

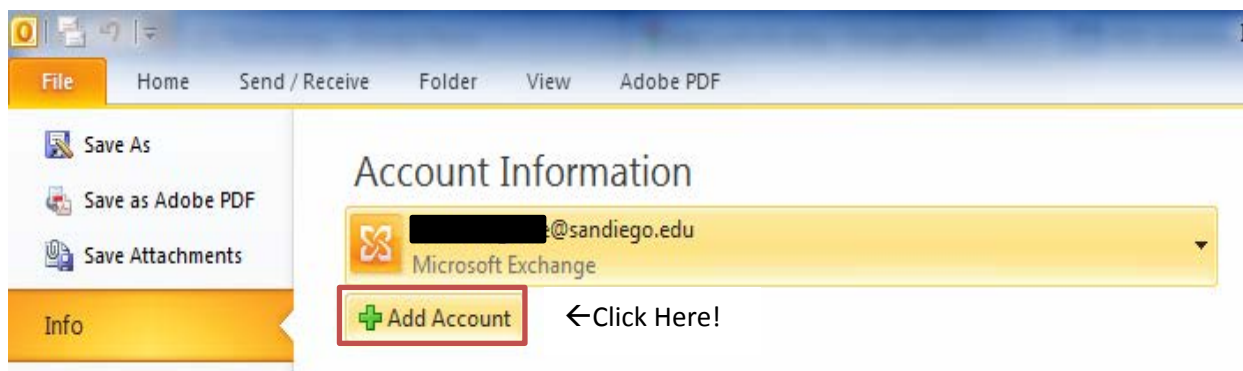


Alias Setup for Distribution Lists in Outlook 2007/2010

You can configure Outlook to use an email alias (department or group name) as the reply-to address when sending emails. To configure Outlook 2007 or Outlook 2010 so you can send from an email alias, follow the instructions below.

Step 1: Open Outlook and do one of the following:

- For Outlook 2007 users, click Tools > Account Settings
- For Outlook 2010 users, click File > Account Settings > Account Settings



Click “+Add Account,” or in Office 2007, Click “New.”

Check the “Manually configure server settings” box and click “Next.”

Check the “Internet E-mail” box and click “Next.”

If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.

Step 2: Internet E-mail Settings:

“Your Name” This name will appear when sending emails from the alias.

“E-mail Address” Type the email address for the email alias with the @sandiego.edu at the end.

“Account Type” Choose “IMAP”

- Incoming mail server: Type **mail.sandiego.edu** (this does not matter)
- Outgoing mail server (SMTP): Type **smtp.sandiego.edu**

“User Name” will be the first part of the email address before the “@” symbol.

“Password” Leave this box blank, and remove the check mark next to Remember password.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Alias Name You Want

E-mail Address: Alias_Name@sandiego.edu

Server Information

Account Type: IMAP

Incoming mail server: mail.sandiego.edu

Outgoing mail server (SMTP): smtp.sandiego.edu

Logon Information

User Name: Alias_Name

Password: [blank]

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Click “More Settings.”

If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.

Step 3: Internet E-mail Settings changes

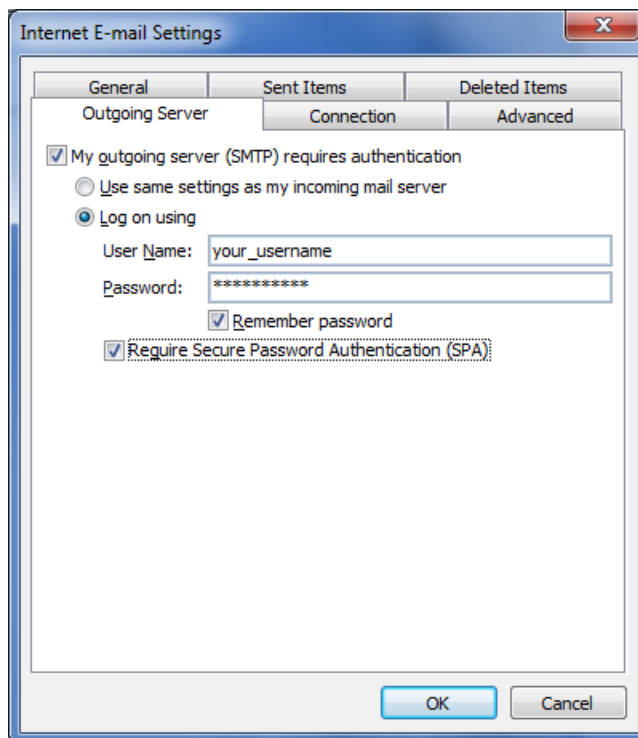
On the Email Tab hit the new distribution list name, click change.

