QMAIL OUTLOOK CONFIGURATION FOR VPN
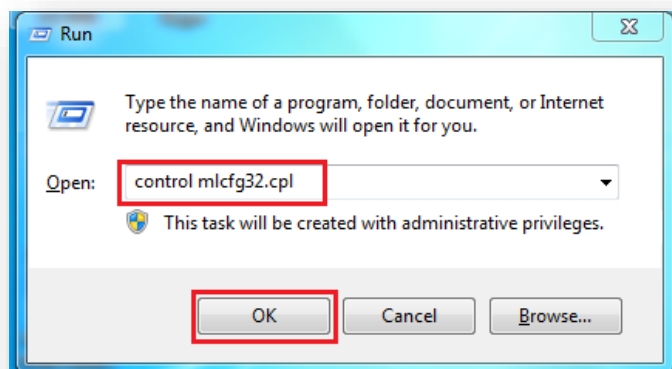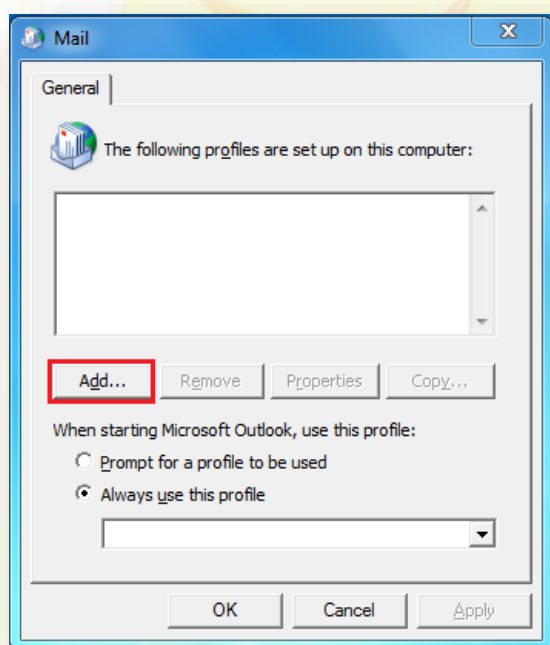
To configure Microsoft Outlook 2010 follow the below steps -:
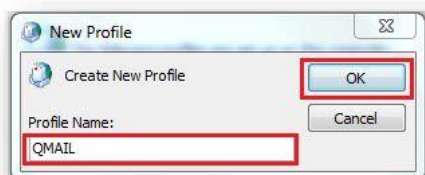
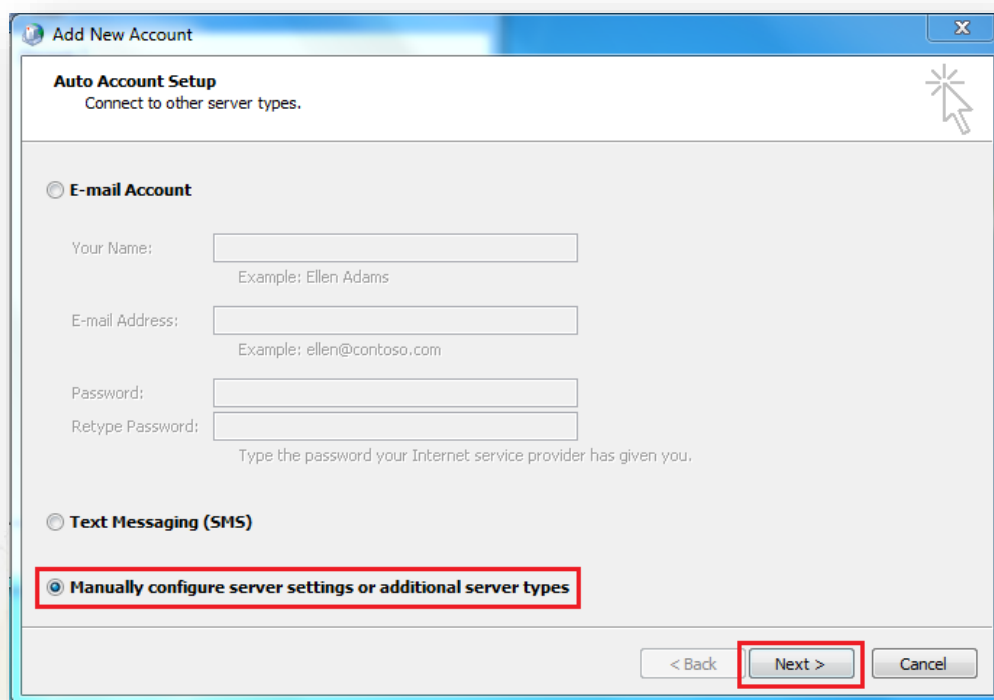1. Open Run Command and Type *control mlcfg32.cpl* and click OK.

