

Perfect Data Systems
18210 SE Ridgeview Drive
Tequesta, FL 33469
561-741-7875

Setting up an email account in Microsoft Outlook Jupiter Academy

These directions are for Microsoft Outlook XP and may differ slightly in Outlook 2003 or 2000.

Turn on your computer and log in. In windows, if users don't log in separately, their email will go in the same mailbox. If that is ok, just open windows as you normally do. If you need to set up separate windows logon's for all users of the computer. You do this by going to the Control Panel and clicking on users. If you want instructions on how to set up a separate windows account you can request that information from

john@perfectdatasystems.com or call 561-741-7875.

Find the Microsoft Outlook icon on the desktop (I recommend Outlook over outlook express if it is available because you can do so much more with it.)

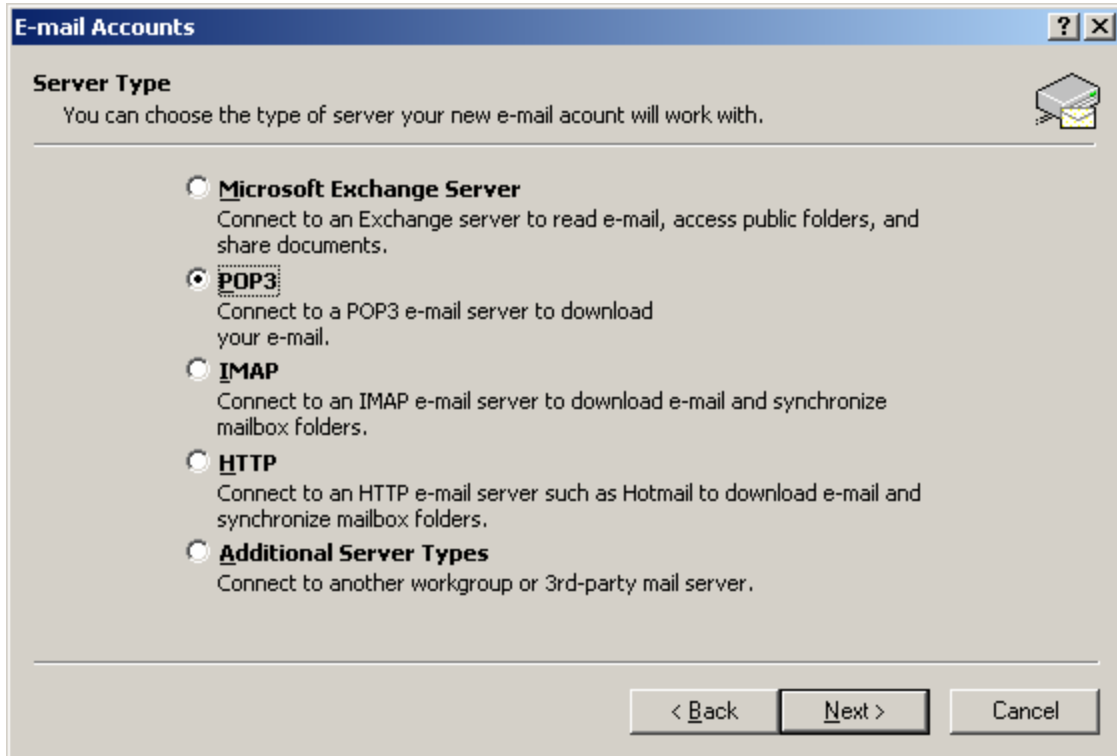


Microsoft
Outlook

Double click on it and it will open outlook.

If you are setting up your own computer and you have never used outlook before you will get a startup screen. If you have other accounts set up in outlook it will open to your inbox. Follow the procedure below called "Adding Accounts to Outlook". Otherwise you will get a wizard which will ask if you want to set up an email account. Click yes to get to the email accounts setup screen.

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POP3

The Jupiter Academy email account is a pop3 account. Click in pop3 and then next. You will then get a screen where you enter your information.

