



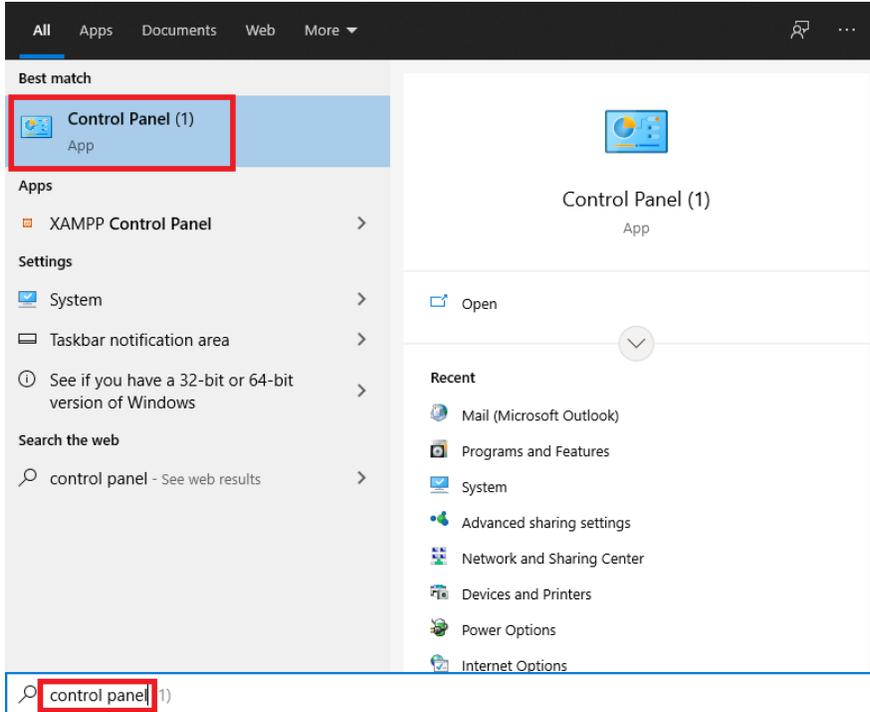
PDN Email

Outlook Configuration Guide

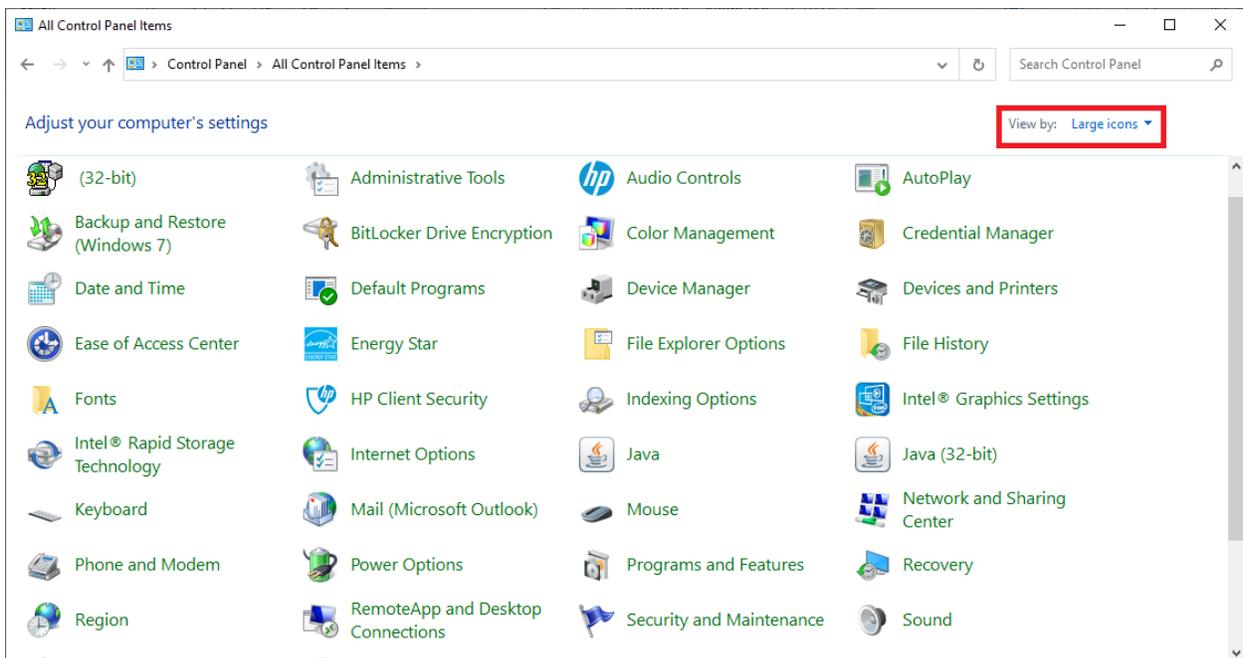


Configure Outlook Email Client

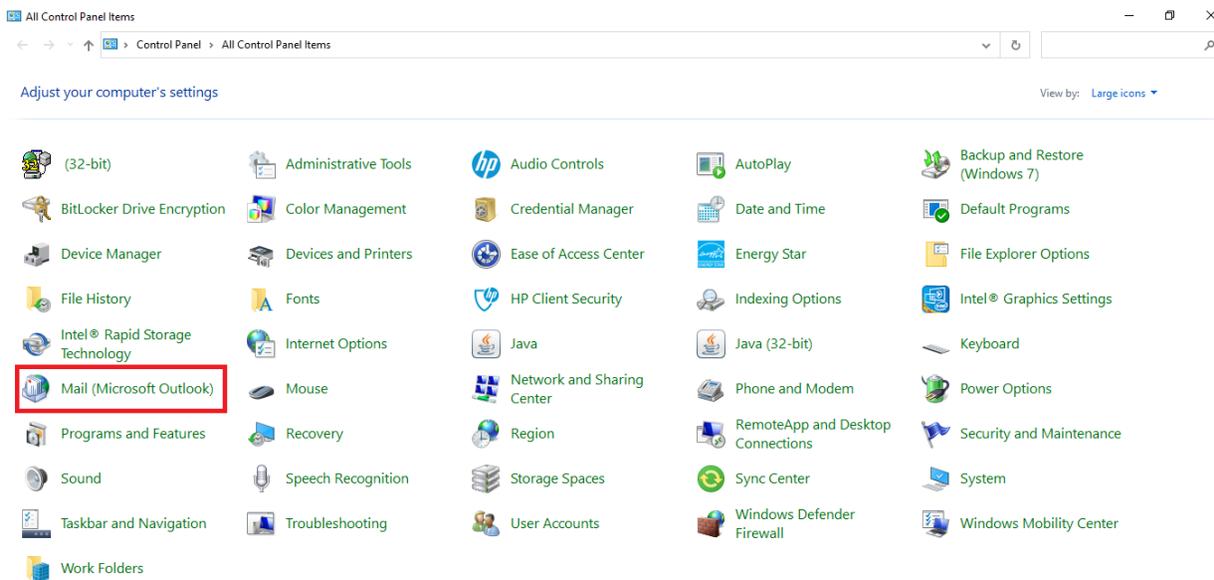
