RAJASTHAN FINANCIAL CORPORATION
(FMD - COMPUTER SECTION)

Udyog Bhawan,
Tilak Marg,
Jaipur 302005

CIRCULAR


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)
Chairman & Managing Director

Enc: As Above

Copy to:

1. Standard Circulation at HO
2. All ZO/BO/SO
Step by Step Microsoft Outlook 2003 Configuration

Step I
Click On Start => Control Panel => Mail
OR
Click On Start => Setting => Control Panel => Mail

The following screen will appear:

![Mail Setup Screen](image)

Step II
Click on E-mail Accounts.
The following screen will appear:

![E-mail Accounts Screen](image)

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.

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:**
  - Test
- **E-mail Address:**
  - test@rfc.rajasthan.gov.in

**Server Information**

- **Incoming mail server (POP3):** mail.rfc.rajasthan.gov.in
- **Outgoing mail server (SMTP):** mail.rfc.rajasthan.gov.in

**Logon Information**

- **User Name:**
  - Test
- **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)

- **Test Account Settings ...**

- **More Settings ...**
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.

![Internet E-mail Settings](image)

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

Click on “OK”
Click "Test Account Setting"

Click on Close