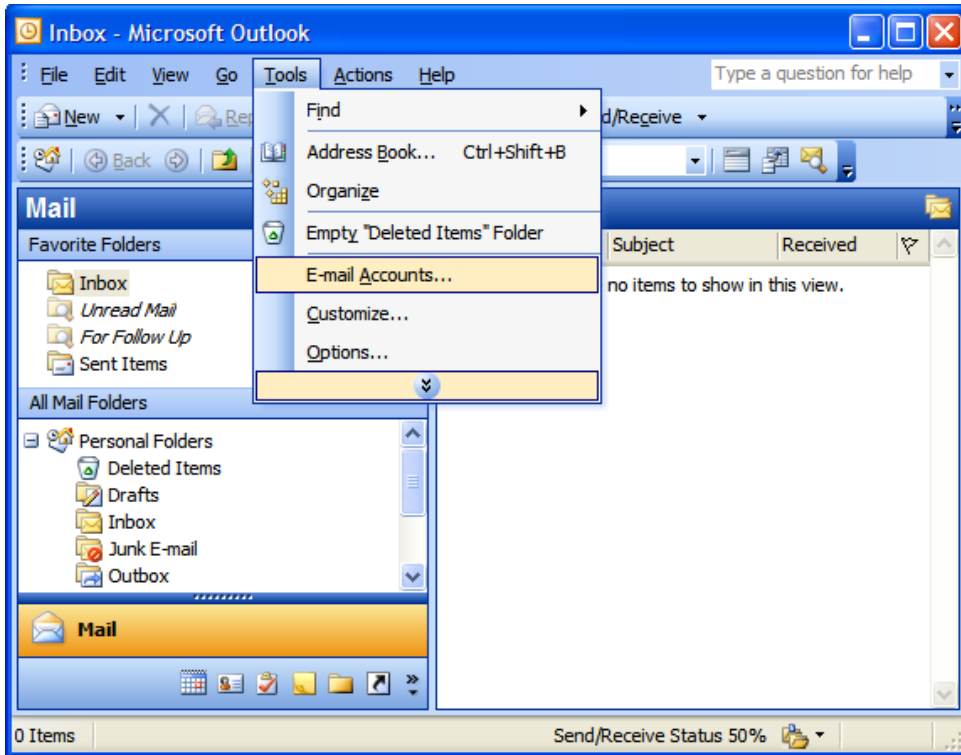


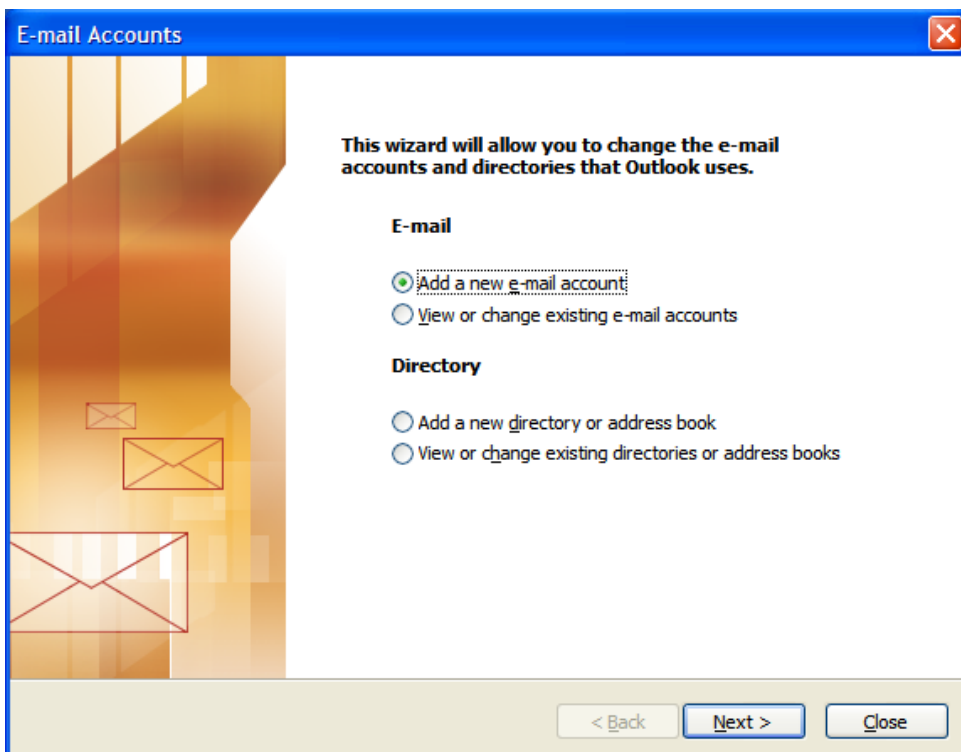


## Setting up your email account using Microsoft Outlook

1. Open **Microsoft Outlook**. From the **Tools** menu choose **E-mail Accounts**.

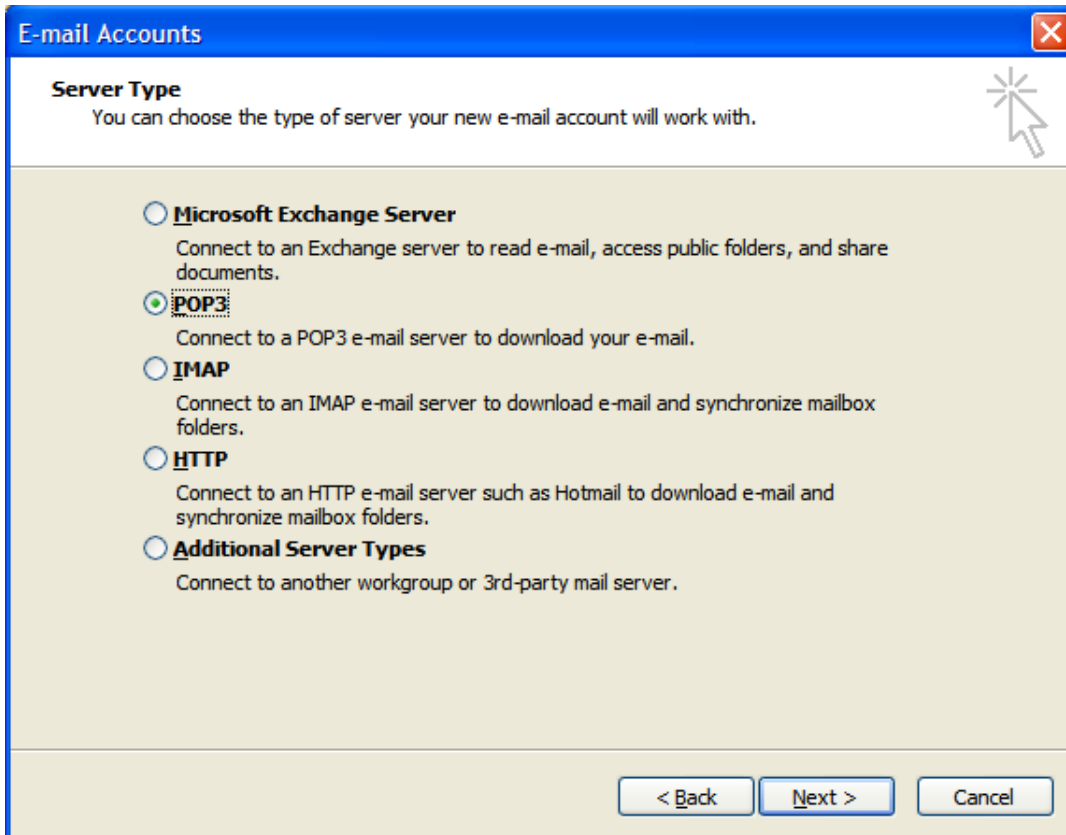


2. On the **E-mail Accounts** window, select **Add a new e-mail account**, then click **Next**





3. Select **POP3** as the **server type**. Then click **Next**.





4. On the **Internet E-mail Settings (POP3)** window, enter your information as follows:

User Information:

Enter your **name** and **e-mail address**.

Server Information:

In the **Incoming mail server** field type mail.yourdomain.com (replace yourdomain.com with your own website name e.g. mail.onlinedevelopment.co.uk