1. Goto Control Panel



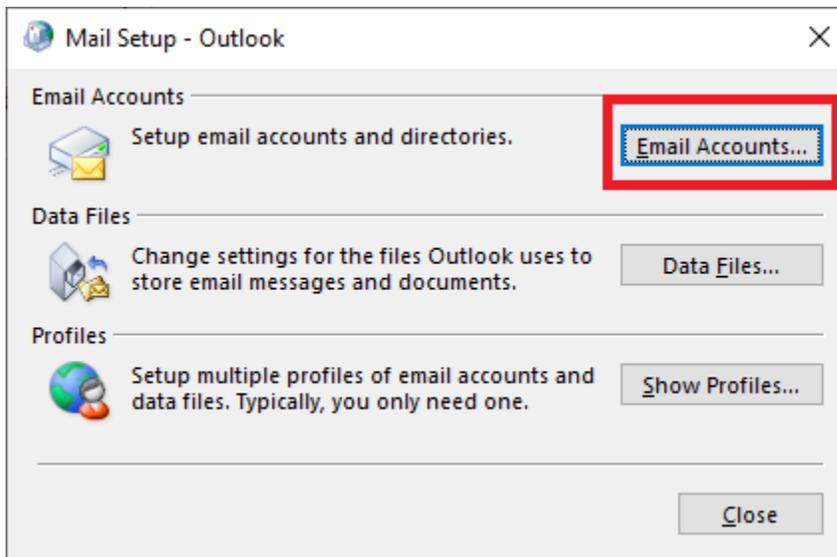
2. Select View by: Large icons



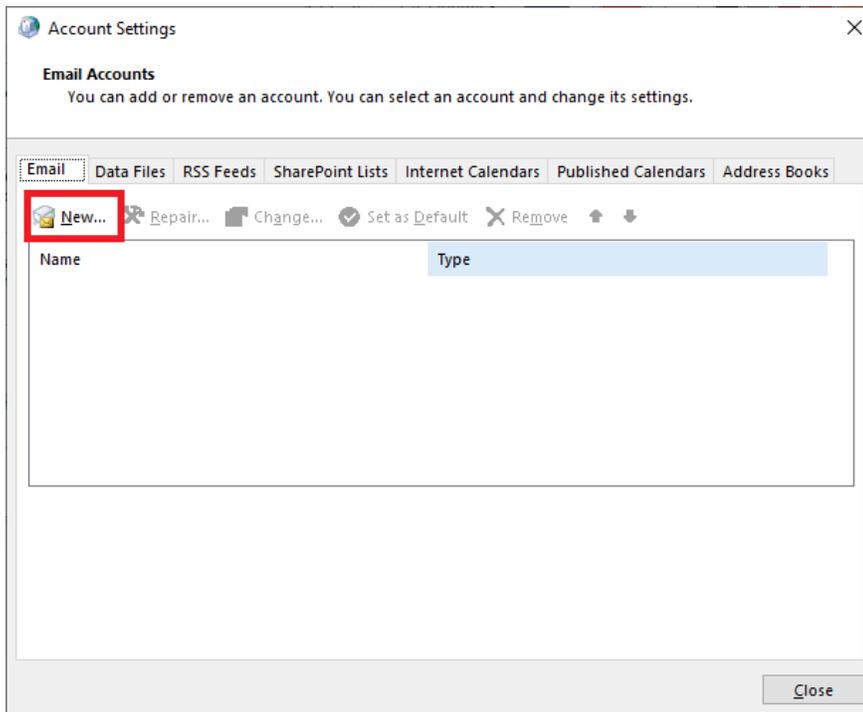
3. Select “Mail (Microsoft Outlook)”



