

PDN Email Outlook Configuration Guide

Configure Outlook Email Client

1. Goto Control Panel



2. Select View by: Large icons

All Control Panel Items – 🗆 🗙									×
← → * ↑ 🖾 > Control Panel > All Control Panel items > v & ひ									P
Adjust your computer's settings View by: Large icons 🔻									
Ð	(32-bit)	1	Administrative Tools	hp	Audio Controls		AutoPlay		^
3	Backup and Restore (Windows 7)	R	BitLocker Drive Encryption		Color Management		Credential Manager		
P	Date and Time	I	Default Programs	4	Device Manager		Devices and Printers		
٩	Ease of Access Center	Low That	Energy Star	2	File Explorer Options	Ø	File History		
A	Fonts	(HP Client Security	R	Indexing Options	Ð	Intel® Graphics Settings		
۲	Intel® Rapid Storage Technology		Internet Options		Java	S	Java (32-bit)		
	Keyboard	٩	Mail (Microsoft Outlook)	9	Mouse	ţ.	Network and Sharing Center		
(٢	Phone and Modem	٢	Power Options	õ	Programs and Features		Recovery		
Ð	Region	-	RemoteApp and Desktop Connections	Þ	Security and Maintenance	9	Sound		
_									~

3. Select "Mail (Microsoft Outlook)"

🖾 All Control Panel Items - 🗇 🗙							
\leftarrow \rightarrow \checkmark \Uparrow Sontrol Panel \Rightarrow All	I Control Panel Items			٩ 🗸			
Adjust your computer's settings				View by: Large icons 🔻			
(32-bit)	Administrative Tools	Audio Controls	AutoPlay	Backup and Restore (Windows 7)			
RitLocker Drive Encryption	🛐 Color Management	👸 Credential Manager	Date and Time	Default Programs			
Device Manager	Devices and Printers	Ease of Access Center	Energy Star	File Explorer Options			
I File History	Fonts	MP Client Security	lndexing Options	Intel® Graphics Settings			
Intel® Rapid Storage Technology	Reference Options	Java	Java (32-bit)	👞 Keyboard			
Mail (Microsoft Outlook)	Mouse	Network and Sharing Center	Phone and Modem	Power Options			
Programs and Features	Recovery	Region	RemoteApp and Desktop Connections	Security and Maintenance			
Sound	Speech Recognition	Storage Spaces	Sync Center	System			
Taskbar and Navigation	Troubleshooting	User Accounts	Windows Defender Firewall	Windows Mobility Center			
Work Folders							

4. Select "Email Accounts"



5. Select New



6. Select "Manual setup or additional server types"

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7. Select POP3 or IMAP

Add Account	×
Choose Your Account Type	×
O Microsoft 365	
Automatic setup for Microsoft 365 accounts	
Email Address:	
Example: ellen@contoso.com	
POP or IMAP Advanced setup for POP or IMAP email accounts	
C Exchange <u>A</u> ctiveSync	
Advanced setup for services that use Exchange ActiveSync	
< <u>B</u> ack <u>N</u> ext > Cancel	Help

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"

Add Account		×
DP and IMAP Account Set	ttings ngs for your account.	
User Information		Test Account Settings
<u>Y</u> our Name:	Test User	We recommend that you test your account to ensure that
<u>E</u> mail Address:	testuser@pdn.ac.lk	the entries are correct.
Server Information		Test Assessed California
Account Type:	POP3	Lest Account Settings
Incoming mail server:	imap.pdn.ac.lk	Automatically test account settings when Next is clicked
<u>O</u> utgoing mail server (SMTP):	smtp.pdn.ac.lk	Deliver new messages to:
Logon Information		New Outlook Data File
<u>U</u> ser Name:	testuser	C Existing Outlook Data File
Password:	******	Brow <u>s</u> e
	emember password	
Reguire logon using Secur (SPA)	re Password Authentication	<u>M</u> ore Settings
		< Back Next > Cancel Help

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

		Test Account Settings		
our Name:	Test User	We recommend that you test your account to ensure the		
mail Address:	testuser@pdn.ac.lk	the entries are correct.		
Server Information		Test Associat Cattions		
Account Type:	POP3 v	Test Account Settings		
ncoming mail server:	imap.pdn.ac.lk	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP):	smtp.pdn.ac.lk	Deliver new messages to:		
ogon Information		New Outlook Data File		
Jser Name:	testuser	C Existing Outlook Data File		
eassword:	******	Browse		
	emember password			
Reguire logon using Secur (SPA)	e Password Authentication	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

