E-mail Client Setup Manual (Outlook)

Ver. 1.0

October 1, 2018

1. Introduction

1-1. Purpose of this Document

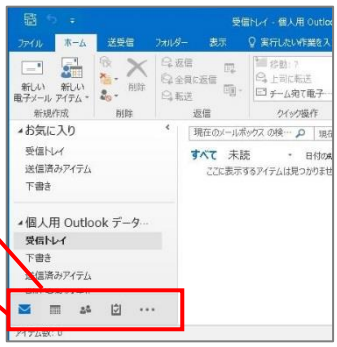
This document shows the settings needed to use APU email using 1 from client (Outlook).

NOTE: All screenshots are current to the time these written procedures were created (July 2018).

As a result of changes in specifications to Outlook, certain areas of some screens have changed. For example, the area shown here below has changed; this document uses both of these screens in some places.

OLD: Mail Calendar People Tasks ...

NEW:



1-2. Methods of Connection

There are four methods allowing APU Email to connect to email clients: MAPI, Exchange, IMAP, and POP. The table below shows the compatibility of different email clients with each connection method, as well as the Office 365 services that can be used.

Connection Method	Compatible Email Clients	Email	Calendar	People	Tasks
MAPI	Outlook	○	○	○	○
Exchange	MacMail	○	○	○	○
IMAP	Outlook/MacMail/Thunderbird	○	×	×	×
POP	Outlook/MacMail/Thunderbird	○	×	×	×

■ Characteristics of each Connection Method

<MAPI>

A method where a connection to the server is required to view email. Since email is stored on the server, it is viewable from multiple PC's. In addition to email, a variety of Office 365 services can also be used, such as Calendar, People, and Tasks. Additionally, if Cached Exchange Mode is enabled, email* is saved to your email client (on your PC), making it viewable even with no internet connection.

*Email remains saved for a default period of one year. That period can be changed as preferred.

<Exchange>

A method where a connection to the server is required to view email. Since email is stored on the server, it is viewable from multiple PC's. In addition to email, a variety of Office 365 services can also be used, such as Calendar, People, and Tasks.

<IMAP>

A method where a connection to the server is required to view email. Since email is stored on the server, it is viewable from multiple PC's. However, email is not viewable if a connection to the server cannot be made.

<POP>

A method where to be viewed, email is downloaded from the server onto a PC. Since any email received is moved to the email client (on your PC), unless it is specifically set up to remain on the server, any email downloaded will disappear from the server. Be aware that for this case, an email can only be viewed from the PC it was downloaded to.

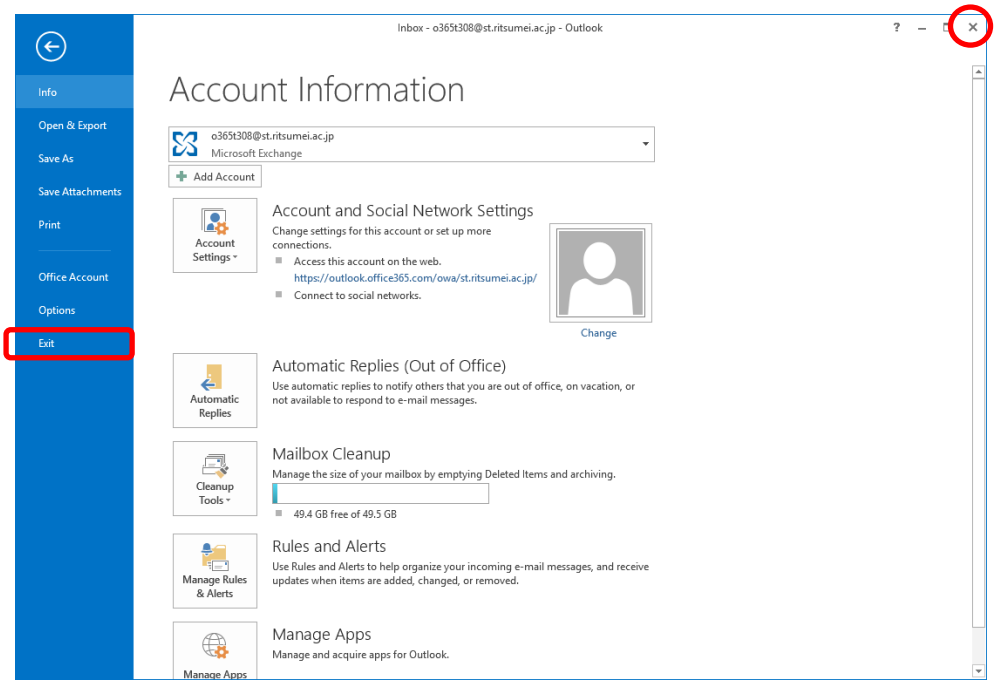
2. E-mail Account Setup (Outlook)

■Launching Outlook

Launch Outlook by double-clicking the desktop icon or choosing it from the [Start] menu.

