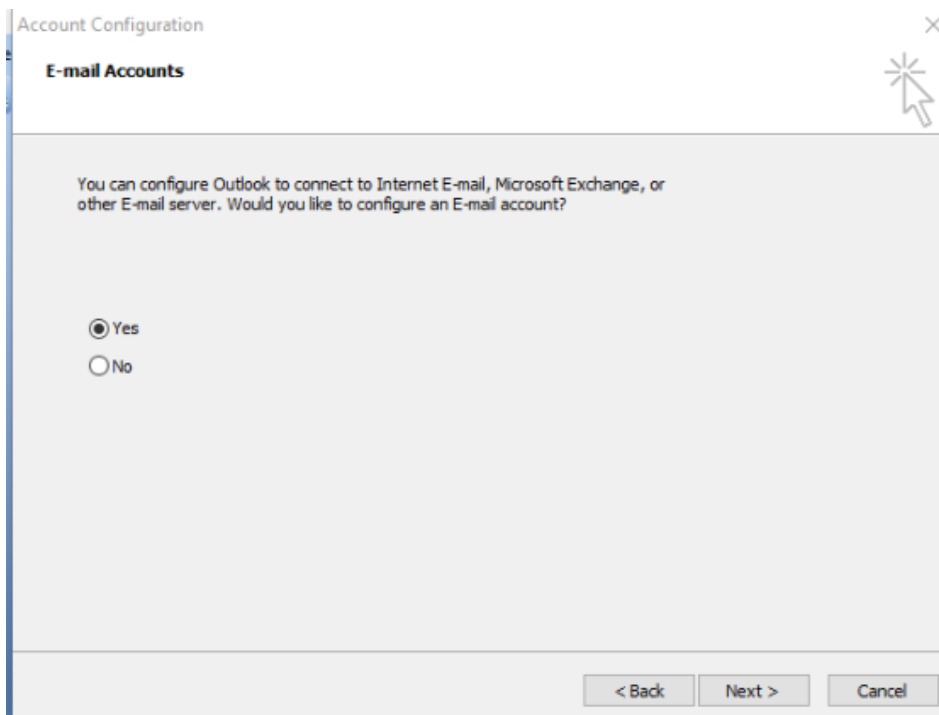# **<u>Outlook Configuration with HIT Mail Server</u>**

1.   First Step is to configure the outlook, Go to **Start** and search for outlook and open it.

2.   You will see this menu; Click on **Next** button for further process.

3.   You will see new window on Screen. Click on checkbox **Yes** and then click on **Next** button for further process.

4.   In the next Window, you will choose the option to configure it **Manually**. For **this purpose,** click on checkbox "**manually configure server settings or additional server types**" and then click **Next** button.

5.   Select **Internet E-mail** option and click Next:

6. In this window, you will enter your Account **Details:**
    6.1.1. Enter Your Name as you want it to appear.
    6.1.2. Enter your full email address **username@hit.gov.pk** in the Email address: field.
    6.1.3. Select **POP3** in Account Type.
    6.1.4. Enter **mail.hit.gov.pk** in the "Incoming mail server:" field
    6.1.5. Enter **mail.hit.gov.pk** in the "Outgoing mail (SMTP) server:" field.
   **6.1.6.** Enter your username username@hit.gov.com in the "Account name:" field.

   And Then Click on **More Settings** button**:**

7. Perform the following Steps:
    7.1. Click on the **Outgoing Server** tab
    7.2. Check My outgoing server (SMTP) Requires Authentication
    7.3. Make sure Use same setting as my incoming mail server is also checked.
    7.4. Click on OK.

