

HOW TO CONFIGURE OUTLOOK TO ACCESS YOUR UDSM MAILS.

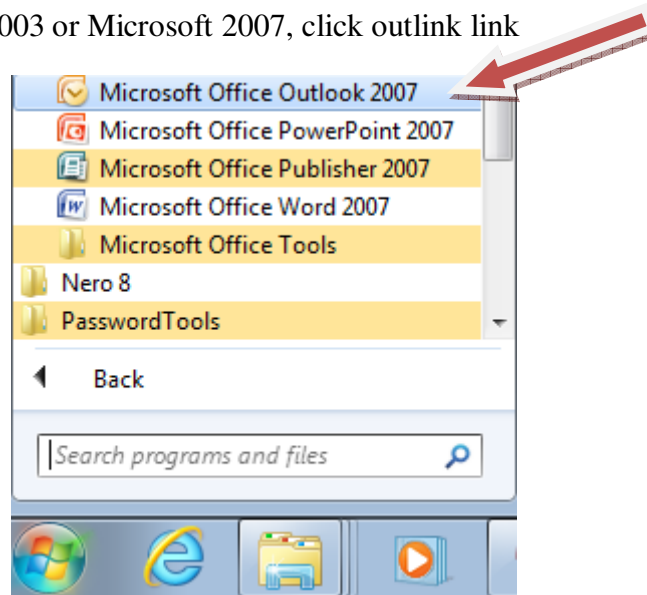
Note that: These are new settings that require **secure** connection.

For **POP3** enter port **995** and check **SSL**

For **IMAP** enter port **993** and check **SSL**

For **SMTP** enter **port 465** and check **SSL**

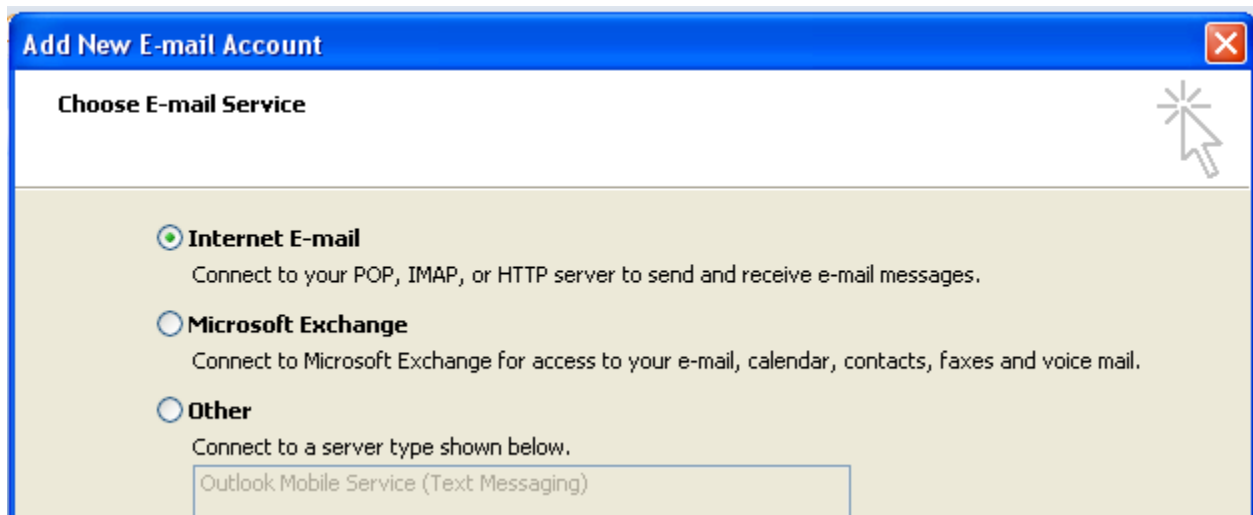
1: If your using Microsoft 2003 or Microsoft 2007, click outlook link



2: Check **Manually configure server settings or additional server types** and click **Next**.