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E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

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

Enter your name: first name, one space, last name. Enter your Email address. It is usually the first letter of your first name, and your last name. Then add @jupiteracademy.com. For example, if you are Bob Jones, the email account is: bjones@jupiteracademy.com

Servers

Next you need to enter the name of the servers where outlook gets your mail. The PoP3 server for Jupiter Academy is: mail.jupiteracademy.com

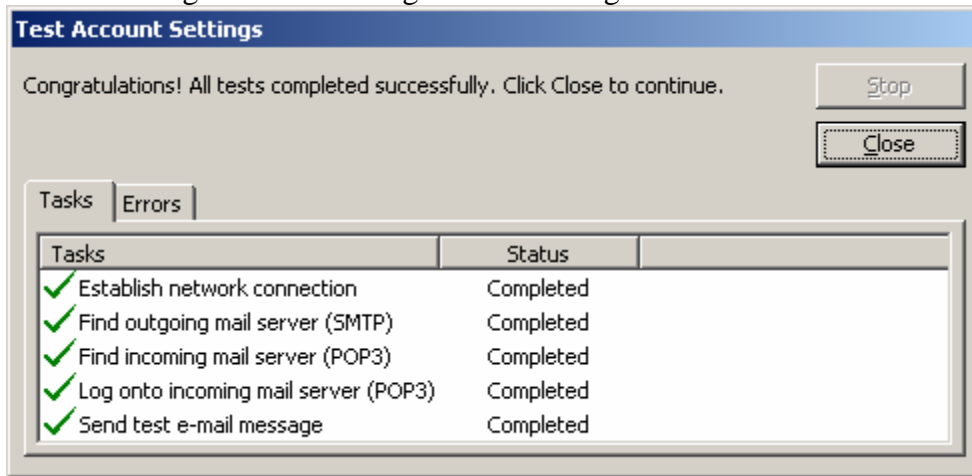
The outgoing mail server (smtp) is: smtp-gh.jupiteracademy.com

Your user name for logging on to the server is a number, which tells the server you are from Jupiter Academy, followed by a dash, and then your email name. Everyone from Jupiter Academy uses the same number, 487818. Bob Jones would put: 487818-bjones

Your password is entered next.

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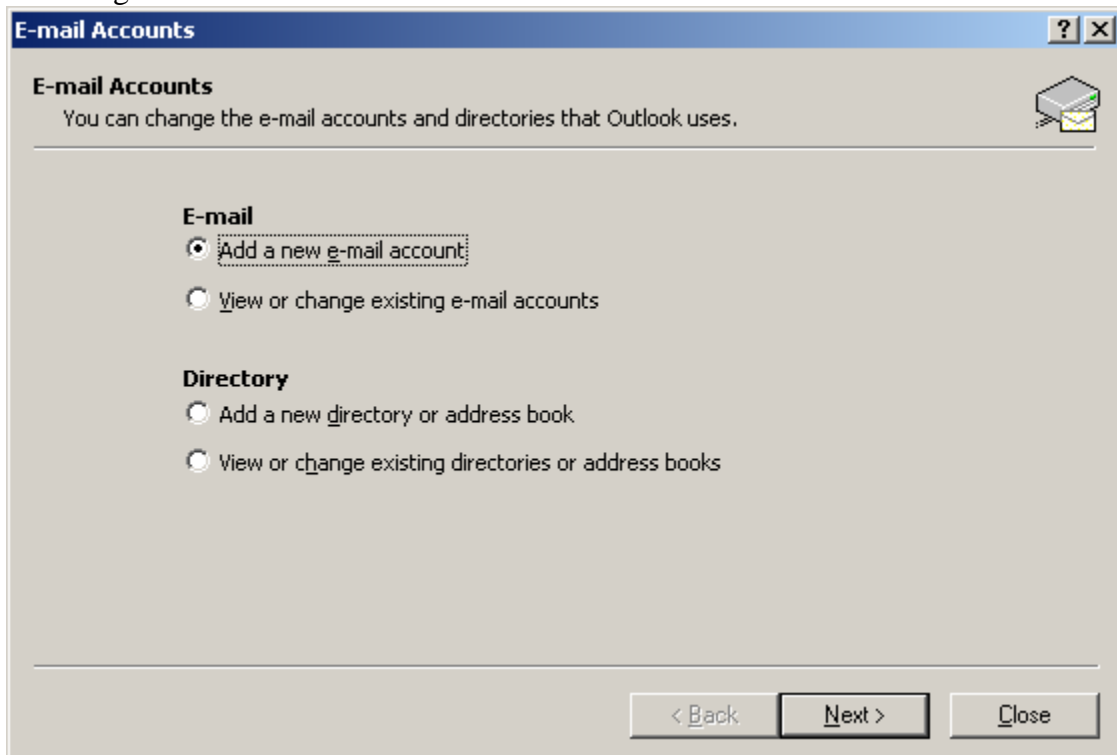
Once you have filled all of this in you should test the connection by clicking on the “test account settings” button. You get the following screen:



If you get five green check marks you are good. If not check the data to make sure you input everything right. If you have a problem call Perfect Data Systems at 561-741-7875.

