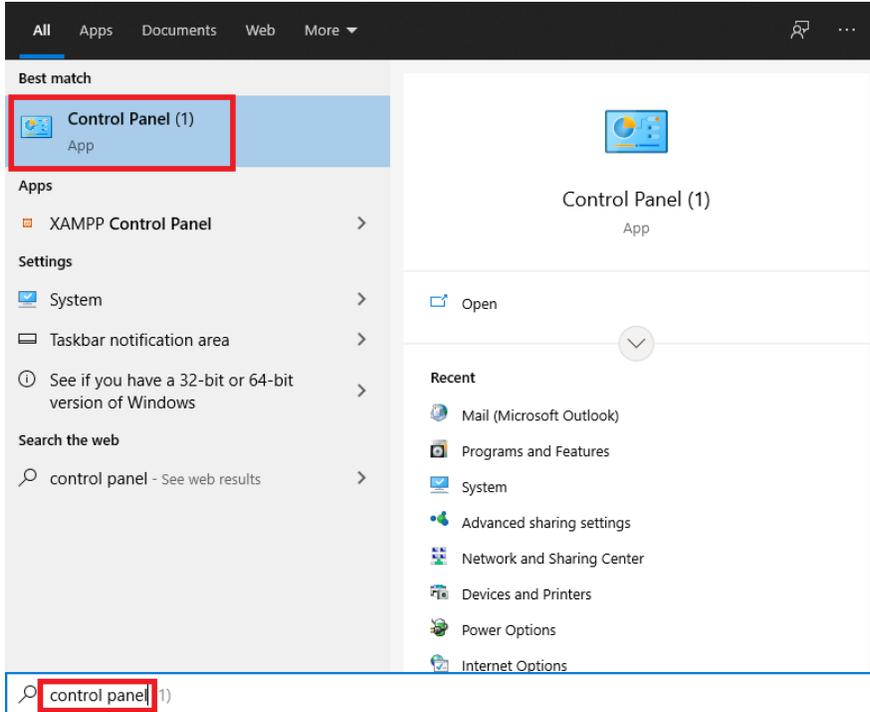PDN Email
Outlook Configuration Guide
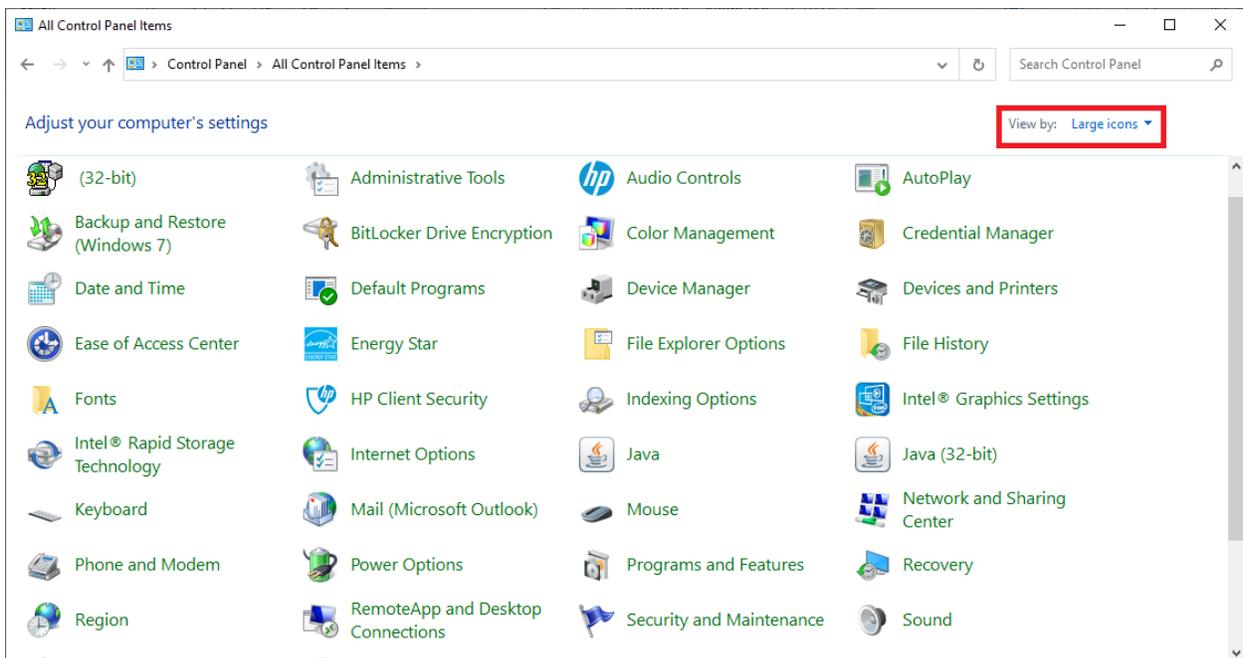