

# OUTLOOK INSTRUCTIONS

You can access you email by two different methods:

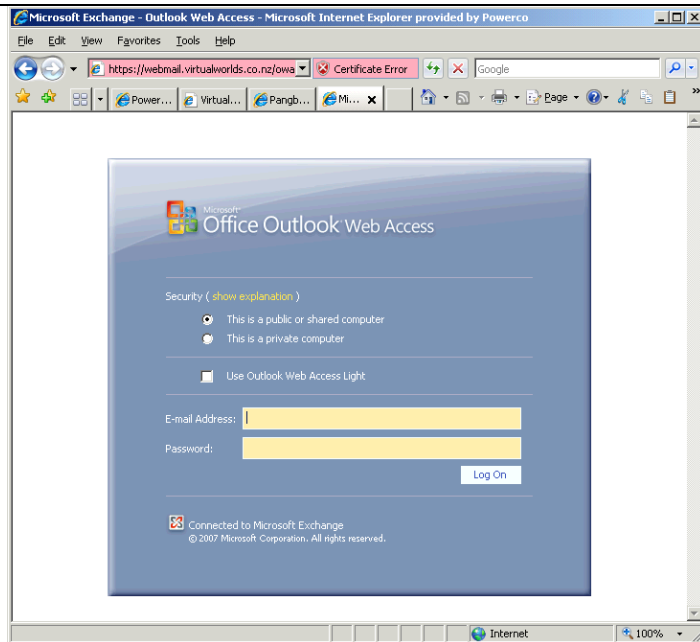
1. Using the web
2. Using Outlook on your own computer

## 1. Using the web

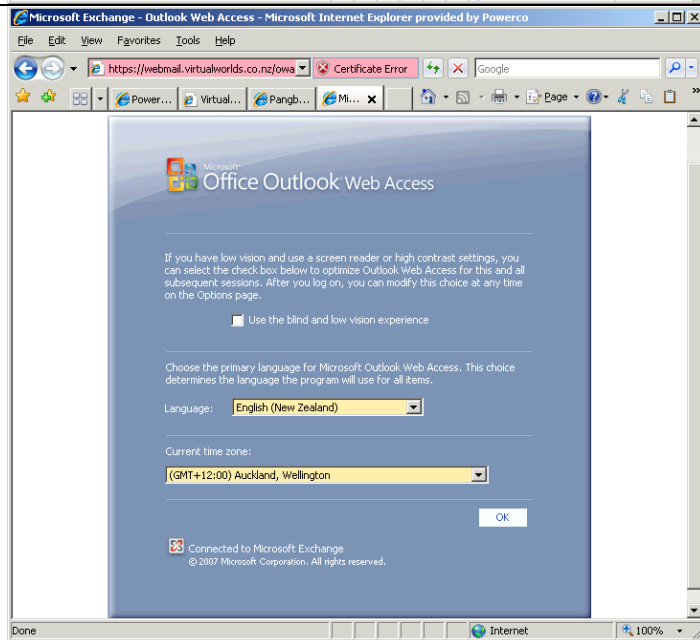
You can connect to Outlook Web Access (OWA) using the address below [Note: you need the /owa otherwise you get a forbidden error message].