Adding Accounts to Outlook

If you already have an email account in outlook you can add your Jupiter Academy account by clicking on the tools menu and selecting “E-Mail Accounts”. You will get the following screen.



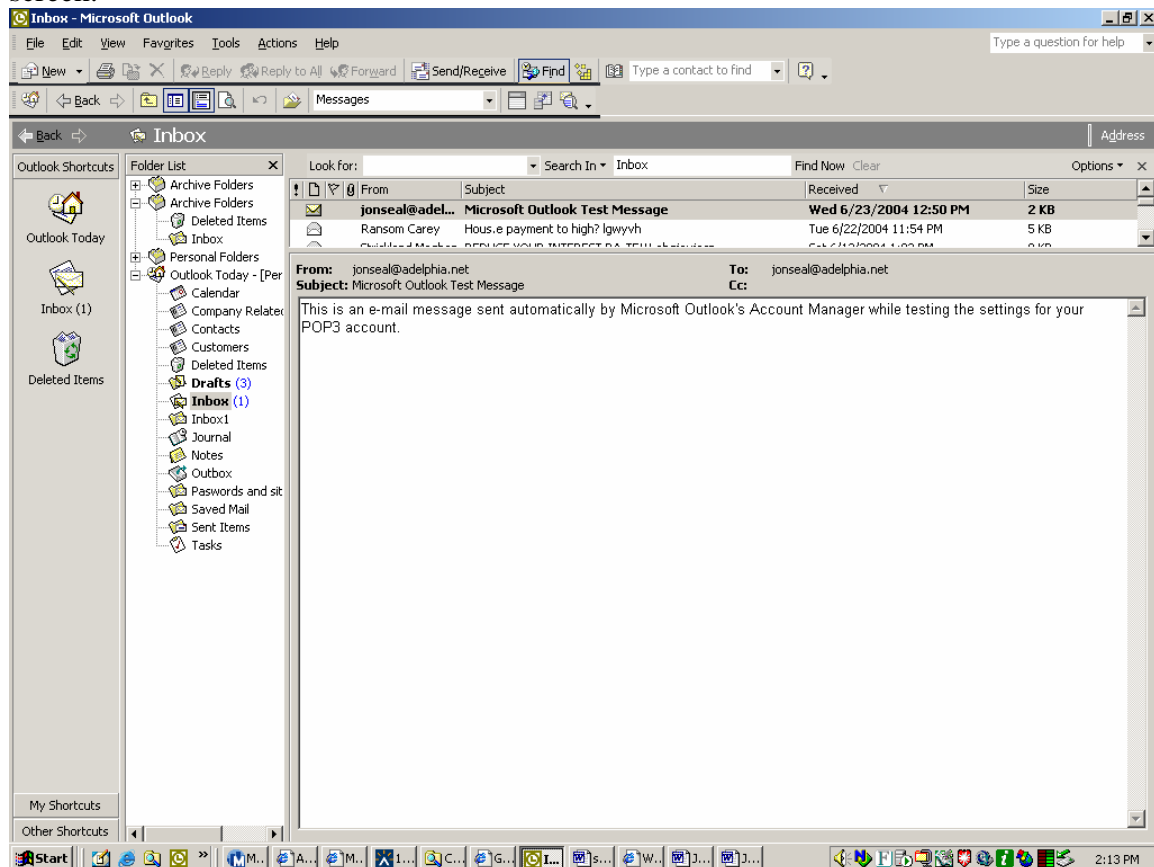
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Click the “add a new e-mail account” button, then “Next”. Now select pop3 and follow the directions above under the heading POP3 for filling in the information. When you are done, mail from all of your accounts will flow into the same mailbox.

Once you have opened Outlook make sure that you have it check for new mail. Go to the tools menu; click on “send and receive”, “all accounts”. This will download any new mail from the server. Click on the inbox folder to see your mail. Double click on the items to open them. You can reply to them by clicking on reply and then typing a response in the new mail window. When done, click on send. A copy will be saved in the sent items folder and a note attached to the original email that you answered it with a time and date stamp.

