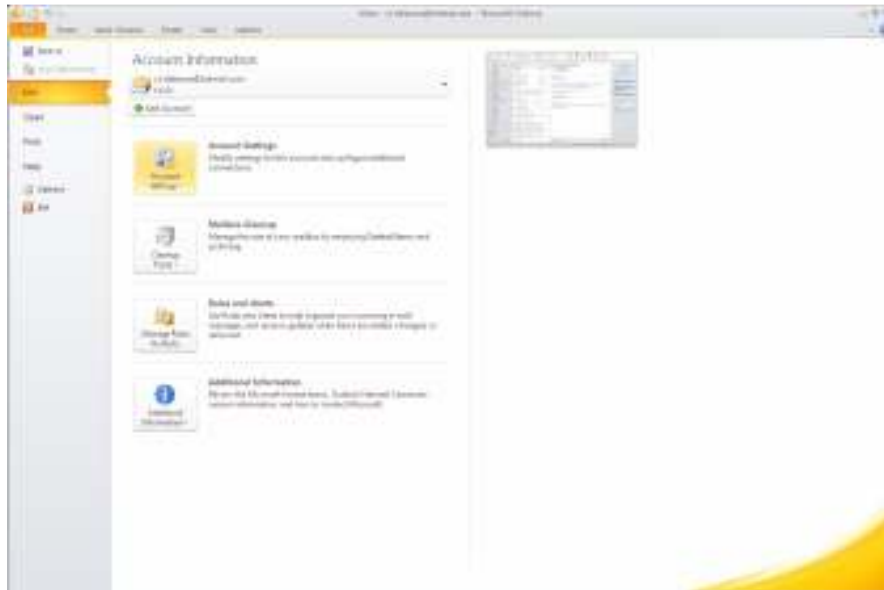
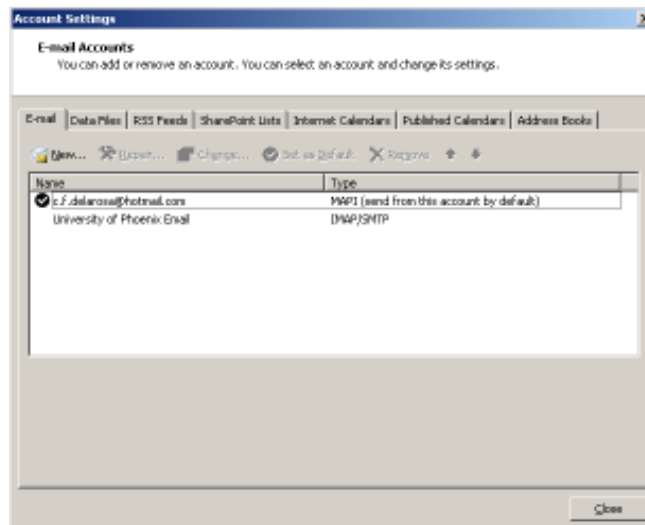


## How to Configure Outlook for your OwlMail Account.

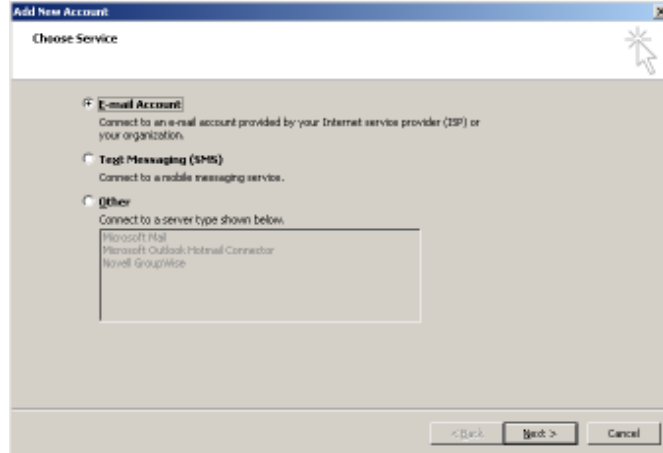
1. From the File Menu of Microsoft Outlook 2010, choose the Account Settings and a new window will open.



