

Adding Made-Up-Organization (MUO) Mailer to Outlook Instructions

Per guidelines for communications, approved users will want to send communications through the official MUO mailer (MUO-Communications@muo.com).

Follow the instructions below to add this mailer to your Outlook.

Note that if you have *not* been added as a member to this mailer, you will not be able to send communications from this mailer. Prior to completing the steps below, ensure that you are listed as a member. If your email address is not listed, contact one of the mailer owners to have them add you.

Instructions

1. Go to your computer's **Control Pane**.
2. Click **Mail (Microsoft Outlook 2016)**.
3. Click **Email Accounts**.
4. Click **New**.
5. Select the "**Manual Setup or Additional Server Types**" option.
6. Select the "**POP or IMAP**" option.
7. This display window will appear:

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

8. **User Information:**
 - a. Your Name: Enter **“MUO-Communications”**
 - b. Email Address: Enter **“muo-communications@muo.com”**
9. **Server Information:**
 - a. Account Type: Leave as **“POP3”**
 - b. Incoming mail server: Enter **“.”**
 - c. Outgoing mail server (SMTP): Enter **“outbound.muo.com”**
10. **Logon Information:**
 - a. User Name: Enter **muo-communications@cisco.com**
 - b. Password: Unselect the **“Remember password”** option as you will not need a password for this mailer
11. Unselect the box for **“Automatically test account settings when Next is clicked”** in the right column.
12. Click **Next**.
13. Click **Finish**. The mailer will now be added to your Outlook.
14. If you would like to test to ensure the mailer has been properly installed, send yourself a test email from this mailer. It can take a few minutes to process this test email.