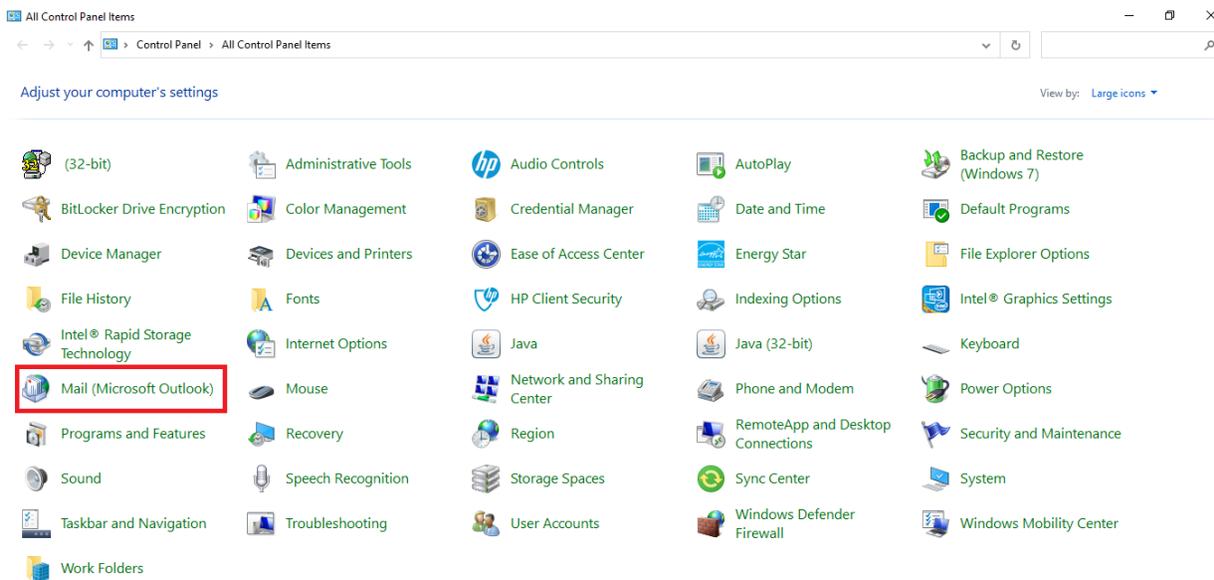
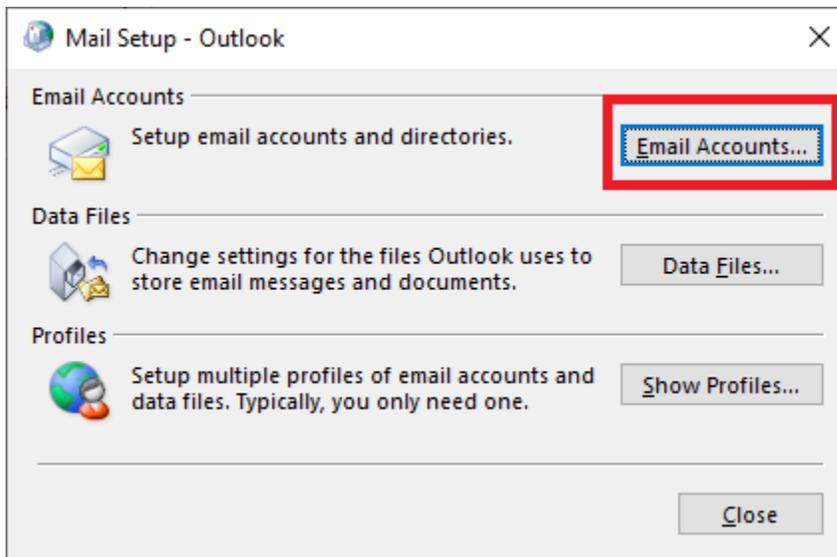# Configure Outlook Email Client

