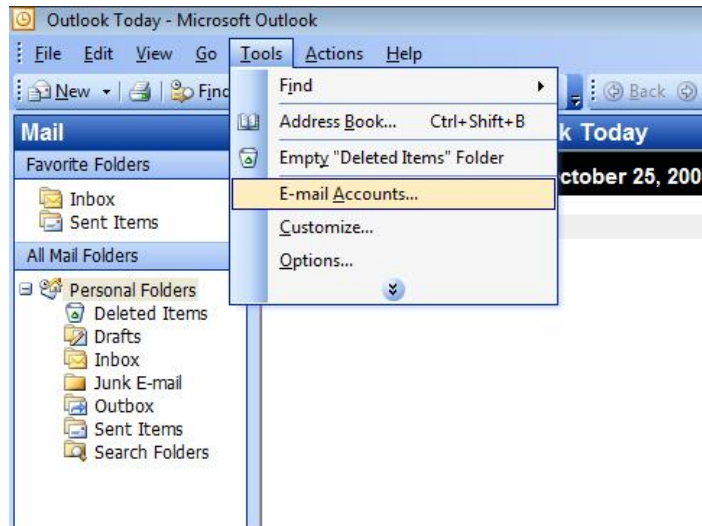


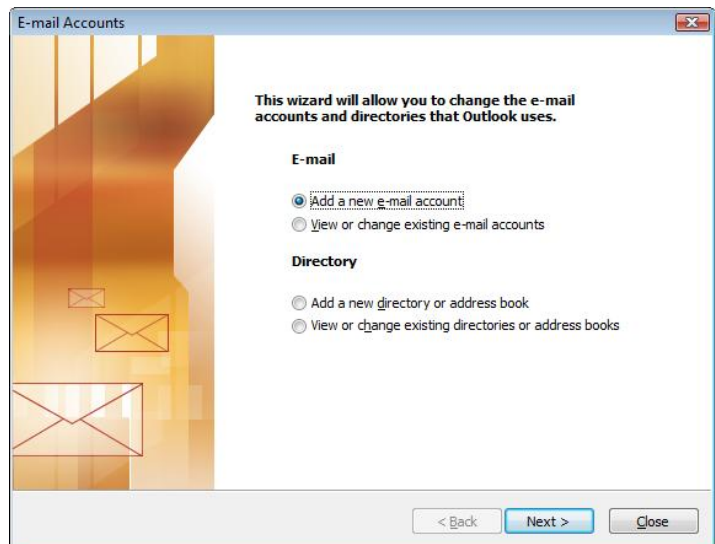
SMTP Authentication at UNL

Outlook 2003 – New configuration

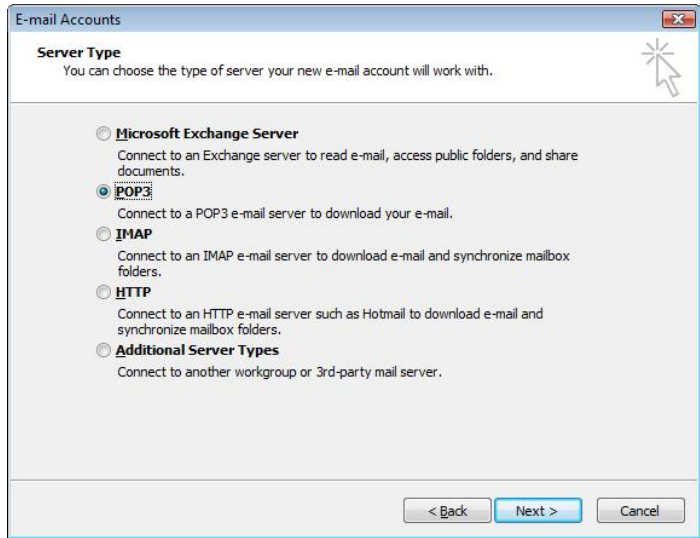
From the menu bar, click on “Tools, E-mail Accounts”.



