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RAJASTHAN FINANCIAL CORPORATION
(FMD - COMPUTER SECTION)

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Tilak Marg,
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CIRCULAR

Ref: RFC/MTC-107/Comp./486

Dated: 17.07.2012

The Corporation has provided e-mail facility to all its field offices, division heads, section heads and other senior officers for fast and smooth communication. It has hired limited web space to operate this facility economically. It is expected that at one end the e-mail facility would be used by all the concerned extensively but on the other end the limited web space should not go waste in unnecessary e-mails, spam/junk mail etc. In order to free the web space the following action may be taken regularly:-

1. Configure e-mail ID with Microsoft Office Outlook/ Outlook Express and take back up of all the data available in the e-mail account through the Outlook/ Outlook Express to free the web space. Steps to configure the e-mail ID with the Outlook/ Outlook Express are enclosed. The Microsoft Outlook/ Outlook Express can be used for sending/receiving the e-mails.
2. Delete the unwanted mails from the Inbox, Sent mail, Spam/Junk mail folder regularly. However printout of the important communications may be taken before deleting the other mails from the Inbox and Sent mail folders.

All concerned are advised to take a note of the above and ensure optimum utilization of the web space.



(Yaduvendra Mathur)

Enc: As Above

Chairman & Managing Director

Copy to:

1. Standard Circulation at HO
2. All ZO/BO/SO

Step by Step Microsoft Outlook 2003 Configuration

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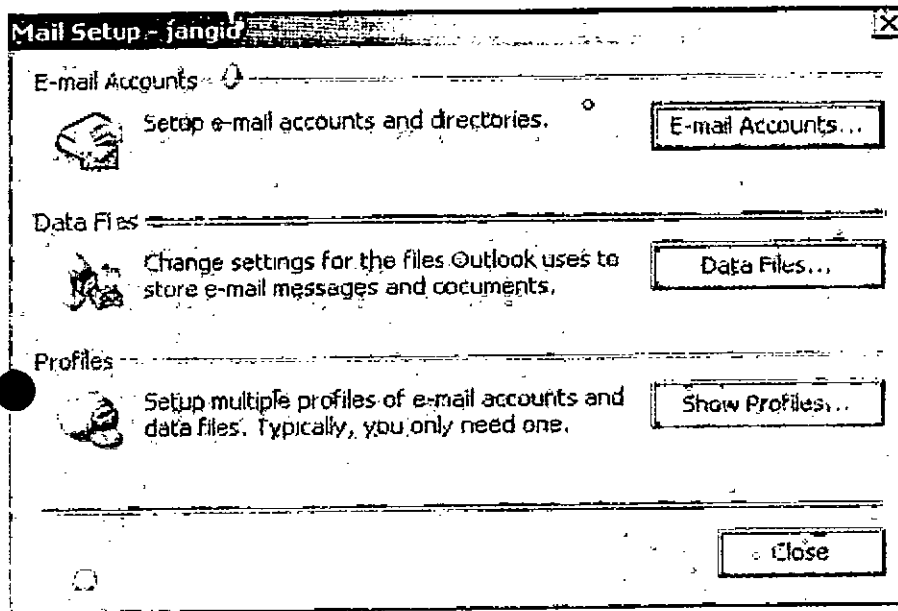
Step I

