all the information we need to set up your account.	
	Add another account
	< Back Finish