Manually configure server settings or additional server types

3: Select **Internet E-mail** and click **Next**.



4: Enter the requested information:

- **Your Name:** your name
- **Email Address:** username@udsm.ac.tz
- **Account Type:** POP3
- **Incoming Mail server:** mail.udsm.ac.tz
- **Outgoing Mail server:** mail.udsm.ac.tz
- **User Name:** your email account username
- **Password:** the password for the email address
- Tick the Require login using SPA

Change E-mail Account

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

User Information
Your Name: Restituta William
E-mail Address: restwilly@udsm.ac.tz

Server Information
Account Type: POP3
Incoming mail server: mail.udsm.ac.tz
Outgoing mail server (SMTP): mail.udsm.ac.tz

Logon Information
User Name: restwilly
Password: [redacted]
 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 ...

More Settings ...

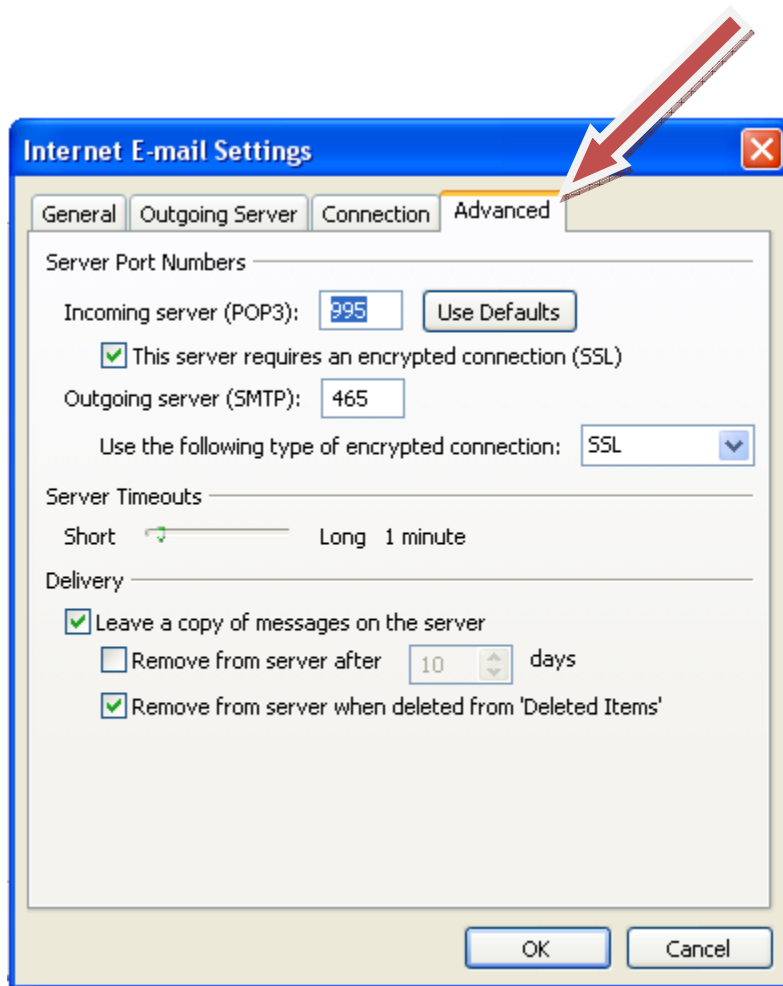
< Back Next > Cancel

5: Then click **more settings**

(a) click **advanced tab**

For **POP3** enter **995** and check **SSL**

For **SMTP** enter **465** and check **SSL**



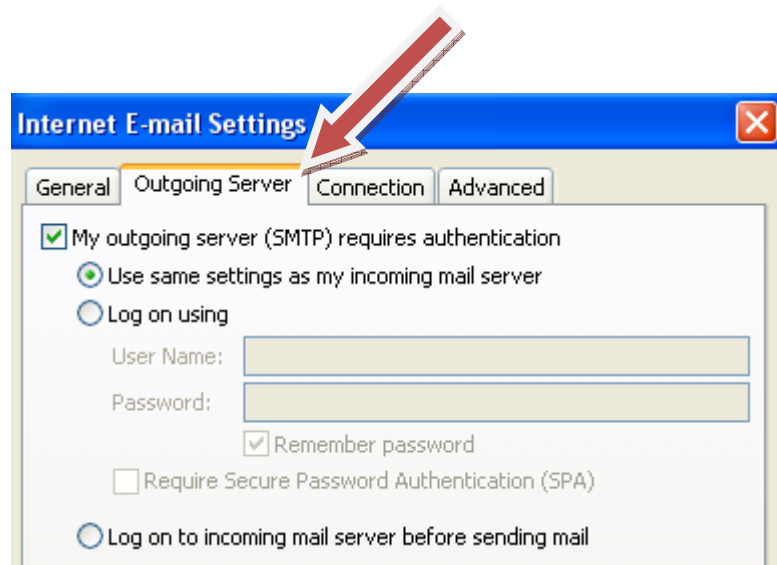
For **IMAP** enter **993** and check **SSL**

For **SMTP** enter **465** and check **SSL**

6: Click **Outgoing Sever** tab

Check outgoing server **SMTP** requires authentication

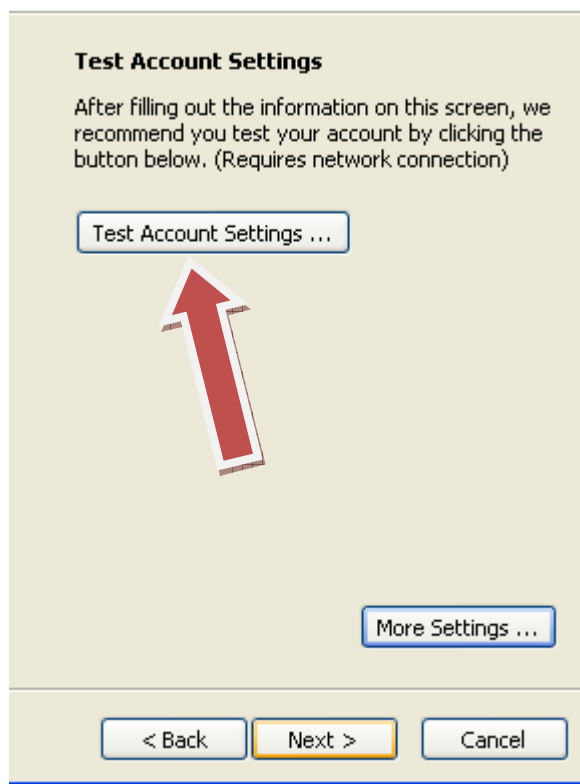
Use same settings as my **incoming mailserv**



