

2009

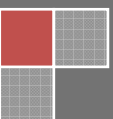
# Fuschia Group Mail

## How to setup your computer to retrieve Fuschia Group E-mail

This document will show you exactly how to configure your outlook client so that you can send and receive your Fuschia Group Email.

### Fuschia Group

*Connecting people to IT*





## Fuschia Group Email Configuration

### To configure Outlook 2007 for your Fuschia Group address:

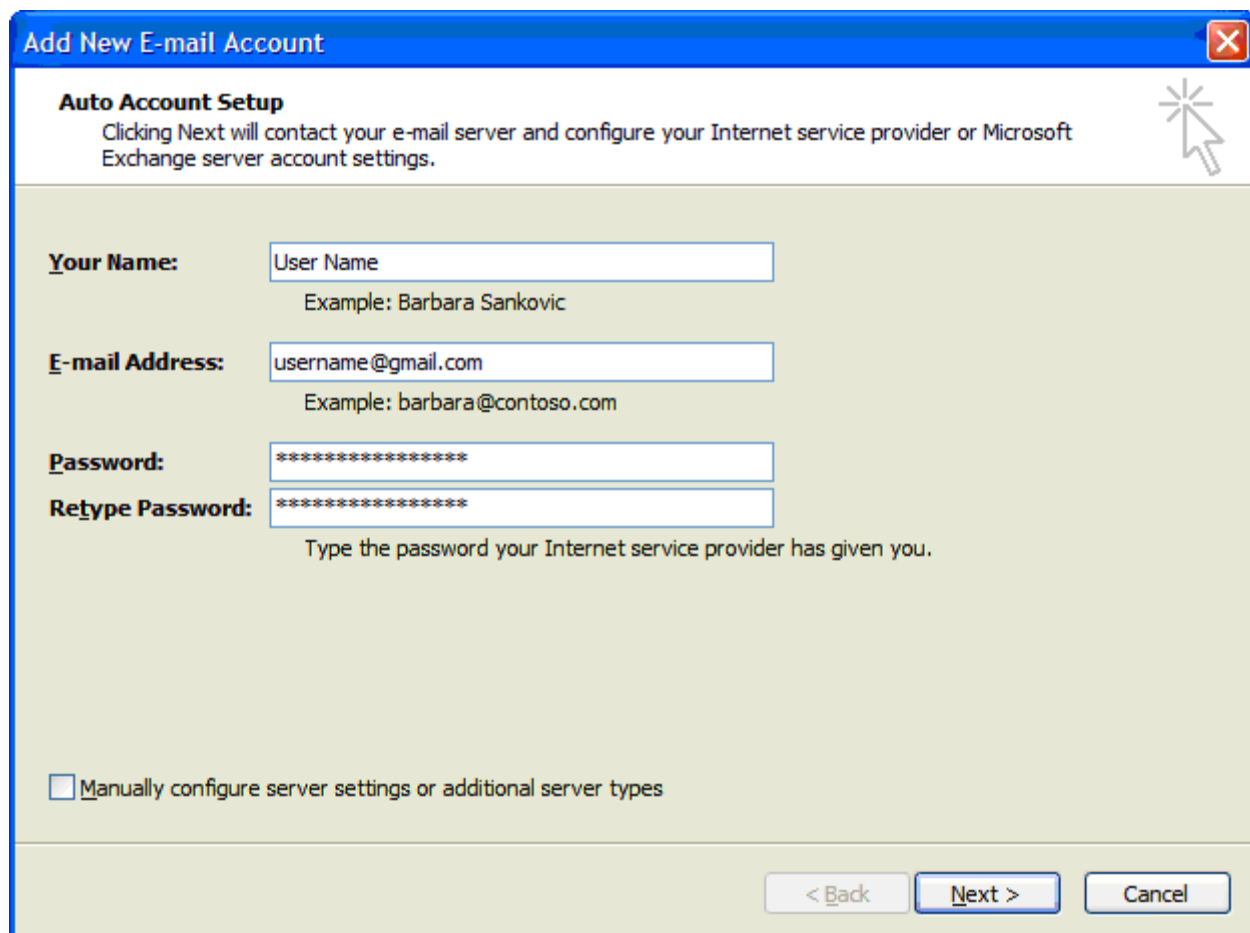
1. Open Outlook.
2. On the **E-mail** tab, click **New...**
3. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange, POP3, IMAP**, or **HTTP**, and click **Next**.
4. Fill in all necessary fields to include the following information:

**Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages.

**Email Address:** Enter your full Fuschia Group email address (*username@fuschiagroup.co.za*).

**Password:** Enter your Gmail password.

**Manually configure server settings or additional server types:** Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now.



**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com

**Password:**

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

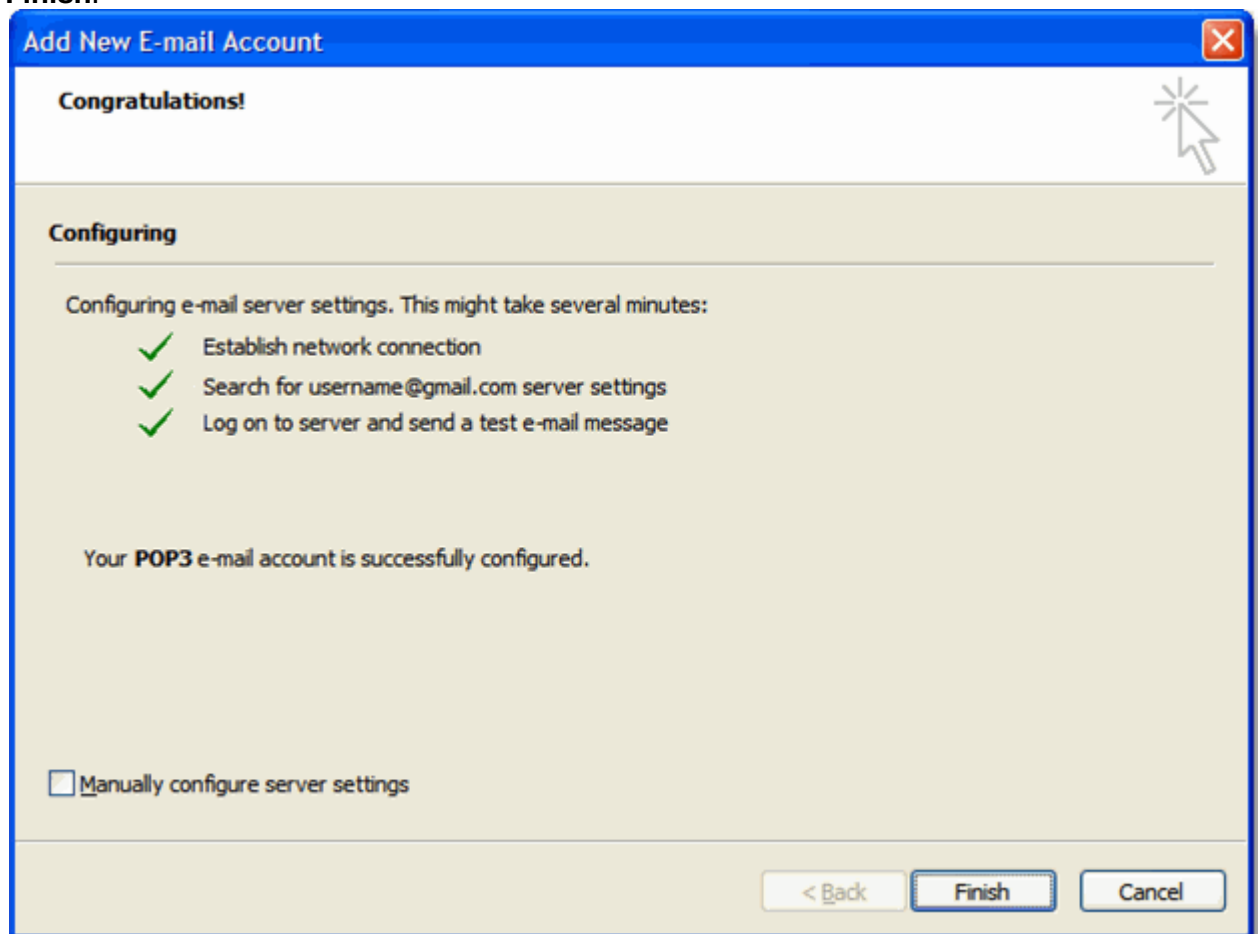
Manually configure server settings or additional server types

