

Setting up a new email account on Outlook (PC/Windows)

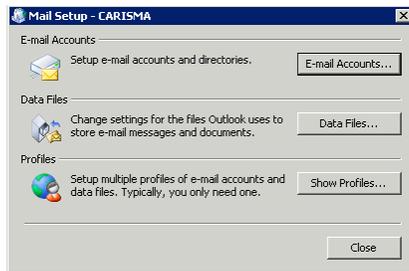
1) Open the control panel



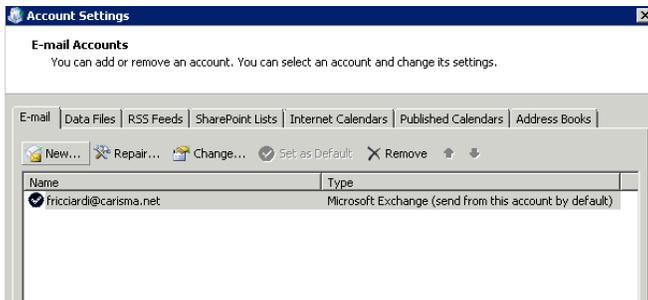
2) In the control panel find "Mail" and double click to launch it



3) Click "Email Accounts"



4) Click "New"



- 5) Choose Manually Configure (next)



- 6) Choose Internet Email (next)



- 7) Complete the form as shown using your name, email address and domain name



Add New Account [Close]

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account 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 by clicking the Next button

- 8) Click "more settings" (outgoing server tab) check the boxes/buttons as shown



Internet E-mail Settings [Close]

General | Sent Items | Deleted Items

Outgoing Server | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

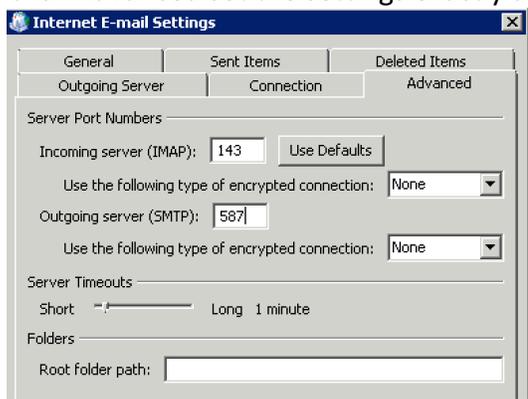
User Name:

Password:

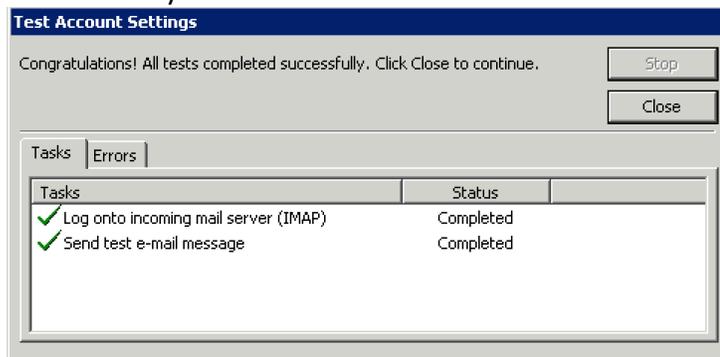
Remember password

Require Secure Password Authentication (SPA)

9) Click Advanced set the settings exactly as shown click ok.



10) Click "next" you will see this...



11) Click close then finish