■Exiting Outlook

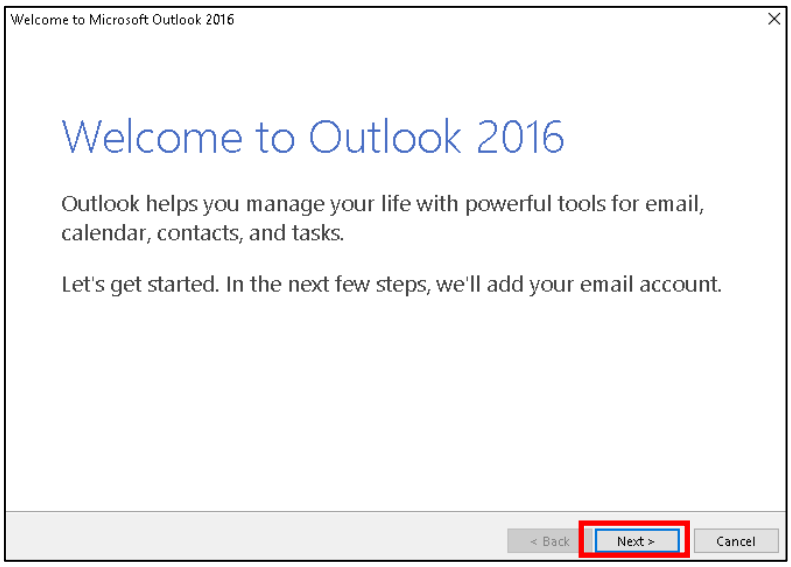
Click [x] in the upper-right corner of the window or choose [Exit] from the [File] menu.



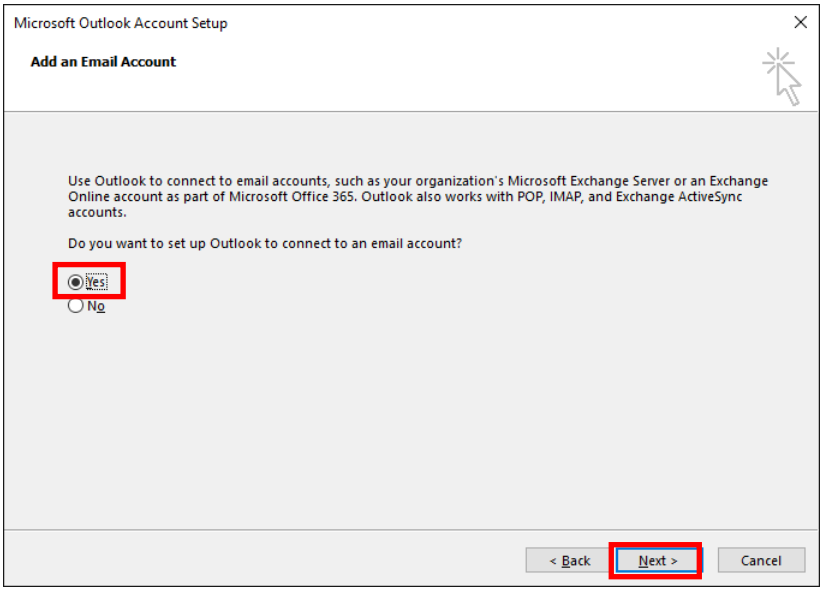
(1) **Launch Outlook by double-clicking the desktop icon or choosing it from the [Start] menu.**

*** If one or more e-mail accounts have already been configured, the screens shown for procedures (2) and (3) below will not be displayed. In this case, skip ahead to procedure (4).**