< Back    Next >    Cancel



## Fuschia Group Email Configuration

5. Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.



6. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.
7. Verify your **User Information**, and enter the following additional information:

### Server Information

**Account Type:** POP3

**Incoming mail server:** pop.gmail.com

**Outgoing mail server (SMTP):** smtp.gmail.com

### Logon Information

**User Name:** Enter your Fuschia Group username (including @fuschaigroup.co.za).

**Password:** Enter your Fuschia Group E-mail password.

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

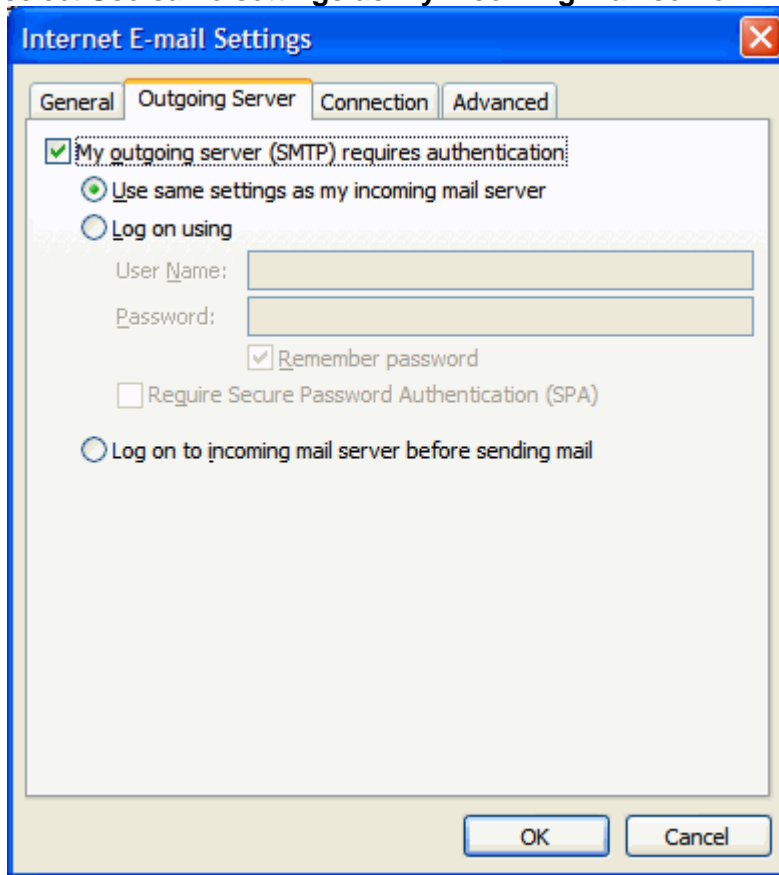
**Fuschia Group Email Configuration**A screenshot of a Windows-style dialog box titled "Add New E-mail Account". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed in bold, followed by the instruction "Each of these settings are required to get your e-mail account working." To the right of this text is a mouse cursor icon pointing at a starburst symbol. The main area of the dialog is divided into two columns. The left column contains three sections: "User Information" with fields for "Your Name:" (containing "User Name") and "E-mail Address:" (containing "username@gmail.com"); "Server Information" with a dropdown for "Account Type:" (set to "POP3"), and text boxes for "Incoming mail server:" (containing "pop.gmail.com") and "Outgoing mail server (SMTP):" (containing "smtp.gmail.com"); and "Logon Information" with fields for "User Name:" (containing "username@gmail.com") and "Password:" (containing "\*\*\*\*\*"), along with a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". The right column is titled "Test Account Settings" and contains the text "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...". At the bottom right of the main area is a button labeled "More Settings ...". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