1. Goto Control Panel
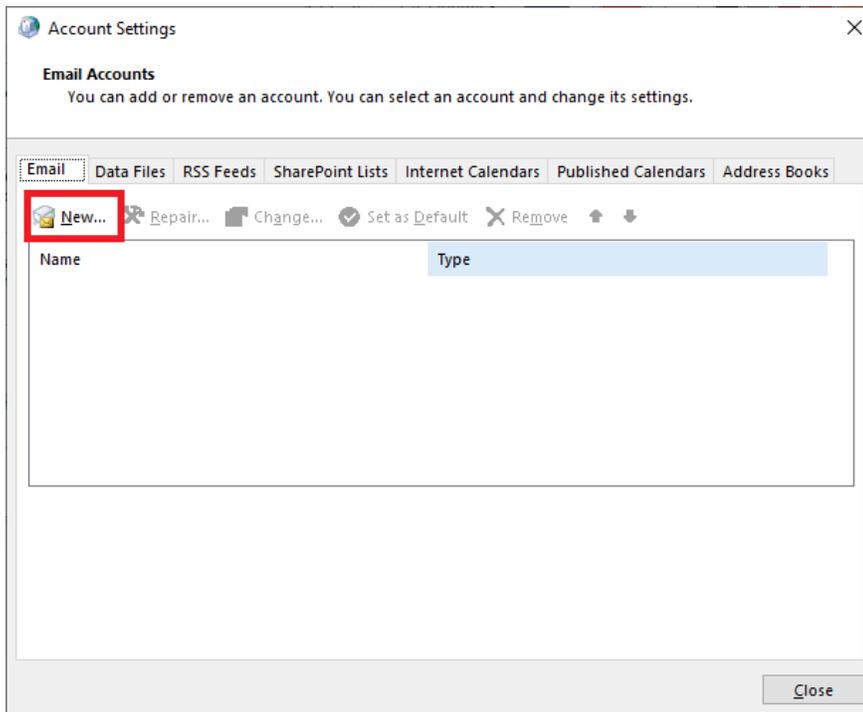

2. Select View by: Large icons

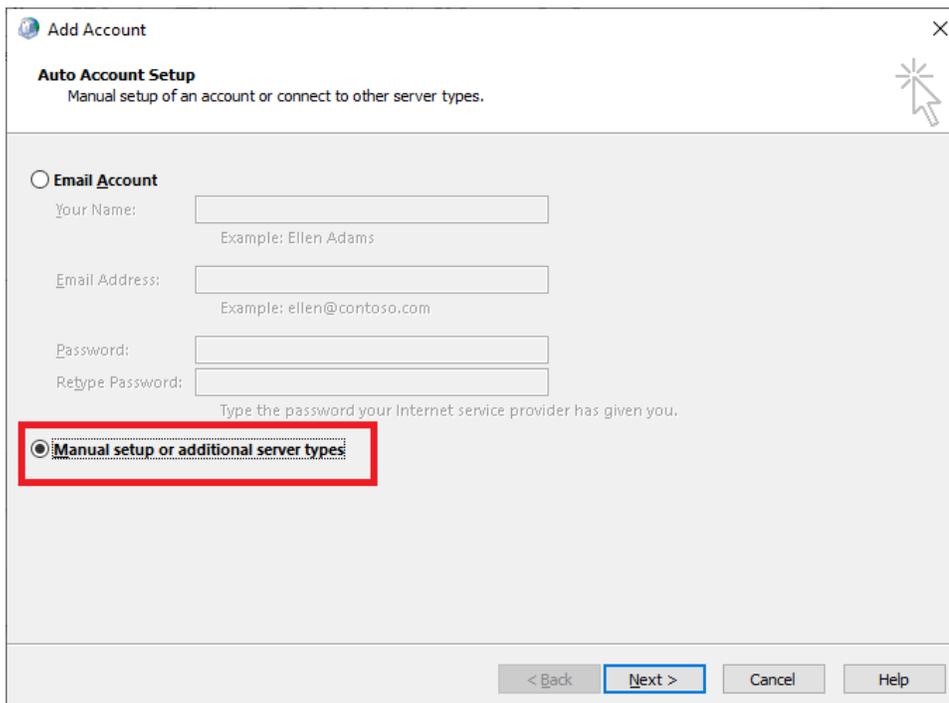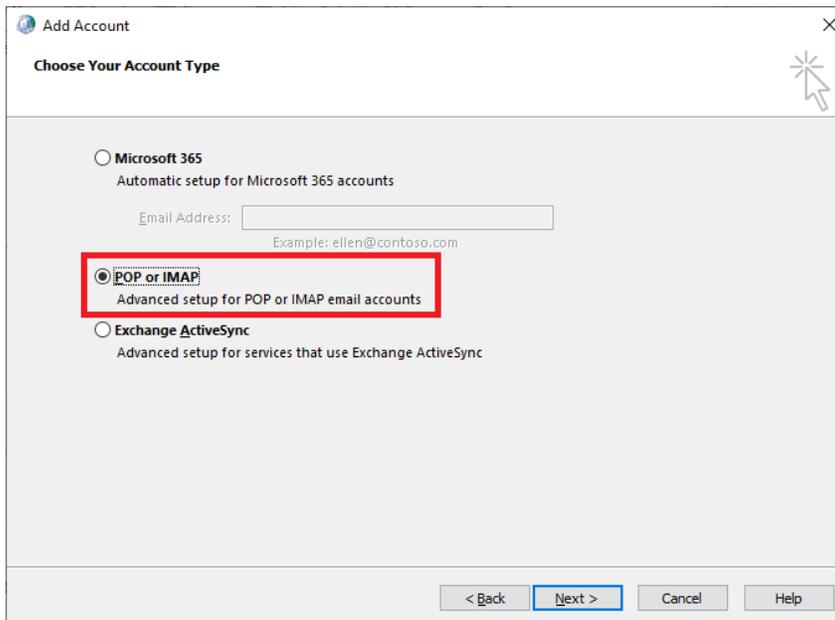3. Select "Mail (Microsoft Outlook)"

