



CatMail Setup on Outlook 2013 & 2016

Step 1

If you are opening your Outlook for the first time or if you choose the add account option from within the Account Settings tab. You will get this screen. Choose the **Manual Setup** option to get started.

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

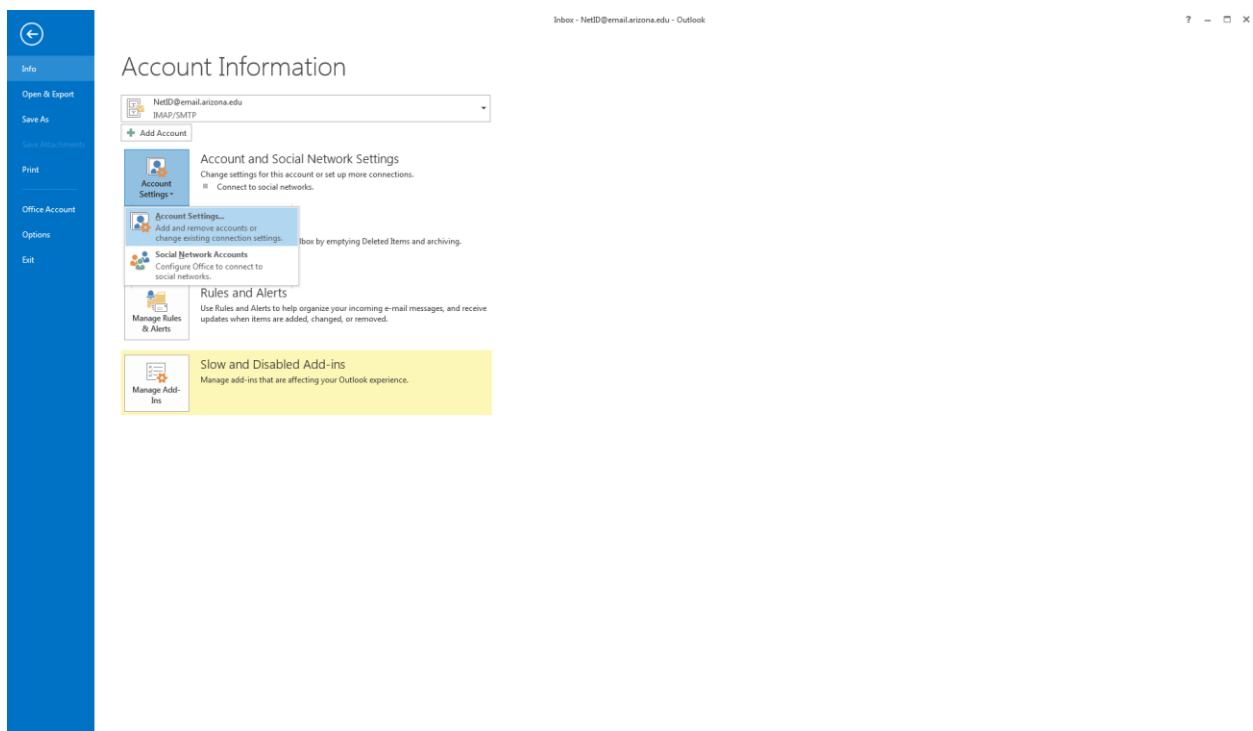
< Back Next > Cancel



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We will want to use this option to add an account if there is already another existing email account in Outlook.

To get to this, click **File** in the upper left hand corner of Outlook and it will bring you to this page. From here we will want to click on **Account Settings**, this will open the page that will allow us to add the account.





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Step 2

This is the page you will see after selecting **Manual Setup** option from the previous image. On this page, you will want to enter in all the information shown here. You will want to make sure that the **User Name** is the full U of A email address (ex. wilburw@email.arizona.edu) and that the password is the secondary password. After this, click on **More Settings** for the next step.