2. Now below window will open, Click on **Add**.

3. Now give a Profile Name (Like "QMAIL") in the below window and Click **OK**.

4. Now below window will open Select **Manually configure server settings or additional server types** and Click on **Next**.

5. Here Select **Internet E-mail** and click on **Next**.
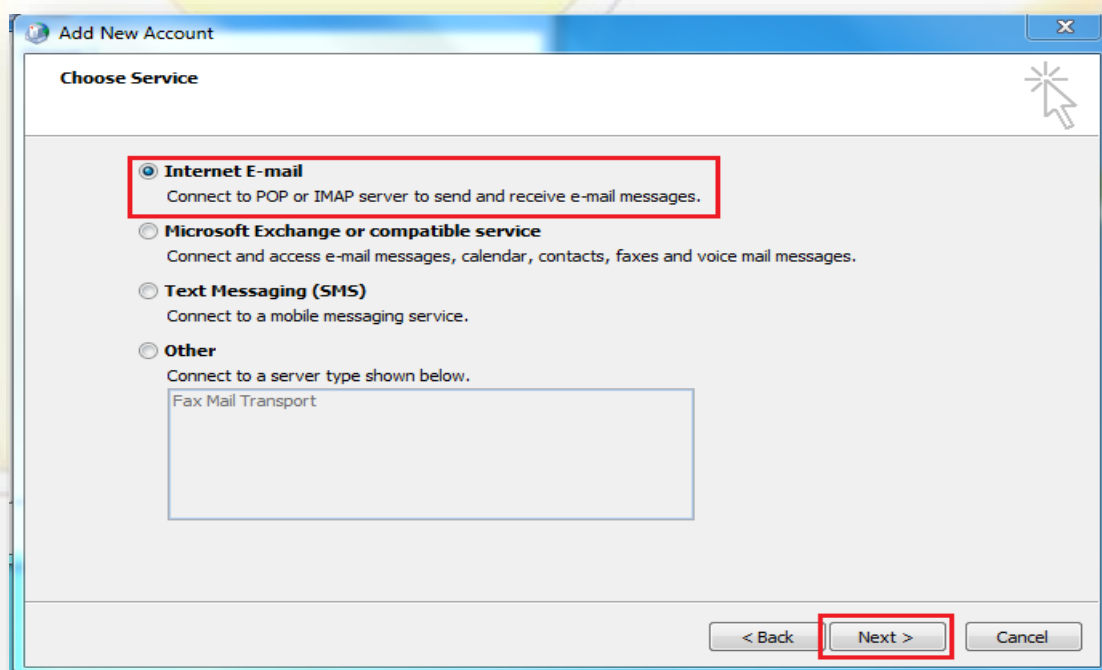
6. Here fill the information as follows-:

    a. Your Name   - **Test User** (Write your name here)

    b. Email Address   - **test.user@upcctns.gov.in** (Your QMAIL Email Address)

c. Account Type   - **POP3**

d. Incoming mail server   - **192.168.75.200**

e. Outgoing Mail Server (SMTP) - **192.168.75.200**

f. User Name   - **test.user** (If Email address is **test.user@upcctns.gov.in** then Username will be

   test.user only)

g. Password   - Write password of QMAIL ID (Default password is **cctns@123**

h. After filling the above information click on **More Settings**.

