

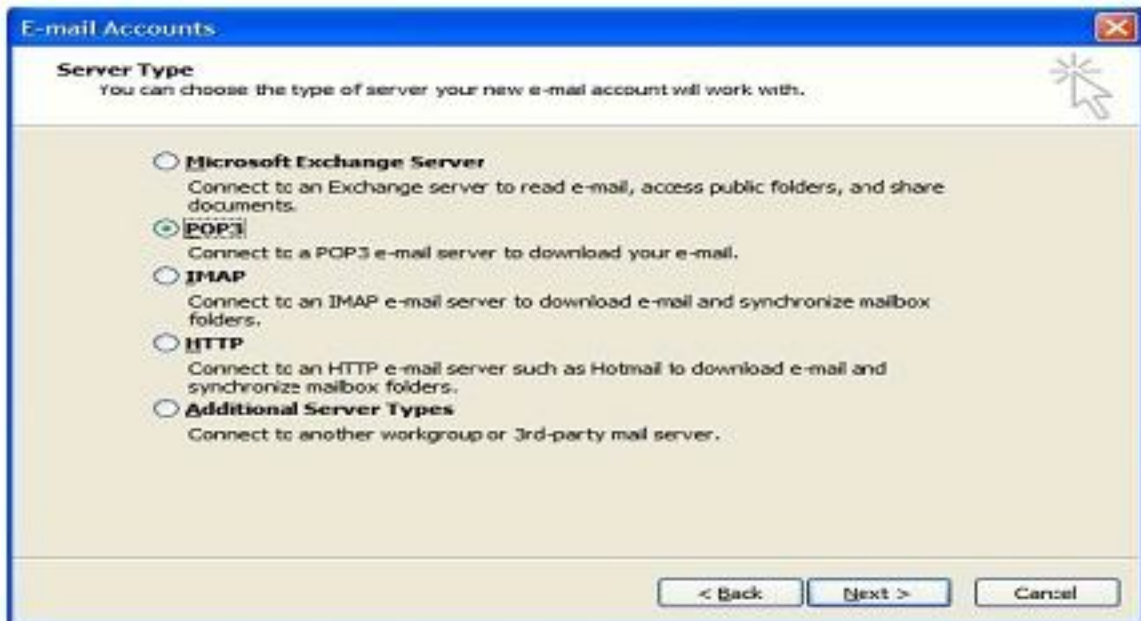
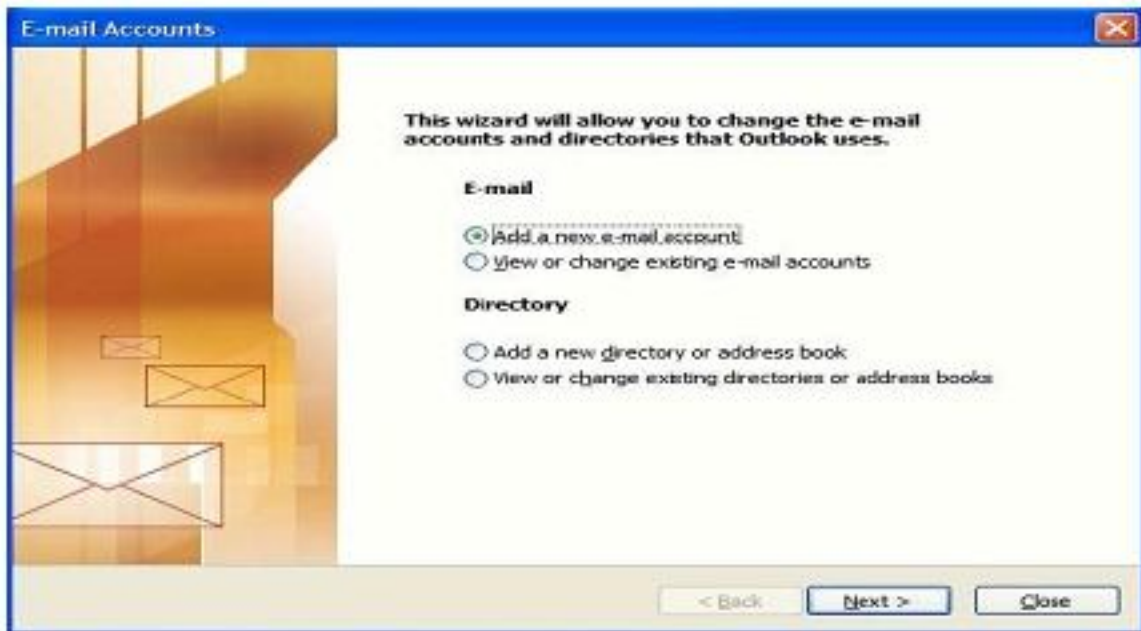
Setting up Your MAHAGENCO's (mahagenco.co.in domain's) POP Email Address in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook 2003/2007 to work with your MAHAGENCO e-mail account. This tutorial details setting up Microsoft Outlook 2003/2007, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