If you do not know what your secondary password is, there will be a guide on resetting it at the end of this document.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The dialog is divided into several sections:

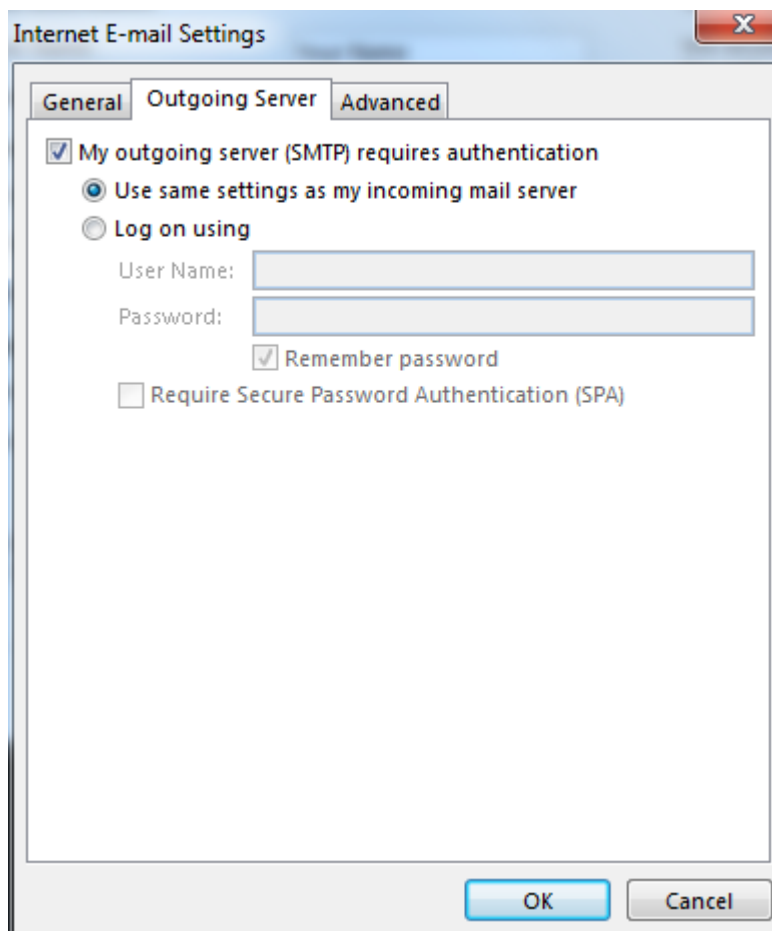
- User Information:** 'Your Name' (text box: Your Name), 'Email Address' (text box: NetID@email.arizona.edu).
- Server Information:** 'Account Type' (dropdown: IMAP), 'Incoming mail server' (text box: imap.gmail.com), 'Outgoing mail server (SMTP)' (text box: smtp.gmail.com).
- Logon Information:** 'User Name' (text box: netid@email.arizona.edu), 'Password' (text box: masked with asterisks), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A section with the text 'We recommend that you test your account to ensure that the entries are correct.' It includes a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Mail to keep offline:** A slider set to 'All'.
- Buttons:** '< Back', 'Next >', and 'Cancel' are at the bottom. A 'More Settings ...' button is located to the right of the 'Mail to keep offline' slider.

Two red arrows point to the 'More Settings ...' button: one from the bottom left and one from the right side.



Step 3

After Selecting **More Settings** from the previous page. You will be given an Internet Settings Window. You will want to first click on the tab that says **Outgoing Server**. On this page, you will want to click on the checkbox for **My outgoing server requires authentication**, then make sure the first option for **Use same settings** is checked.

