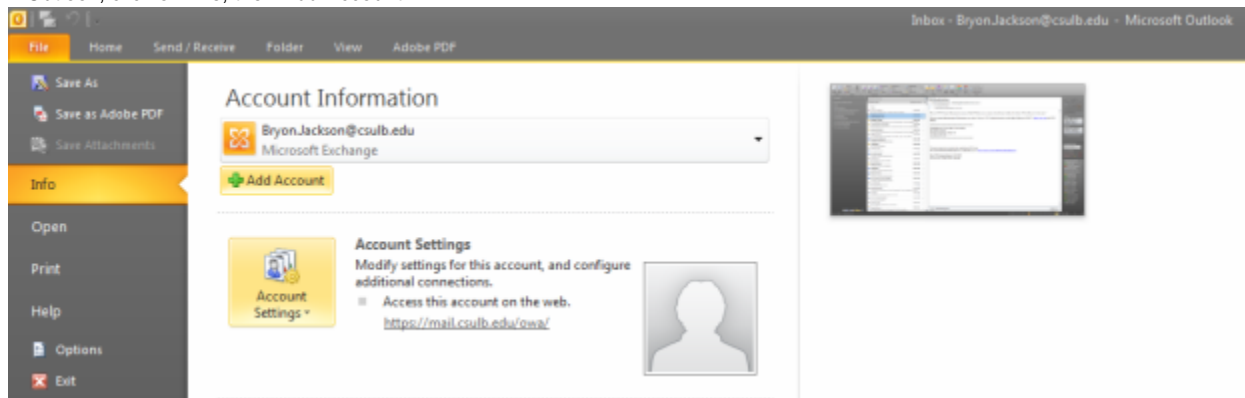
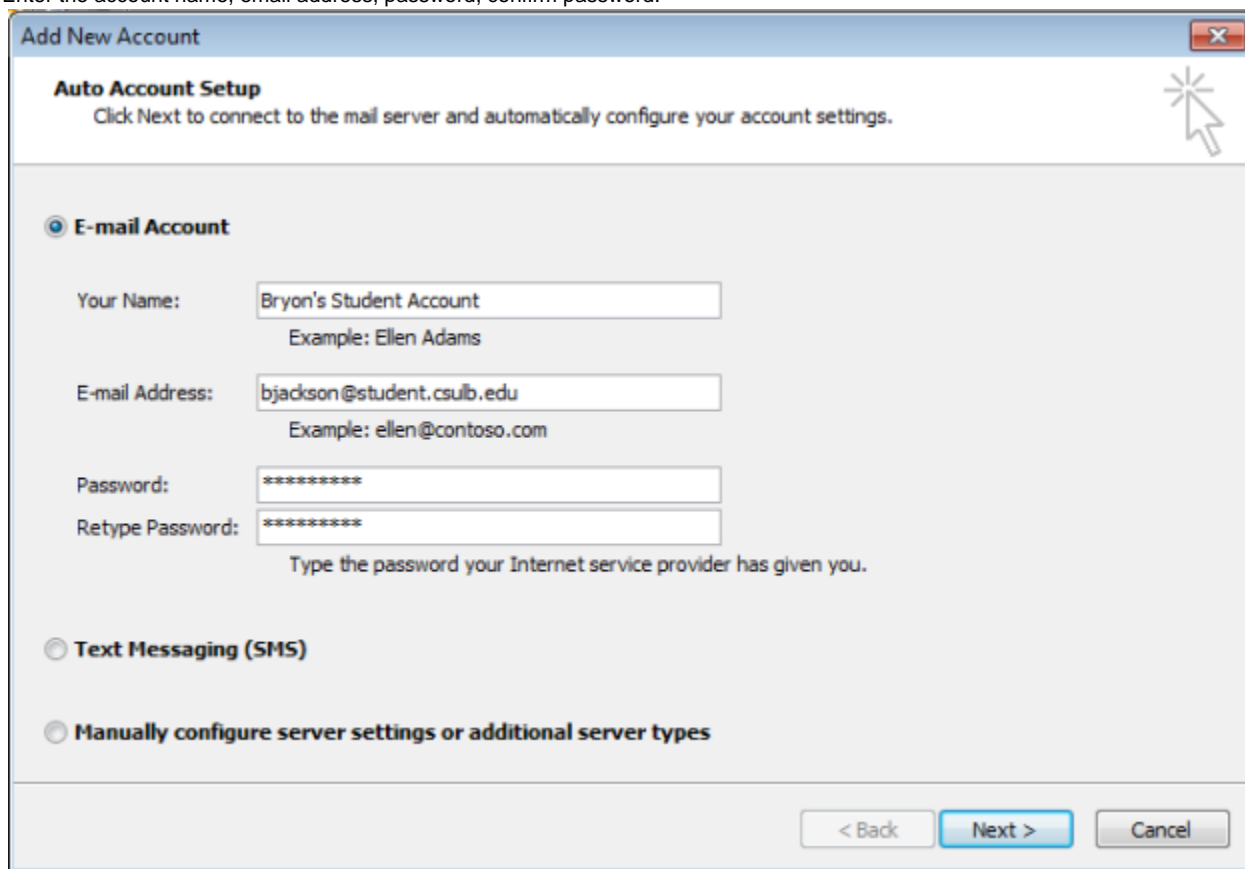