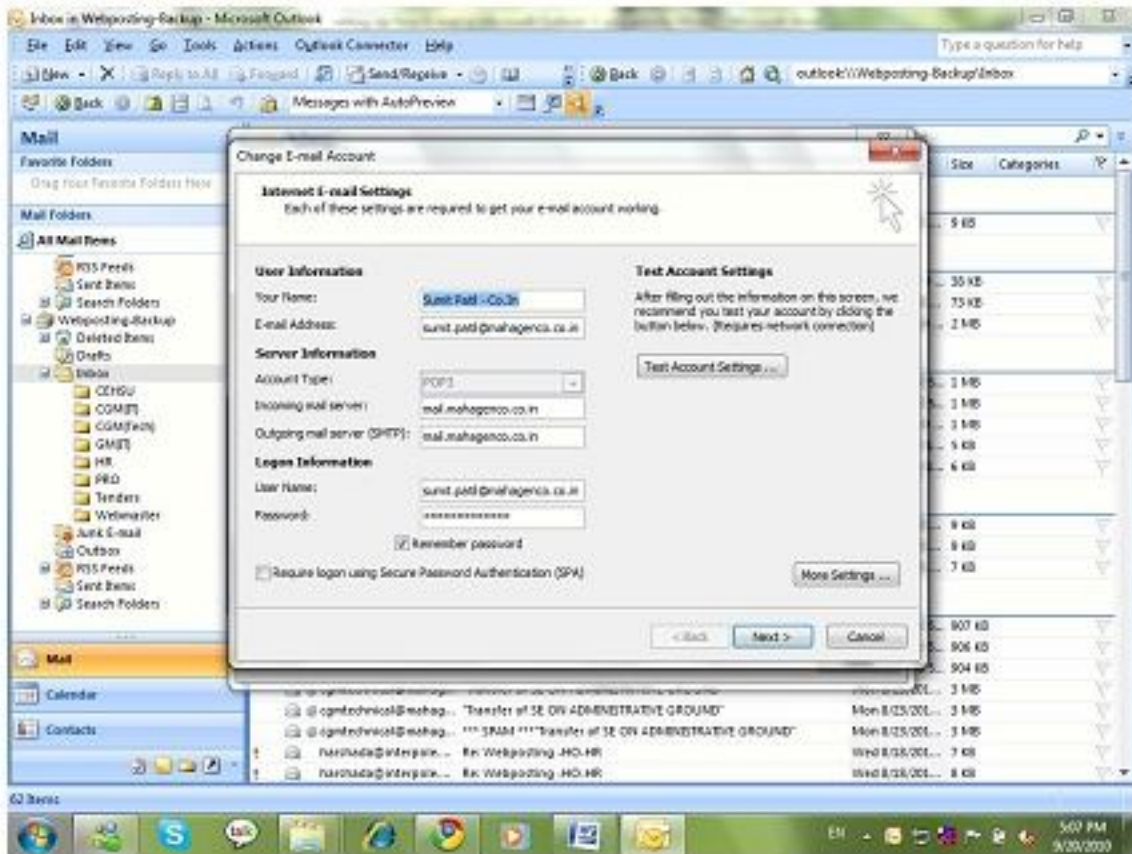
To Set Up Your E-mail Account in Microsoft Outlook

