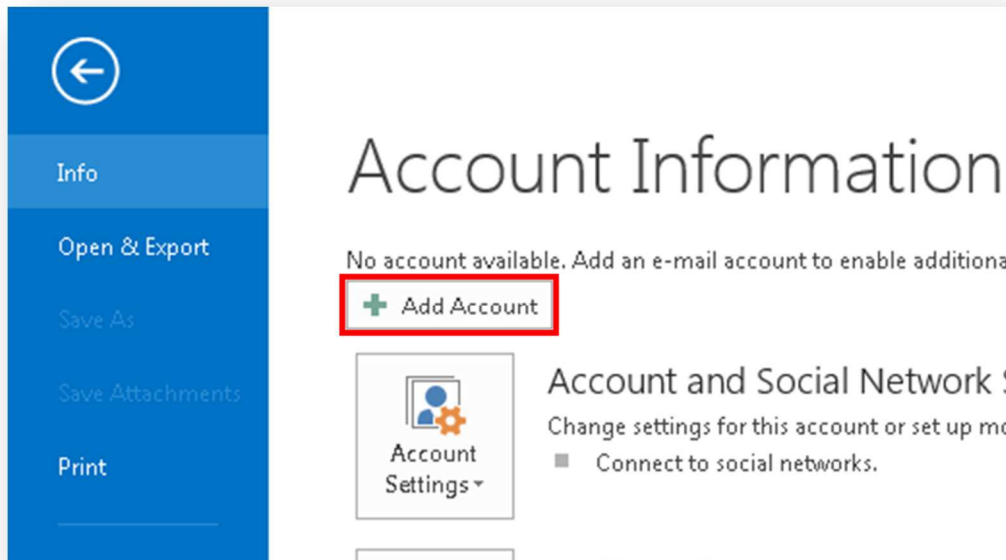


Frederick University - email settings for Outlook

Adding a new account:

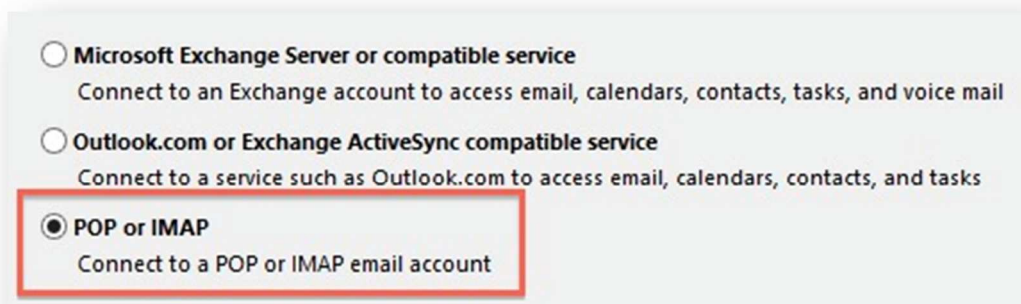
1. Select the **File** menu and choose **Info**



2. Click the **Add Account** button.
3. Choose **Manual setup or additional server types**



4. Click Next.
5. Choose **POP or IMAP**



6. Click **Next**.

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Account Settings:

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog is titled 'Add Account' and has a close button in the top right corner. Below the title bar, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (George Loizos) and 'Email Address' (ad.lg@frederick.ac.cy); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (pop3.frederick.ac.cy) and 'Outgoing mail server (SMTP)' (smtp.frederick.ac.cy); 'Logon Information' with fields for 'User Name' (ad.lg) and 'Password' (masked with asterisks), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. On the right side, there is a 'Test Account Settings' section with a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. Below that is the 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a text box and a 'Browse' button. At the bottom right, there is a 'More Settings ...' button highlighted with a red box. At the very bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Fill in the fields as follows:

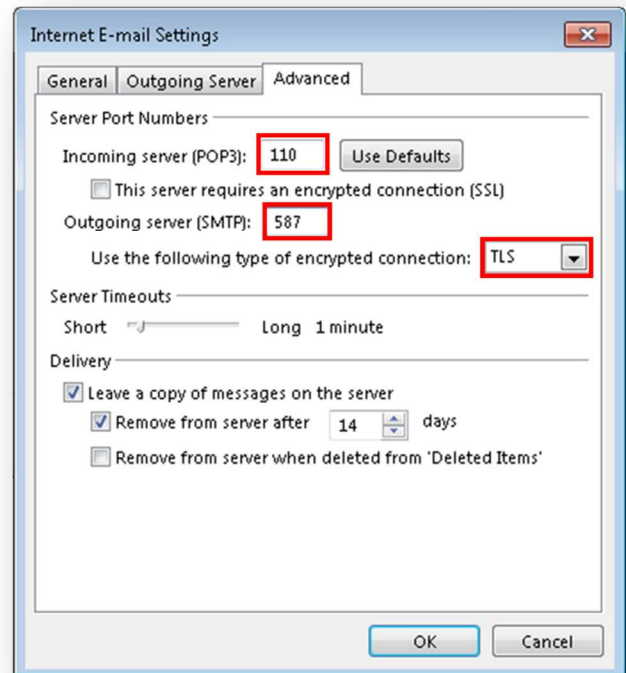
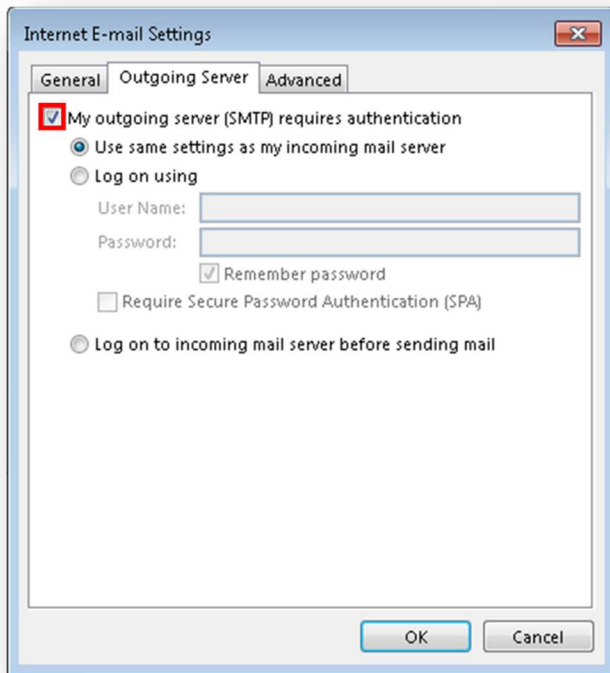
Your Name as you want it to appear on your outbound email messages

| | |
|------------------------------|--|
| Email Address: | Your email address |
| Account Type: | POP3 |
| Incoming Mail Server: | pop3.frederick.ac.cy |
| Outgoing Mail Server: | smtp.frederick.ac.cy |
| User Name: | ad.lg or cs50287@stud (for students) |
| Password: | your email password |

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More Settings

1. Click the More Settings button.



2. Click the Outgoing Server tab.
3. Click the "My outgoing server (SMTP) requires authentication" checkbox.
4. Click the Advanced tab.
 - o Change the settings as shown in the above picture
5. Click the **OK** button.

Completing the Setup

1. Click **Next** on the E-mail Accounts window.
2. Click the **Finish** button.

Outlook is now configured to send and receive emails.