<https://webmail.virtualworlds.co.nz/owa>

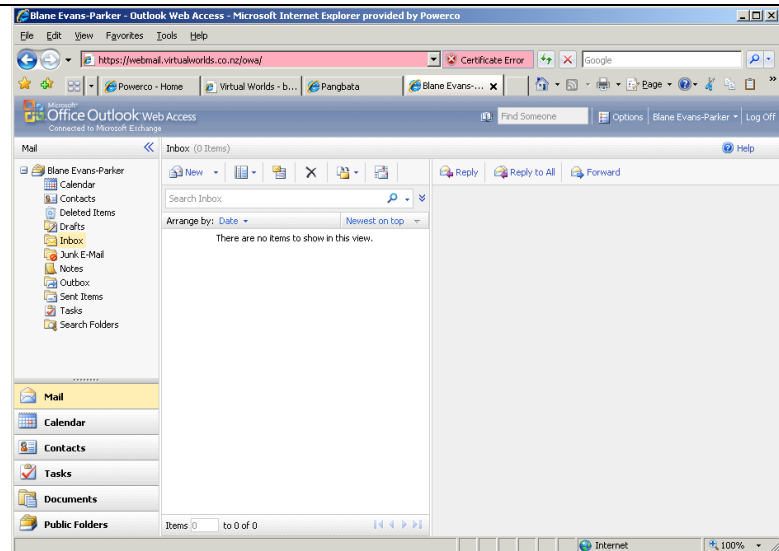
Login using your own email address and password.



This screen is shown on successful logon. For the first time only.

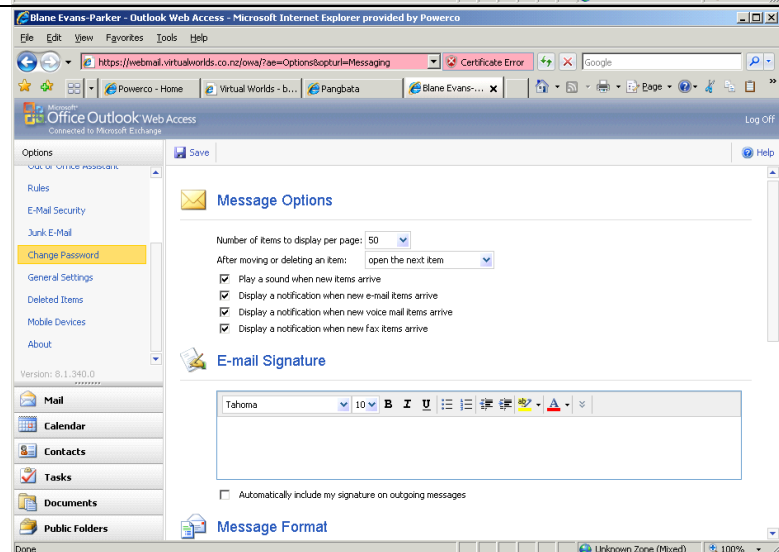


Then you see a familiar webpage like normal outlook.



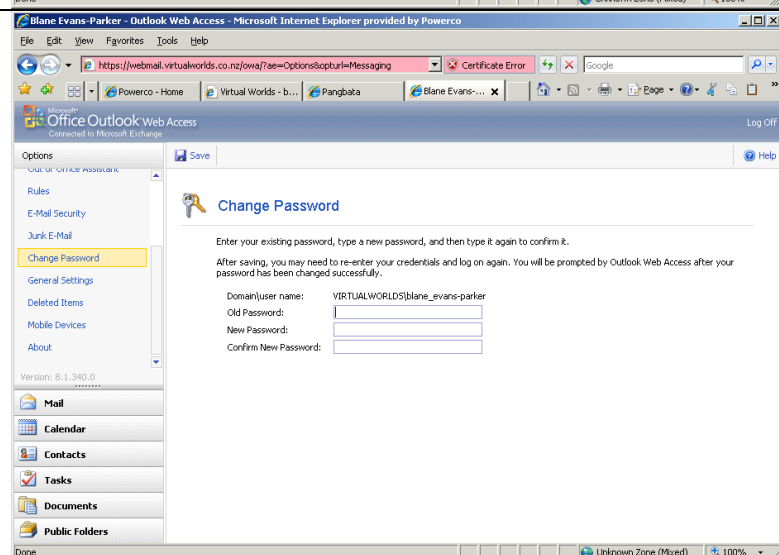
**Changing Password**  
Choose Options and then Change Password.

There are many other options to change such as signatures.

