

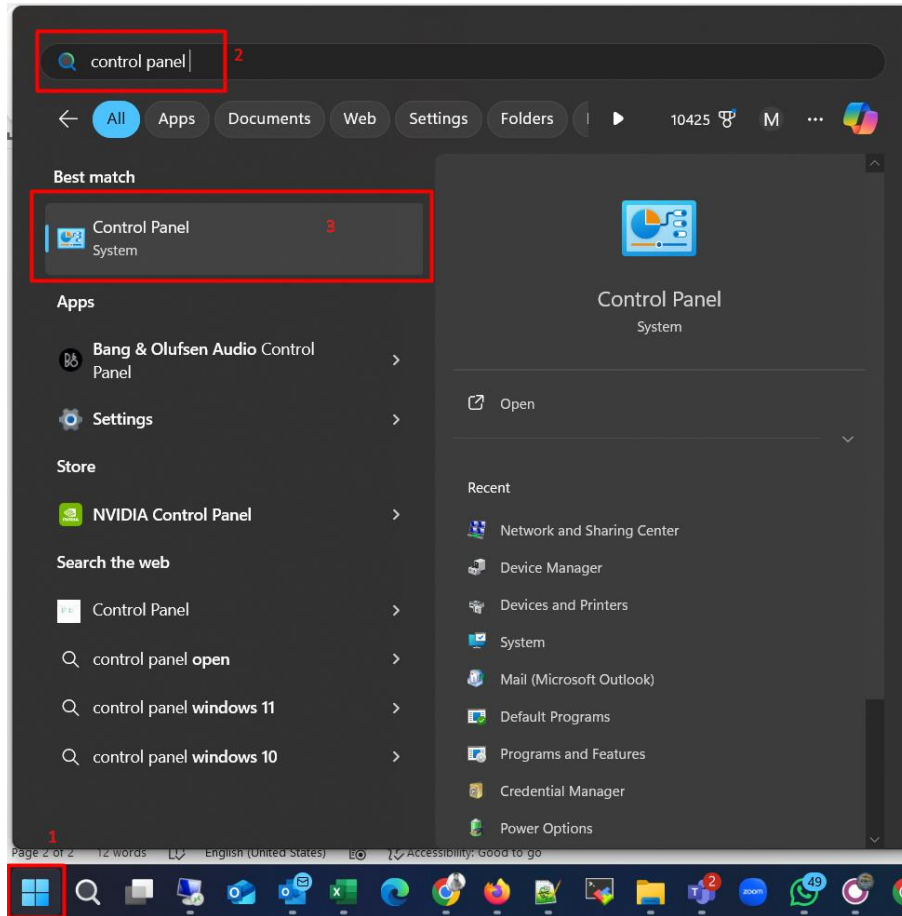
# Configure Email in Microsoft Outlook (Desktop)



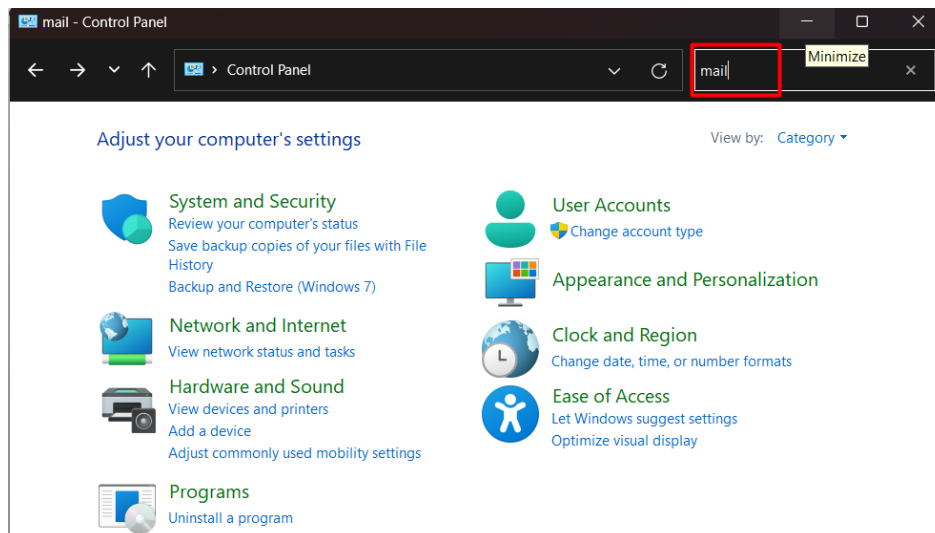
IMAP/SMTP Setup for  
SmartSchoolVehicle.com

# Microsoft Outlook Desktop - Email Configuration

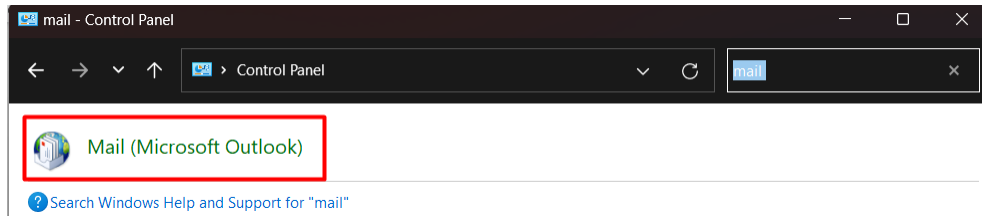
1. Open start menu and type in search “control Panel” then click on it.