student email in outlook

In Outlook, click on File, then Add Account



Enter the account name, email address, password, confirm password.



Click on Manually configure server settings or additional server types. Select Next.

Add New Account ✕

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

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

Text Messaging (SMS)

Manually configure server settings or additional server types

Select Internet E-Mail and select next.

Add New Account ✕

Choose Service

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

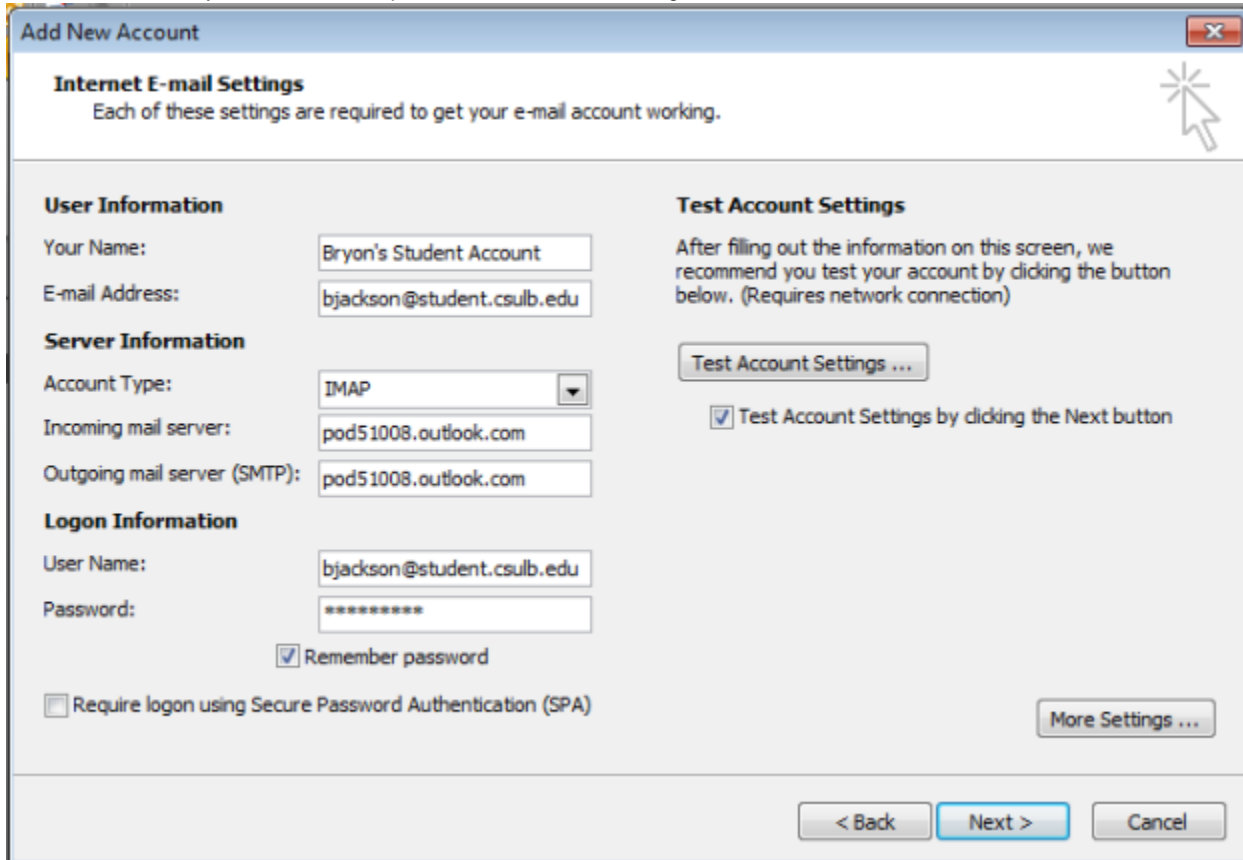
Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