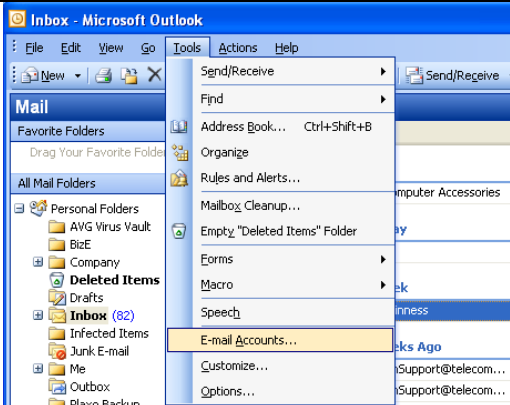
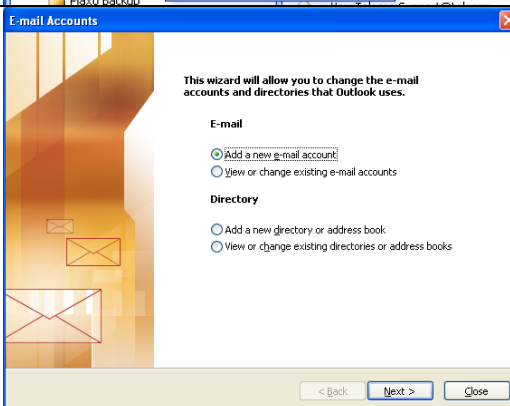
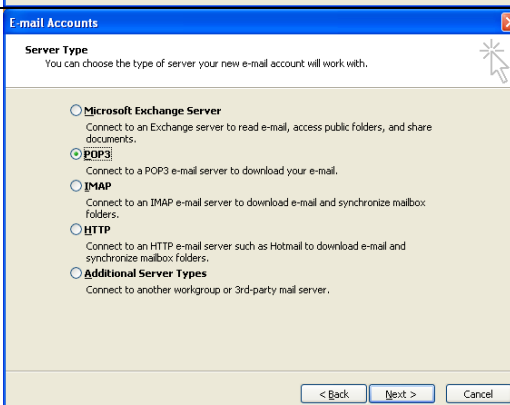
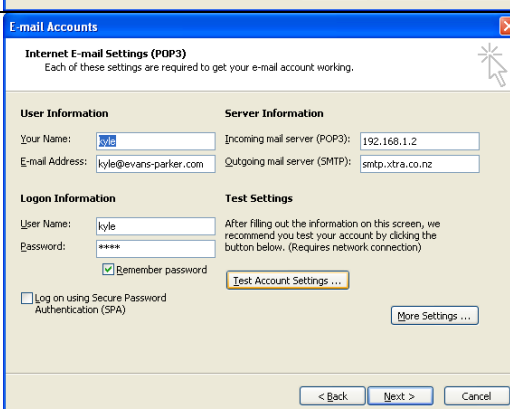


You can change your password to the email.

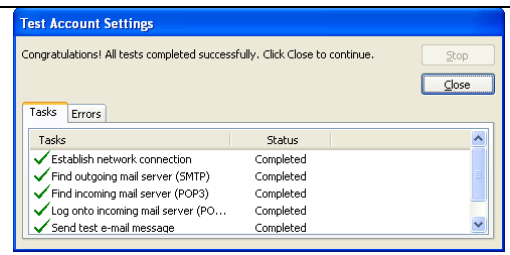
Remember to change your POP3 password if you use Outlook email as well.



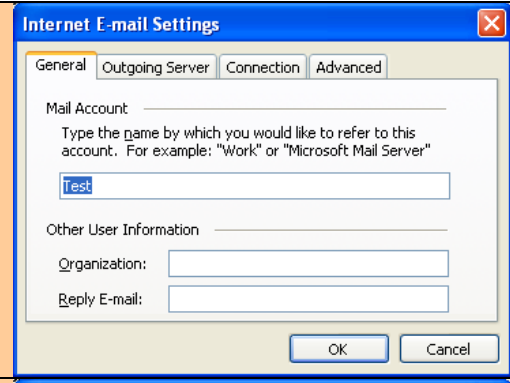
## 2. Using Outlook on your own computer