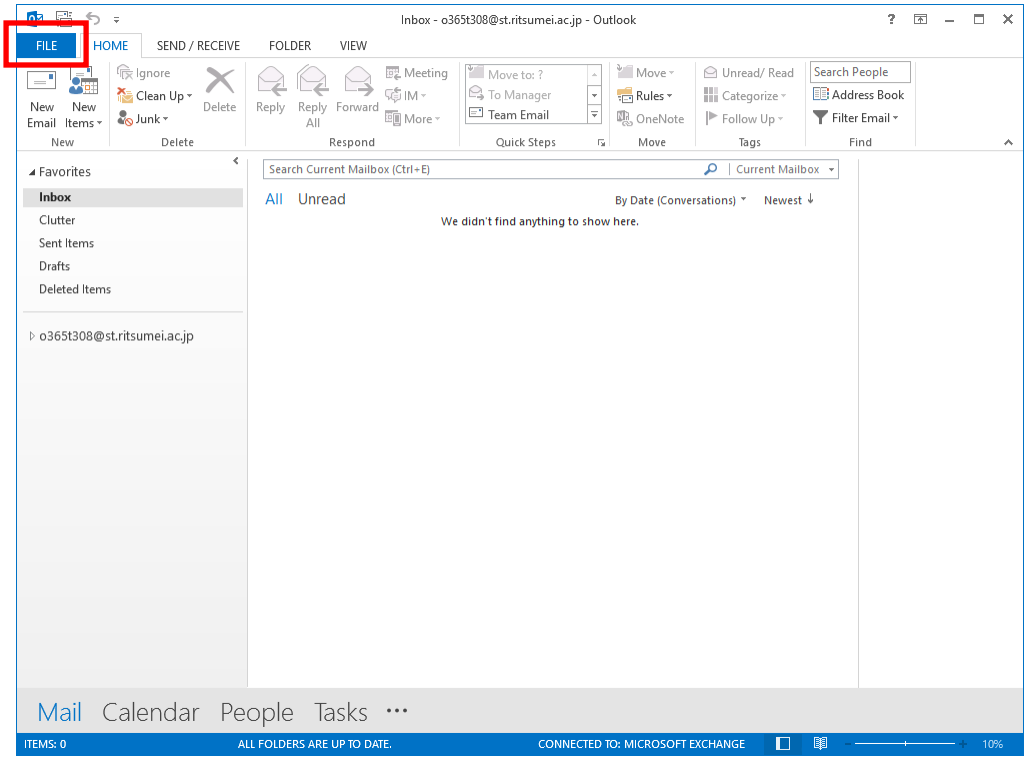
(2) **Click [Next].**



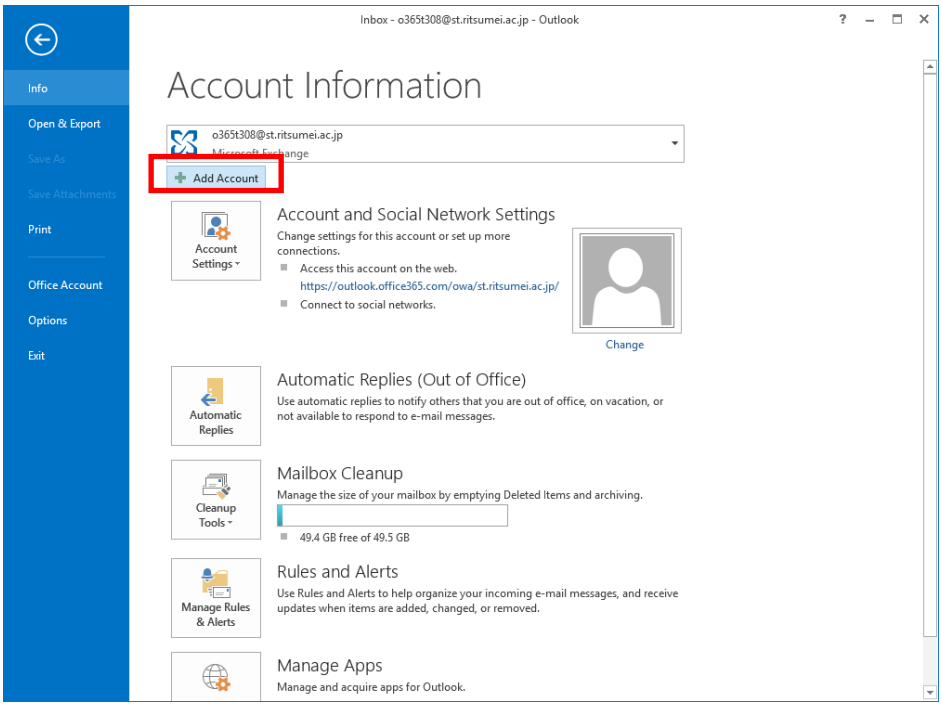
(3) **Select [Yes] and click [Next].**
The screen for (6) will be displayed. Skip ahead to procedure (6).