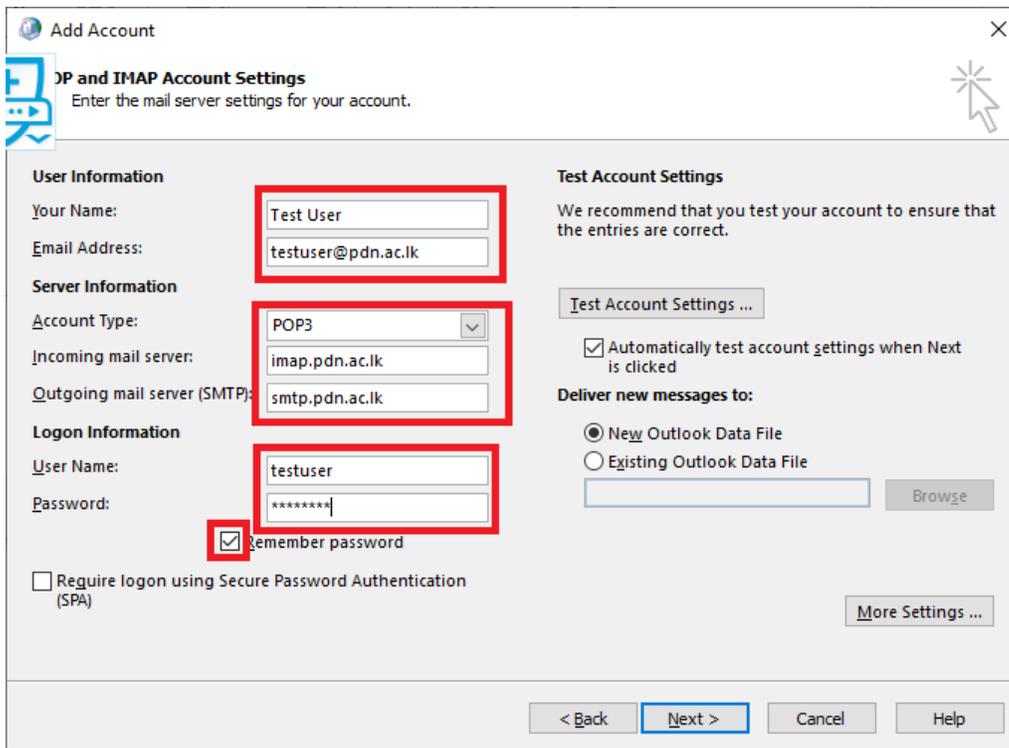4. Select "Email Accounts"

5. Select New

6. Select "Manual setup or additional server types"

7. Select POP3 or IMAP

8. Fill in the following mentioned details. Fill in the User information and Logon information according to your PDN account. Note that you have to check the "Remember Password"

9. After filling in the above details you should click on "More Settings"

10. Navigate to the "Advanced" tab and check the following.
   a. Incoming mail server (POP3) – 995
   b. Check – This server requires an encrypted connection (SSL/TLS)
   c. Outgoing mail server (SMTP): 25
   d. Select None – use the following type of encrypted connection
   e. In the delivery section please uncheck the leave a copy of messages on the server
   f. Then click OK

