

To configure Outlook to connect to your account, please do the following:

1. Open Microsoft Outlook
2. In the top menu, click Tools
3. Click E-mail Accounts
4. Select "View or change existing e-mail accounts"
5. Click Next
6. Click the account for ASDE email so that it is highlighted.
7. Click Change.

Outlook 2010 is exactly the same as other versions of Outlook, but finding the settings is slightly different. Just go to File > Info > Account Settings. Next, under the Email tab, you can choose New or Change.

8. For the User Name, type the full email address (including the @asde.net).
e.g., asde@asde.net

The rest of the steps (except #14 - #17) are needed only if you have mail.asde.net in the Outgoing Mail Server (SMTP) box.

9. Click on the More Settings button
10. Check the box which says "My outgoing server (SMTP) requires authentication"
11. Put a dot in the radio button which says "Use same settings as my incoming mail server"

The next step is needed only if you have are having problems sending emails.

12. Select the Advanced tab
13. At the top you will see "Server Port Numbers" and "Outgoing mail (SMTP):" with a value of 25. You need to change this to port 26 if you are not able to send emails using 25.
14. Click the OK button.
15. Click the Next button
16. Click the Finish button.
17. Now you can test your email.