- 1 In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.
- 2 On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.
- 3 For your server type, select **POP3**, and then click next.
- 4 On the Internet E-mail Settings (POP3) window, enter your information as follows:





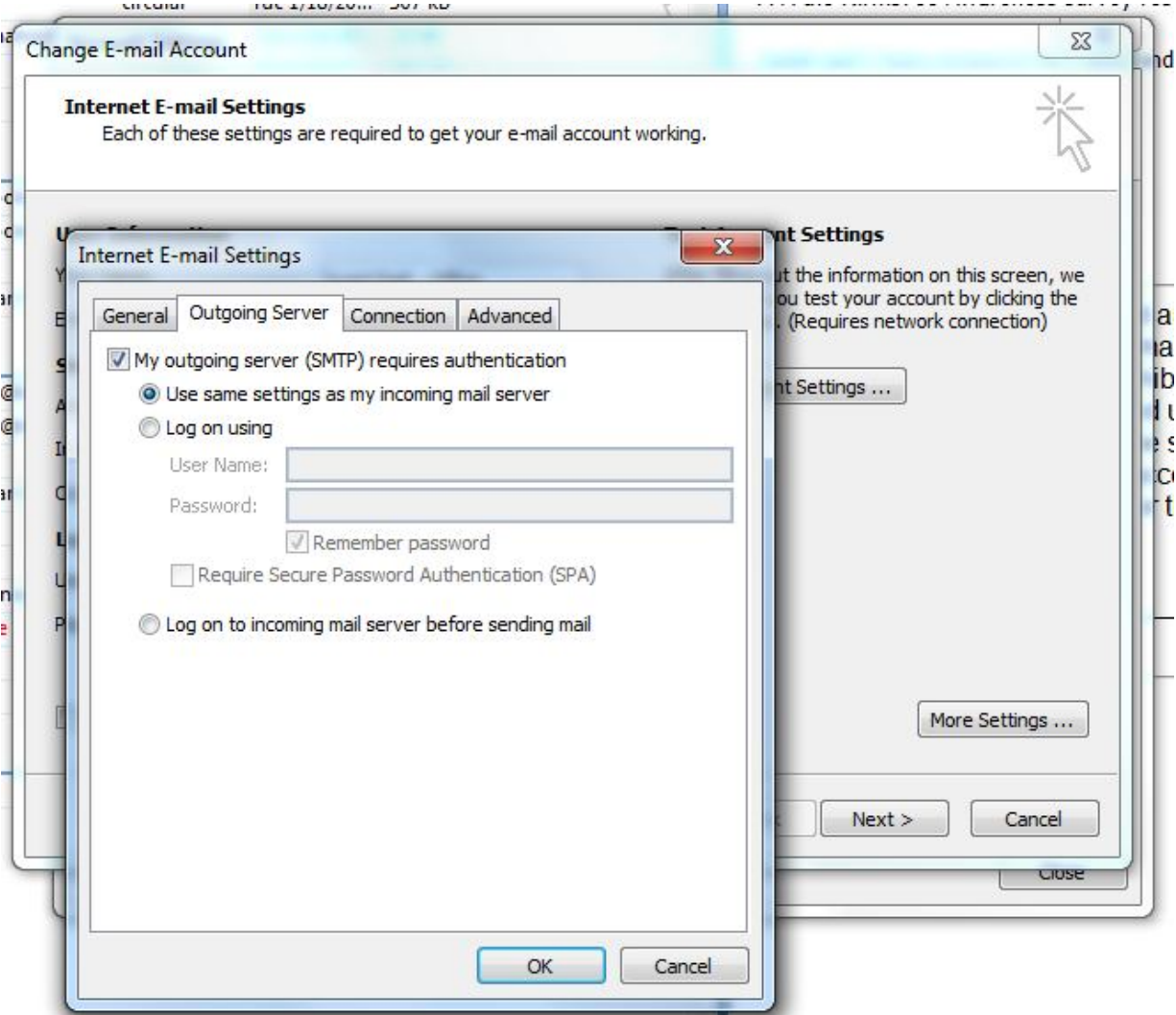
<<Your Name>> your first and last name
<<E-mail Address>> your email address
<<User Name>> your email address, again
<<Password>> Your email account password
<<Incoming mail server (POP3)>> = mail.mahagenco.co.in
<<Outgoing mail server (SMTP)>> = mail.mahagenco.co.in