Fax Mail Transport
Microsoft Outlook Hotmail Connector

The account name and email address fields should be populated with the information previously entered. For Account Type, select IMAP, for Incoming and Outgoing mail server enter pod51008.outlook.com. The User Name field should contain your @student.csulb.edu email address and Password will be your email account password. Select More Settings...



The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

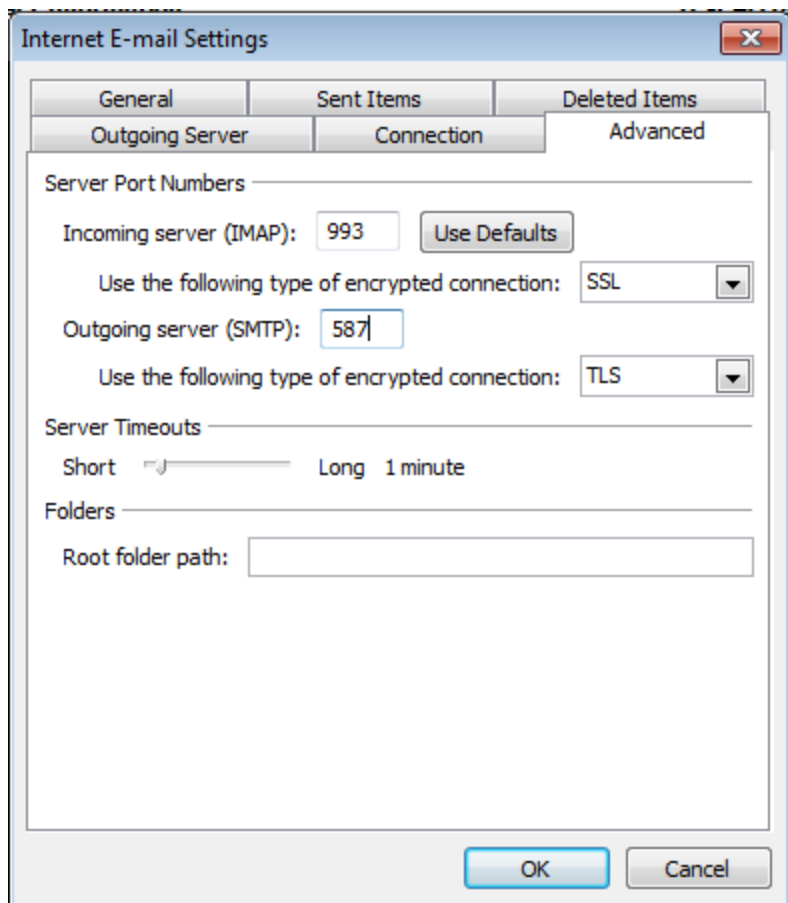
The form is divided into several sections:

- User Information:** "Your Name:" field contains "Bryon's Student Account"; "E-mail Address:" field contains "bjackson@student.csulb.edu".
- Server Information:** "Account Type:" dropdown menu is set to "IMAP"; "Incoming mail server:" field contains "pod51008.outlook.com"; "Outgoing mail server (SMTP):" field contains "pod51008.outlook.com".
- Logon Information:** "User Name:" field contains "bjackson@student.csulb.edu"; "Password:" field contains "*****"; a checked checkbox "Remember password" is present; an unchecked checkbox "Require logon using Secure Password Authentication (SPA)" is also present.

