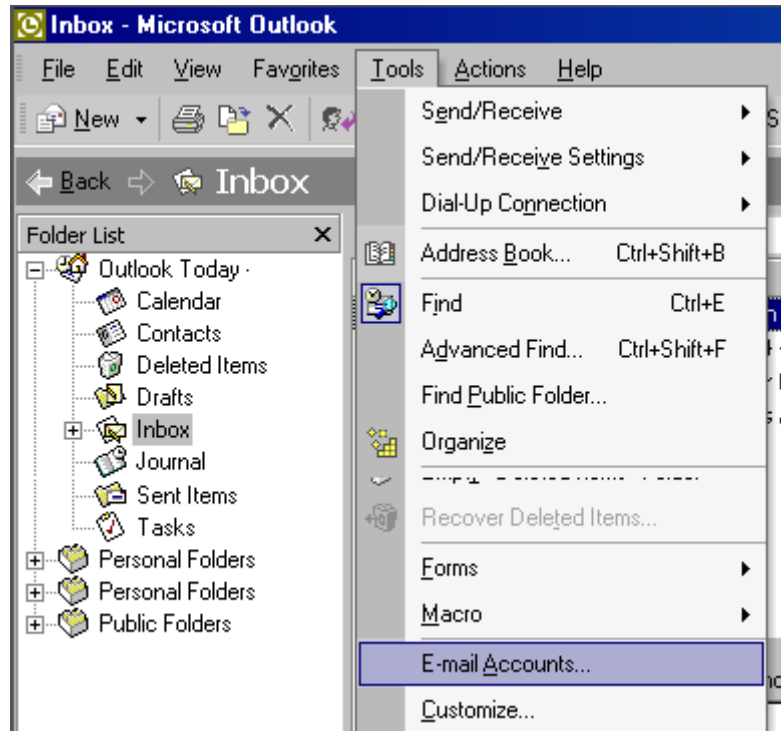
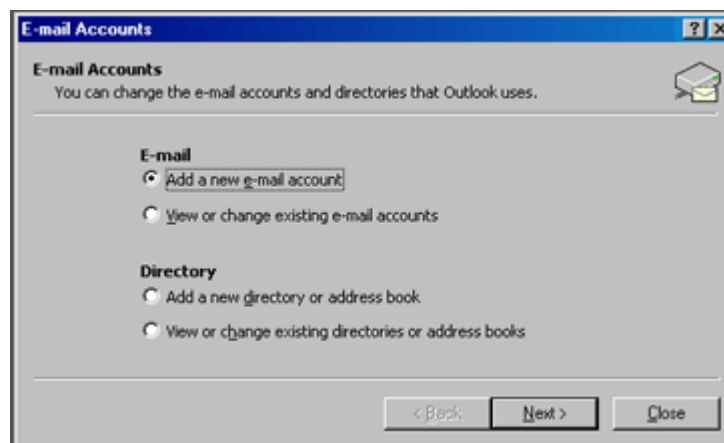


## **B: Configuring MICROSOFT OUTLOOK with sasmail**

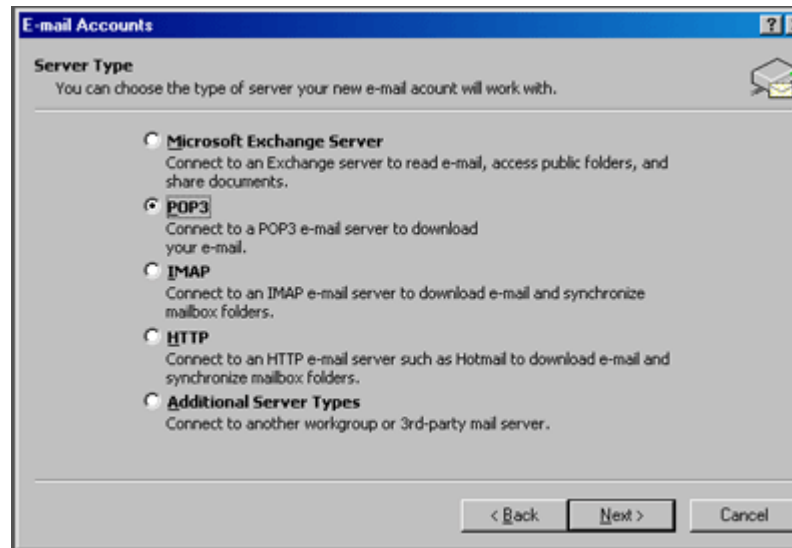
1. Launch Microsoft Outlook and click open the **Tools** menu. Select **Email Accounts**