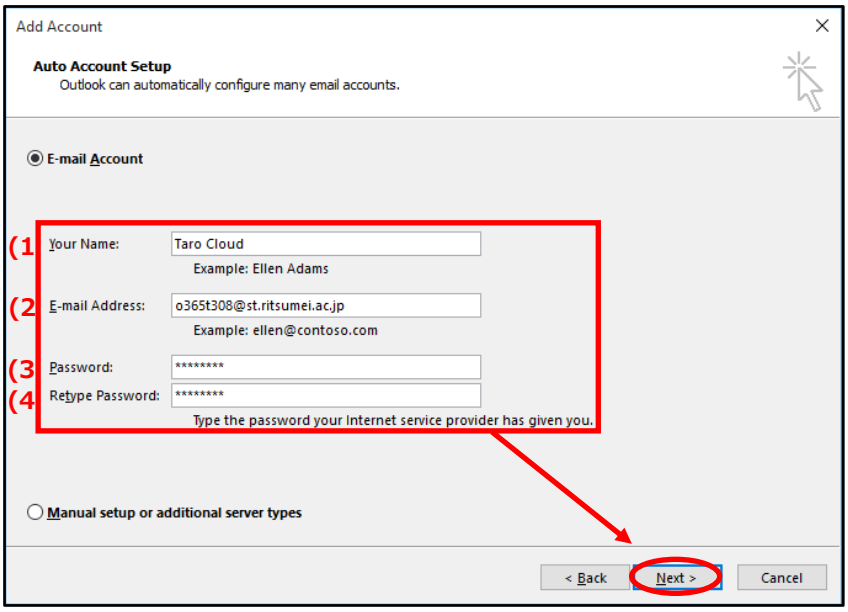
(4) **Click [FILE].**



(5) **Click [Add Account].**



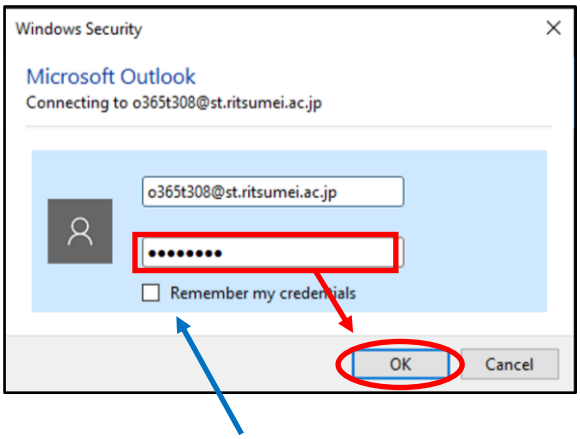
(6) **Set up your email account.**



①Your Name	An arbitrary name
②Email Address	Your email address
③Password	Your password
④Retype Password	Enter your password again.

Check that entered information is correct and click **[Next]**.

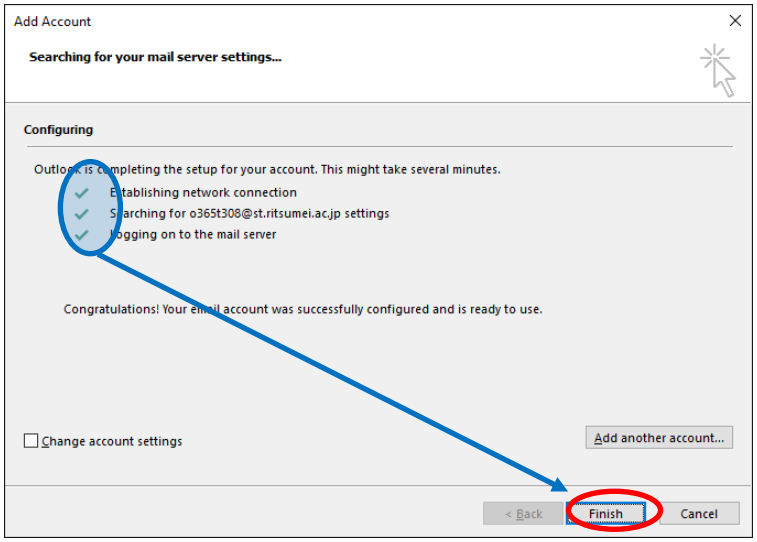
(7) **If the following screen is displayed, enter your password and click [OK].**