7. Now **Internet E-mail Setting** window will open, here under **General** Tab in **Mail Account** QMAIL E-mail address will display. Check E-mail address should not contain the domain i.e. **@upcctns.gov.in.** For example if your username is **test.user@upcctns.gov.in** then in here it will **test.user** only.

8. Here under **Outgoing Server** tab Check **My outgoing server (SMTP) requires authentication**.

9. Now Under **Advance** tab do the following settings -:
   a. Incoming server (POP3)   -   **110**
   b. Outgoing Server   -   **25**
   c. Use the following type of encrypted connection   -   **Auto**
   d. Click **OK**

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers
Incoming server (POP3): 110 [Use Defaults]
☐ This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 25
Use the following type of encrypted connection: Auto

Server Timeouts
Short ▬▬▬ Long   1 minute

Delivery
☑ Leave a copy of messages on the server
☑ Remove from server after 14 days
☐ Remove from server when deleted from 'Deleted Items'

[OK] [Cancel]

10. Now Click on **Test Account Settings**.

Add New Account

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

User Information
Your Name: Test User
E-mail Address: test.user@upcctns.gov.in

Server Information
Account Type: POP3
Incoming mail server: 192.168.75.200
Outgoing mail server (SMTP): 192.168.75.200

Logon Information
User Name: test.user
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)

