

# Authenticate Before Sending


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**Abstract:** This document provides steps to configure Microsoft Outlook 2003 to send messages from off campus using NJCU Email servers.

## Introduction

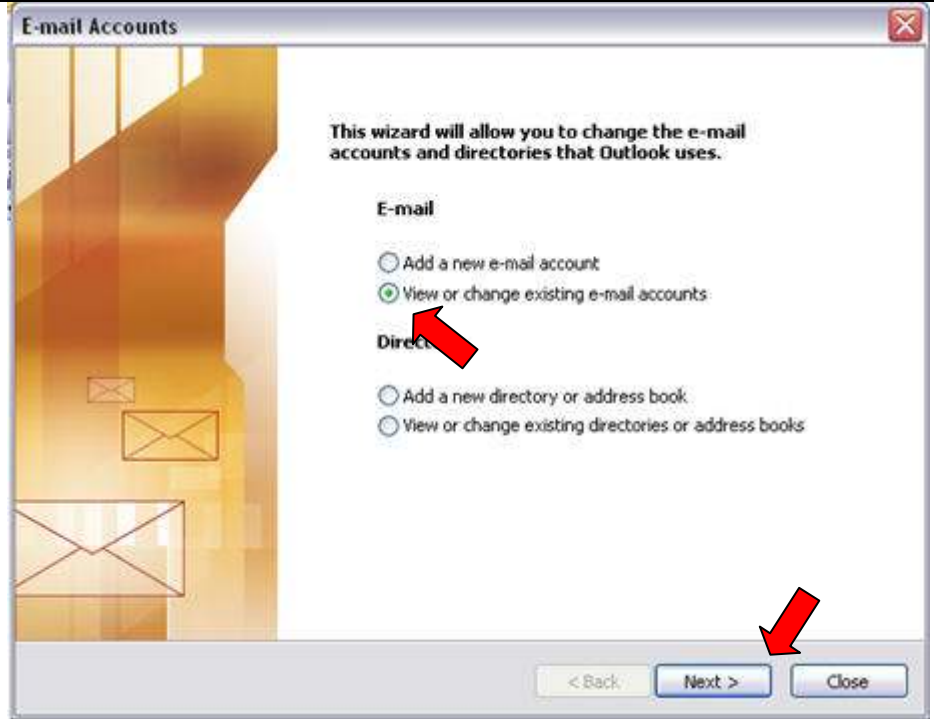
There are two ways to configure Outlook to send email from off-campus. The first method is to use your local ISP's SMTP server. The second method is to use NJCU's SMTP server. This method requires that the sender authenticate themselves to prevent our servers from being used as a Spam engines by malevolent hackers.

## Step-by-Step Instructions

<p><b>1. Open Outlook and select "Email Accounts..." from the Menu toolbar, Tools drop-down menu.</b></p>	 <p>The screenshot shows the Outlook application window with the 'Tools' menu open. The menu items are: Send/Receive, Find, Address Book..., Organize, Rules and Alerts..., Mailbox Cleanup..., Empty "Deleted Items" Folder, Forms, Macro, E-mail Accounts..., Customize..., Options..., E-mail Scan Properties..., and Scan for Threats... A red arrow points to the 'E-mail Accounts...' option, which is highlighted in yellow.</p>
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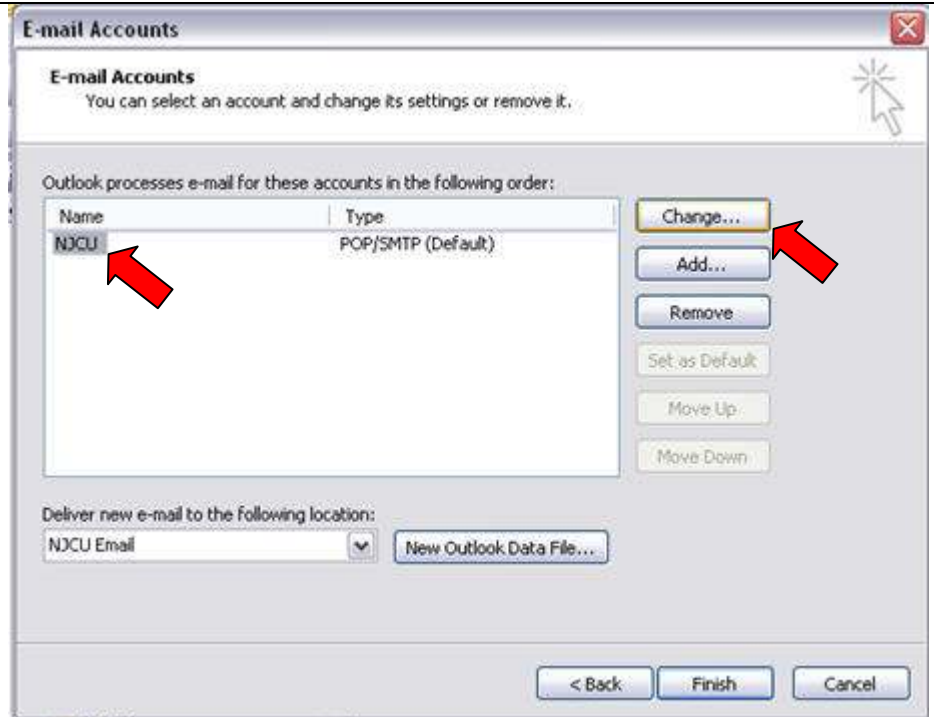
On the first dialog wizard page...

