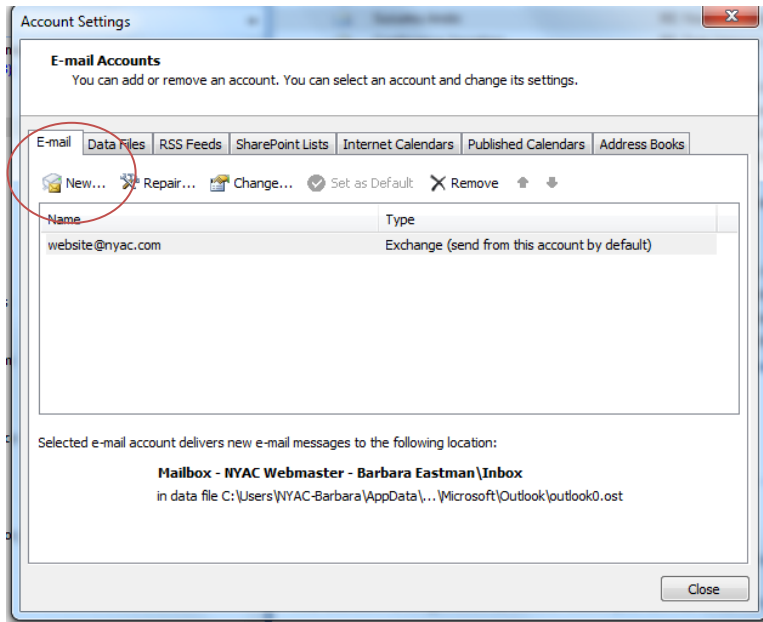


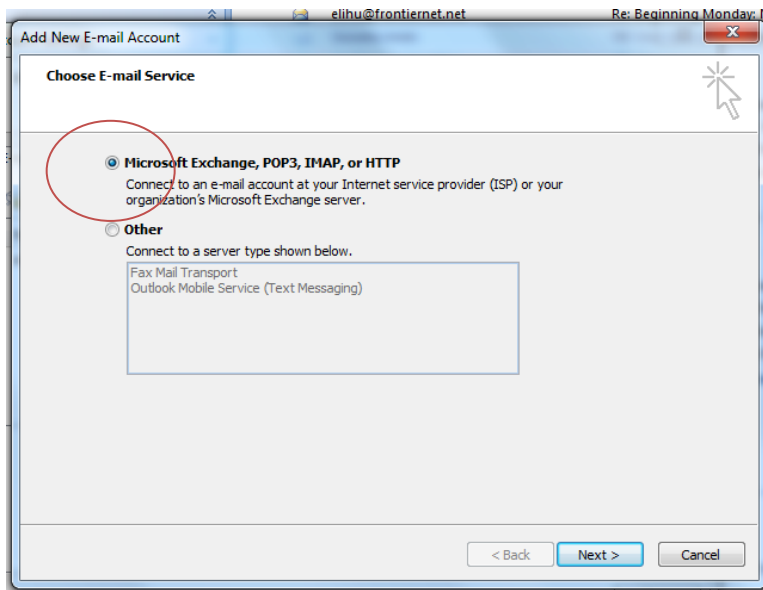
Set up nyac-umc.com email in Outlook

You must first log in to your nyac-umc.com email account at <http://mail.nyac-umc.com> and reset your password – the original password is only temporary.

In Outlook, choose Tools, Account Settings, then click New



Choose Microsoft Exchange, POP3, IMAP or HTTP, then click Next



Type your name as you want people to see it when they receive a message from you, your full email address, and your password two types, then click the box Manually configure server settings or additional server types, then click Next.

