

OUTLOOK CONFIGURATION

Introduction

This guide shows you how to adjust your POP account parameters (e-mail addresses) with outlook.

Just follow the steps below. Note that this guide has been directly translated from French and that some of the directions/messages for Outlook may not be the same, but rather approximately the same.

E-mail is one of, if not the, major services people use for the Internet. Communicating through the internet is a means of correspondance, exchanging of files, having dialogues in real time, in all types of written language from anywhere in the world. All this can be done very quickly through your e-mail with Outlook.

Steps

1. Open Outlook
2. Click on the Tools menu and then on Accounts...
3. Click on the Next button

4. Check the box : "add a new e-mail account".
- 5 Click on the Next button

6. Check the box : "POP3" – "Connection to a POP3 e-mail server to receive messages"

7. Click on the Next button.

8. Enter your name : dupont

9. E-mail Address : postmaster@votredomaine.tld

10. User Name : postmaster%votredomaine.tld

11. Password : xxxxxx

12. Incoming E-mail Server (POP3) : ns0.ovh.net

(put the number 0 , BUT not the letter O!!)

13. Outgoing E-mail Server (SMTP) ns0.ovh.net

(put the number 0 , BUT not the letter O!!)

14. Click on the Test account parameters button

15. Verify that you see the following message:

Congratulations! All the tests have been activated successfully

16. Click on close to continue

17. Click on the Next button
 18. Click on the Finnish button
 19. To receive the messages
- Tools – Send/Receive or F9

Problems

20. I get the following error :

Solution :

You must verify the parameters:

- Incoming e-mail Server (POP3) : ns0.ovh.net
- Outgoing e-mail Server (SMTP) : ns0.ovh.net
- Username (login) : use your e-mail address in our example : postmaster%votredomaine.tld
- Password : use the password corresponding to your account

If the problem persists, modify the password via your manager

<http://guide.ovh.net/ModifierPassword/>