- 2. Verify that the “View or change existing Email Accounts” radio button is selected,
- 3. Click Next



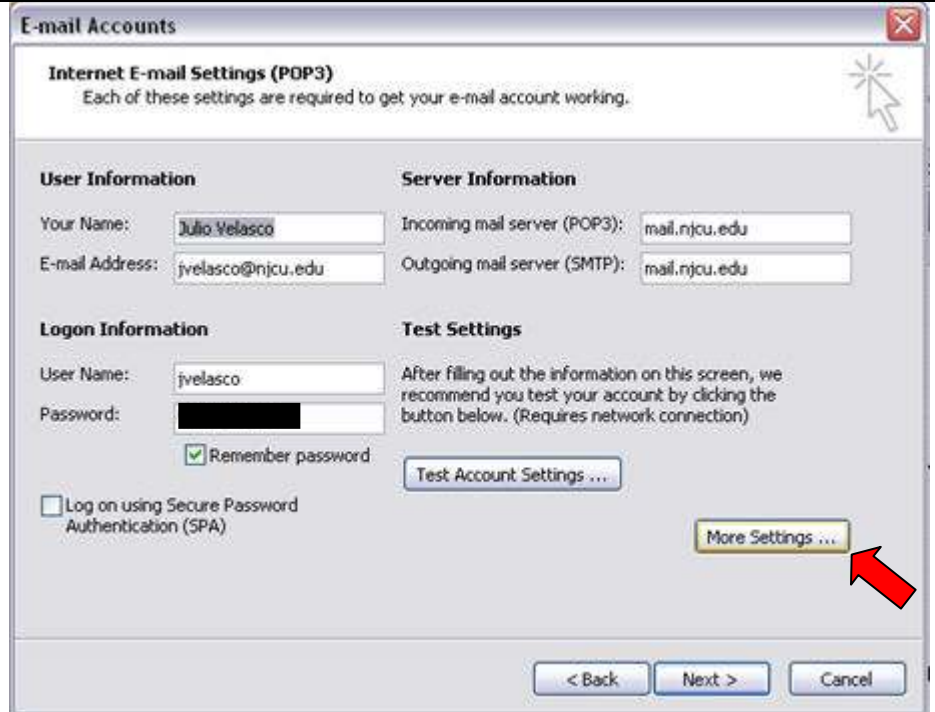
The dialog wizard presents your accounts. If you use Outlook to retrieve email from more than one account, there will be an account name here for each one.

- 4. Select the NJCU account. The name may be different, but it should be obvious.
- 5. Click the “Change” button.



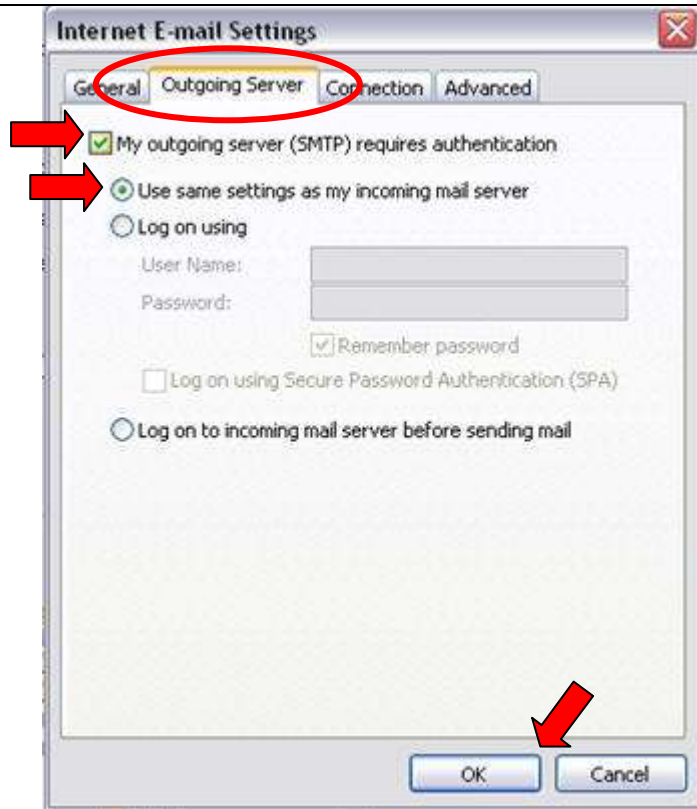
A new dialog window opens up presenting the first page of options for the NJCU account.

