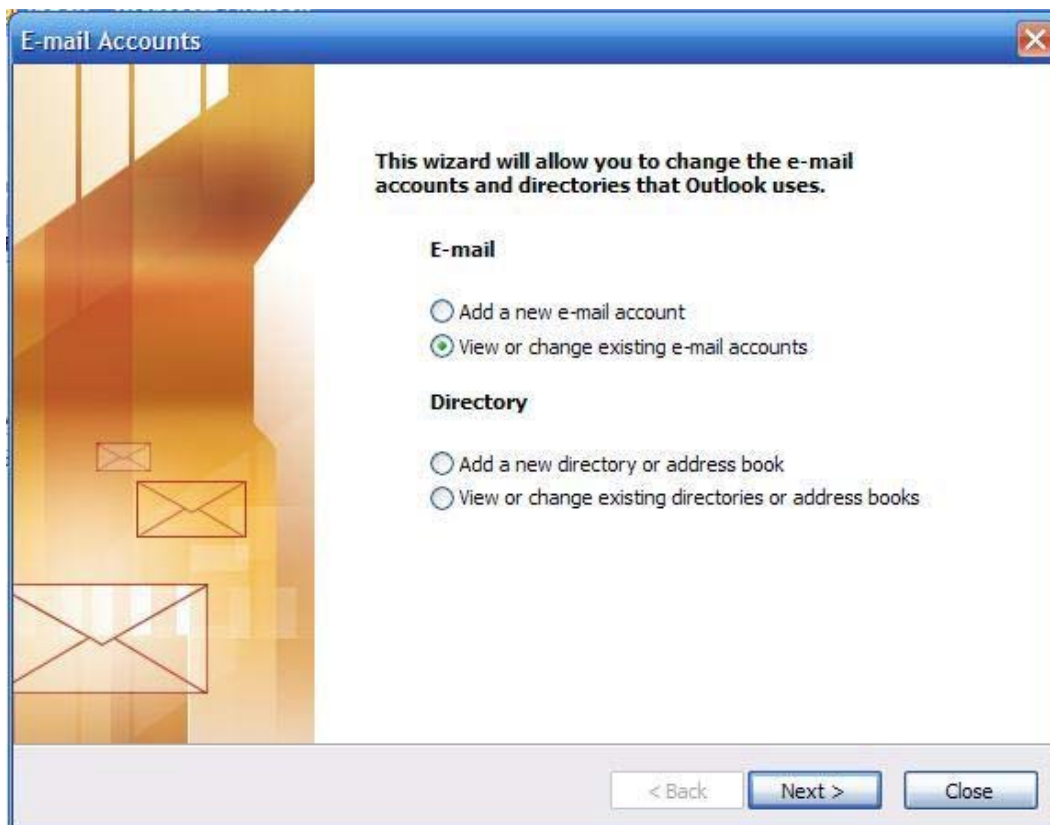
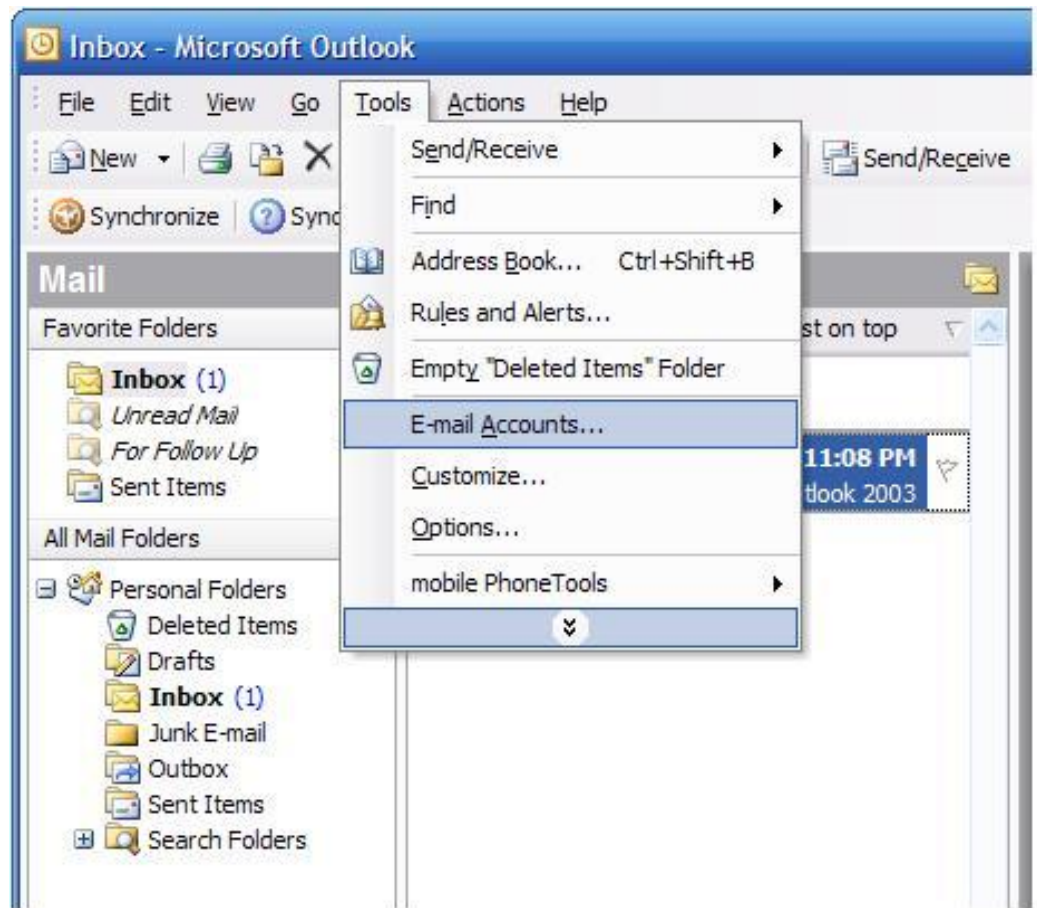