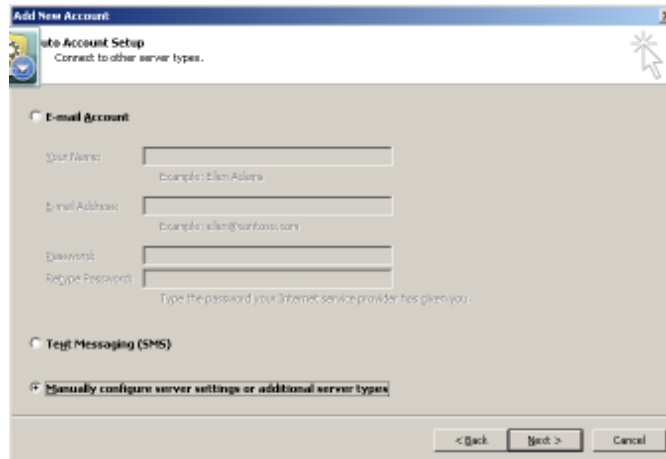
2. On account settings, click on the New button. The Add new account box will open.



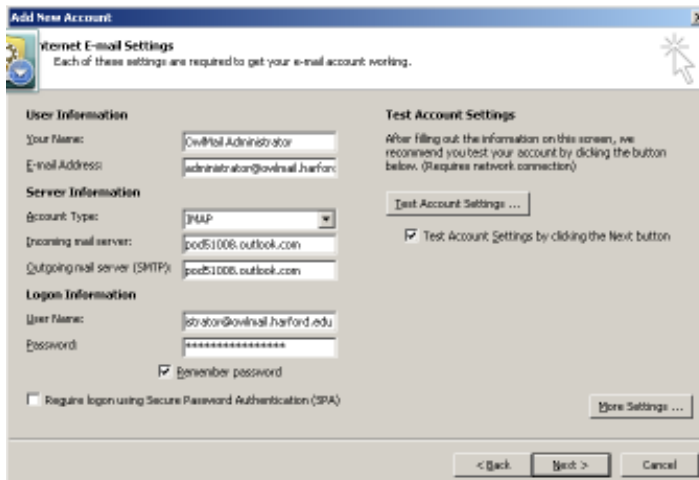
3. Choose the E-mail account and click next.



4. Select to configure manually the server settings and click next.



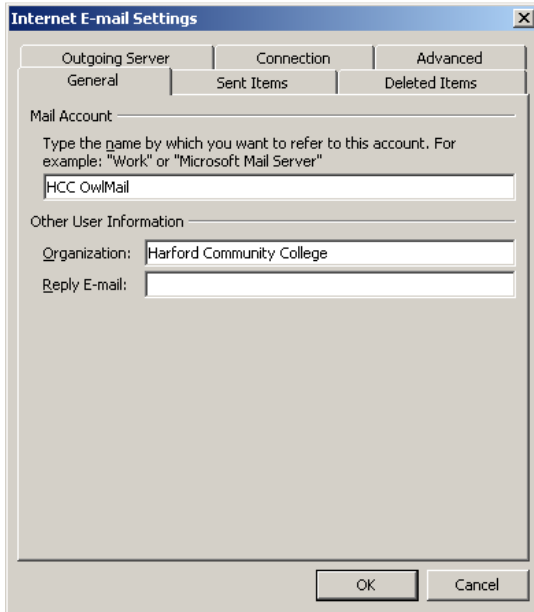
5. Choose Internet E-mail and click Next. Complete the information and make sure to click on the More Settings button to configure more the settings for OwlMail.



The account type should be IMAP with the following server names:  
Incoming : pod51008.outlook.com  
Outgoing : pod51008.outlook.com

The username should be the same as the complete email address. (example xxx@owlmail.harford.edu)

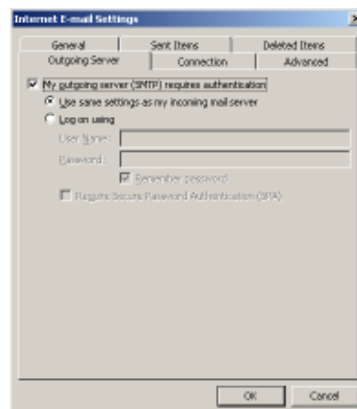
- When you clicked on More Settings, a new window will appear.