[Test Account Settings ...]
☑ Test Account Settings by clicking the Next button
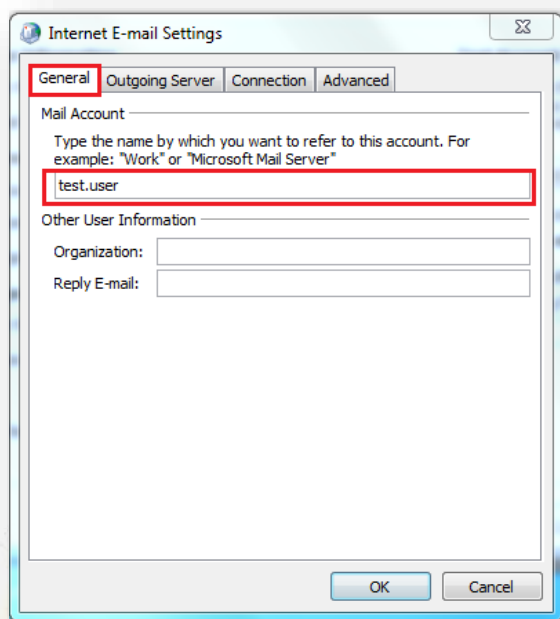**Deliver new messages to:**
◉ New Outlook Data File
○ Existing Outlook Data File
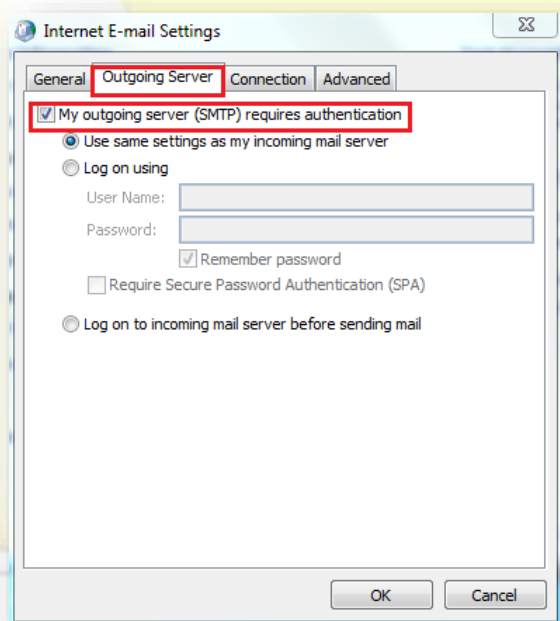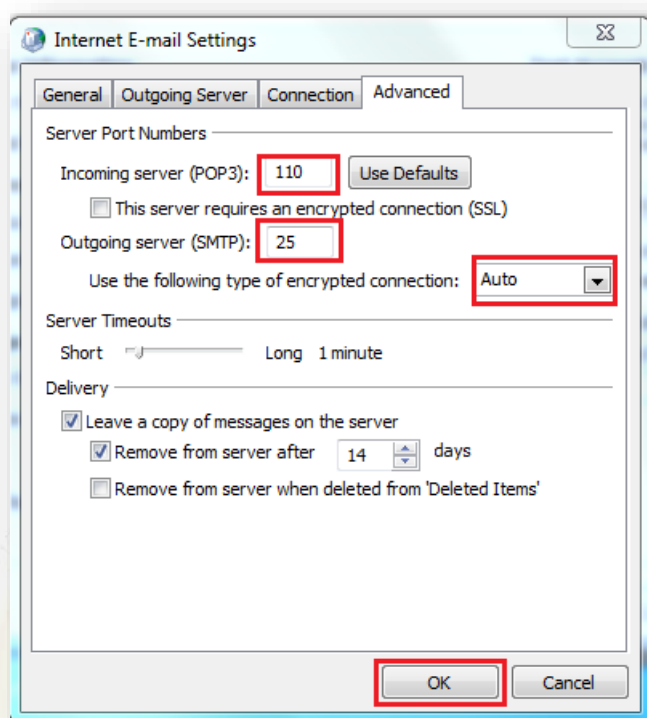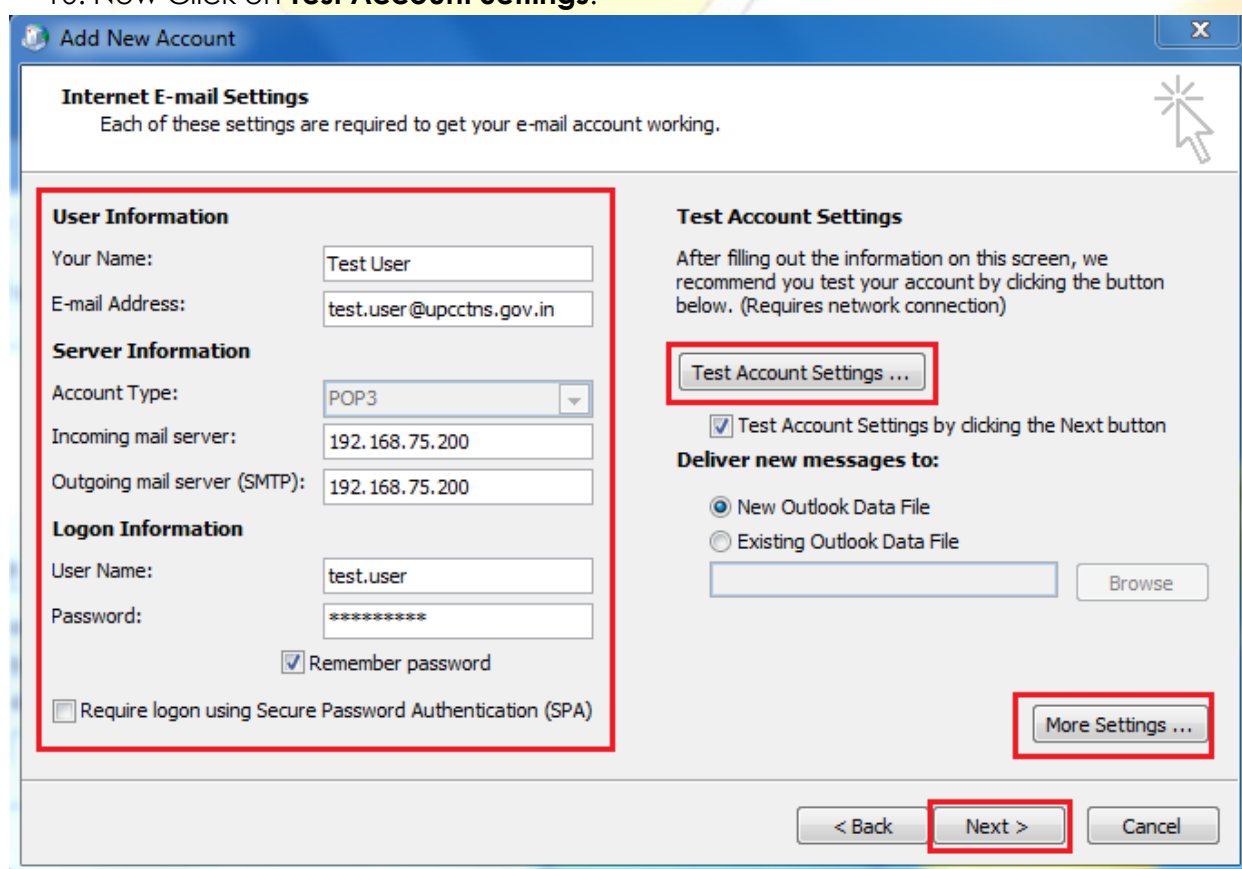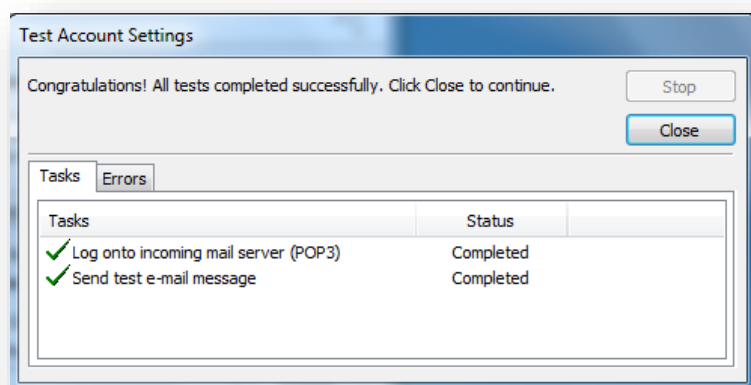[   ] [Browse]