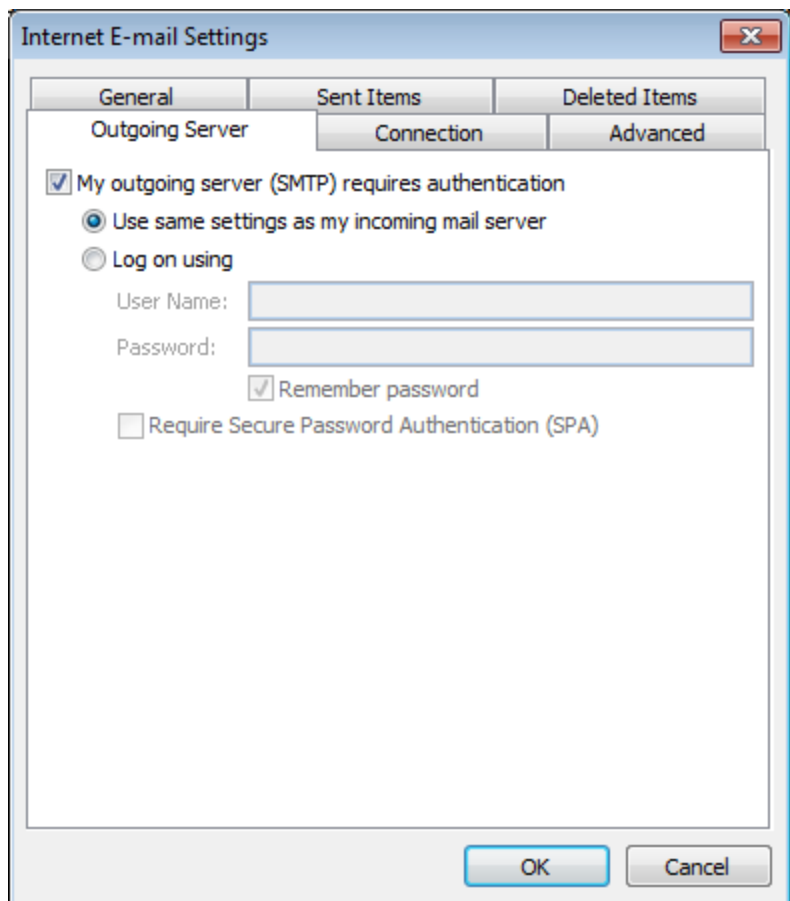
On the right side, under "Test Account Settings", there is a text block: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button and a checked checkbox "Test Account Settings by clicking the Next button".

At the bottom right, there is a "More Settings ..." button. At the very bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

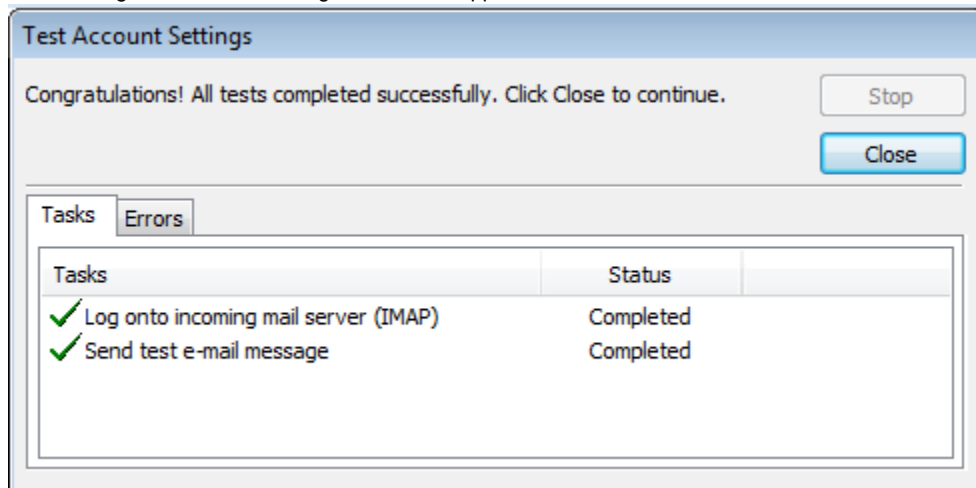
On the Advanced tab, enter 993 for Incoming server (IMAP) and select SSL encryption. Enter 587 for Outgoing server (SMTP) and TLS for encryption.