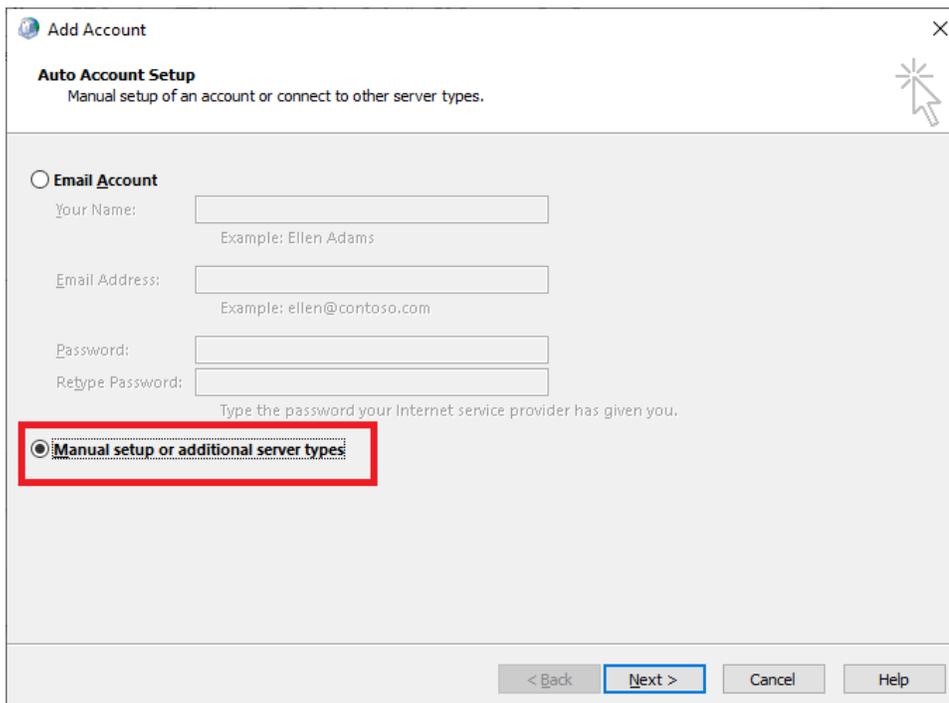
4. Select “Email Accounts”