2. Select **Add new email account** and then click **Next**

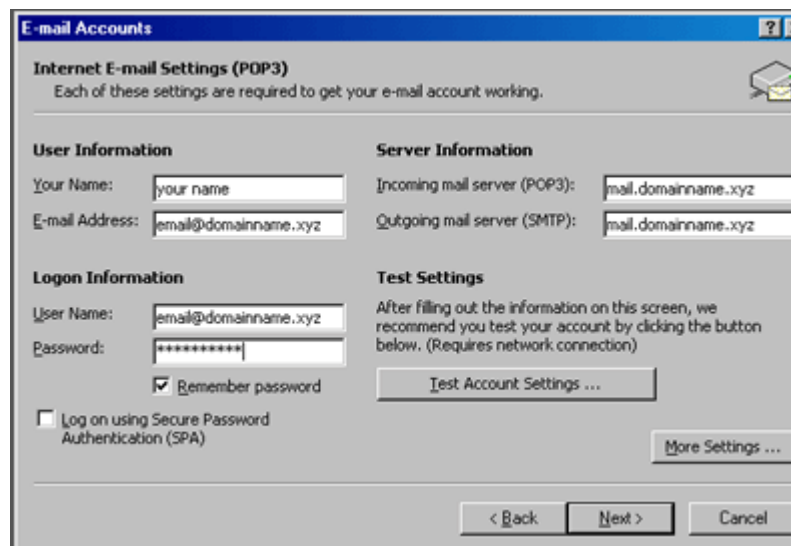


3. Select **POP3** then click **Next**

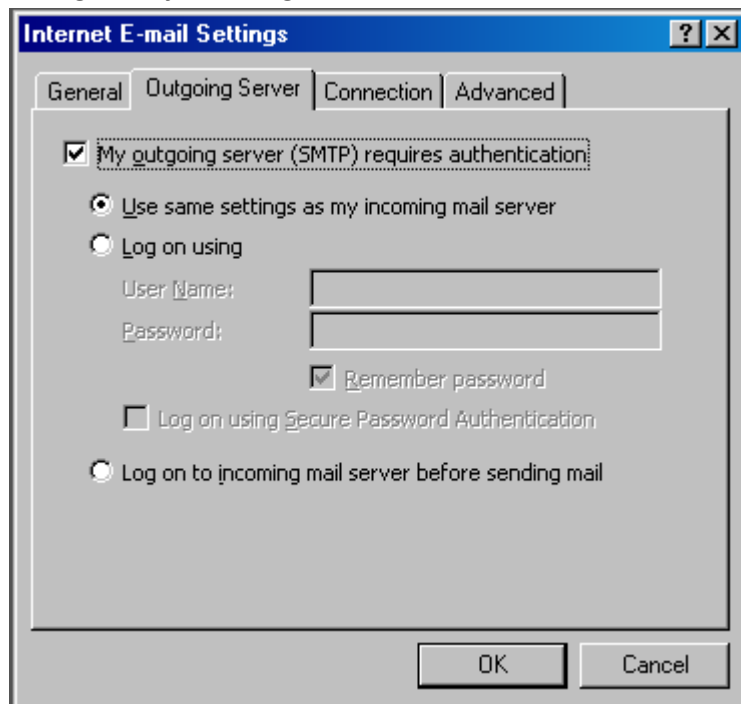


4. Fill in the required information

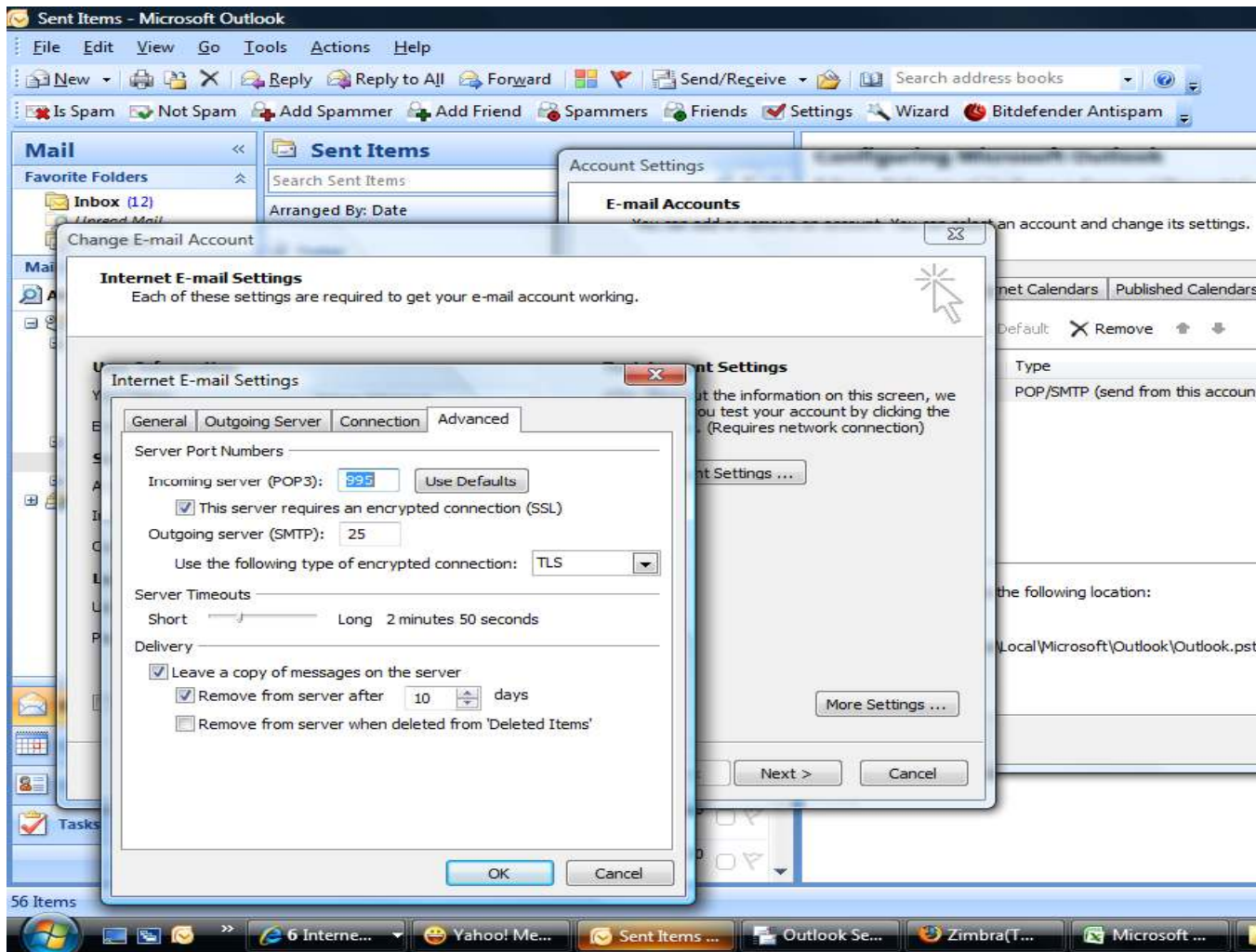
- **Your Name:** Your Name
- **Email Address:** username@sasamail.co.tz
- **Account Type:** POP3
- **Incoming Mail Server:** mail.sasamail.co.tz
- **Outgoing Mail Server:** mail.sasamail.co.tz
- **User Name:** username@sasamail.co.tz
- **Password:** xxxxxx



5. Click on **More Settings** and select **Outgoing Server Tab**
6. Check **My outgoing server (SMTP) requires authentication.**
7. Select **Use same settings as my incoming mail server.**



8. Click **Advanced** tab. On **Incoming server (POP3)** insert **995** Tick **This server requires an encrypted connection (SSL)**. On **Outgoing server (SMTP)** insert **25**. On **Use the following type of encrypted connection**, select **TLS** and the click **OK**



9. Click **Ok**. Click **Next**, and then click **Finish**.