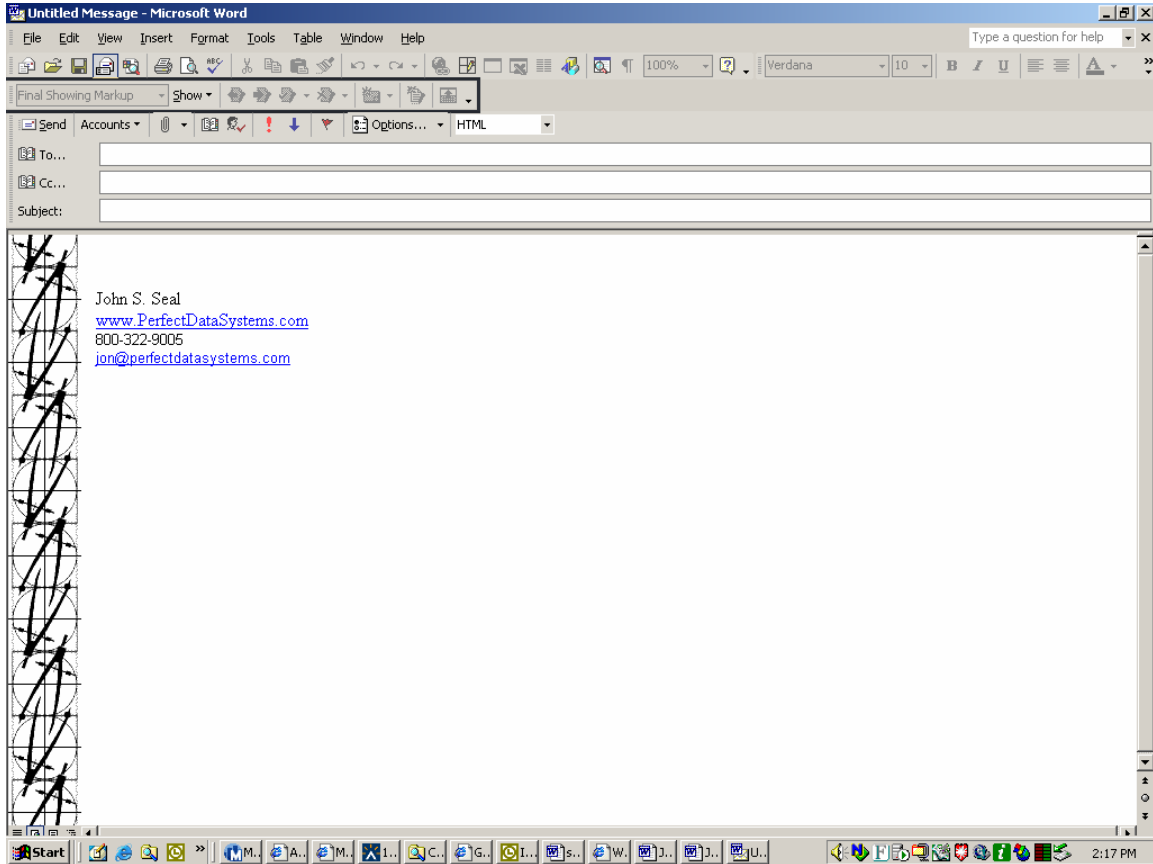
Sending new mail

When you want to send an email in Outlook you should make sure you are in the inbox screen.