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' step. The window title is 'Add New E-mail Account'. Below the title bar, there is a close button (X) and a help icon (question mark). The main content area is titled 'Auto Account Setup' and contains the following text: 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' Below this, there are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with the instruction 'Type the password your Internet service provider has given you.' At the bottom left, there is a checkbox labeled 'Manually configure server settings or additional server types' which is circled in red. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Choose Internet E-mail, then click Next

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Choose E-mail Service' step. The window title is 'Add New E-mail Account'. Below the title bar, there is a close button (X) and a help icon (question mark). The main content area is titled 'Choose E-mail Service' and contains three radio button options: 'Internet E-mail' (selected and circled in red), 'Microsoft Exchange', and 'Other'. Below 'Internet E-mail' is the text 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Below 'Microsoft Exchange' is the text 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Below 'Other' is the text 'Connect to a server type shown below.' and a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Fill in the information requested, then click More Settings. Be sure to use your full email address as your username. The incoming server is pop.gmail.com; the outgoing server is smtp.gmail.com.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Barbara Eastman
E-mail Address: it@nyac-umc.com

Server Information
Account Type: POP3
Incoming mail server: pop.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

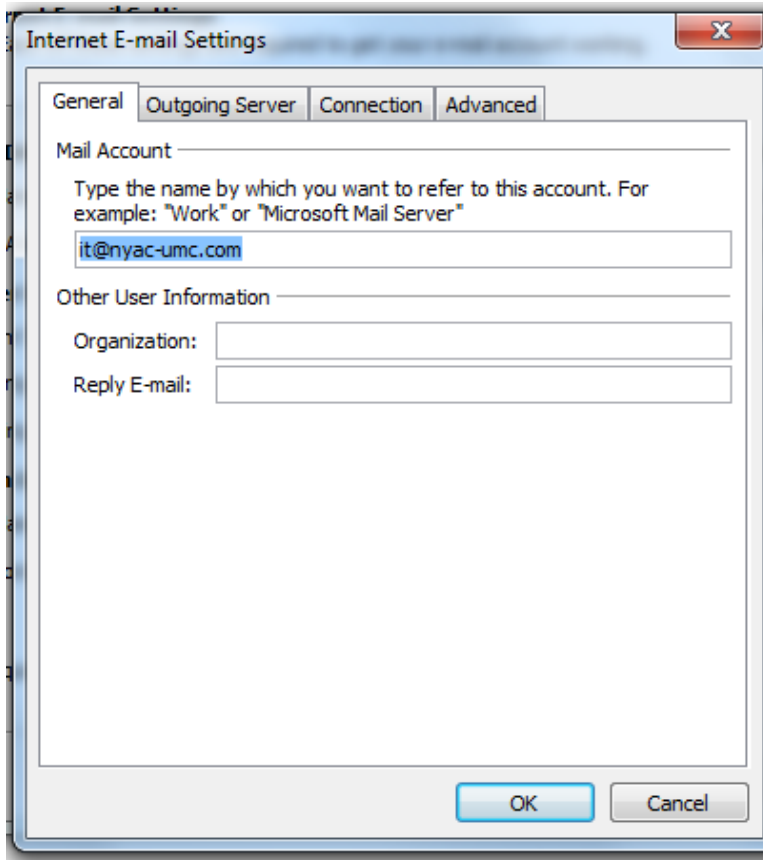
Logon Information
User Name: it@nyac-umc.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