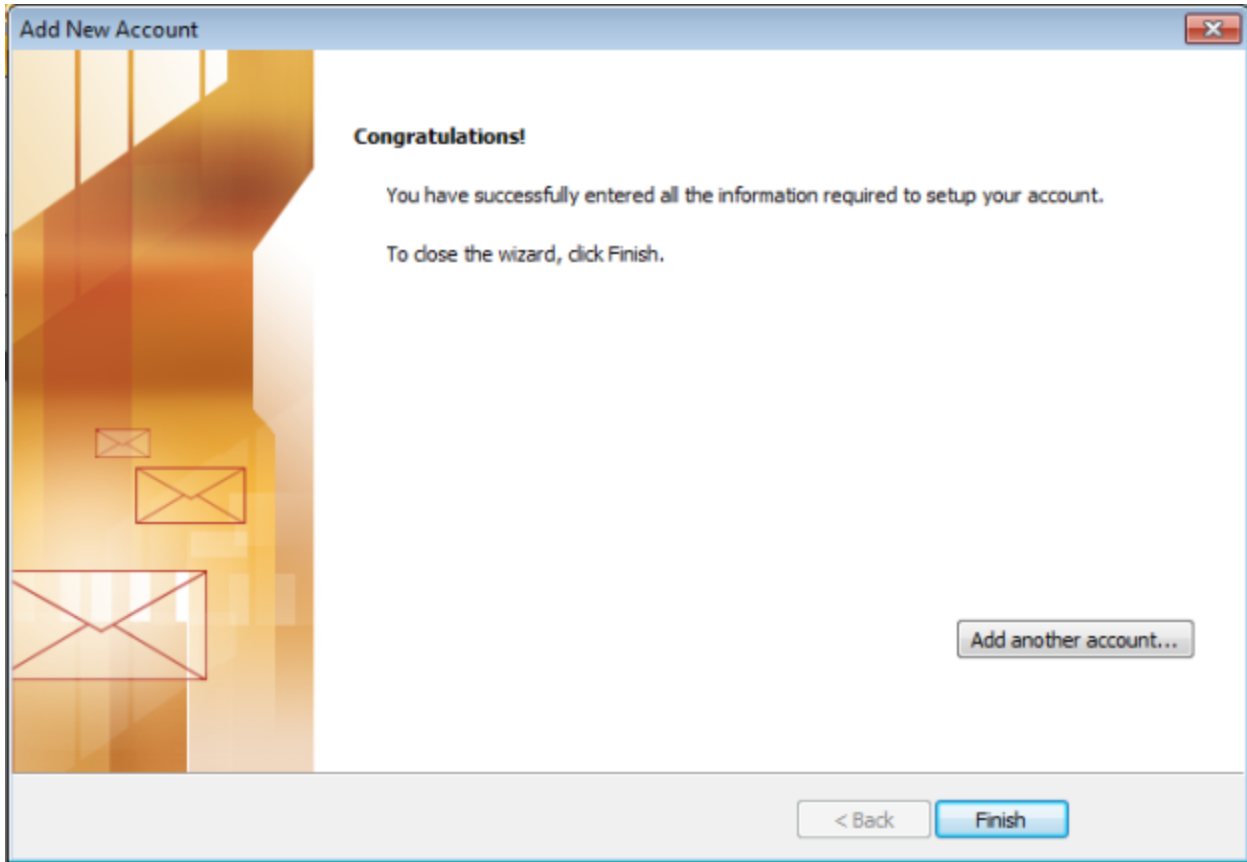
On the Outgoing Server tab, select My outgoing server (SMTP) requires authentication. Select OK, then select Next.



The following Test Account Settings window will appear.



Once complete, you will receive the following confirmation window.



Once you have added the account to Outlook, you will see both your @csulb.edu and @student.csulb.edu accounts within your client. You can now drag and drop messages between the two accounts.