Internet Email Settings						
General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults						
Inis server requires an encrypted connection (SSL/TLS) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Imeouts Short						
Delivery						
OK Cancel						

11. Then Click Next

Add Account		×		
DP and IMAP Account Set Enter the mail server settin	t tings ngs for your account.			
User Information		Test Account Settings		
Your Name:	Test User	We recommend that you test your account to ensure that the entries are correct		
<u>E</u> mail Address:	testuser@pdn.ac.lk	the entries are conect.		
Server Information		Test Assessmt Catting		
<u>A</u> ccount Type:	РОРЗ 🗸	lest Account Settings		
Incoming mail server:	imap.pdn.ac.lk	Automatically test account <u>settings</u> when Next is clicked		
Outgoing mail server (SMTP):	smtp.pdn.ac.lk	Deliver new messages to:		
Logon Information		• Ne <u>w</u> Outlook Data File		
<u>U</u> ser Name:	testuser	Existing Outlook Data File		
Password:	******	Browse		
	emember password			
Reguire logon using Secur (SPA)	e Password Authentication	<u>M</u> ore Settings		
		< Back Next > Cancel Help		

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

Test Account Settings							
Congratulations! All tests completed successfully continue.	<u>S</u> top <u>C</u> lose						
Tasks Errors							
Tasks	Status						
✓ Log onto incoming mail server (POP3)							
✓ Send test email message	Completed						

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

Add Account			×
You're all set!			
We have all the information we need to set up your a	account.		
List up Outlook Mobile op my phone tool			
			<u>A</u> dd another account
	< Back	Finish	Help
	K Dack	1 mail	Пар

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

Account Setting	s					×
Email Accounts You can add o	r remove an a	account. You can s	elect an account and	l change its settings.		
Email Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
<u>Sa N</u> ew 淞 <u>R</u> e	pair 督 C	h <u>a</u> nge 📀 Set	as <u>D</u> efault 🗙 Re <u>m</u>	ove 🕈 🖶		
Name			Туре			
💙 testuser@pdn.	ac.lk		POP/SMTP (sen	d from this account by	default)	
Selected account de	elivers new m	essages to the fol	lowing location:		_	
Change <u>F</u> older	testuser@pd	in.ac.lk\inbox				
	in data file C	:\Users\user\Docu	iments\Outlook Files	\testuser@pdn.ac.lk.ps	t	
					<u>C</u> lose	

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

0 ° =	₽ Search	0-	(7) = - = ×
File Home Send / Receive	View Help Grammarly		
Mew Email 👻 📋 👻 🖃	$\mathbb{V}_{\neg} \bigcirc \heartsuit \longrightarrow \mathbb{V} \text{Move to: ?} \checkmark$	Unread/ Read	G Reply with Grammarly ···· ✓
✓Favorites	All Unread By Date ✓ ↑		
Sent Items	we don't find anything to show here.		
Deleted Items			
> Outlook Data File			
∨testuser@pdn.ac.lk			
Inbox 10			
Sent Items			
Lunk Empil			
Outbox			
Search Folders			
⊠ 🖩 s ^q 🗇 …			
Items: 0			+ 10%
			2-20 DM

Export Emails to a file

1. Click on the "File" menu.



2. Select Open & Export. Then select "Import/Export" button.

		Inbox - Outlook Data File - Outlook	• • • • • ×
${igodot}$	Open		
🎧 Info	Dpen Calendar		
Open & Export	Open a calendar file in Outlook (.ics, .vcs).		
Save As	Calendar		
Save Attachments	Open Outlook Data File		
Print	Open Outlook Data File		
	Import/Export		
	Import or export files and settings.		
	Other User's Folder Open a folder shared by another user.		
	Folder		
Office Account			
Feedback			
Options			
Exit			

3. Select "Export to file" and click Next



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

Export to a File
Create a file of type: Comma Separated Valuer Outlook Data File (,pst)
< <u>Back</u> <u>N</u> ext > Cancel

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

Export Outlook Data File		×
	S <u>e</u> lect the folder to export from: > [참 Outlook Data File > [참 testuser@pdn.ac.lk	
	☐ I clude <u>s</u> ubfolders	<u>F</u> ilter
	< <u>B</u> ack <u>N</u> ext >	Cancel

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

Export Outlook Data File	:	×
	Save exported file as: Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items]
	< <u>B</u> ack Finish Cancel	

7. Just click Ok without entering the password.

Create Outlook Data File				
Add optional password				
Password:				
Verify Password:				
<u>Save this password in your password list</u>				
OK Cancel				

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