How to configure Outlook with Gaggle

These settings are for Outlook included with Microsoft Office 2003. The settings for other versions should be very similar.

Start by opening Outlook and clicking on the “Tools” drop down menu.

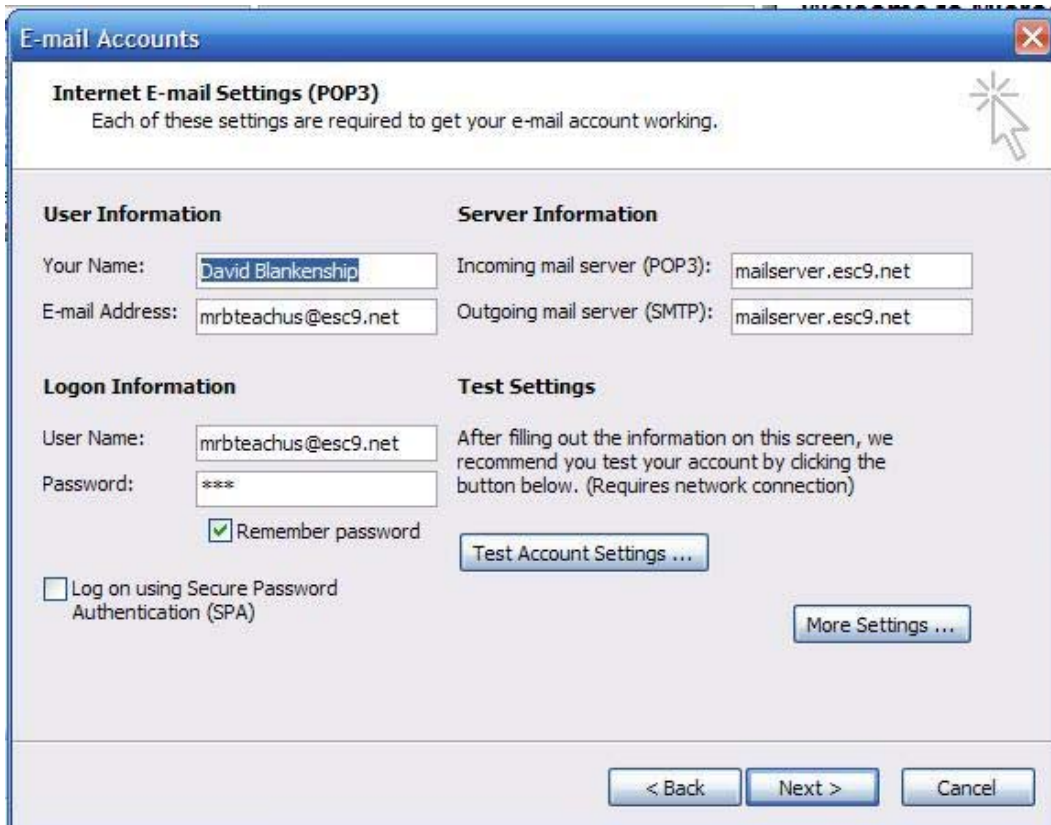
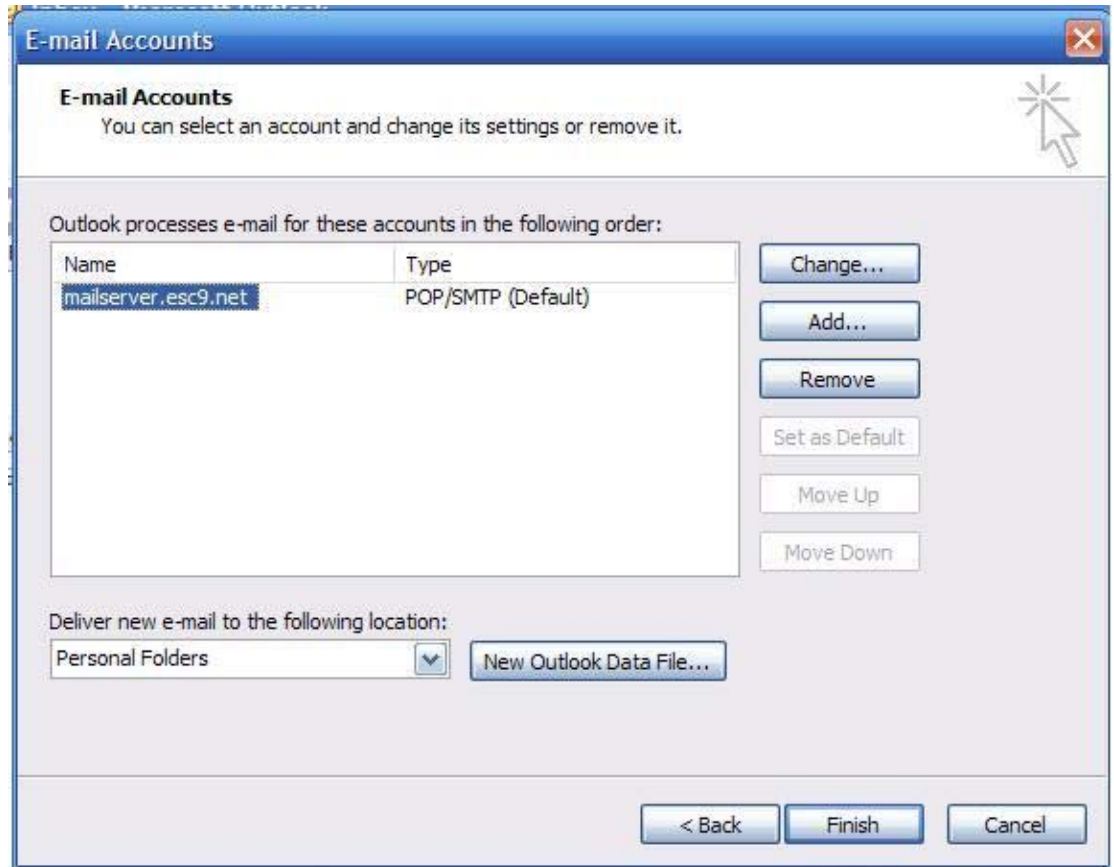
Then select “Account Options”.



A new window will open asking you what you would like to do.

Select “View or change existing e-mail accounts” and then click “Next”.

In the next window select the account you wish to modify and click “Change”.



This opens the configuration page for the account you selected. Verify the following information:

Incoming mail server(POP3) = *mailserver_esc9.net*

Outgoing mail server(SMTP) = *mailserver_esc9.net*

Username =
Your entire email address such as *jane.doe@esc9.net* or *idoie@esc9.net* (must include your domain either @*esc9.net*, @*ipcisd.net*, @*cisd-tx.net*, or @*bellevueisd.org*)

Password = *****
the same password you use to logon to web mail through *Region9/Gaggle.net*



Now click the “More Settings...” button located in the bottom right

This will open another window that has several tabs. Click the tab labeled “Outgoing Server”.

Then check the box next to “My outgoing server (SMTP) requires authentication” (*this setting is required so you can send messages*)

Leave all the other settings as pictured and then click the “OK” button.

Select “Next” on the configuration page to save your settings.

You can now close all other windows and enjoy using Outlook.