[More Settings ...]

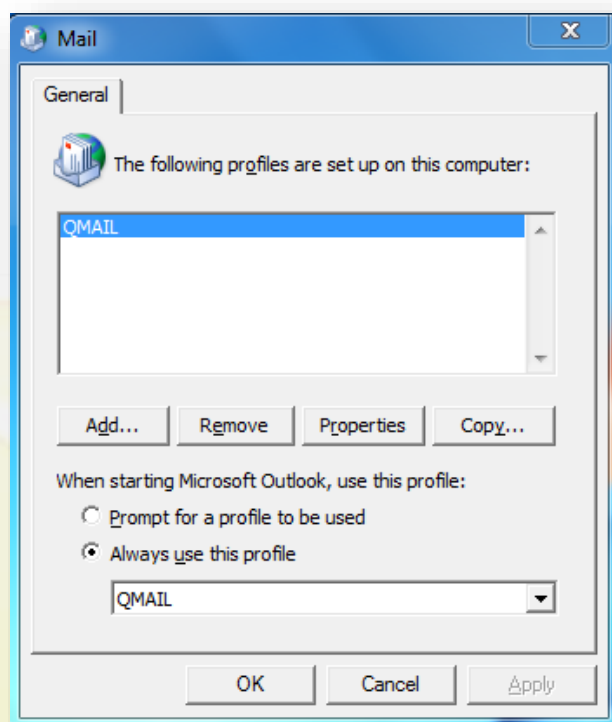[< Back] [Next >] [Cancel]

11. Now bellow Test Connection window will open, If all the configuration are right then it will show like below. And then click on **Close**.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

[Stop]

[Close]

Tasks | Errors

Tasks	Status	
✓ Log onto incoming mail server (POP3)	Completed	
✓ Send test e-mail message	Completed	

12. After Clicking on next below window will display and then click on **Finish**.

Add New Account   [X]

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

[Add another account...]