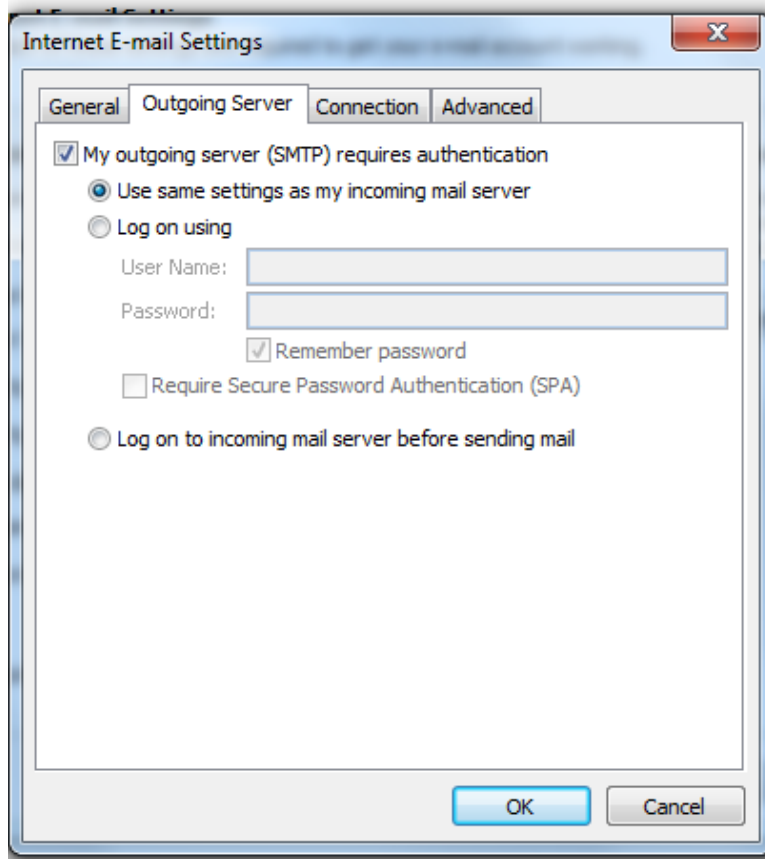
More Settings ...

< Back Next > Cancel

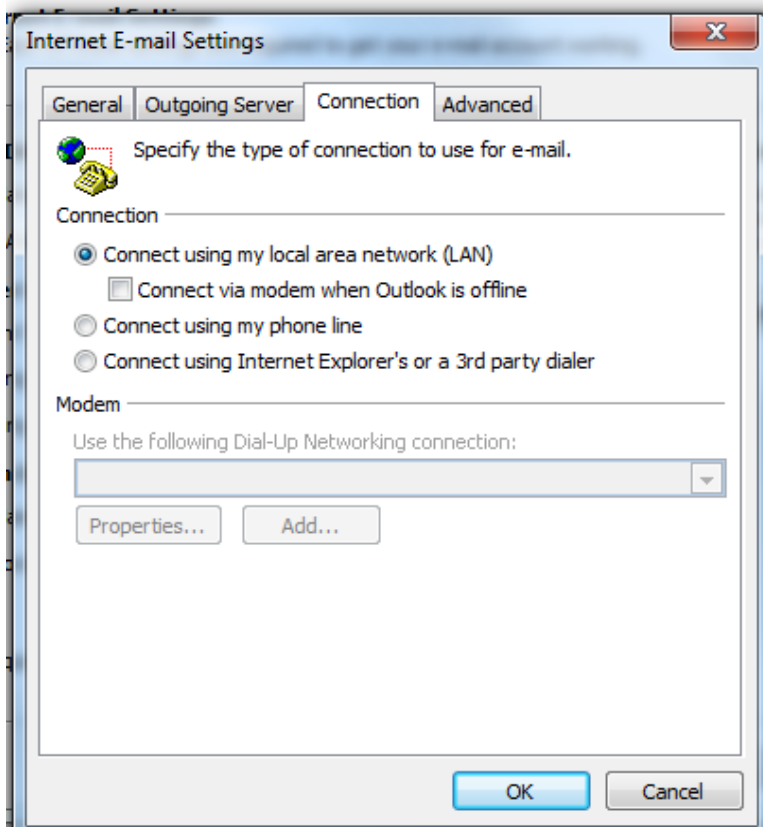
In the General tab, leave it as is.



In the Outgoing Server tab, choose My outgoing server require authentication



In the Connection tab, leave everything as it is unless you have dial-up internet



If you have dial-up, click the Connect using my phone line, then click the Add button and fill in the information about your dial-up account.