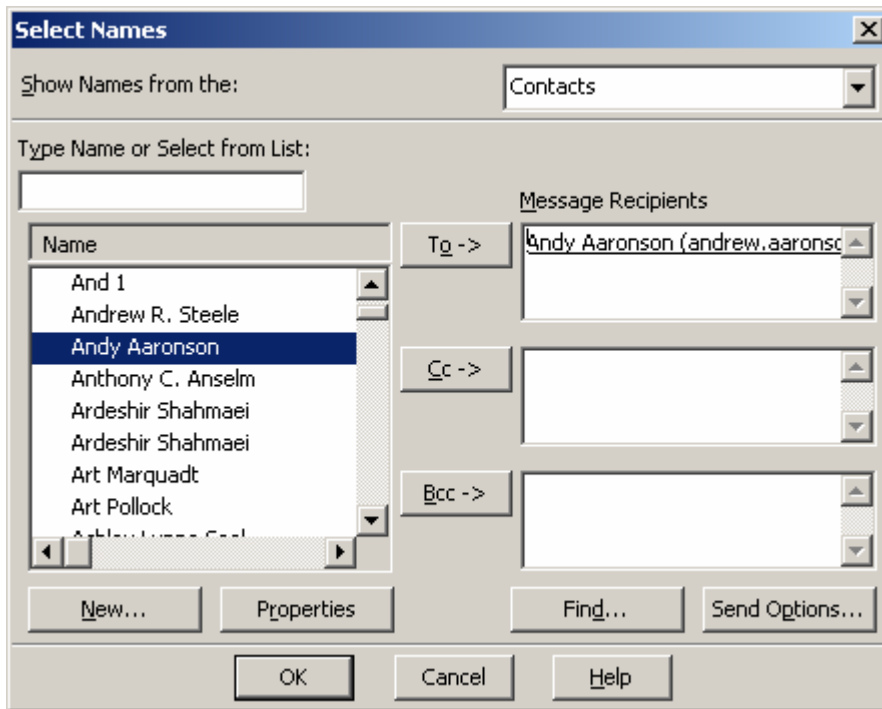


Click on New and the mail screen will open.

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In the box marked To: you enter the email address of the person you are writing to. You can also select a name from your contacts or other email address list by clicking on the To: You will get a dialog box which allows you to select from your contact list.



You select the contact list from the drop down box at the top of the form. You then type in a name to search the list or scroll through the list, select a name and click on it. Then you click on To: and OK. This will return you to the email with the name entered.. You can also add new names to your contact list by clicking on the new button. You can add other contact lists so that you can set up mailing lists for your company or organization. See Setting up new contact lists below.

Setting up new contact lists

You can add new phone directories to outlook so the names show up on the “TO:” list when creating a new email. First you must know where the file is that you want to add. In our case it is in the “Shared Documents” folder on the desktop. To add it to outlook first go to the tools menu, and click on options. At the top of the dialog box, click on “Mail setup”. Go down to the “Data Files” button and click on it. A new dialog box opens showing the data files. Find the “Add” button and click on it. This opens another dialog box which asks what type of file you want to add. Select “Personal Folders File (.pst)” and click on “OK”.

Next a search dialog box opens. You need to find the file with the email addresses in it that you wish to add to your Outlook. In our case you use the drop down list and select the “shared documents” folder. Once you have selected it a list of files in the folder will appear and you select the file “Jupiter Academy email”. Close the dialog boxes clicking on ok or close until you are back at the Outlook window. The Folder list should now

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contain a folder called Jupiter Academy Directory. Click on the plus sign by it and it will show two files in it. Right click on the one called Jupiter Academy Staff and click on properties from the shortcut menu that pops up.

That opens a new dialog box. Click on the “Outlook Address Book” tab. Put a check in the box next to “Show this folder as an e-mail Address Book”. Click “apply” and then “OK” to close the box.

Now click on the tools menu and select “Address Book” . When the address book dialog box opens click on its tools menu and select Options. Under “show this address list first:” select from the drop down list “JUPITER ACADEMY Staff”. Under “Keep personal addresses in:” leave Contacts or any contacts you add to “JUPITER ACADEMY Staff” will be added to everyone’s contact list. Under the third option use the arrows to the right to move “contacts” down and “JUPITER ACADEMY Staff” up so that “JUPITER ACADEMY Staff” is at the top of the list. Click “apply”, and then “OK” to close the dialog box. Close the Address Book dialog box by using the file menu and selecting “Close”.