[< Back] [Finish]
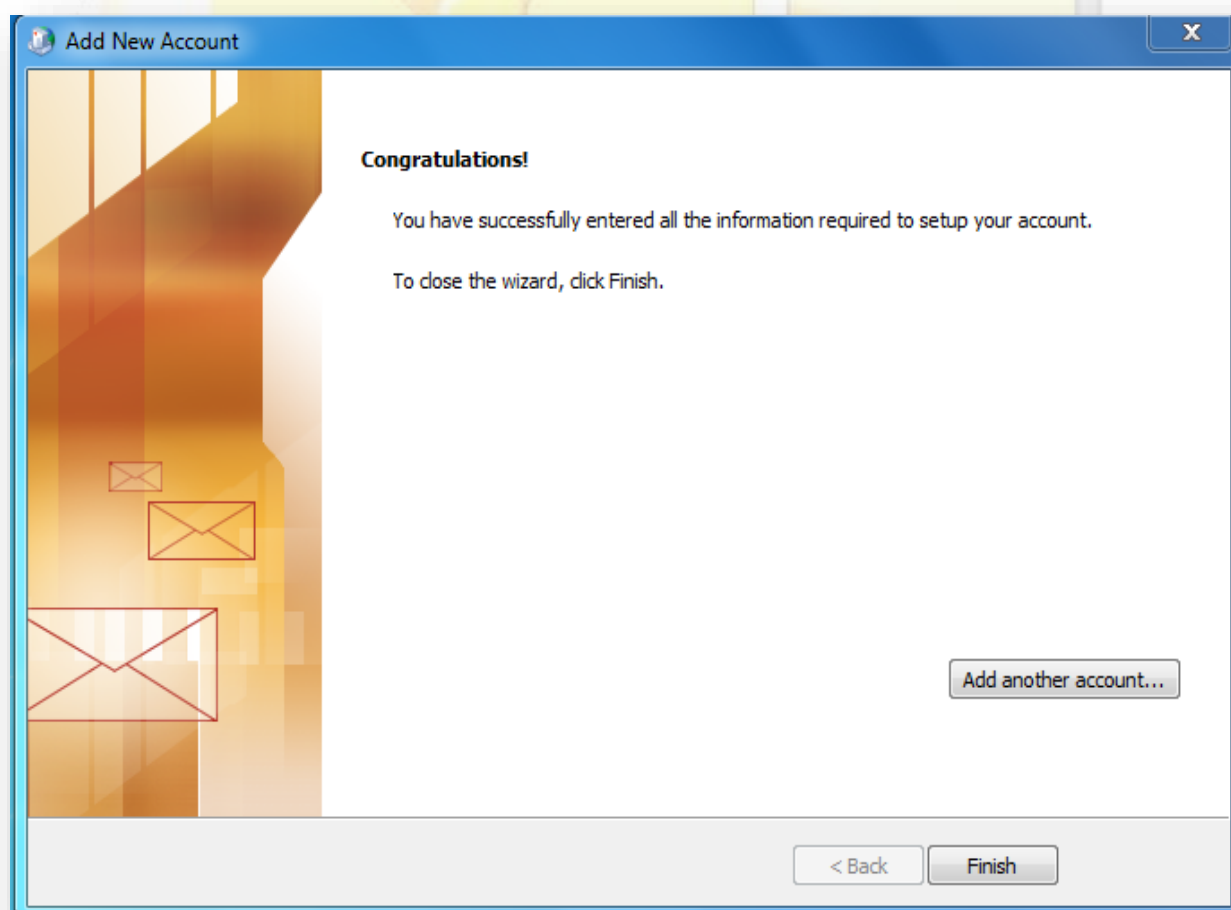
13. Now Click OK on the below window.
14. Now to use Microsoft Outlook 2010 Click on Start ----- All Programs ------ Microsoft Office ------ Microsoft Outlook 2010. Now your Microsoft Outlook 2010 is configured for QMAIL E-mail.

THANK YOU