

Importing ranger mail into outlook 2010

Open Outlook

Click File on the top left

In the info tab, click +add account

Choose to manually configure and click next

Add New Account [X]

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

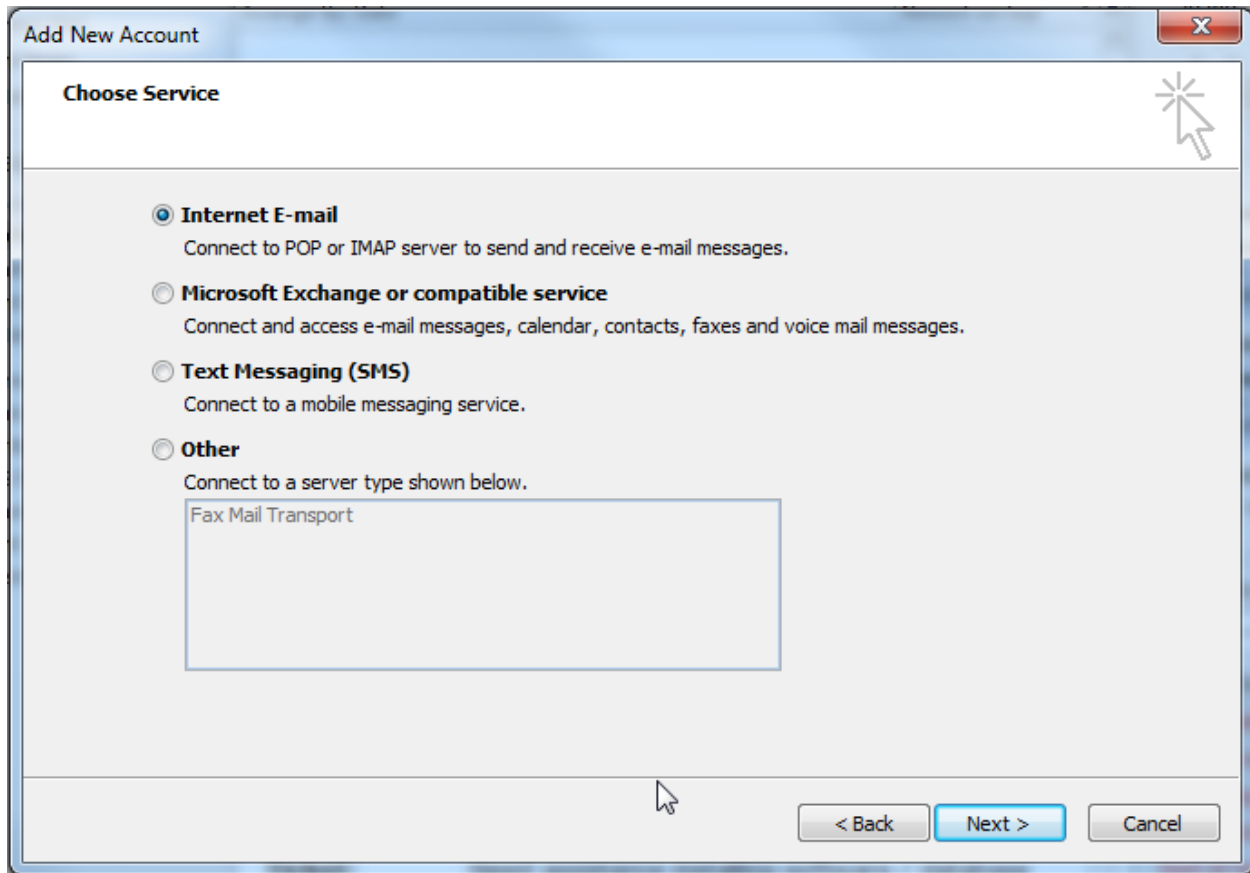
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Choose Internet mail and click next



For User Information

Insert your name

For E-mail address put in your User ID@rangers.uwp.edu

For Server Information

For account type choose IMAP

Incoming and outgoing mail servers are both pod51010.outlook.com

For Logon Information

User Name is your email address so again it's User ID@rangers.uwp.edu

Password is the one that was set for your Ranger mail, either thru activation or active directory.