Then click **OK**

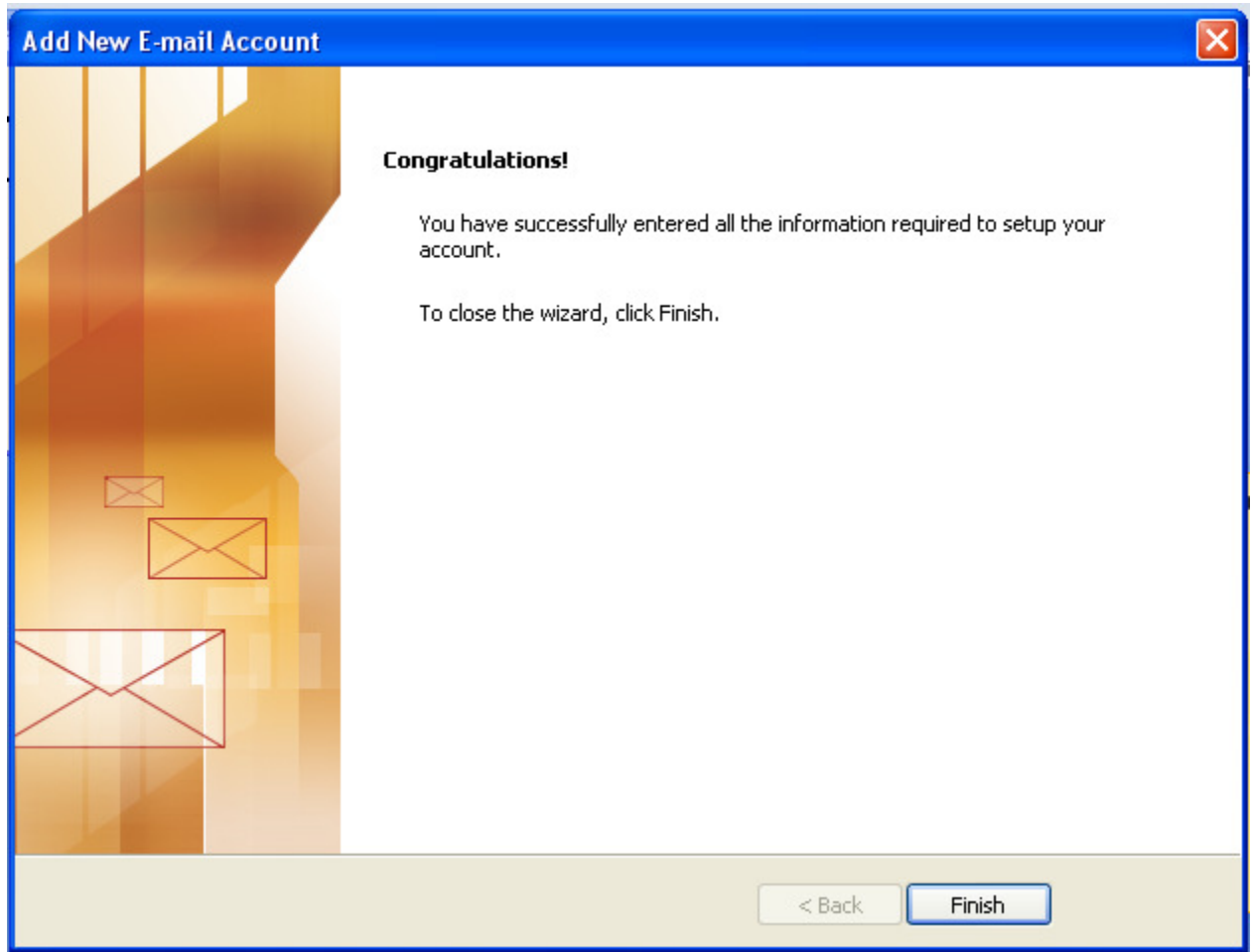
7: Now it time to **test** your settings

