

Connecting myLangara.bc.ca mailbox to Outlook

HOW-TO GUIDE

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How to connect your myLangara mailbox to Microsoft Outlook

1. When using outlook for the first time, a new **Add Account** window will appear
 - If it is not the first time using **Outlook**, click **File** and **Add Account**
2. On the **Add Account** window, select **Manual setup or additional server types**, and click **Next**

The screenshot shows the 'Add Account' dialog box in Outlook. The 'Auto Account Setup' section is active, and the 'Manual setup or additional server types' radio button is selected. The 'E-mail Account' section is visible but not selected, showing fields for Name, Email Address, Password, and Retype Password. The 'Next >' button is highlighted in blue.

3. On the next screen, select **POP or IMAP** and click **Next**
4. On the next screen, fill **User Information**:
 - **Your name** as it appears on outgoing emails
 - **Email Address** is your **@mylangara.bc.ca** address
5. Enter the **Server Information**:
 - **Account Type**: **IMAP**
 - **Incoming mail server**: **message.langara.bc.ca**
 - **Outgoing mail server**: **message.langara.bc.ca**
6. Enter the **Logon Information**:
 - **User name** is your **9-digit Langara ID**
 - **Password** is the same password used to access the **myLangara** portal

INFORMATION TECHNOLOGY DEPARTMENT

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

User Information
Your Name: John Smith
Email Address: jsmith99@mylangara.bc.ca

Server Information
Account Type: IMAP
Incoming mail server: message.langara.bc.ca
Outgoing mail server (SMTP): message.langara.bc.ca

Logon Information
User Name: 100019558
Password: [masked]
 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.
Test Account Settings ...
 Automatically test account settings when Next is clicked
Mail to keep offline: All

More Settings ...

< Back Next > Cancel

7. Click on **More Settings** on the bottom right corner
8. Click the **Outgoing Server** tab
9. Ensure the **My outgoing server (SMTP) requires authentication** box is selected and click **OK**

Internet E-mail Settings

General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: [text box]
Password: [text box]

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

10. Click the **Next** button
11. On the **Test Account Settings** click **Close** and on the **Add Account** window click **Finish**