11. Then Click Next

12. If you complete the above steps correctly you will receive the following message. Then select close.

13. Please uncheck "Set-up outlook mobile on my phone too" and click finish.
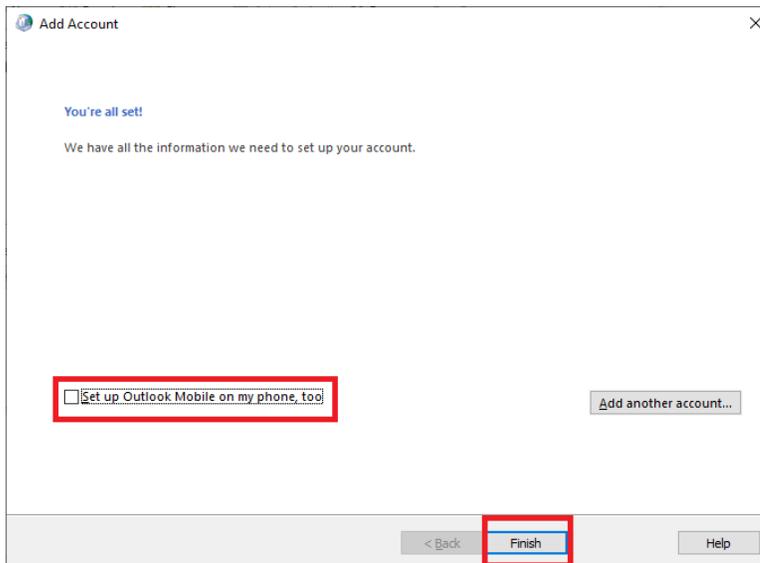
14. Now you can see your email account inside