Click on the “More Settings” on the bottom right.

Click on the “Outgoing Server” tab.

Check the box for “My outgoing server (SMTP) requires authentication.

You may leave “Use the same settings as my incoming mail server.” But, for an easier time with authentication, click “Log on using.” Enter your MySanDiego username and password, check “Remember password,” and check “Require Secure Password Authentication (SPA).”

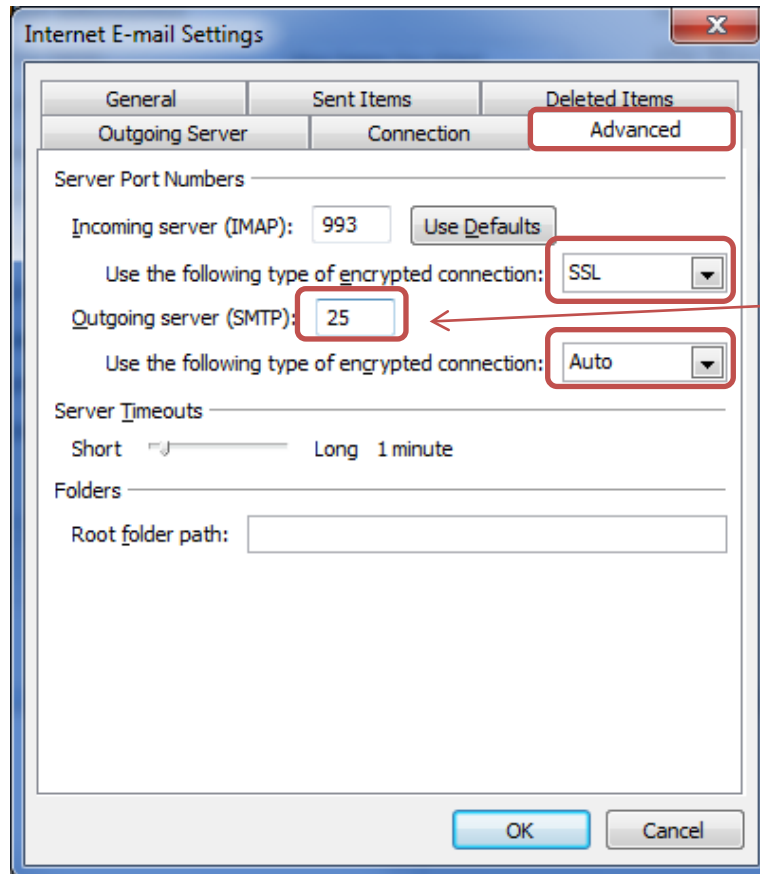


If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.

Click on “Advanced” tab at the top of the box. Change “Incoming server (IMAP)” to SSL from the drop-down list. Leave the default value 993 as the port number. Next, change “Outgoing server (SMTP)” to SSL or Auto from the drop-down list and enter 587 as the port number.

Click “Ok,” then “Next” on the “Add New Account” window, and “Finish” to complete the set up.

Outlook should ask you for the password for the account. Click “Cancel” when you are asked to enter a password. If it doesn’t, do not worry and continue on.



Change this value to 587.