<p>Run Outlook. Select Tools, E-mail accounts...</p>	
<p>Add a new account, Next&gt;</p>	
<p>Select POP3 as the protocol, Next&gt;</p>	
<p>Set up the account info:</p> <ul style="list-style-type: none"> <li>• Incoming mail server is: <a href="http://virtualworlds.co.nz">virtualworlds.co.nz</a></li> <li>• Outgoing mail server: <a href="#">supplied by your ISP</a></li> <li>• User name: <a href="#">your full email address</a></li> <li>• Password: <a href="#">as supplied</a></li> <li>• Remember password: <b>Checked</b></li> </ul> <p>Then click Test Account Settings...</p>	

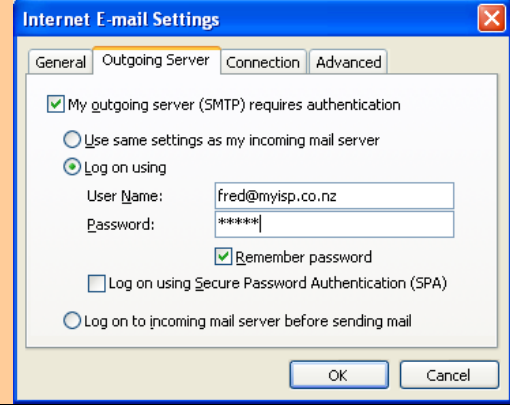
If successful the tests should all be fine. Note if you have a password box pop up check which test. It could either be on the incoming (POP3) or Sending (SMTP).  
  
If it is POP3 check your password. If sending see the next screen...



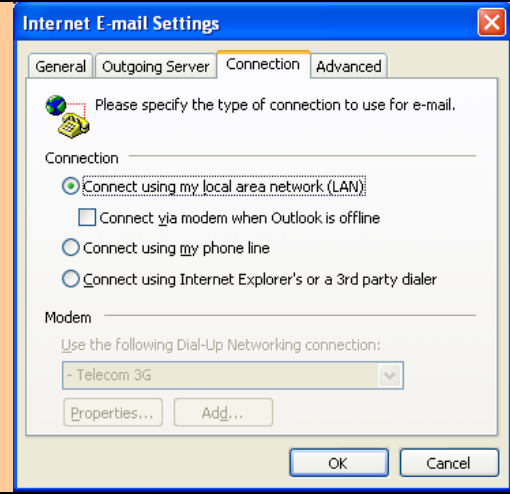
If this test fails on the Send test email you may need to provide an account for your ISP. Click Close to go back to the previous screen and click the More Settings... button.  
  
You can change some parameters. Click on the Outgoing server tab...



Sometimes your ISP will require authentication, check this. Click on Log on using and type in your ISP logon and password. Note this commonly is your full email address. Check remember password.  
  
Note this is different than your incoming username and password we have provided.

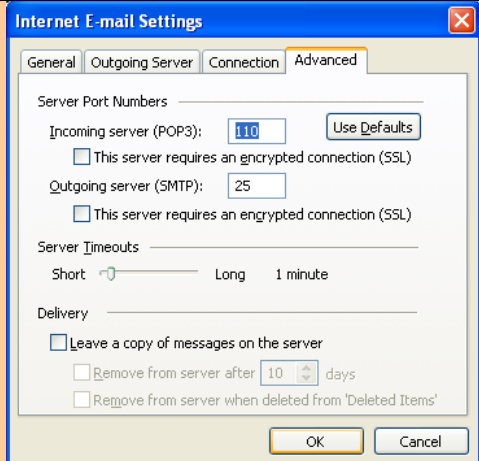


You can set other parameters on the other tabs.



Again do not change these unless necessary. Port 110 is the normal for POP3 and 25 for SMTP. Mostly servers do not require encryption.

Click OK and try the Test Account Settings... again to ensure everything is okay.



Click finish to set up the new account.

