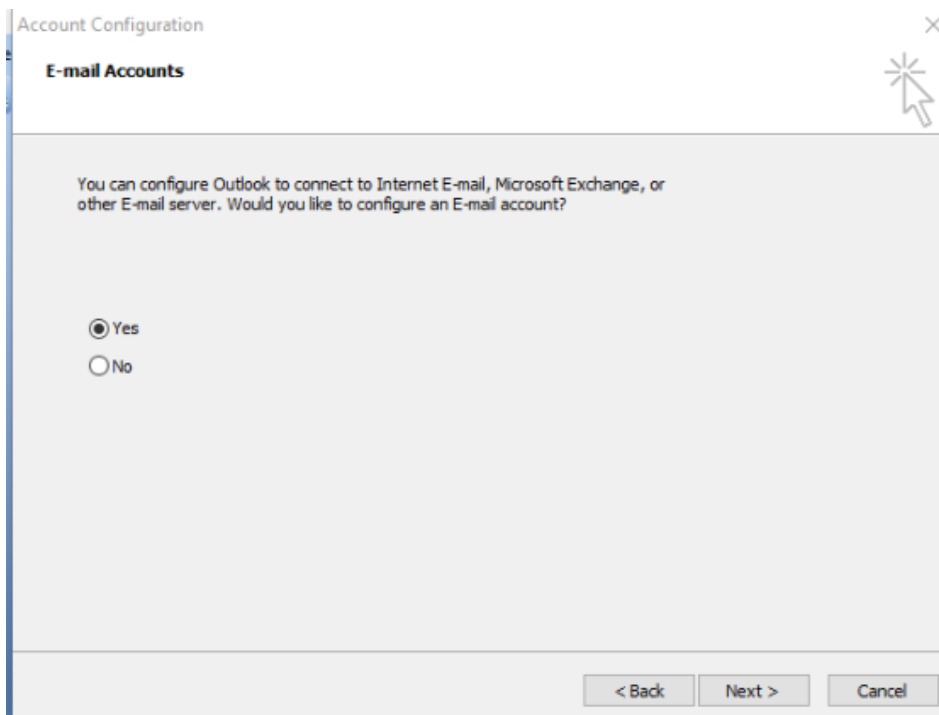


## Outlook Configuration with HIT Mail Server

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.

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

5. Select **Internet E-mail** option 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

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.

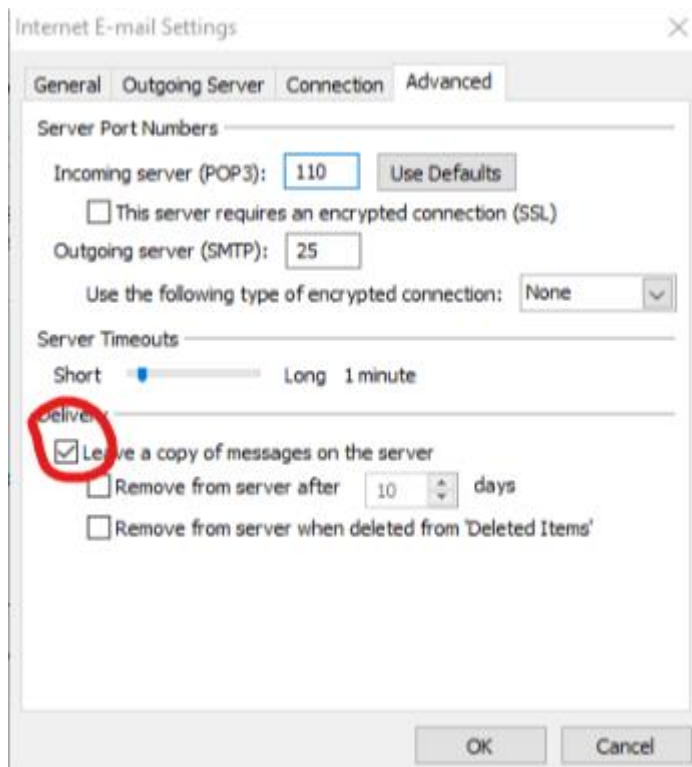
And Then Click on **More Settings** button:

The screenshot shows the 'Add New E-mail Account' window with the 'Internet E-mail Settings' tab selected. The window title is 'Add New E-mail Account' and it has a close button (X) in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings' and a note: 'Each of these settings are required to get your e-mail account working.' The main content area is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. 'User Information' includes fields for 'Your Name' (webmaster) and 'E-mail Address' (webmaster@hit.gov.pk). 'Server Information' includes a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (mail.hit.gov.pk) and 'Outgoing mail server (SMTP)' (mail.hit.gov.pk). 'Logon Information' includes a text box for 'User Name' (webmaster@hit.gov.pk) and a 'Password' field. There are checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'. To the right of these sections is a 'Test Account Settings' section with a 'Test Account Settings ...' button. At the bottom right, the 'More Settings ...' button is circled in red. At the bottom of the window are '< Back', 'Next >', and 'Cancel' buttons.