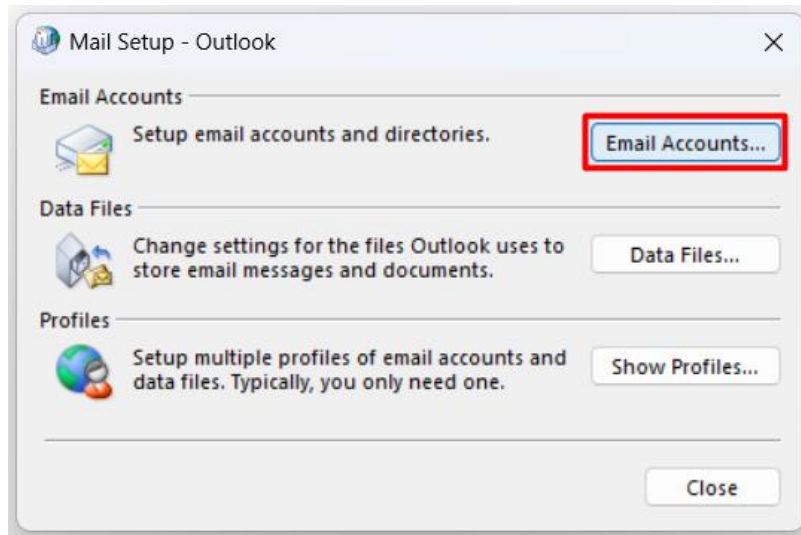
2- in search bar type “mail”



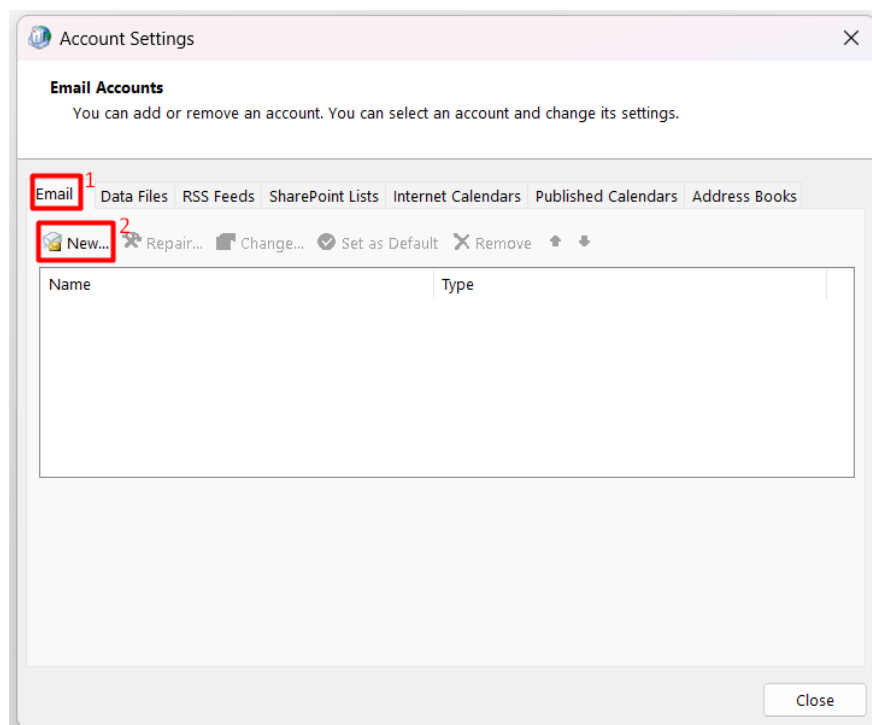
3- Then click on **“Mail (Microsoft Outlook)”**



4- then Click on **“Email Accounts...”**



5- Then Click on **“New...”** from Email Tab.