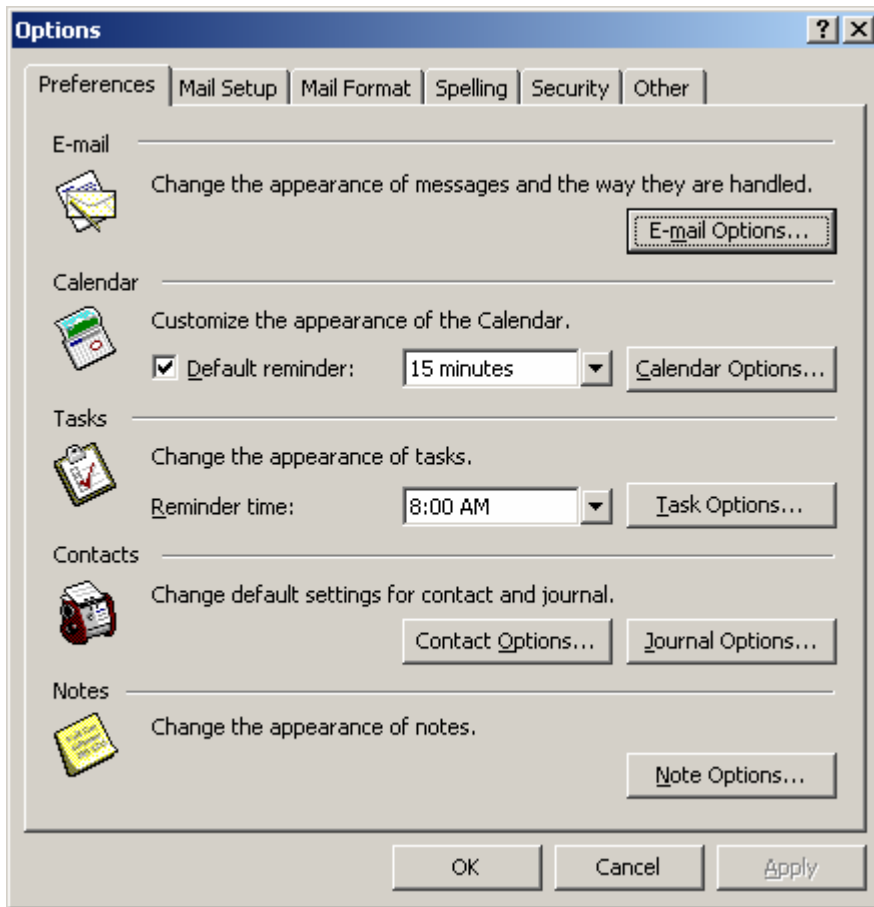
Now with inbox highlighted in the folder list, click on “new” (below the file menu) and it opens the new email message box. If you click on the “TO:” a list of the staff should pop up and you select a person from the list. And click on the “To” in the center of the page. The name will move over to the Message Recipients box. You can add as many recipients to the list as you want. When don click “OK” to close the box and add the names to your email. Fill out the subject and the body of the email and click send when done. The email will close and be sent to the parties selected.

Don’t forget: You must click on the send / receive to get your mail from the server and to send mail from your outbox.

Automating the send/receive process.

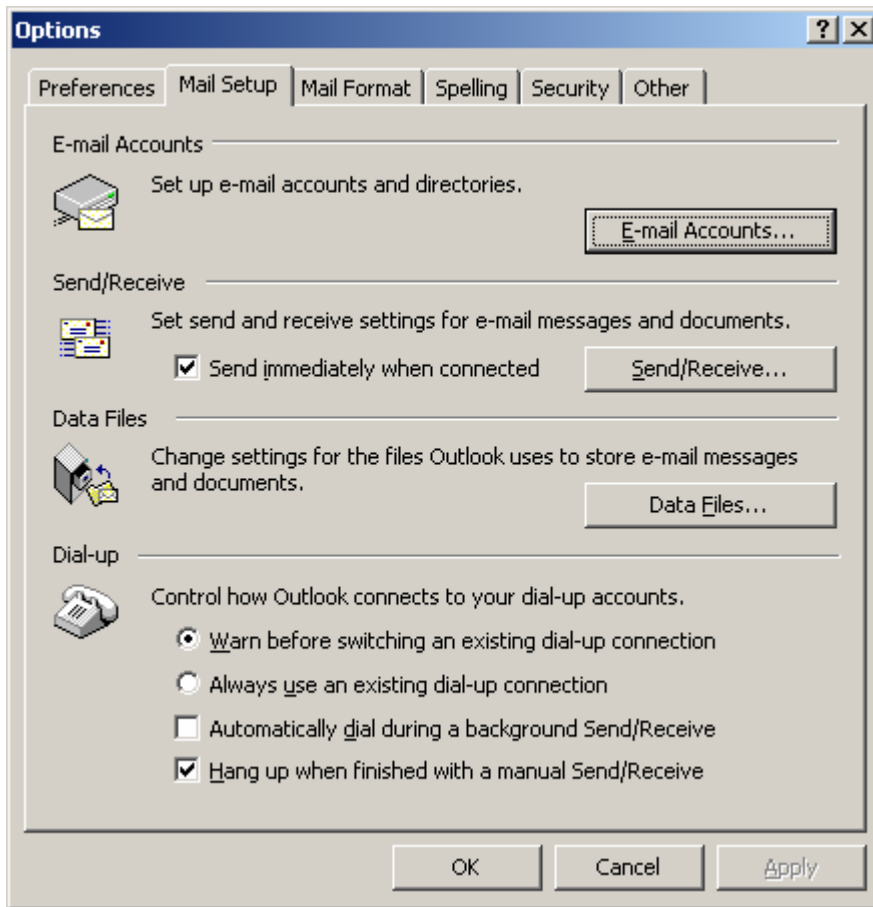
Open outlook, go to the "Tools" menu, click on "Options".