the Email tab. Please note that all the emails are saved under the following mentioned folder. (ex: C:\Users\user\Documents\Outlook Files\testuser@pdn.ac.lk.pst). Then close the Account Settings window
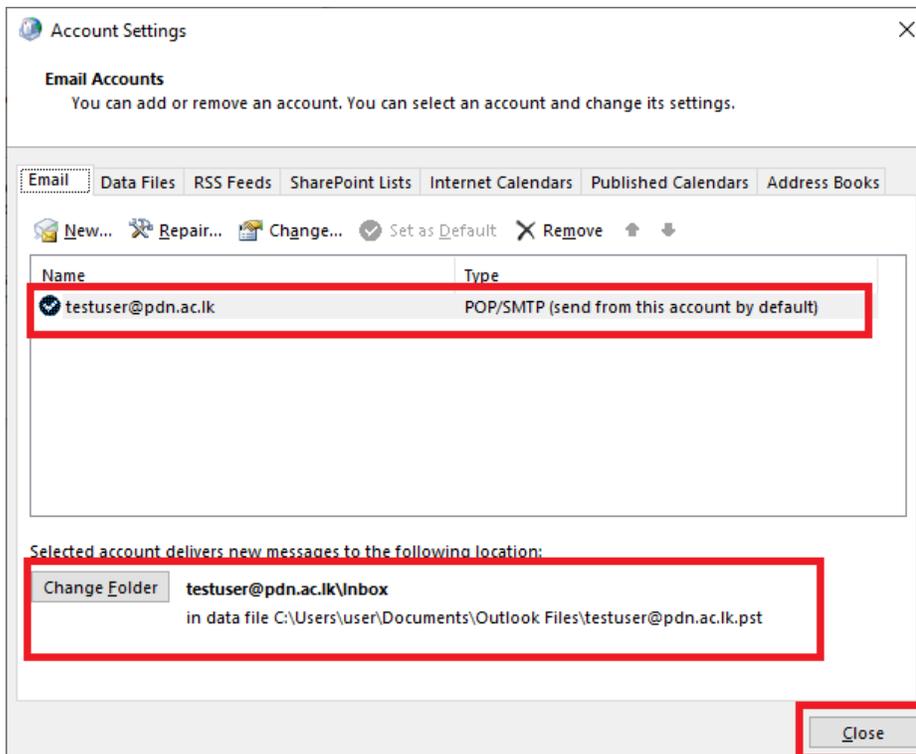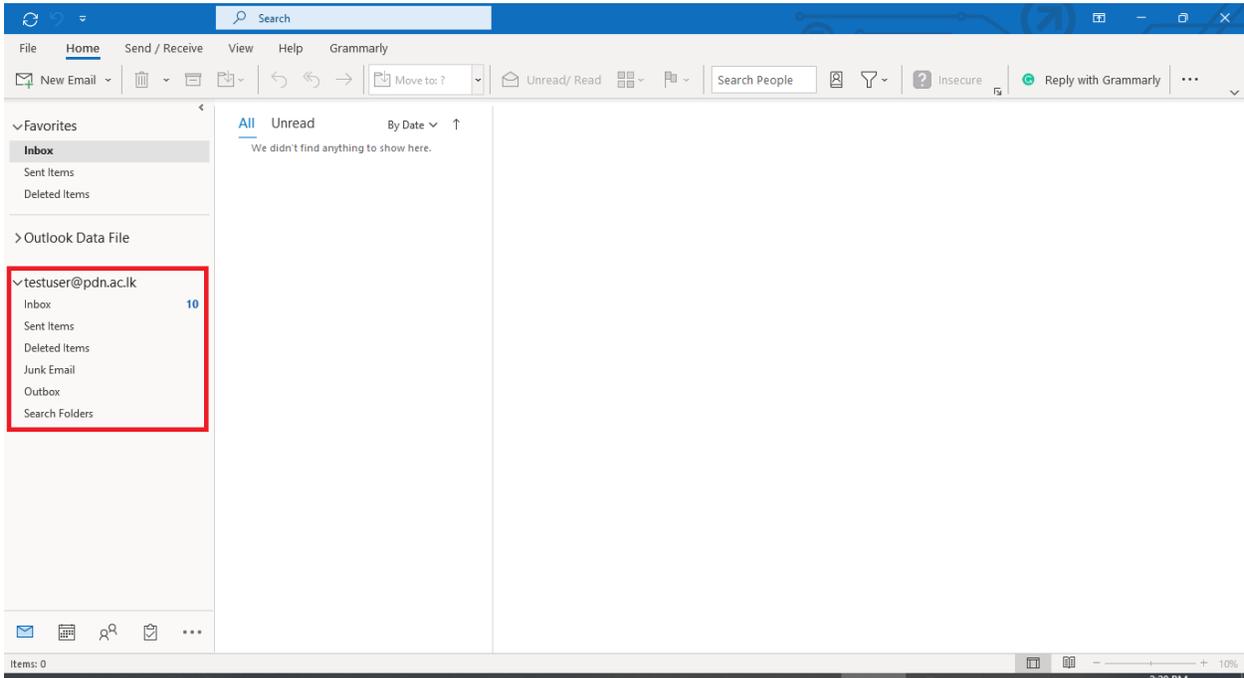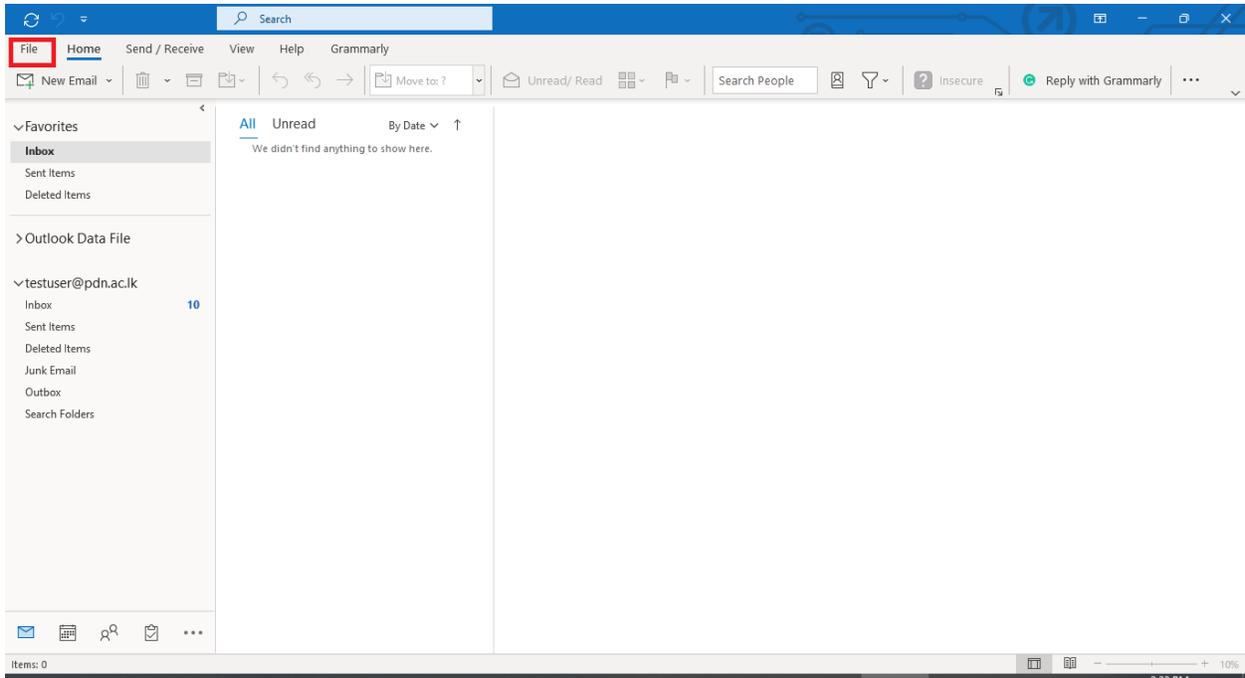