6. Click the “More Settings...” button.



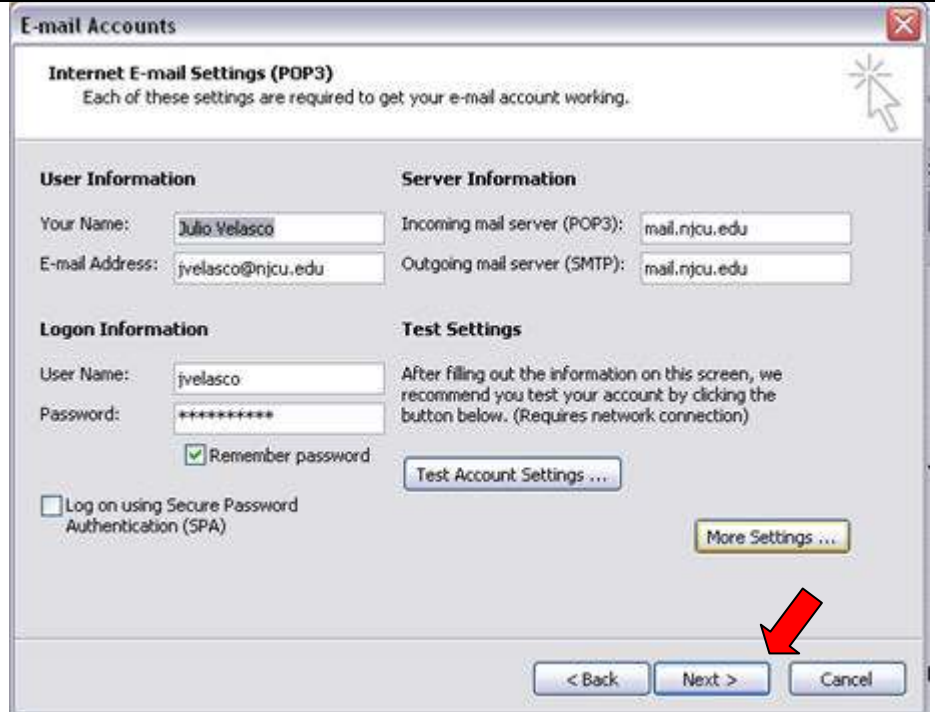
A new dialog window opens, presenting more configuration settings.

7. Click the “Outgoing Server” tab
8. Click the “My outgoing server (SMTP) requires authentication” check box.
9. Verify that the “Use same settings as my incoming mail server” Radio button is selected.
10. Click OK.



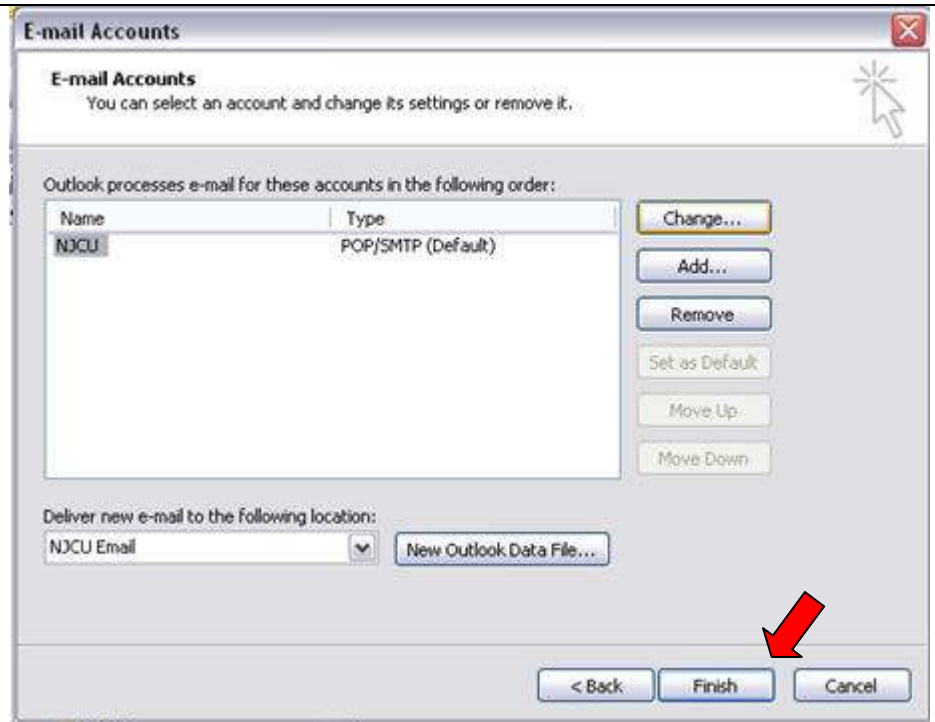
The Internet Email Settings dialog box closes and you are returned to the Email Accounts dialog window.

11. Click the “Next” button



You are returned to the opening Email Accounts dialog page.

12. Click the “Finish” button to close the dialog window and return to Outlook.



NOTE: You can change the account name while the “Internet Email Settings” dialog box is open. This can be done at the same time as setting authentication or at a later time. To do so, click the “General Tab”, highlight the old name, and enter a new name, and then exit through the dialog windows as before or continue with authentication.