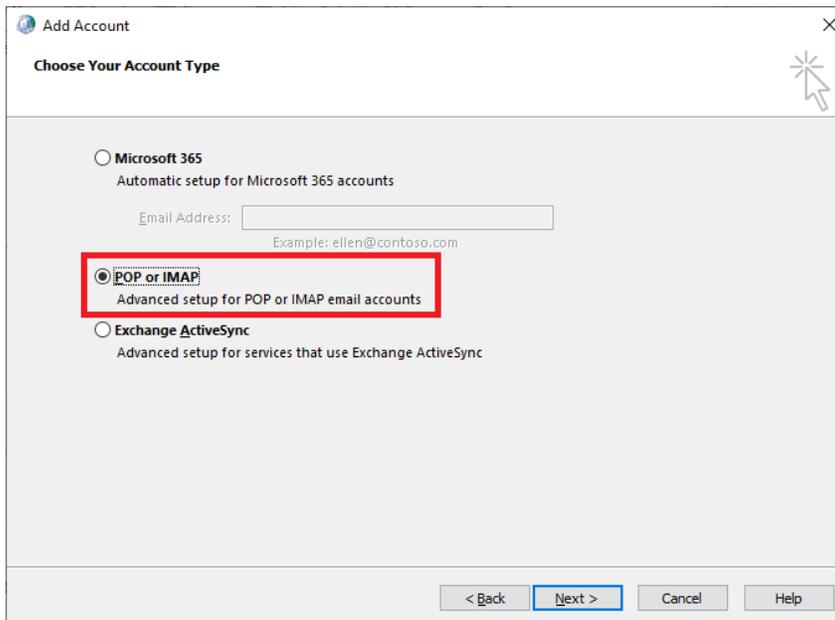
5. Select New



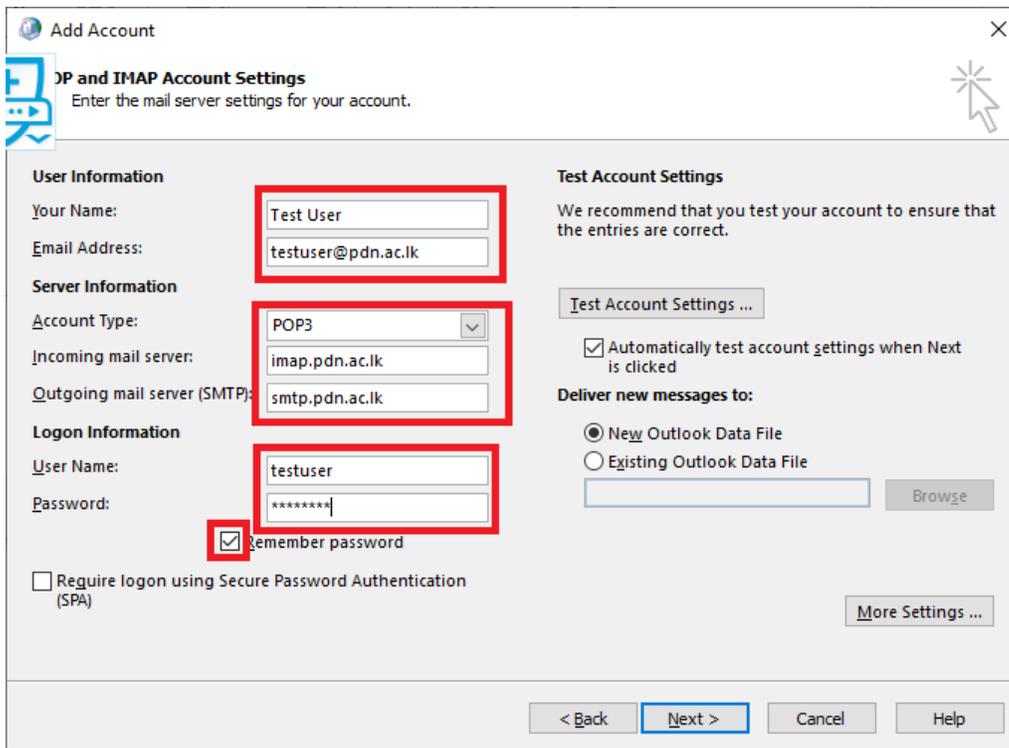
6. Select "Manual setup or additional server types"



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”

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Add Account' and contains the following sections:

- User Information:** Your Name: Test User; Email Address: testuser@pdn.ac.lk
- Server Information:** Account Type: POP3; Incoming mail server: imap.pdn.ac.lk; Outgoing mail server (SMTP): smtp.pdn.ac.lk
- Logon Information:** User Name: testuser; Password: *****; Remember password
- Require logon using Secure Password Authentication (SPA)
- Test Account Settings:** We recommend that you test your account to ensure that the entries are correct. Automatically test account settings when Next is clicked
- Deliver new messages to:** New Outlook Data File; Existing Outlook Data File

The 'More Settings ...' button is highlighted with a red box. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

10. Navigate to the “Advanced” tab and check the following.

- Incoming mail server (POP3) – 995
- Check – This server requires an encrypted connection (SSL/TLS)
- Outgoing mail server (SMTP): 25
- Select None – use the following type of encrypted connection
- In the delivery section please uncheck the leave a copy of messages on the server
- Then click OK

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The dialog has three tabs: 'General', 'Outgoing Server', and 'Advanced'. The 'Advanced' tab is highlighted with a red box. The settings are as follows:

- Server Port Numbers:** Incoming server (POP3): 995; this server requires an encrypted connection (SSL/TLS); Outgoing server (SMTP): 25; Use the following type of encrypted connection: None
- Server Timeouts:** Short: [slider]; Long: 1 minute
- Delivery:** leave a copy of messages on the server; Remove from server after 14 days; Remove from server when deleted from 'Deleted Items'

The 'Advanced' tab, the '995' and '25' input fields, the 'None' dropdown, and the 'leave a copy of messages on the server' checkbox are all highlighted with red boxes. At the bottom, there are 'OK' and 'Cancel' buttons.

11. Then Click Next

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- User Information:** Your Name: Test User; Email Address: testuser@pdn.ac.lk
- Server Information:** Account Type: POP3; Incoming mail server: imap.pdn.ac.lk; Outgoing mail server (SMTP): smtp.pdn.ac.lk
- Logon Information:** User Name: testuser; Password: *****; Remember password; Require logon using Secure Password Authentication (SPA)
- Test Account Settings:** We recommend that you test your account to ensure that the entries are correct. Automatically test account settings when Next is clicked
- Deliver new messages to:** New Outlook Data File; Existing Outlook Data File; Browse
- Buttons:** < Back, Next > (highlighted with a red box), Cancel, Help, More Settings ...