Click test Account testings



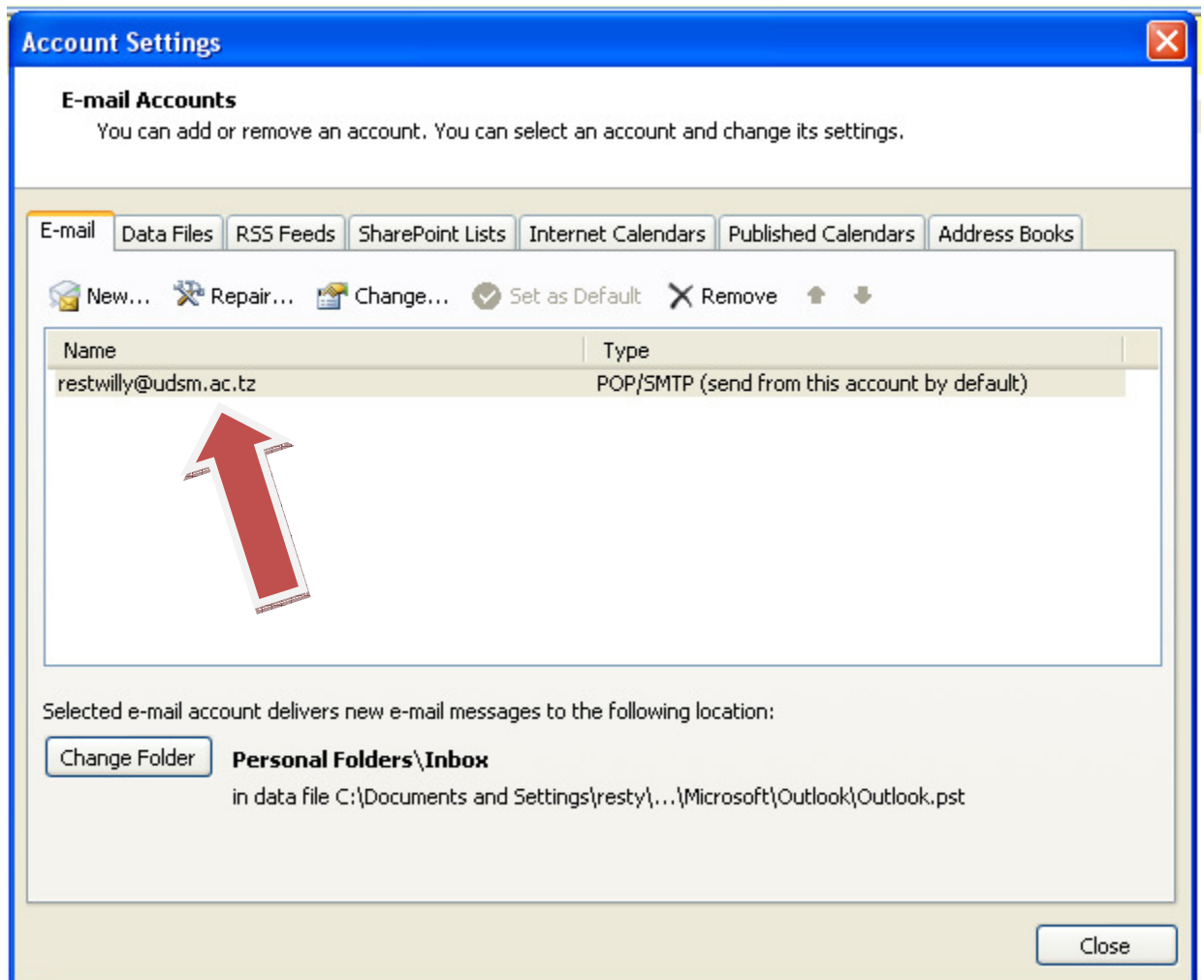
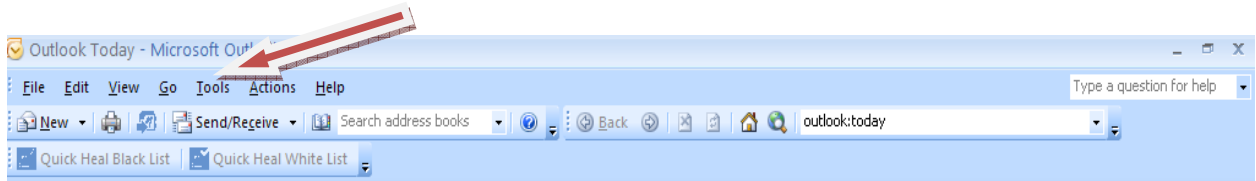
And enter your **username** and **password**

If testing is **OK** then click **Next** and then **Finish**



8: If **testing fails** you have to review your configuration as follows:

Click **Tools** then **account settings** and choose your email accounts



Then review your settings and [more settings](#)

Change E-mail Account

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

User Information
Your Name: Restituta William
E-mail Address: restwilly@udsm.ac.tz

Server Information
Account Type: POP3
Incoming mail server: mail.udsm.ac.tz
Outgoing mail server (SMTP): mail.udsm.ac.tz

Logon Information
User Name: restwilly
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