Add New Account X

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

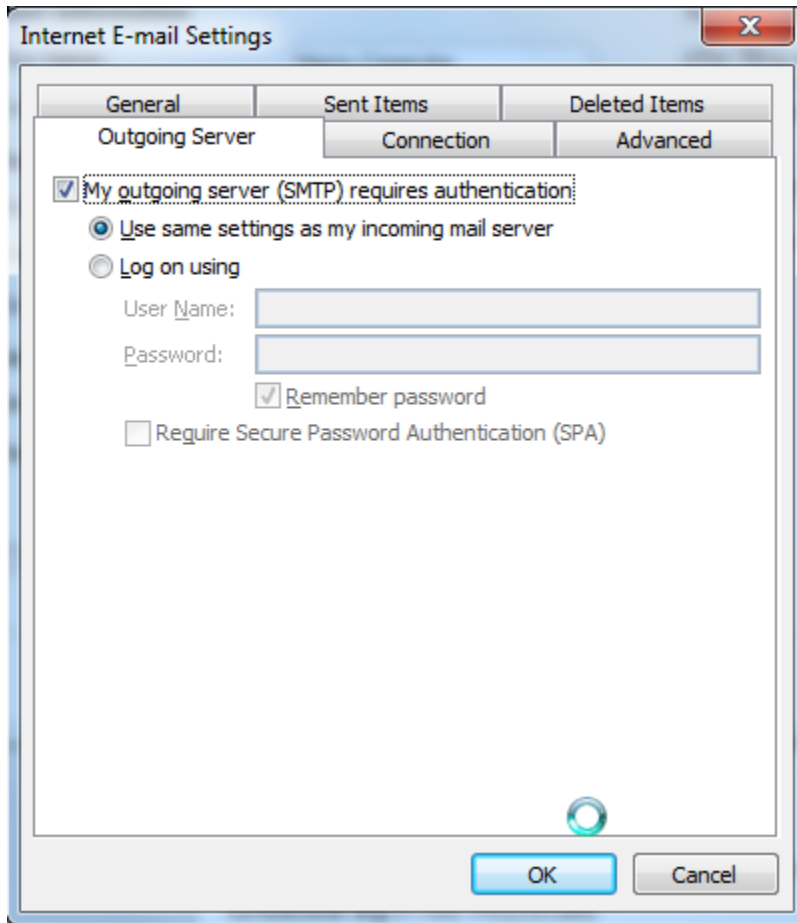
Test Account Settings

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 by clicking the Next button

Click More Settings on the bottom right

Go to the Outgoing Server Tab and Make sure the box below is checked.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "Connection" sub-tab is also active. The "My outgoing server (SMTP) requires authentication:" checkbox is checked. Under this, the "Use same settings as my incoming mail server" radio button is selected. The "Log on using" radio button is unselected. Below it, there are two text input fields: "User Name:" and "Password:". The "Remember password" checkbox is checked, and the "Require Secure Password Authentication (SPA)" checkbox is unselected. At the bottom of the dialog are "OK" and "Cancel" buttons.