8.   Click on **Advanced** tab and enable the highlighted check box as shown in below image. It will copy your new email messages to Outlook. But if you've been given default space which is 5mb, you can leave this check box unchecked and you won't face any problem regarding space size because all the incoming emails will directly be forwarded to your outlook. No copy will be maintained on the web.
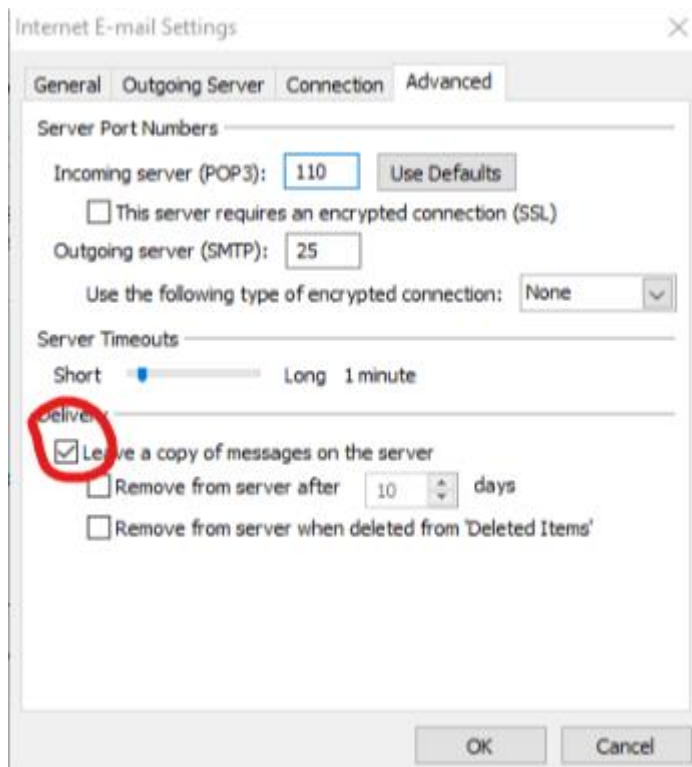
9.   In the next step, you will go back to **Internet Email Settings** window, you will click on **"Test Account Settings".** And if you see the message like the following image, you are good to go.
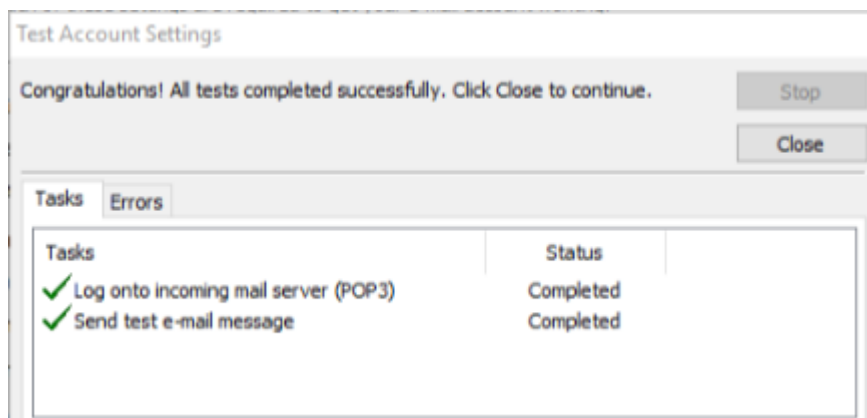
10. Click close and then press Next button for last process. After this process, your account will be configured successfully ☺. Wait for the emails to sync properly. If you don't see the message like in above image, you need to check all the changes made in step 6 to step 8.

11.   The final step is to change the time for send/receive schedule. Follow these steps in outlook window.

      11.1.   Click **Tools**

      11.2.   Select **Options**

      11.3.   Select **Mail Setup**

      11.4.   Click **Send/Receive** Button

      11.5.   Change the setting as below image. Then click **Close** and then press **OK.**
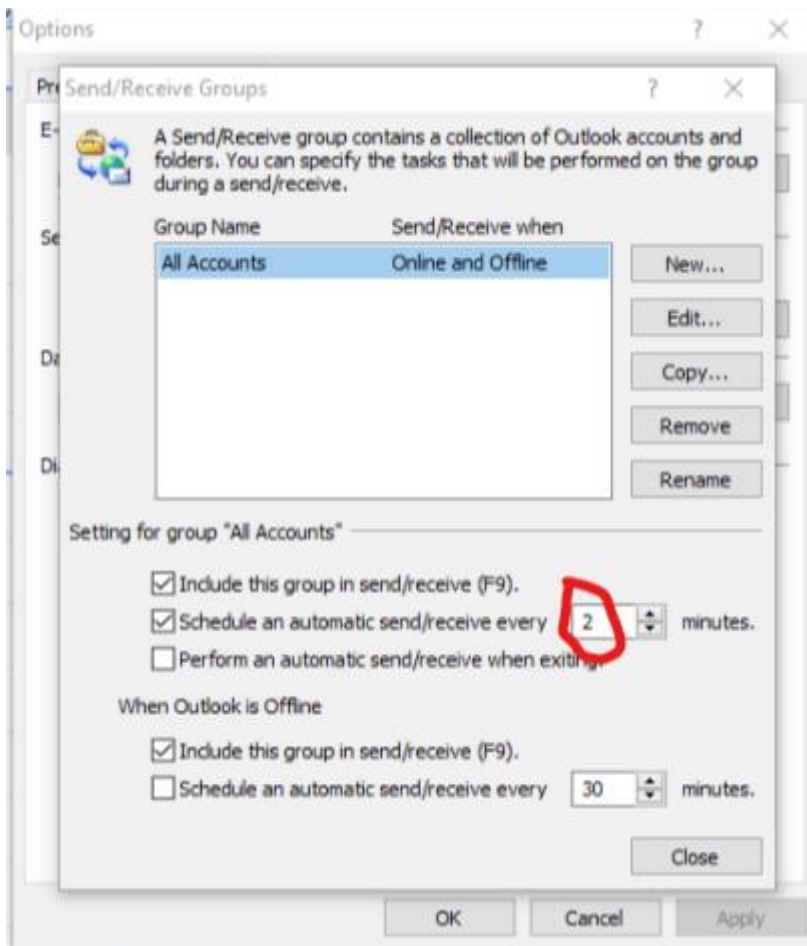
From now on, you can send/receive all the emails using your outlook and a copy of all the incoming emails will be maintained on your local machine.