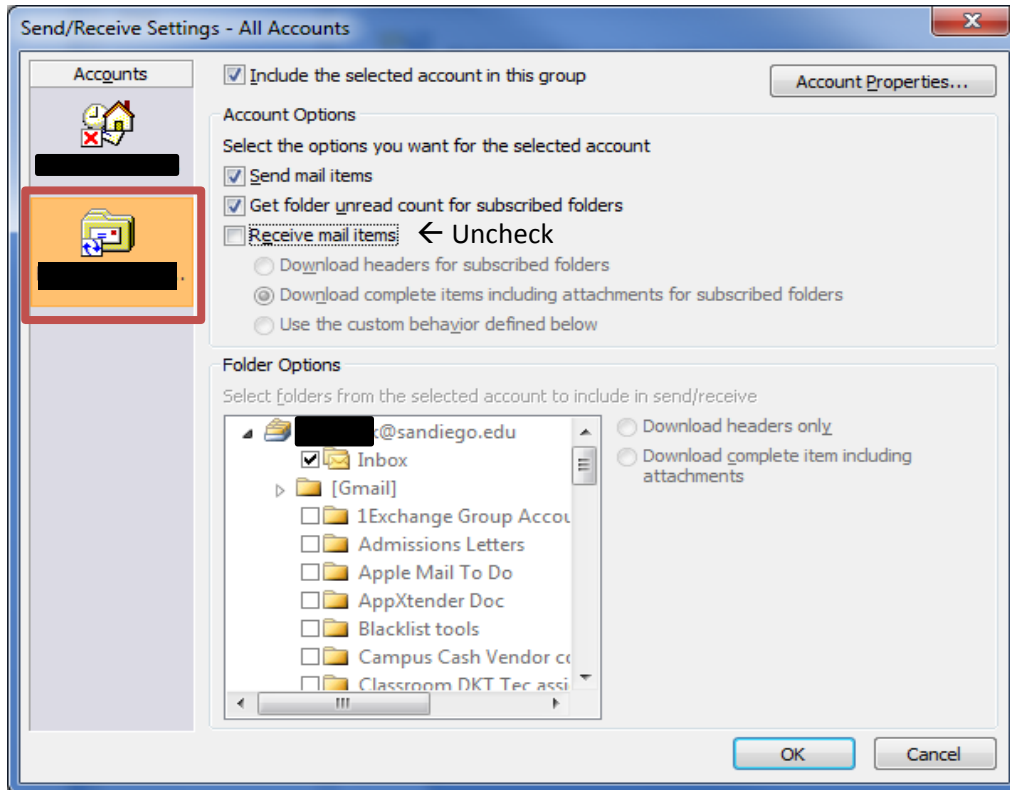
If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.

Step 4: Do one of the following:

- For Outlook 2007, click Tools > Options.... Then click the “Mail Setup” tab.
- For Outlook 2010, click File > Options. Click “Advanced” on the left-side of the Outlook Options window.
Click Send/Receive...
Select the group named “All Accounts” and click “Edit...”

Select the new email alias account from the list on the left.

Then remove the check mark from the box labeled, “Include the selected account in this group”
Click OK. Then click Close. Then click OK.



Outlook is now configured with an alias address you can use to send email. You need to test the account to see if the account works correctly. Continue to Step 5, next page.

If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.

Step 5: Send Email using an Alias Account

1. Click “New” to create a new email
2. Click the Account drop-down box located beneath the “Send” button on the left.
3. Select the alias address from the list of accounts.
4. Compose your email. When you hit send, the email will be sent from the address you selected.
5. When it asks for a Sent Folder to place the new sent mail you may choose your own or choose the distribution list account and add a new folder for sent emails
6. Reply to the email with test in the text body and hit send.

For sending a test, send it to your primary account or to another person that can receive your emails and respond. If both sending and replying works from this point, Outlook is now set up with your alias for your distribution list.

If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook 2010 with the distribution list information.