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Select the "mail setup" tab.

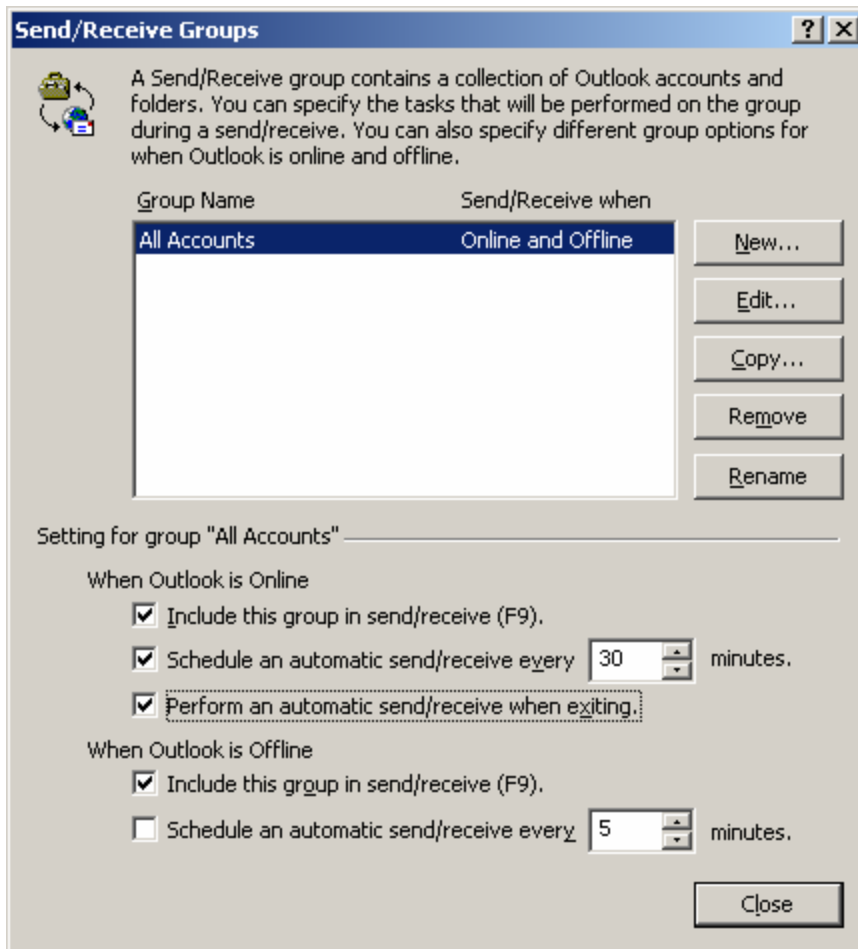
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Make sure the send immediately check box is checked.

Send immediately when connected

Click on the "send/receive button" for more options.



Sending is not really a problem because the system knows when you want to send. Outlook is not continually connected, to know when you get an email so it has to go to the server to check. Since you may have multiple email accounts in outlook it allows you to group them when you set up the rules for checking and downloading your email. Unless you have multiple email accounts and you have some special reason to check them at separate times you can ignore the top half of this send receive dialog box. In the box you should see:

All accounts online and offline.

That is good. Go to the second half of the dialog box where it says:

Setting for group "All Accounts"

Outlook wants you to define when it should look for messages. Two categories are available. When you are online, that is you have outlook open or when you are offline or have outlook closed. The first online option is when you click on send receive. Check that. The second is automatically check every so many minutes. Probably every 30 minutes makes sense when you are on line but take your pick depending on what you

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think your email usage is. Check that. The third is when you exit. Check that. It mainly makes sure every thing is sent before you close outlook.

The offline options are only really important if you get your email, from this email account, at more than one location. If you only get it at this computer, you can select what you want here. If you get it at more than one location you do not want to check these boxes.

Click close to close this dialog box. Click ok to close the next. If you click cancel here your changes will not be kept. Now outlook will automatically check for email.