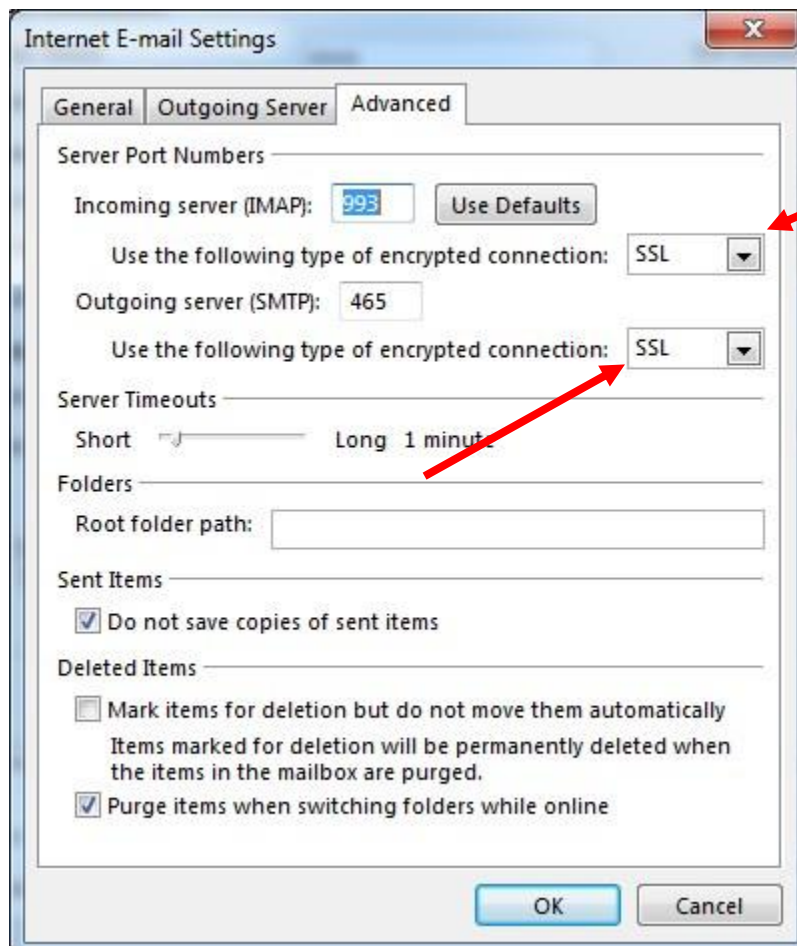




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Step 4

Now we will want to click on **Advanced**. From that tab, the only options you should have to change are the encryption types. Under **IMAP**, you will want to select option for **SSL**. Then under **SMTP**, you will want to select **SSL**. Click OK when this is completed.





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Step 5

After clicking okay on the settings page, it should bring you back to this main account setup page again. Since we now have all the correct information entered, we can click on **Next** and it will start to try to add the account. If everything was correct, it will complete the check and add the account into Outlook.

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

User Information
Your Name: Your Name
Email Address: NetID@email.arizona.edu

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: netid@email.arizona.edu
Password: *****
 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

Outlook is testing the account settings you entered. Stop

Close

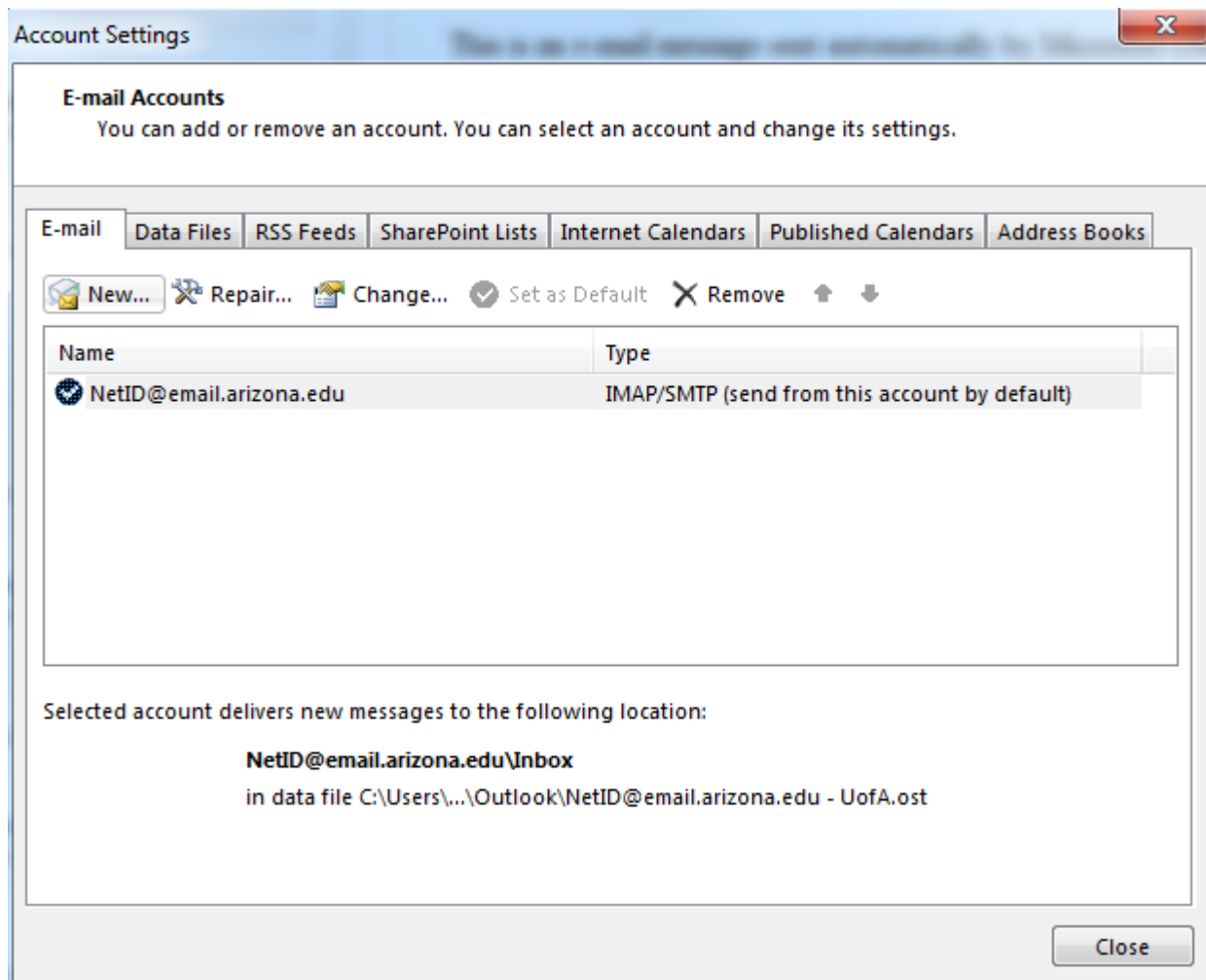
Tasks	Status
Log onto incoming mail server (IMAP)	In Progress
Send test e-mail message	