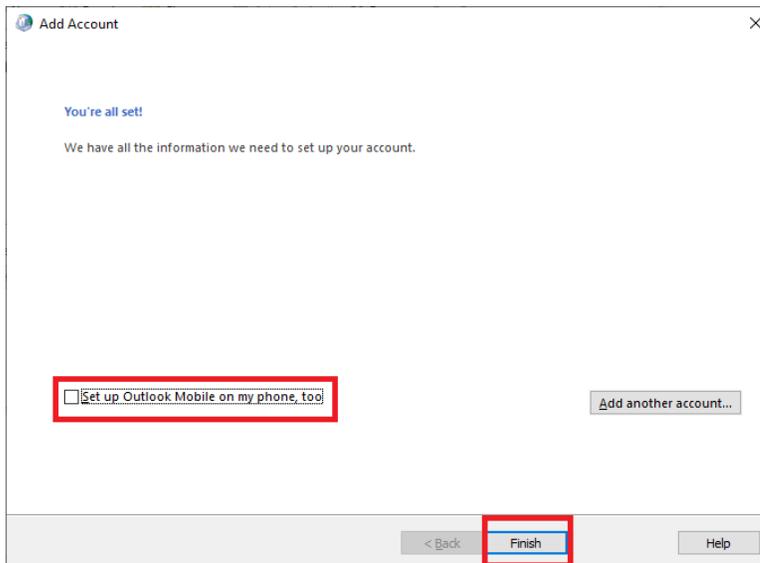
12. If you complete the above steps correctly you will receive the following message. Then select close.

The screenshot shows the 'Test Account Settings' dialog box with the following content:

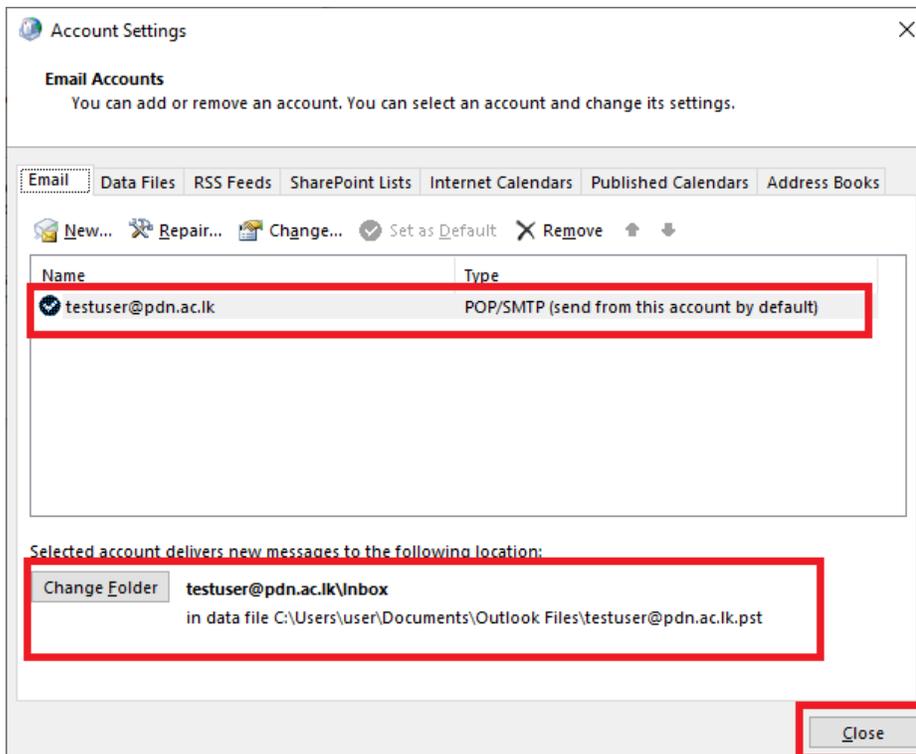
- Message:** Congratulations! All tests completed successfully. Click Close to continue.
- Buttons:** Stop, Close (highlighted with a red box)
- Tasks Table:**