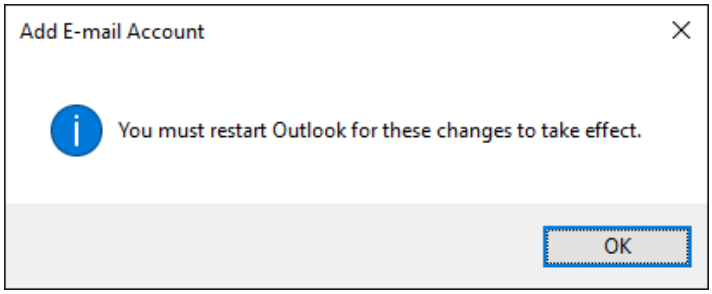
* Do not check [Remember my credentials].

(8) **All three steps should become checked after a few minutes. When all**

steps have been checked, click [Finish].

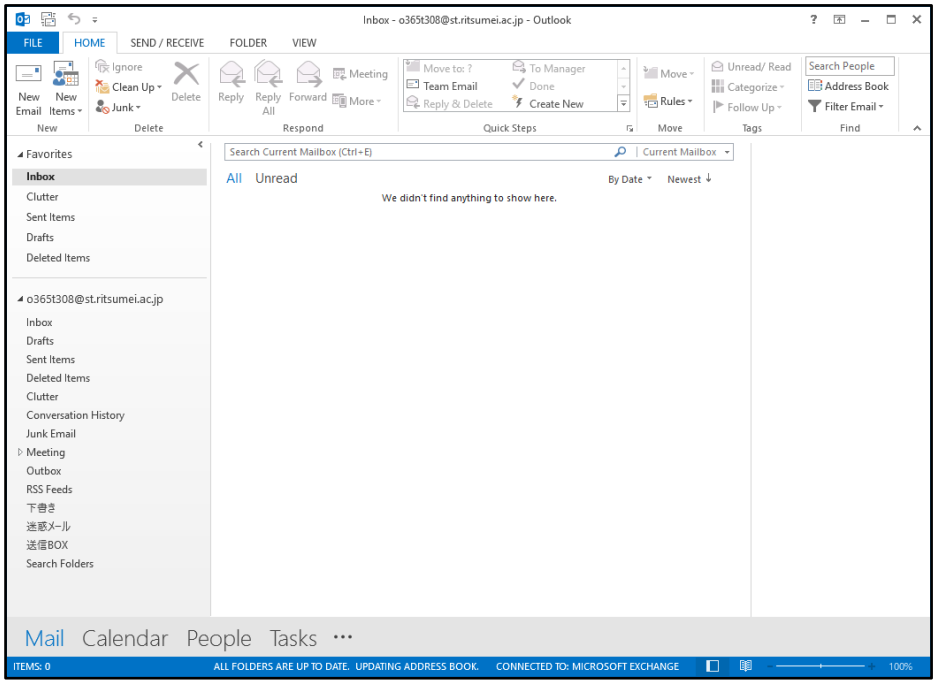


*** If the following screen is displayed, click [OK] to exit Outlook and restart Outlook.**



(9) **Outlook should launch.**

(10) **Account setup is complete if Outlook has launched successfully.**


Inbox - o365t308@st.ritsumei.ac.jp - Outlook
FILE
HOME
SEND / RECEIVE
FOLDER
VIEW
New Email
New Items
Ignore
Clean Up
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Move to: ?
Team Email
Reply & Delete
To Manager
Done
Create New
Move
Rules
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
New
Delete
Respond
Quick Steps
Move
Tags
Find
Favorites
Inbox
Clutter
Sent Items
Drafts
Deleted Items
o365t308@st.ritsumei.ac.jp
Inbox
Drafts
Sent Items
Deleted Items
Clutter
Conversation History
Junk Email
Meeting
Outbox
RSS Feeds
下書き
迷惑メール
送信BOX
Search Folders
Search Current Mailbox (Ctrl+E)
Current Mailbox
All
Unread
By Date
Newest
We didn't find anything to show here.
Mail
Calendar
People
Tasks
ITEMS: 0
ALL FOLDERS ARE UP TO DATE. UPDATING ADDRESS BOOK.
CONNECTED TO: MICROSOFT EXCHANGE
100%