

How to configure Mindteck mail on your outlook.

Go to control panel>



Open "Mail"

🧶 Mail (32-bit)

In Mail setup wizard click on "Show profile" >



Create new profile.





Add account setup by selecting "Manual setup or additional server setup" > Next.

Auto Account Setup Manual setup of an	Add Account account or connect to other server types.	×
) E-mail Account		-71
Your Name:	Example: Ellen Adams	
E-mail Address;	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you,	
• Manual setup or ad	ditional server types	
	< Back Next >	Cancel

Choose service "POP or IMAP" > Next

٢	Add Account	×
Choo	se Service	× K
•	 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account 	V
	< Back Next >	Cancel



User Info:

Ex: Your Name: <First name> <Second name >

Email Address: xxxx.xxx@mindteck.com (Or @in.mindteck.com)

Server Info: Select "IMAP"

Incoming and Outgoing mail server address : mail.mindteck.com

Logon Info:

Ex: Username: xxxx.xxxx

Pasword: mail account password (rN@sswoRd000)

۹	Add	Account		
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.			
User Information		Test Account Settings		
Your Name:	Pruthviraj Pachhu	We recommend that you test your account to ensure that		
Email Address:	paruthviraj.pachhu@minde			
Server Information		Test Assount Cattings		
Account Type:	IMAP 🗸	Test Account Settings		
Incoming mail server:	mail.mindteck.com	 Automatically test account settings when Next is clicked 		
Outgoing mail server (SMTP):	mail.mindteck.com			
Logon Information				
User Name:	paruthviraj.pachhu			
Password:	****	Mail to keep offline: All		
Re	emember password	i i i i i i i i i i i i i i i i i i i		
Require logon using Secur (SPA)	e Password Authentication	More Settings		
		< Back Next > Cancel		

More settings > Outgoing server tab > Check SMTP requires authentication.

٨	Internet E-mail Settings	×			
General Outgoing Server Advanced					
My outgoing server (SMTP) requires authentication					
Use same set	tings as my incoming mail server				
User Name:	,				
Password:					
_	Remember password				
Require S	ecure Password Authentication (SPA)				
	OK	Cancel			



In Advanced tab select IMAP and SMTP connection "Auto" > OK

Internet E-mail Settings					
General Outgoing Server Advanced					
Server Port Numbers					
Incoming server (IMAP): 143 Use Defaults					
Use the following type of encrypted connection: Auto					
Outgoing server (SMTP): 25					
Use the following type of encrypted connection:					
Server Timeouts					
Short Long 1 minute					
Folders					
Root folder path:					
Sent Items					
Do not save copies of sent items					
Deleted Items					
Mark items for deletion but do not move them automatically					
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.					
Purge items when switching folders while online					
OK Cancel					

Once you click > ok It will test your account setting

Test Account Settings					
Congratulations! All tests completed successfully. Click Close to continue.					
Tasks Tasks ✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Status Completed — Completed —	_			
]			

If tested successfully click "close" or check your configuration again.

۲	Add Account X
	You're all set!
	We have all the information we need to set up your account.
	Add another account
	< Back Finish

Finish the mail configuration wizard and open the outlook.



How to configure address book in your outlook.

Open outlook and click on File.



Click on "Account Settings"



Click on Address book tab and click new.

Account Settings				×		
Direct Yo	Directories and Address Books You can choose a directory or address book below to change or remove it.					
E-mail	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books					
Name	Name Type					
Outlo	ok Address B	Book		MAPI		



Directory or Address Book Type select " LDAP Service "



Provide server information:

Server Name: mail.mindteck.com

✓ Check Logon Information:

User Name: Ex: uid=pruthviraj.pachhu,ou=users,dc=mindteck,dc=com

Password: mail account password (rN@sswoRd000)

Add Account	×
Directory Service (LDAP) Settings You can enter the required settings to access information in a directory service.	${\sim}$
Server Information Type the name of the directory server your Internet service provider or system administrator has given you. Server Name: mail.mindteck.com Logon Information Image: white the pruthviraj.pachhu,ou=use Password: Require Secure Password Authentication (SPA)	
< Back Next > C	ancel

Click on "More Setting"



Click on Search tab and provide : dc=mindteck,dc=com

Then click on "OK"

Microsoft LDAP Directory	x	
Connection Search		
Server Settings		
Search timeout in seconds: 60		
Specify the maximum number of entries you want to return after a successful search:		
Search Base Use Default		
Custom: dc=mindteck,dc=com		
Browsing		
OK Cancel Appl	y	

Click "ok" and restart the outlook and check.



Any issue? Please contact itdept@mindteck.com or call Ext:8091/8092.