15. Open the Microsoft Outlook app. You can see your PDN email details below.
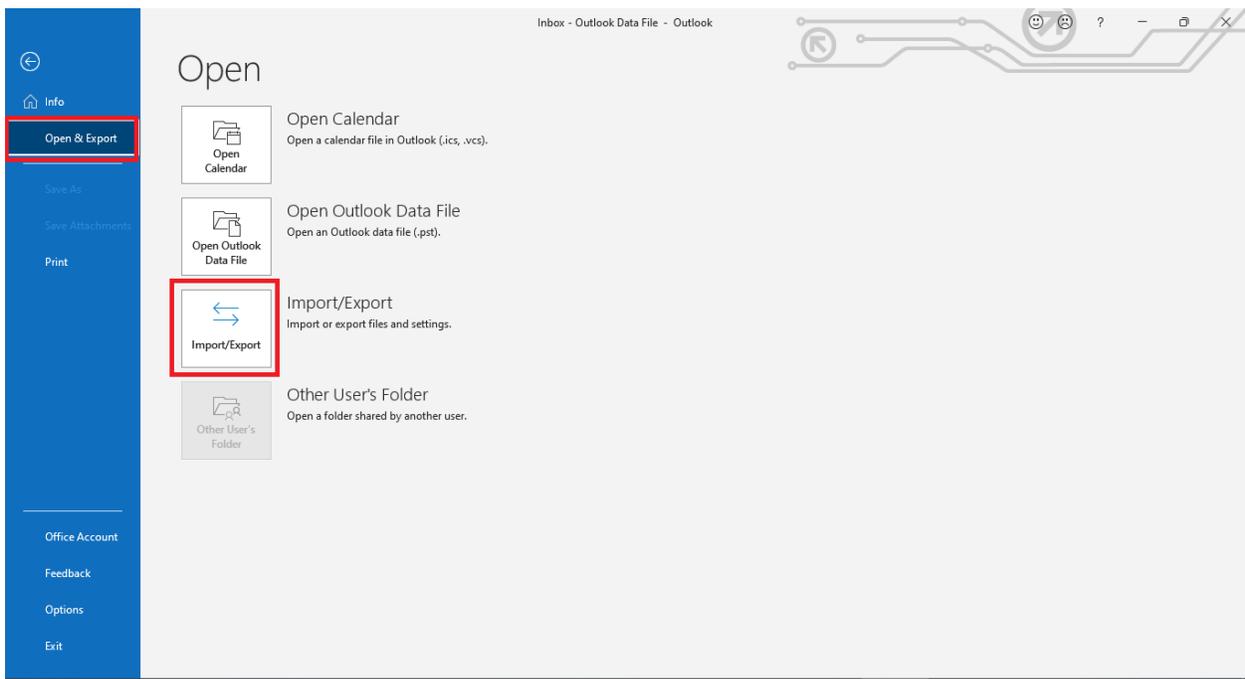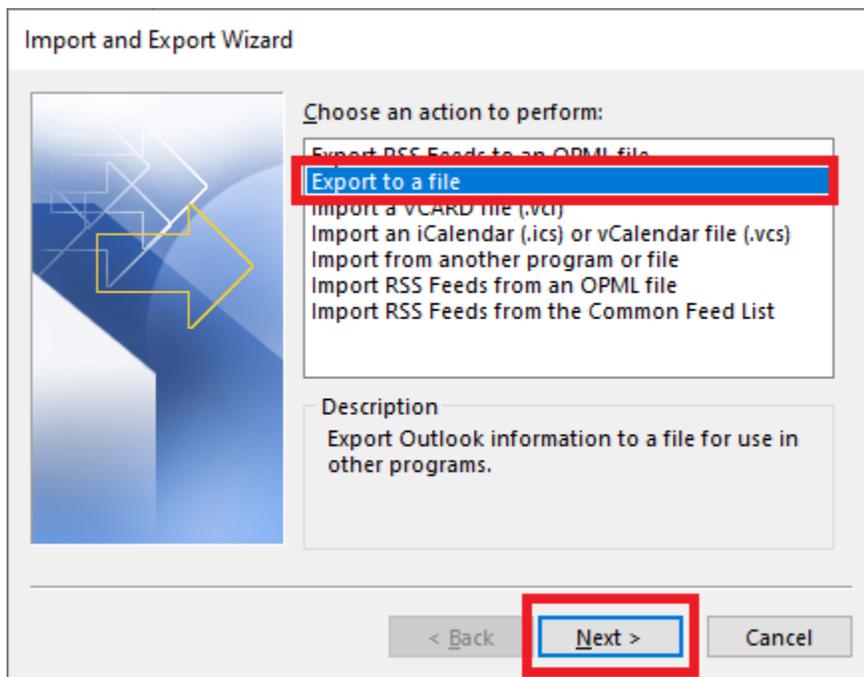
Export Emails to a file
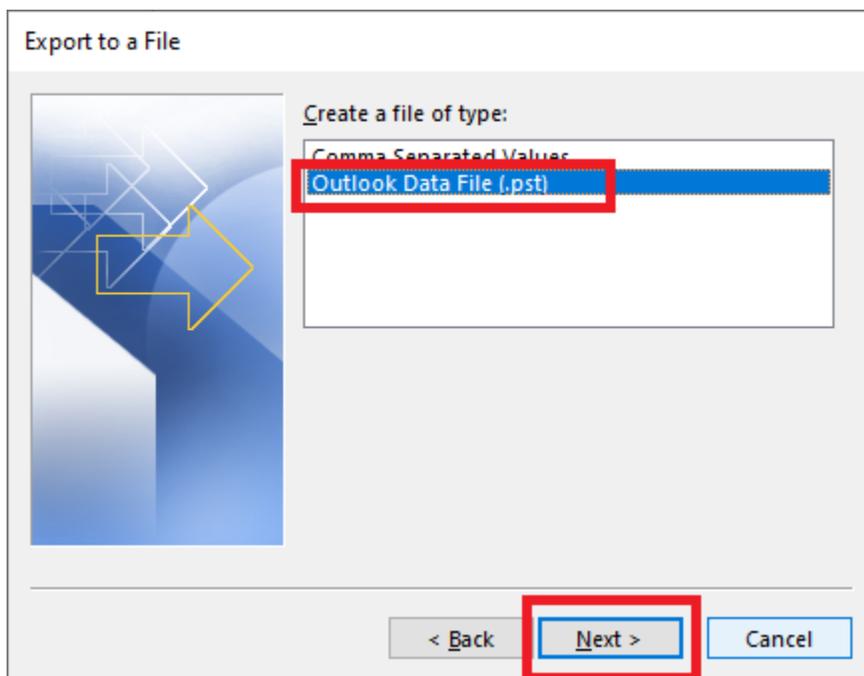
1. Click on the "File" menu.