6- Then choose “Manual setup or additional server typer”

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

☐ **Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

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

☒ **Manual setup or additional server types** 1

< Back **Next >** 2 Cancel Help

7- Then choose POP or IMAP

**Add Account**

**Choose Your Account Type**

☐ **Microsoft 365**  
Automatic setup for Microsoft 365 accounts  
Email Address:   
Example: ellen@contoso.com

1 ☒ **POP or IMAP**  
Advanced setup for POP or IMAP email accounts

☐ **Exchange ActiveSync**  
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** 2 Cancel Help

- 8- Enter the following settings: (Incoming IMAP Server) (Outgoing SMTP Server)
- 1- Choose IMAP
  - 2- Type your Name
  - 3- Type your Email: [YourEmail@smartschoolvehicle.com](mailto:YourEmail@smartschoolvehicle.com)
  - 4- Type your Email: [YourEmail@smartschoolvehicle.com](mailto:YourEmail@smartschoolvehicle.com)
  - 5- Type mail server twice : mail.smartschoolvehicle.com
  - 6- Type your Password
  - 7- Then Click on More Settings...

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: 2 Type your Name here

Email Address: 3 youremail@smartschoolvehic

**Server Information**

Account Type: 1 IMAP

Incoming mail server: 5 mail.smartschoolvehicle.com

Outgoing mail server (SMTP): 5 mail.smartschoolvehicle.com

**Logon Information**

User Name: 4 youremail@smartschoolvehic

Password: 6 \*\*\*\*\*

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

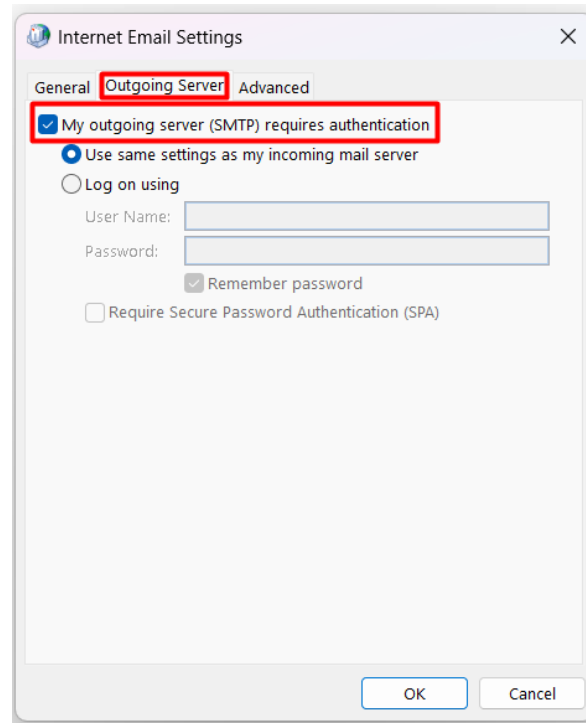
7 More Settings ...

< Back Next > Cancel Help

- Incoming (IMAP) Server: mail.smartschoolvehicle.com, Port: 993, SSL/TLS
- Outgoing (SMTP) Server: mail.smartschoolvehicle.com, Port: 465, SSL/TLS

9- Then click on **“Outgoing Server”**

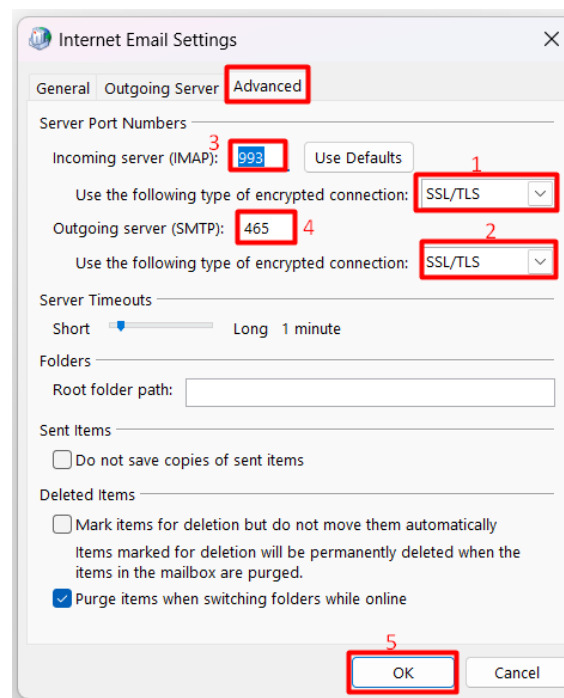
Check mark on **“My outgoing server (SMTP) requires authentication”**



10- Then click on **“Advanced”**

2 & 3 - C9- Then click on **“Outgoing Server”**

Check mark on **“My outgoing server (SMTP) requires authentication”**



11- Then click on Next

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email 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**  
We recommend that you test your account to ensure that the entries are correct.  
  
☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

12- Finally you should see double right checks with green

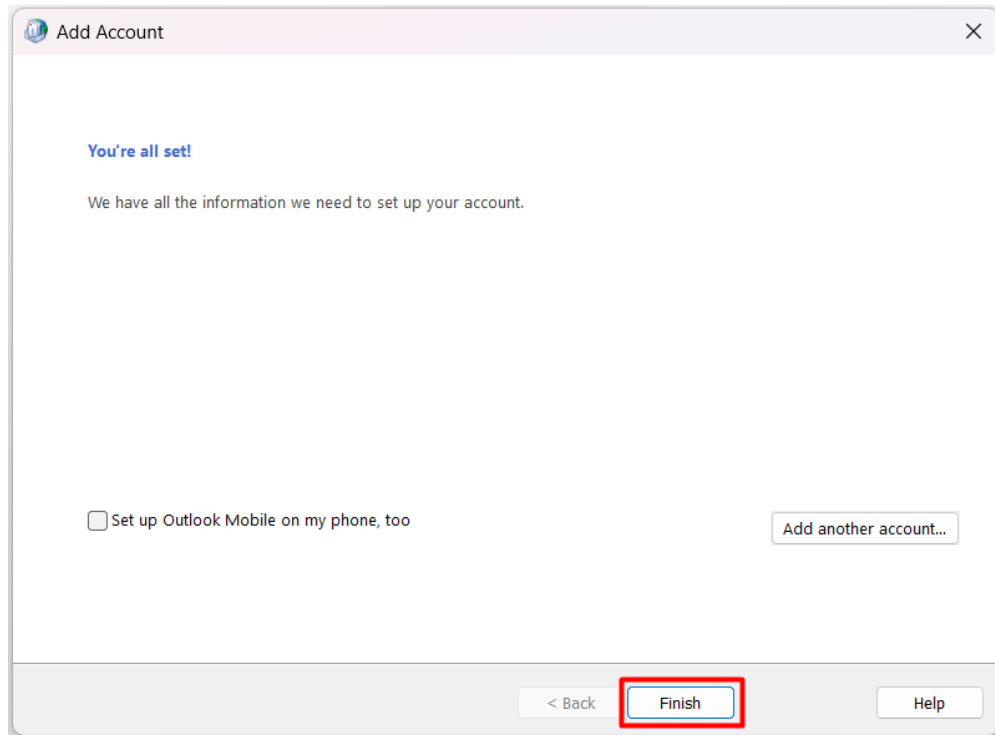
**Test Account Settings**

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

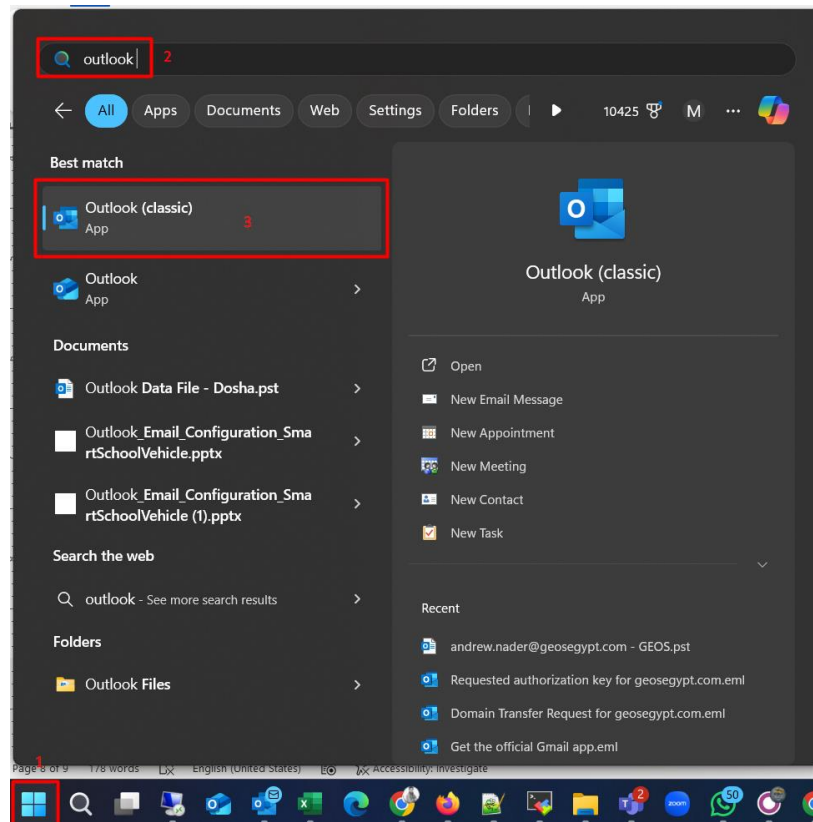
Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

13- Then click on Finish



14- Finally look up for Outlook





## **Final Tips & Notes**

- - Replace 'YourEmail' and 'YourPassword' with your actual credentials.
- - Ensure SSL/TLS is enabled for both IMAP and SMTP.
- - Contact your IT admin if you face issues.