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

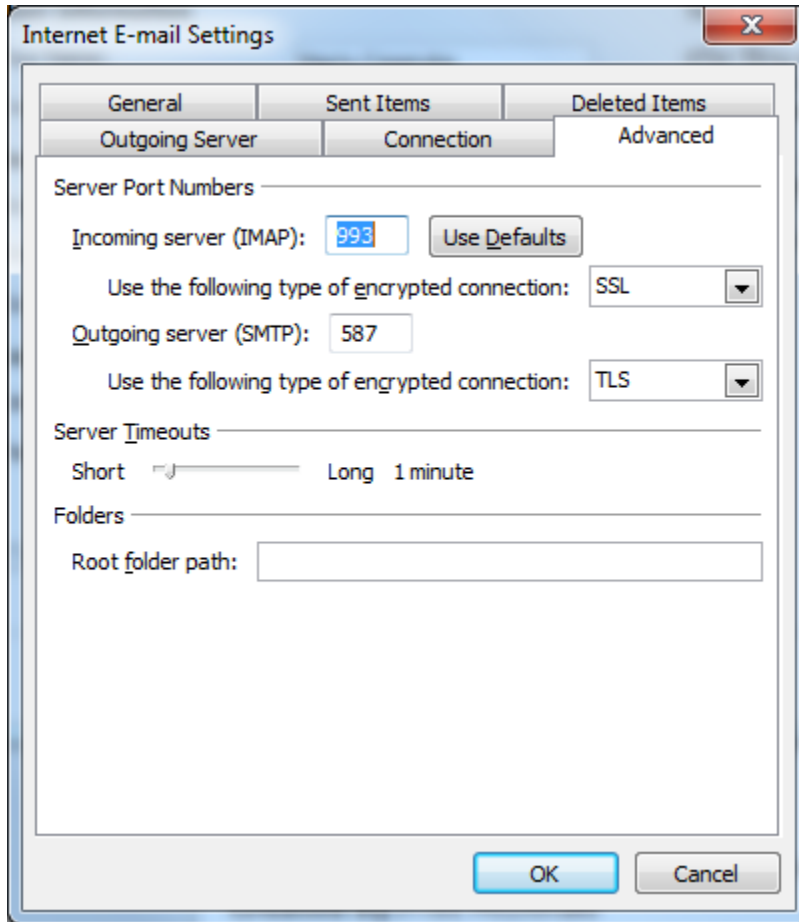
Require Secure Password Authentication (SPA)

OK Cancel

Click the advanced tab and fill in the settings as listed below

Imap 993, SSL

SMTP 587, TLS



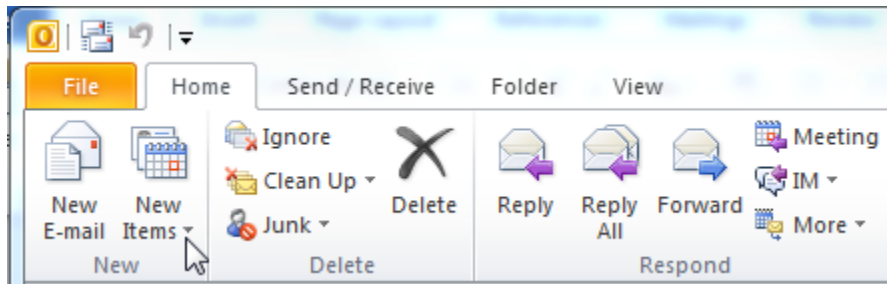
Click OK to accept

Click Next to test it, if the password is the proper one, will login and the account will be on Outlook.

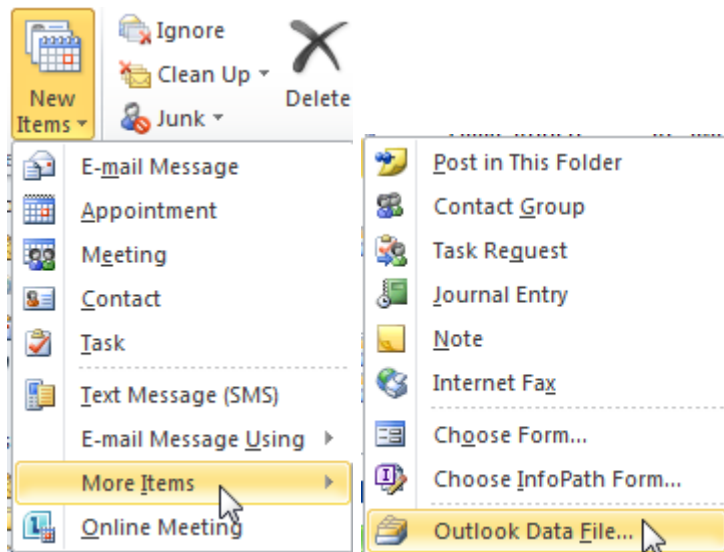
Once created Outlook will download all your email and contacts.

Next step is to create a pst file which you can use to backup your mail.