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

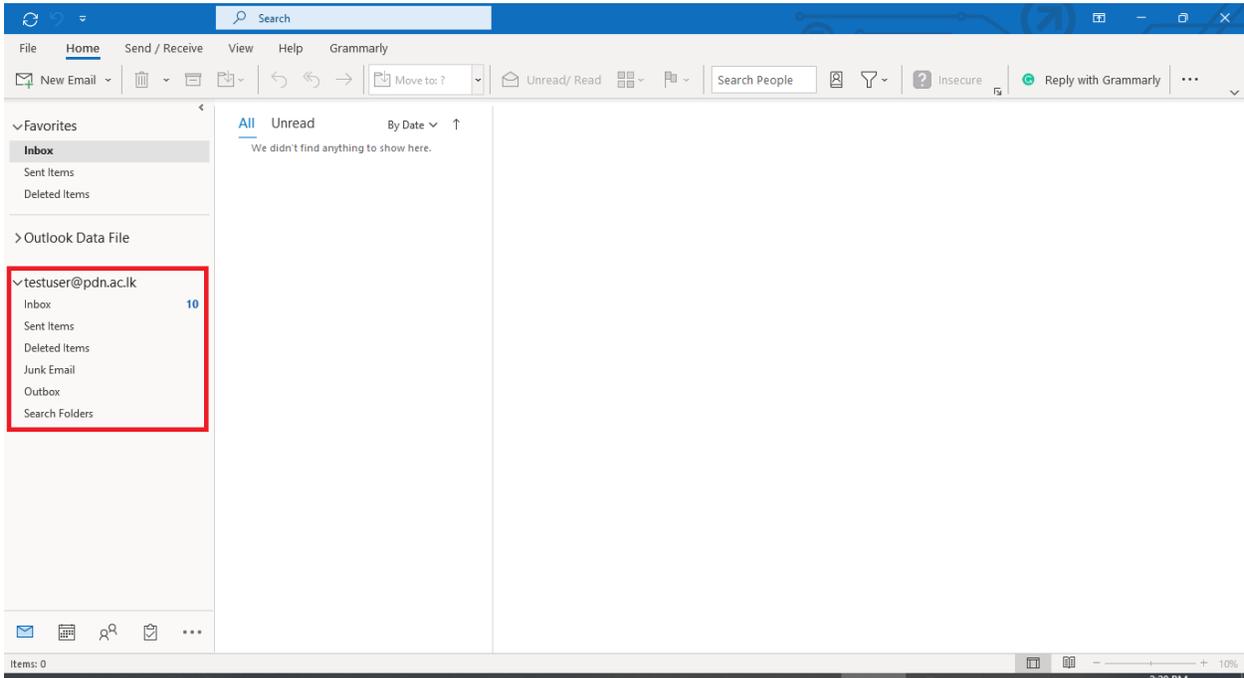
13. Please uncheck “Set-up outlook mobile on my phone too” and click finish.



