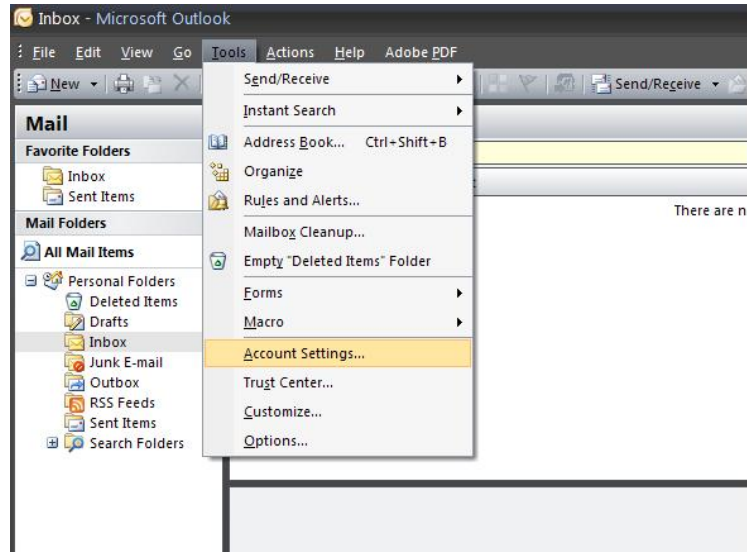


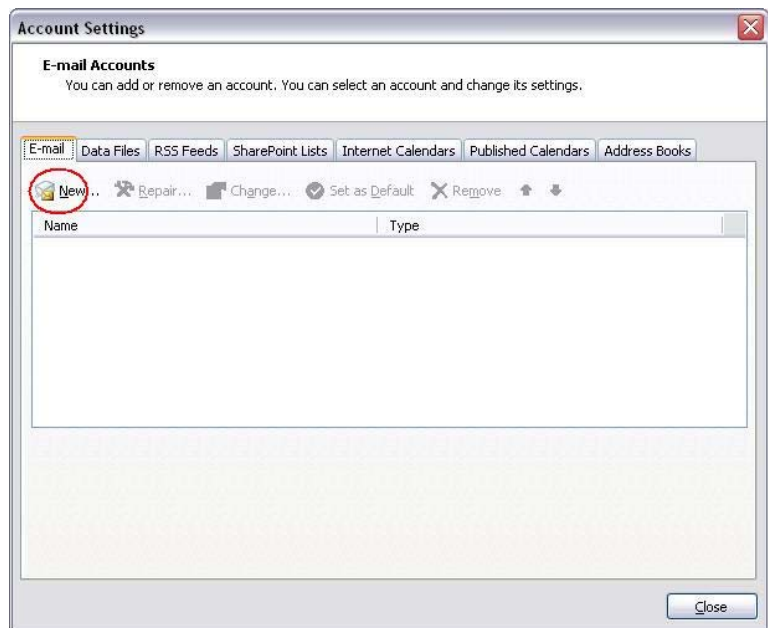
SMTP Authentication at UNL

Outlook 2007 – New configuration

From the Menu bar, click “Tools, Account Settings”.



Click the “New” button to begin the account setup.



Check the box “Manually configure server settings or additional server types”.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Select the option “Internet Mail” and click “Next”.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

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

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: Ricky Keim
E-mail Address: rkeim2@unl.edu

Server Information
Account Type: POP3
Incoming mail server: unlnotes02.unl.edu
Outgoing mail server (SMTP): smtp.unl.edu

Logon Information
User Name: rkeim2
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

On the “Internet E-mail Settings” window, select the “Outgoing Server” tab. Check the box next to “My outgoing server (SMTP) requires authentication”. Then choose the option to “Log on using” and enter your **UNL Blackboard** user name and password.

Then 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.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server

Log on using
User Name: rkeim2
Password: *****

Remember password
 Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

On the “Advanced” tab, under the options for the Outgoing server (SMTP), choose “TLS” in the drop down box. Click “OK” to close the window.

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