8. Click the **More Settings...** button, and select the **Outgoing Server** tab.



## Fuschia Group Email Configuration

9. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

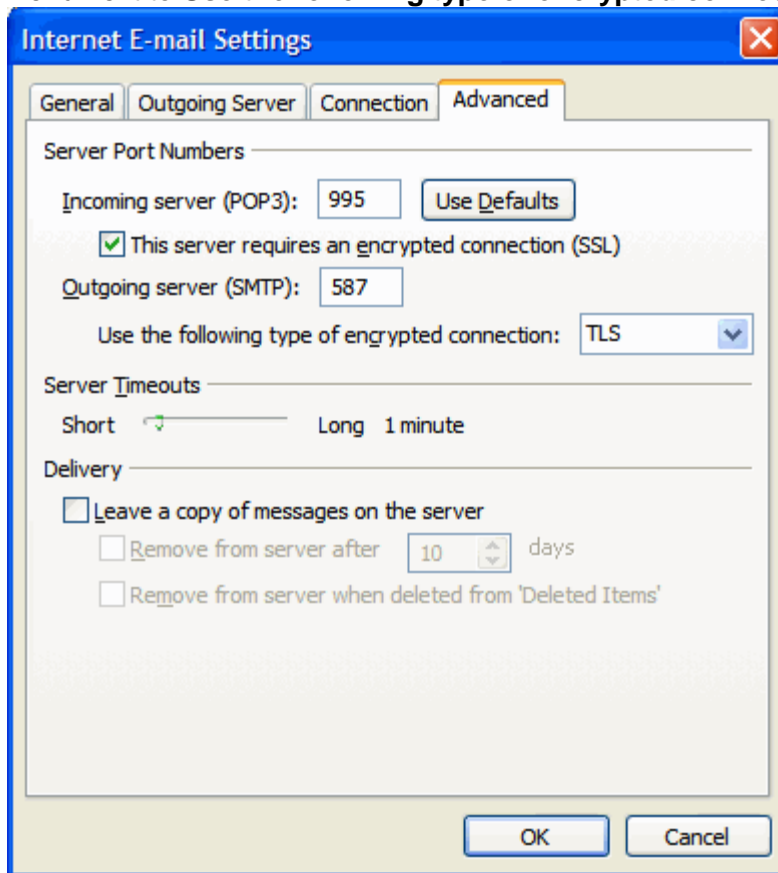


10. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.



## Fuschia Group Email Configuration

11. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



12. Click **OK**.
13. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
14. Click **Next**, and then click **Finish**.

**Congratulations!** You're done configuring your client to send and retrieve Fuschia Group messages.

Remember you can also check your E-Mail online. Just point your web browser to [Http://mail.fuschiagroup.co.za/](http://mail.fuschiagroup.co.za/) and log in with your Fuschia Group username and password.



## Fuschia Group Email Configuration

### Configure your Outlook data file (where your email is stored)

1. Open Outlook
2. Click on tools
3. Open Account Settings
4. Click on Data Files and select Add
5. Click ok
6. Click on My Network Places in the left hand side
7. Open Entire Network
8. Open Microsoft Network
9. Open FuschiaGroup
10. Open Data Centre
11. Open Users
12. Open Outlook
13. Open the folder that has your name on it
14. And double click on outlook.pst
15. Then click on ok
16. Click on the data file you just added and on the top click on set as default. Close and restart outlook.
17. Open Outlook
18. If there is email in your old data file please select all and drag them to the new data file which will be on the left hand side of the screen. You may need to expand it first.
19. Click on tools
20. Open Account Settings
21. Click on data files
22. Delete all other data files except the one you just added.
23. Click close
24. Congratulations you have setup your data file.
25. If you have any problems please contact the Network Administrator.