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

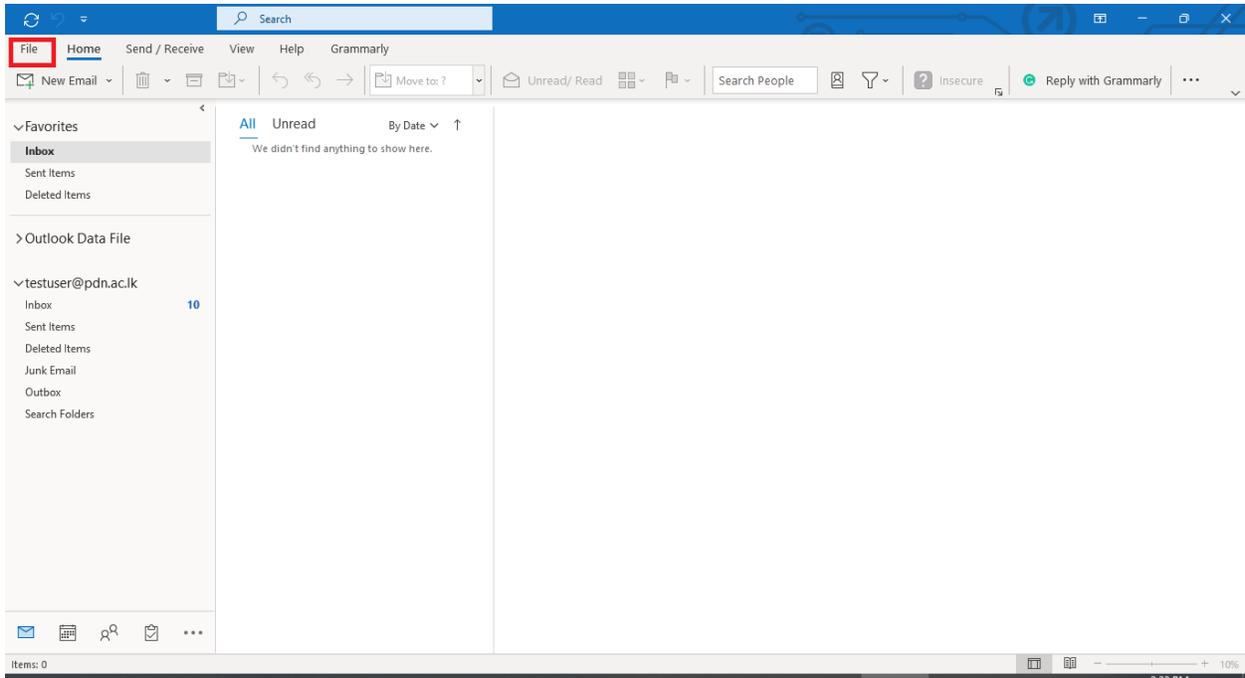


15. Open the Microsoft Outlook app. You can see your PDN email details below.

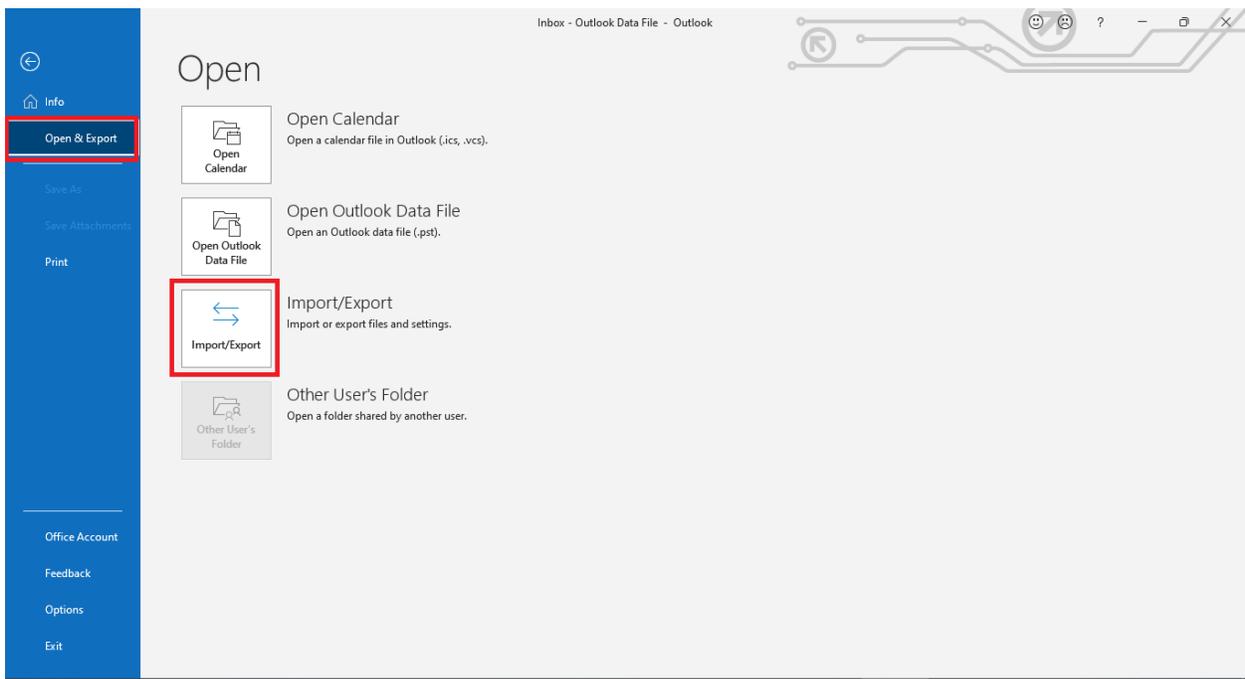


Export Emails to a file

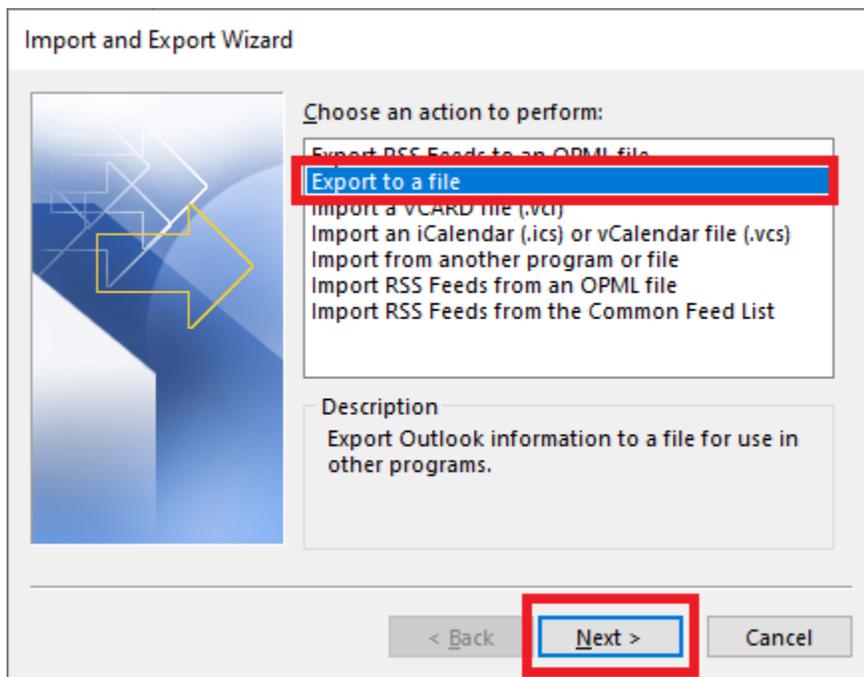
1. Click on the “File” menu.