You can customize the Mail Account Name to **HCC OwlMail** or leave it to the default setting.

For the organization name, you can enter **Harford Community College** or leave this option blank.

- On the Outgoing Server Tab, check the option that requires SMTP authentication and click on the option that uses the same settings as the incoming mail.



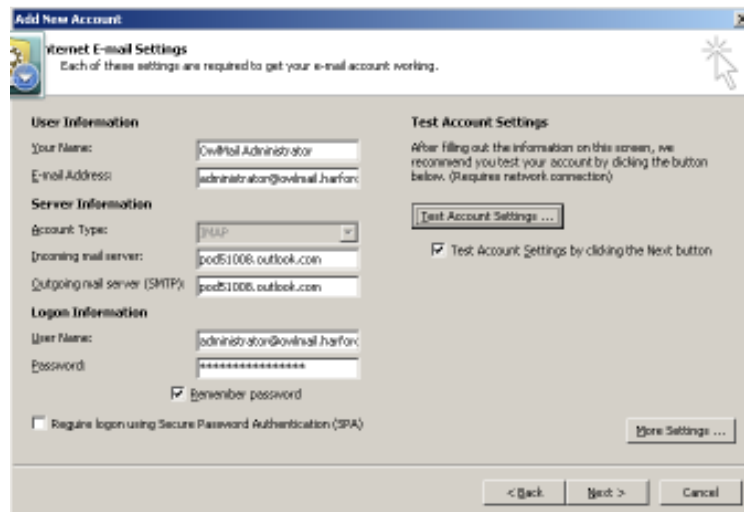
- On the Advanced tab, configure it to the settings used by Outlook Live (Live.Edu) and click OK.



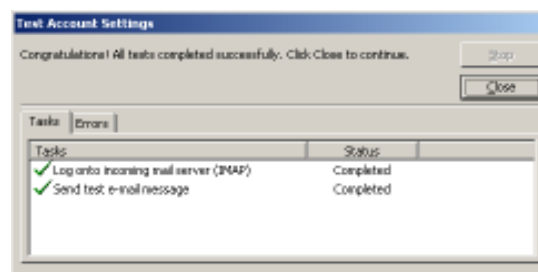
The incoming server uses port 993 with SSL connection.

The outgoing server uses port 587 with TLS connection.

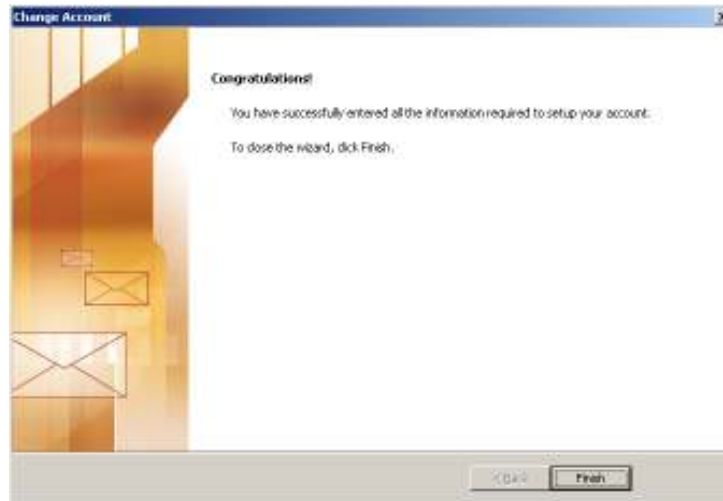
- To make sure that your settings are correct, click on the Test Account Settings button at the Internet E-mail Settings window.



- You should get a successful message. Click Close.



11. Upon return to the Internet E-mail Settings window, click Next and you have configured Outlook for your OwlMail account. Click Finish and then Close the window.



12. In your Inbox, you should receive a message that we tested the connection.

