Workshop on Official Email Configuration with Gmail or Yahoo

By

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BUETK domain Email:

First time use instructions.

Open URL www.buetk.edu.pk click on Email

Enter your Email Address and password to login.
Select any of mail portals from following three.

At First time use it is recommended to provide your Full Name and Reply to data
Now your Email portal is ready to use you compose and check your email.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>This contains personal information about yourself such as your name, your email address, etc.</td>
</tr>
<tr>
<td>Display Preferences</td>
<td>You can change the way that SquaredMail looks and displays information to you, such as the colors, the language, and other settings.</td>
</tr>
<tr>
<td>Message Highlighting</td>
<td>Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.</td>
</tr>
<tr>
<td>Folder Preferences</td>
<td>These settings change the way your folders are displayed and manipulated.</td>
</tr>
<tr>
<td>Index Order</td>
<td>The order of the message index can be rearranged and changed to contain the headers in any order you want.</td>
</tr>
<tr>
<td>Compose Preferences</td>
<td>Control the behaviour and layout of writing new mail messages, replying to and forwarding messages.</td>
</tr>
</tbody>
</table>
To configure your official Email with your personal Gmail or yahoo Email account than follow these instruction.

To configure with Gmail:

Click on Settings icon as show and select settings option.

Click on Accounts and Imports.
To setup for outgoing emails, Click on Add another email address you own.

Enter your Name and official email that you want to link and click Next Step button.
Select the first option and click next step.

To complete the verification click on send verification button.
It will send you verification email to your official email, check your official email and enter the verification code and click on verify button.

Outgoing email is completed.
Now you can send email from your official email by using Gmail account.

To configure for Incoming Official Mails, click on **Add a pop3 mail account you own**
Enter your official email address and click next step button.

Now Enter following data

- Username: your complete official email address
- Password of your official email address
- Pop server: ns1374.websitewelcome.com
- Select the other options as shown below picture
- Click on add account button
Congratulations your official email is now configured with your gmail successfully.
To configure with yahoo:

Click on Settings icon as shown and select setting option

Click on accounts tab and then select Add button
Provide your information as shown below and click on save button:

- **Sending Name**: Syed Jahangir Shah
- **Email Address**: jahangir.shah@buet.edu.pk
- **Description**: Programmer
- **Set up to Receive emails**
- **Username**: jahangir.shah@buet.edu.pk
- **Password**: *****
- **Reply-to address**: syed_jahangir_shah@yahoo.com
- **Deliver email to**: Official Mails
- **POP server**: ns1374.websitewelcome.com
  - **Use SSL**
  - **Use Filters**
  - Override default POP port: 110
  - Leave mail on POP server

Click on ok to send verification email.
After clicking on ok button, you will receive verification email to your official email, as shown.
Read email carefully and click on second link to complete the verification.

Verification is completed, select the option and click on continue button.
Now you are requested to sign in again.

Finally scroll down the page and click on save button.
Congratulations your official email is now configured with your Yahoo.

Now you can send email by selection one of your emails as shown.