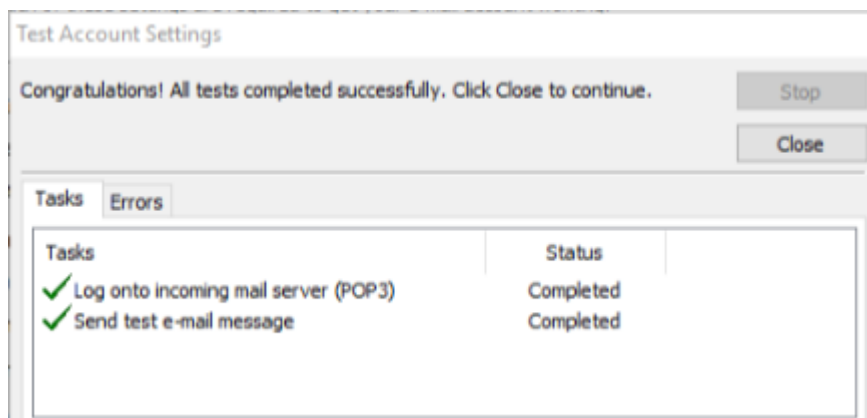
7. Perform the following Steps:
  - 7.1. Click on the **Outgoing Server** tab
  - 7.2. Check My outgoing server (SMTP) Requires Authentication
  - 7.3. Make sure Use same setting as my incoming mail server is also checked.
  - 7.4. Click on OK.

The screenshot shows the 'Internet E-mail Settings' window with the 'Outgoing Server' tab selected. The window title is 'Internet E-mail Settings' and it has a close button (X) in the top right corner. The tabs are 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is active. It contains several options: a checked checkbox for 'My outgoing server (SMTP) requires authentication' (circled in red), a selected radio button for 'Use same settings as my incoming mail server', a radio button for 'Log on using', and fields for 'User Name' and 'Password'. There are also checkboxes for 'Remember password' and 'Require Secure Password Authentication (SPA)', and a radio button for 'Log on to incoming mail server before sending mail'. At the bottom are 'OK' and 'Cancel' buttons.

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.

The screenshot shows a window titled "Change E-mail Account" with a close button (X) in the top right corner. Below the title bar, there is a section for "Internet E-mail Settings" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Account Settings".

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

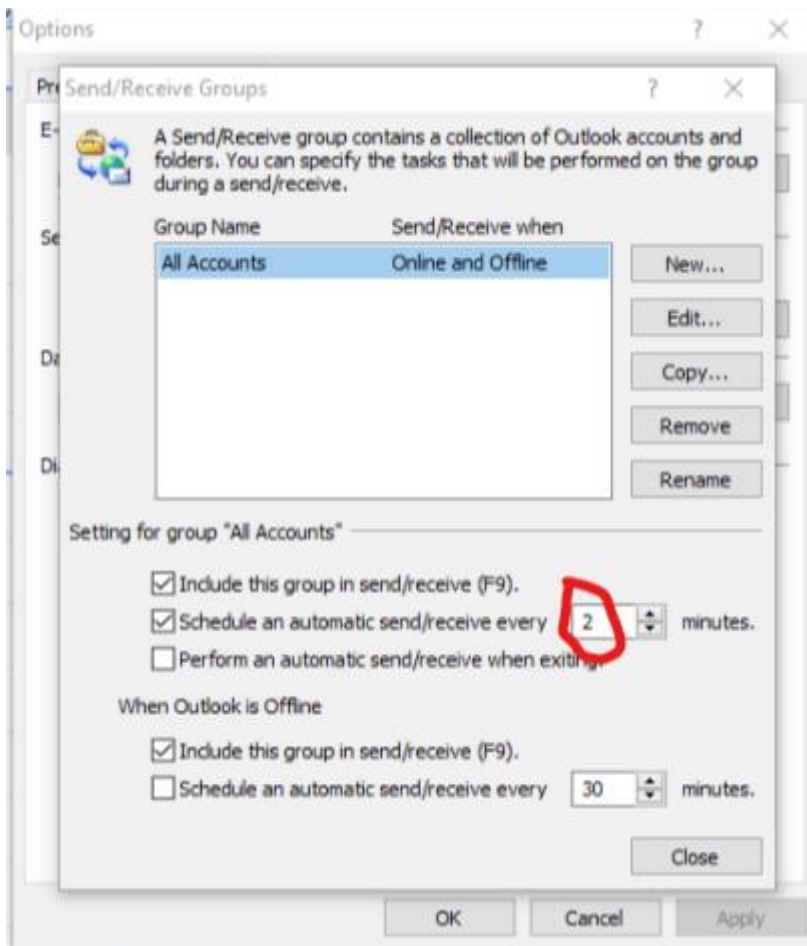
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted with a red circle), and "Cancel".

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.