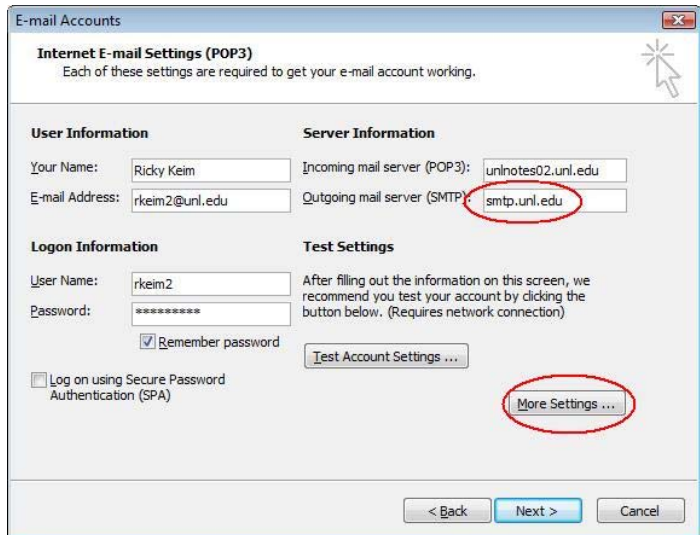
Select the option “Add a new e-mail account” and then click “Next”.



Select the option for “POP3” and click “Next”.



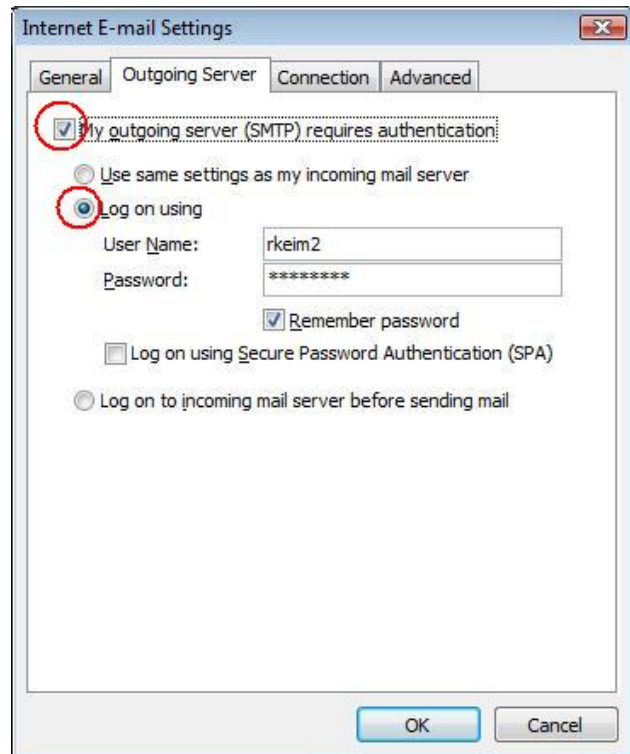
Complete the User Information with your account settings. Use your e-mail account username and password for the User Name and Password fields. For the “Incoming mail server(POP3):” enter the server that your mail file resides. For the “Outgoing mail server (SMTP)” field, use “smtp.unl.edu”. Then click on “More Settings”.



On the “Internet E-mail Settings” window, select the “Outgoing Server” tab. Check the option “My outgoing server (SMTP) requires authentication”.

Select the option “Log on using” and use your **UNL Blackboard** username and password. Next, click the “Advanced” tab.

Don't know your UNL Blackboard username or password? Go to <http://blackboard.unl.edu/> and click the “forgot password” to have it resent to you.



On the “Advanced” tab, check the box next to “This server requires an encrypted connection (SSL).” Click “OK” to close the window.

Click “Next” to go the final setup screen and then “Finish” to complete the setup.