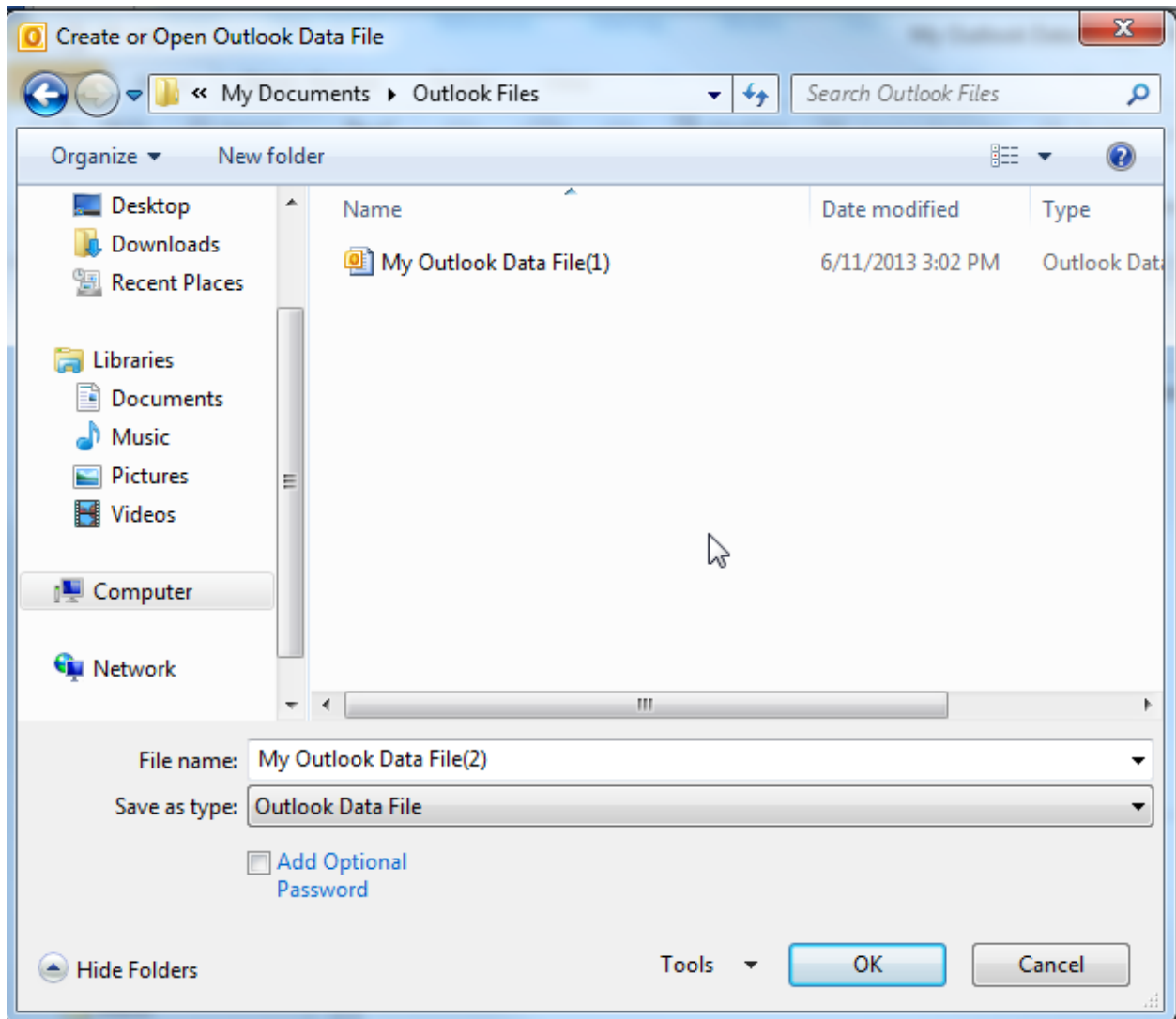
In the Home tab choose New Item,



Choose More Items and Outlook Data File



Name the file whatever you like



Congratulations, you've now backed up your email. You can now link the file in any email program that sees .pst files.