Step 6



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You're all done! Now the account has been added and you will be able to start receiving mail from your CatMail account in Outlook 2013.





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Resetting the CatMail Secondary Password

If you aren't sure what your secondary password is and need to reset it, it can be done at the following website: <https://netid.arizona.edu/>.

On this site, you will want to click on **Reset Secondary**, this will take you to a Webauth login page where you will log in using your NetID and password. After this, a new secondary password will be sent to your CatMail Account!

The screenshot shows the NetID management website interface. At the top is the Arizona State University logo and the text "ARIZONA.EDU". Below this is the "UA NetID" logo. The main content area is divided into three columns:

- Don't have a UA NetID?**
 - Create UA NetID
 - NetID selection guidelines
- Manage account settings**
 - Change Password
 - Manage Passcode Setting
 - Manage Secret Hint
 - WebAuth Preferences
 - Manage NetID+
- Problems accessing account?**
 - Reset Forgotten Password
 - Reset Secondary (CatMail) Password** (highlighted with a red box and arrow)
 - Unlock NetID

Below the columns is a "NetID News! Two New Services Announced!" section with two bullet points:

- ** Protect Your Account, Enroll in NetID+ – a second layer of security. Learn more...
- ** CatNet Lockout Grace Period for NetID Password Changes. Learn more...

On the right side, there is a "Related Links" section with the following links:

- Manage NetID+ Settings
- Create or Change Computer Accounts
- Computing Guidelines & Policies
- Central computing services

The screenshot shows the confirmation page on the NetID website. At the top is the Arizona State University logo and the text "ARIZONA.EDU". Below this is the "UA NetID" logo. The main content area is titled "Confirmation" and contains the following text:

Successfully reset CatMail secondary password for [redacted]. Your CatMail password has been reset. You will soon receive your new CatMail password by email. If you receive your email through CatMail, please check CatMail from the Web using your UA NetID password to retrieve your new CatMail password. Please allow several minutes for password delivery. Use this new password in the settings for applications or mobile devices to be able to check mail or sync calendar from CatMail.

Below this is a red box with the text: "You have been logged out of this application. To log out of WebAuth too, click [here](#)".

At the bottom left is a "Home" button. On the right side, there is a "Steps" section with two buttons: "WebAuth Authentication" and "Confirmation".