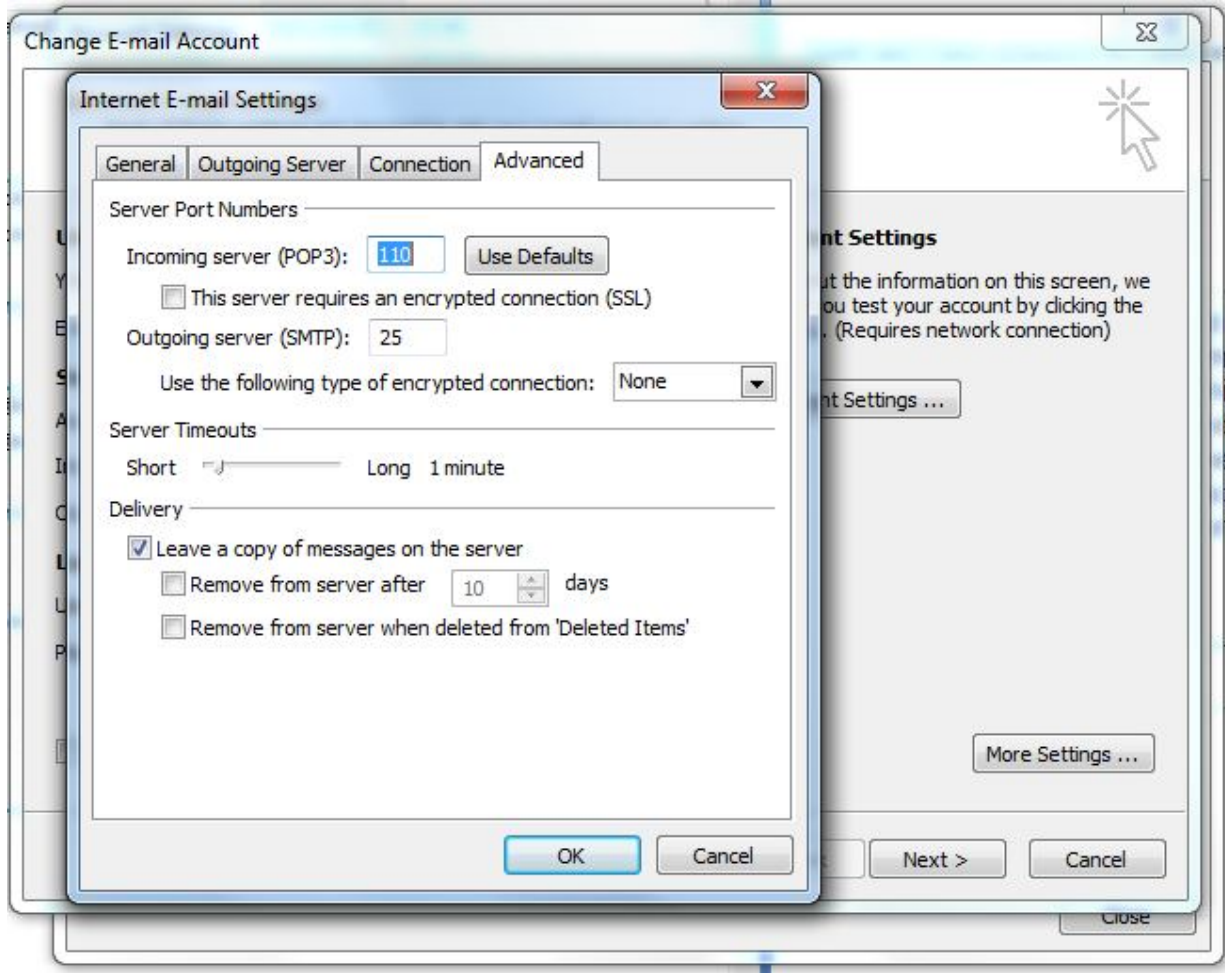


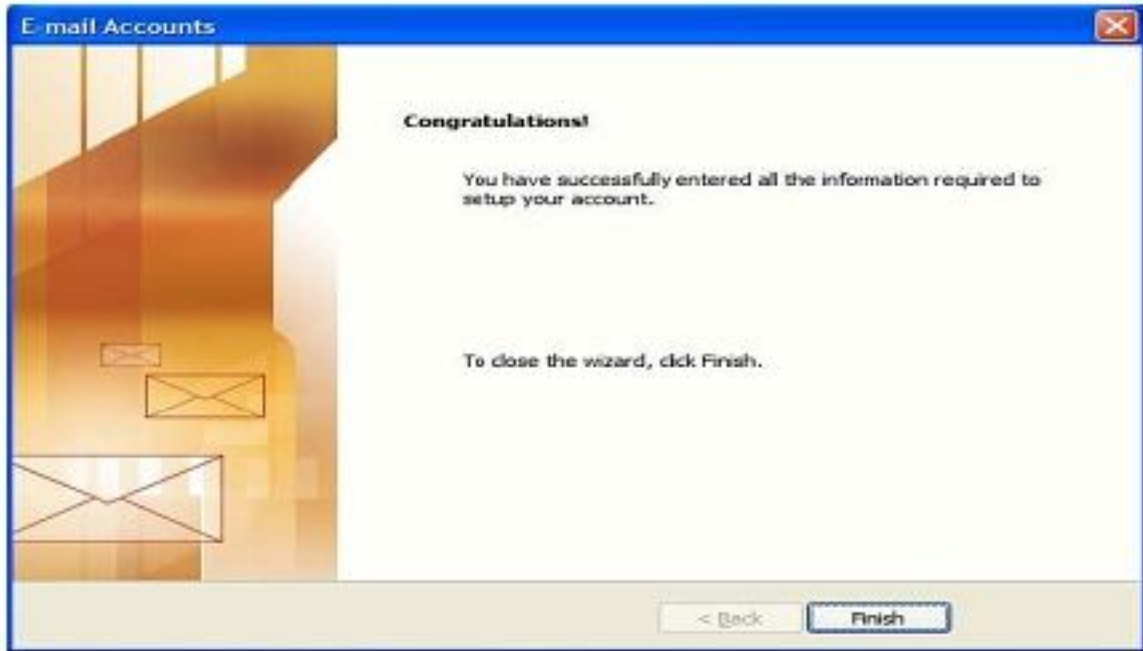
Click **More Settings**.

1. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
2. Select **My outgoing server (SMTP) requires authentication**.
3. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**.
4. Go to the **Advanced** tab, and then click "**Leave a copy of messages on server**" if you want to keep emails on the web server too.
5. Click **OK**.
6. Click **Next**.
7. Click **Finish**.

Note: This configuration will fetch emails present only in your **INBOX** of webmail.







Thank You.