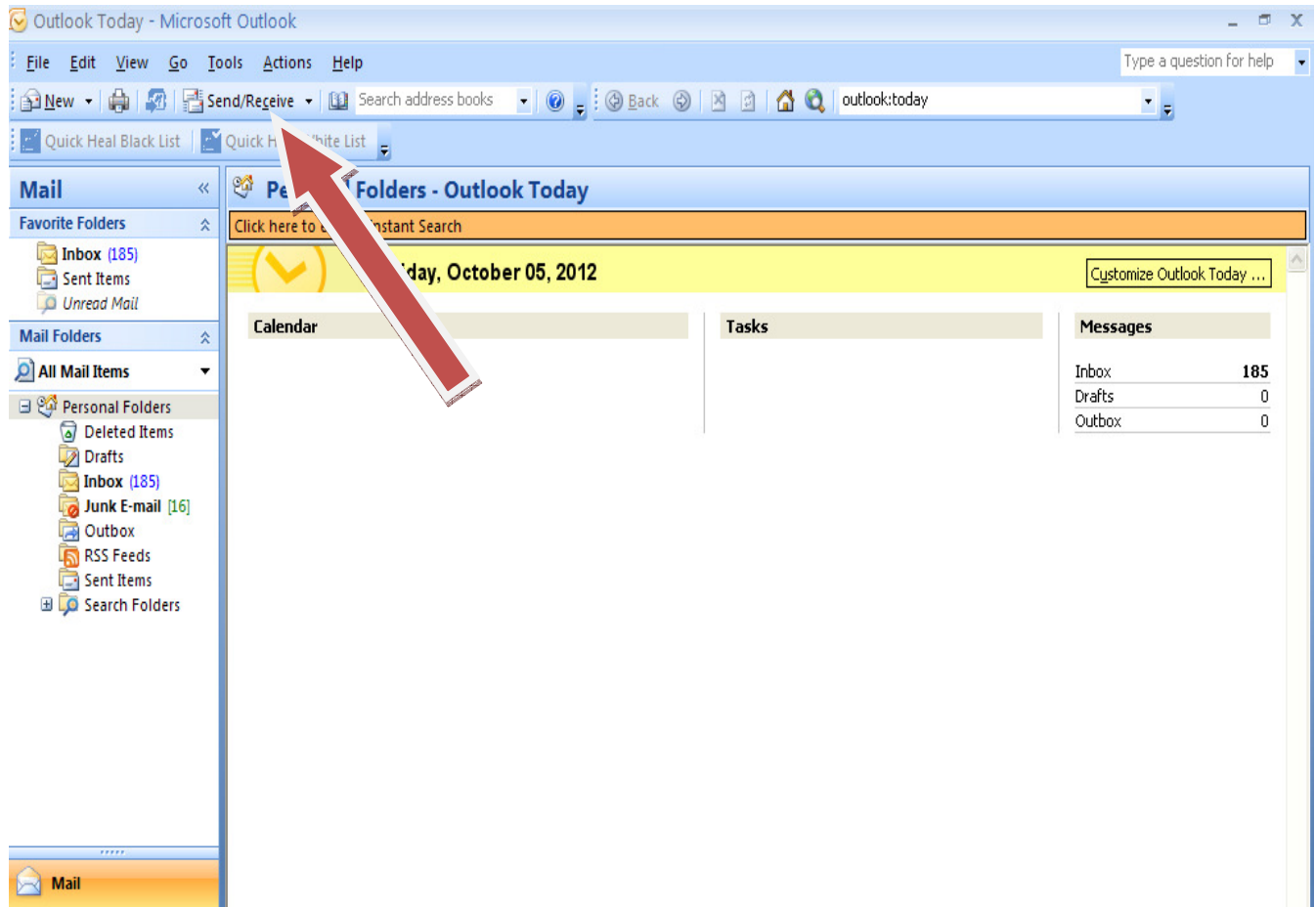
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

9: To read your mails click **receive** and **send** options.



Thanks.

Having any problem feel free to contact:

Support@udsm.ac.tz