Click On Start => Control Panel => Mail

OR

Click On Start => Setting => Control Panel => Mail

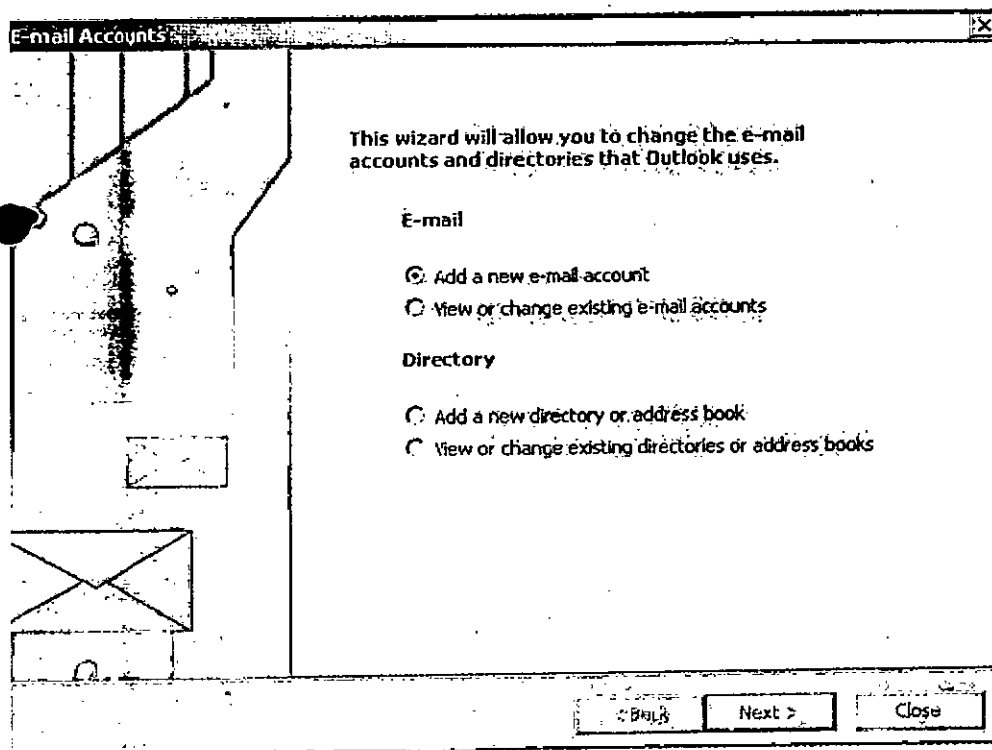
The following screen will appear :-



Step II

Click on E-mail Accounts .

The following screen will appear :-



Step III

Select "Add a new e-mail account as above and click on "Next"

The following screen will appear :-

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with:

☐ Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.

☒ POP3
Connect to a POP3 e-mail server to download your e-mail.

☐ IMAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

☐ HTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

☐ Additional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

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Step IV

Choose Server Type "POP3" as above & Click "Next"

The following screen will appear :-

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

Fill all the information as per following :-

User Information

Your Name: As you wish

E-mail Address: your e-mail address as provided by RFC

Server Information

Incoming mail server (POP3) : mail.rfc.rajasthan.gov.in

Outgoing mail server (SMTP) : mail.rfc.rajasthan.gov.in

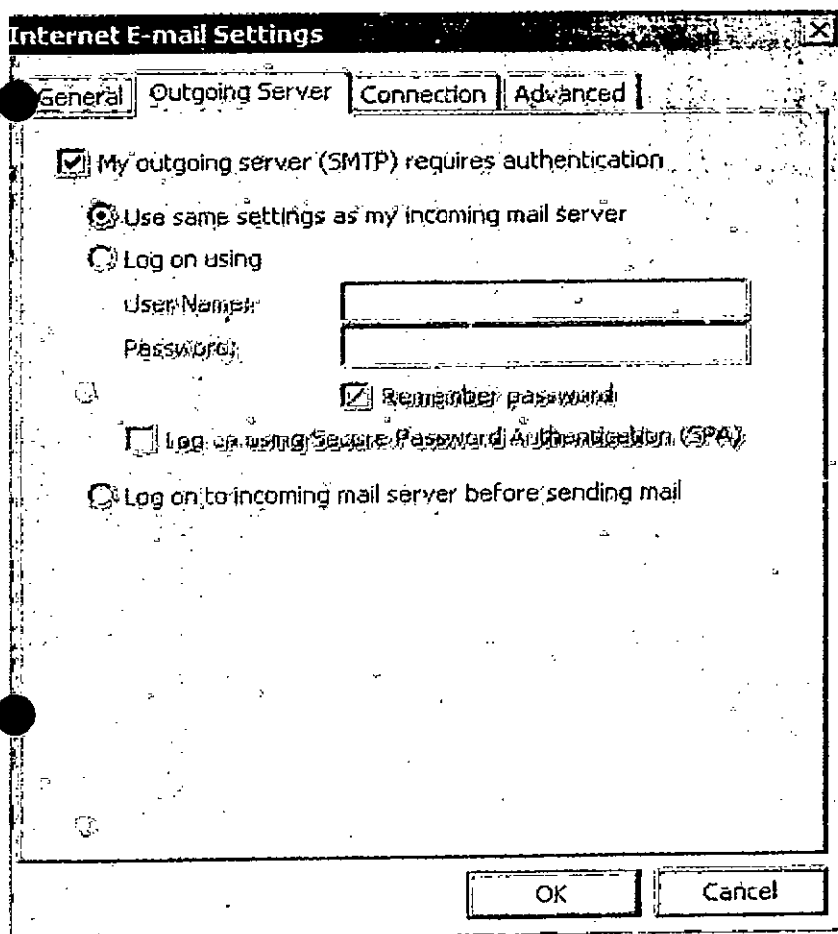
Logon Information

User Name : Same as your name (as above).

Password : Your e-mail id password

Step V

Click on the "More Settings" and a new window (as below) will open.



Click on outgoing server and mark check on "My Outgoing server (SMTP) requires authentication"

Click on "OK"

E-mail Accounts

Internet E-mail Settings (POP3)

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Login Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click "Test Account Setting"

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks **Errors**

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed

Click on Close