In the Advanced tab, use these settings:

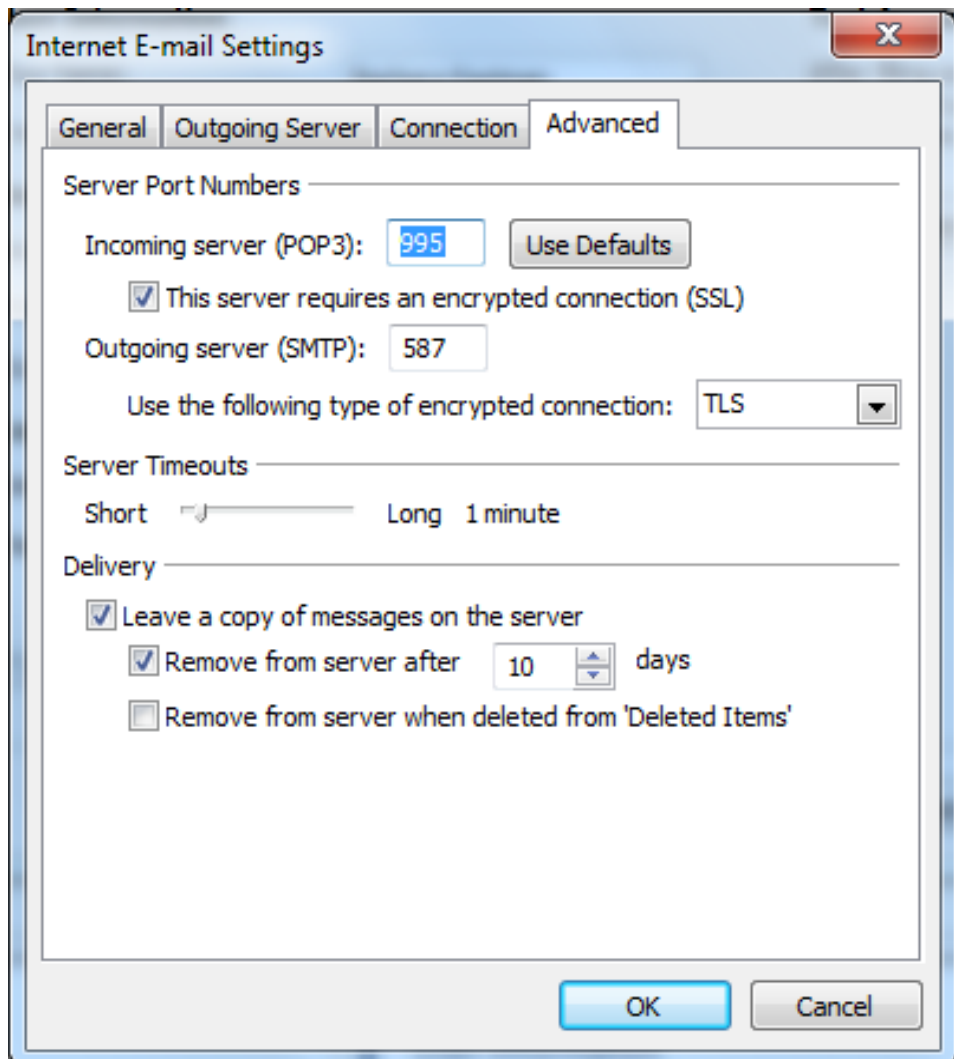
Under Incoming server:

Click on This server requires an encrypted connection; this should change the server to 995 (If it doesn't, then change the number manually)

Under Outgoing server:

Change the Port to 587, and choose TLS in the drop-down.

If you'd like, click on Leave a copy of the messages on the server, and chose the applicable line below (this allows you to see your messages if you log in to your account online instead of Outlook)



Click OK then click Test Account Settings. If everything is OK, click Next then Finish