2. Select Open & Export. Then select "Import/Export" button.
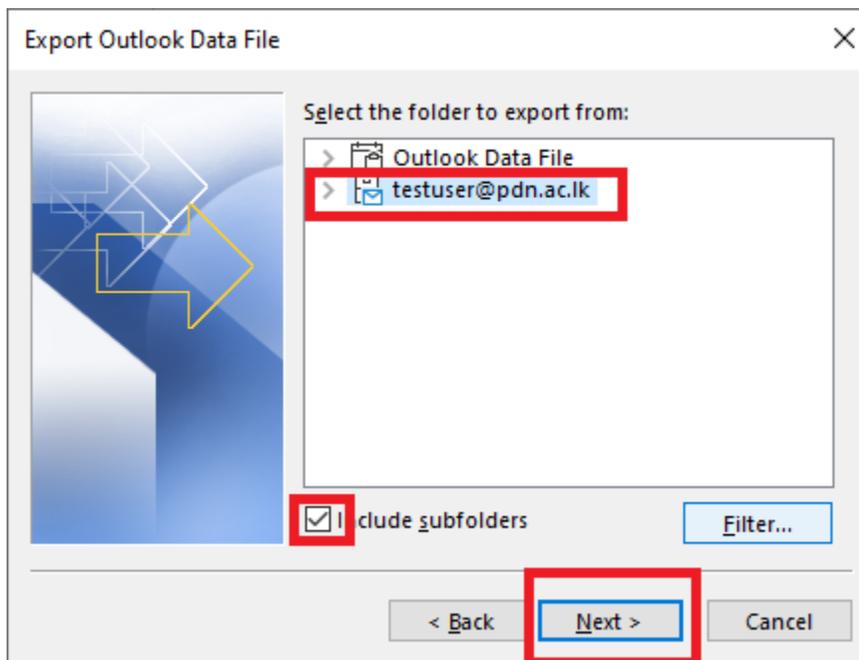
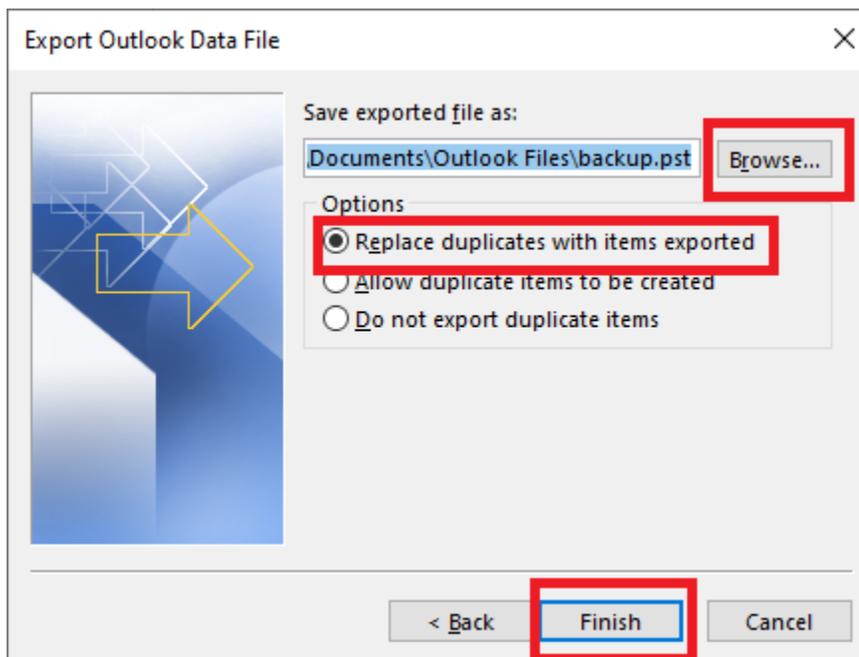3. Select "Export to file" and click Next

4. Select "Outlook Data File (.pst)". Then click Next

5. Select your Email Account and check "Include subfolders". Then click Next.

6. Change the destination folder using the Browse button. Select "Replace duplicates with items exported". Then click Finish.

7. Just click Ok without entering the password.