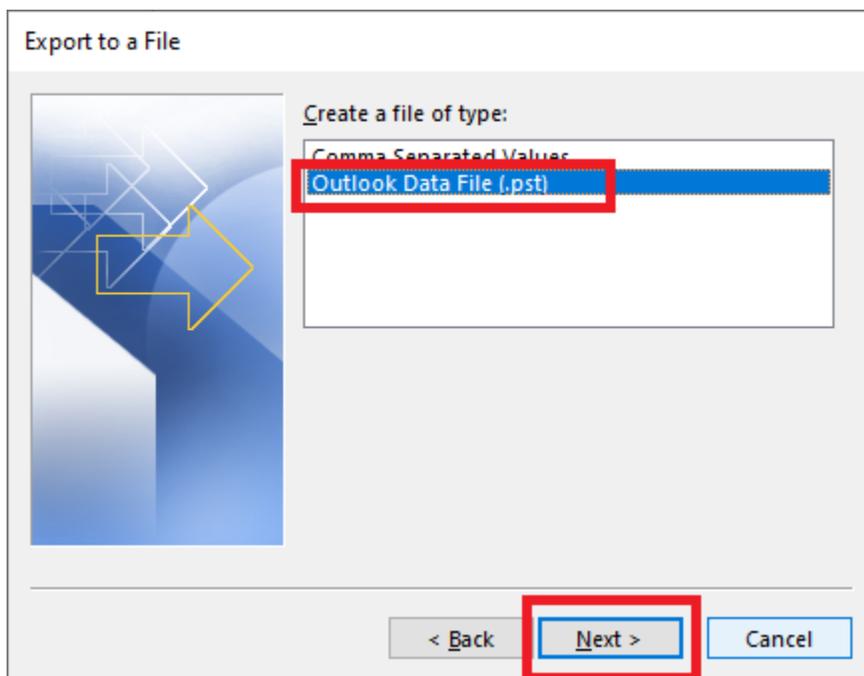
2. Select Open & Export. Then select “Import/Export” button.



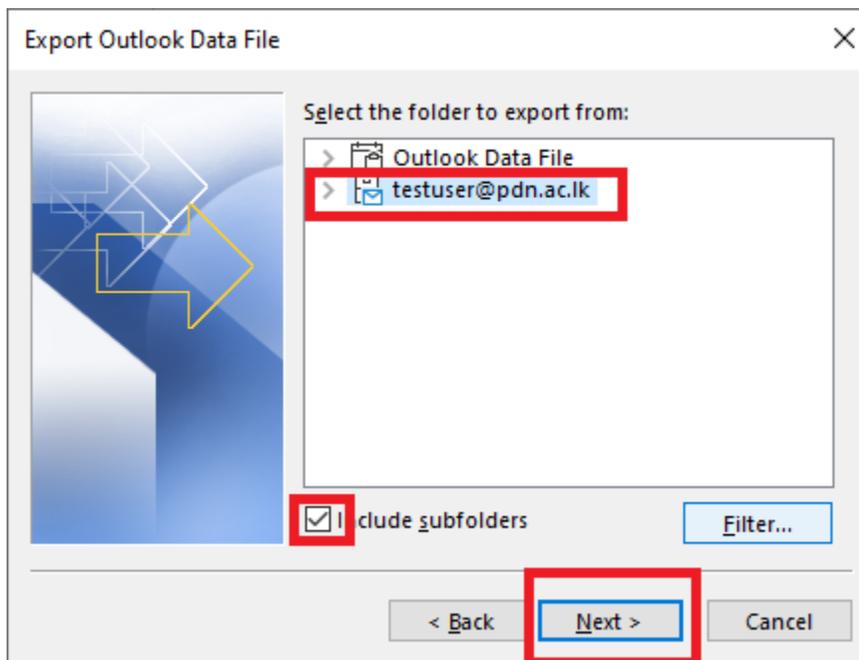
3. Select "Export to file" and click Next



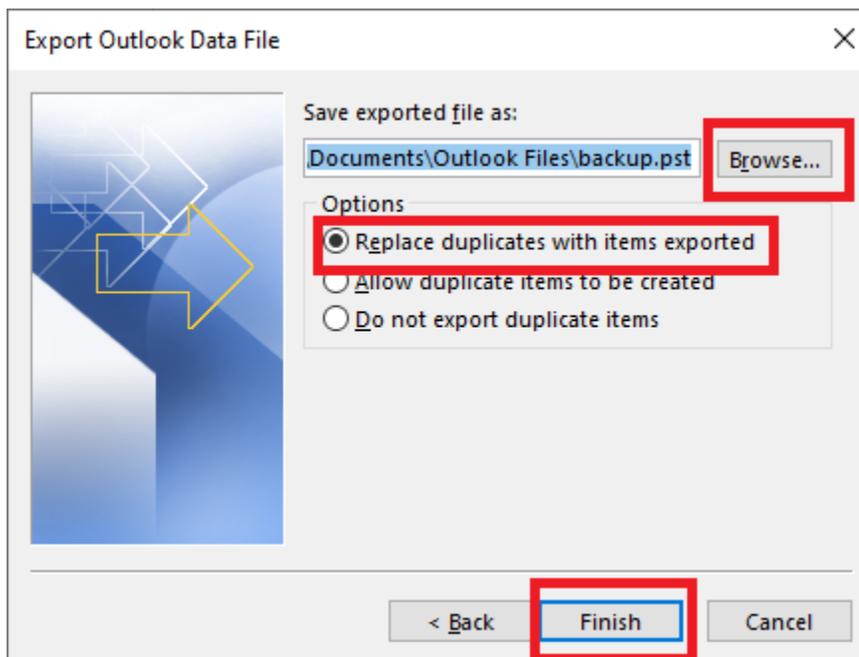
4. Select "Outlook Data File (.pst)". Then click Next



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.

Create Outlook Data File

Add optional password

Password:

Verify Password:

Save this password in your password list

OK Cancel