In the **Outgoing mail server** field type mail.yourdomain.com (replace yourdomain.com with your own website name e.g. mail.onlinedevelopment.co.uk

Logon Information:

Enter your **username** and **password** (ensure your **CAPS LOCK is turned off**.)

Tick the **remember password** checkbox.

5. Click the **More Settings** button.

**E-mail Accounts**

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

User Information		Server Information	
Your Name:	Your Name	Incoming mail server (POP3):	mail.yourdomain.com
E-mail Address:	Your email address	Outgoing mail server (SMTP):	mail.yourdomain.com

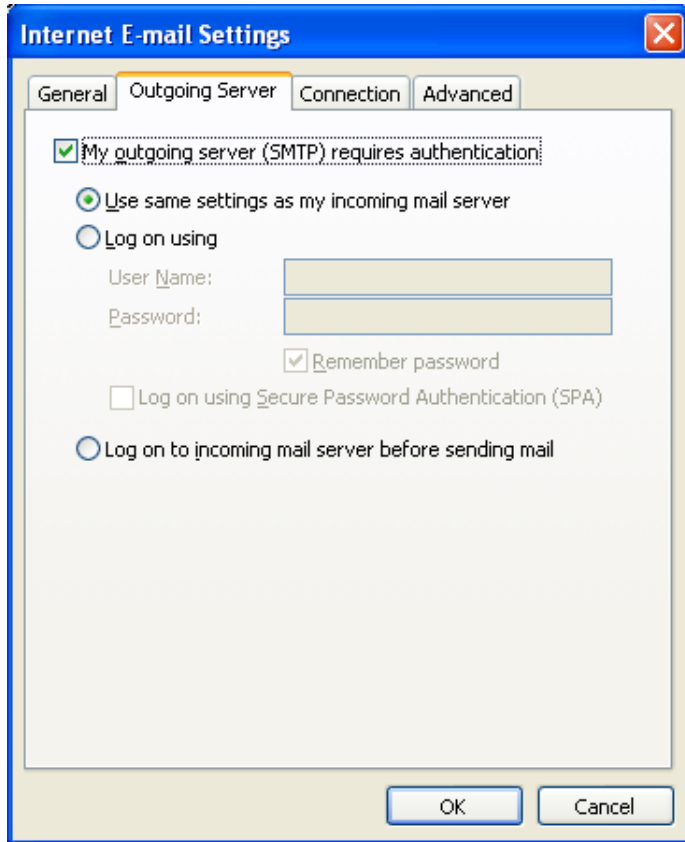
Logon Information		Test Settings	
User Name:	Username	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
Password:	*****		
<input checked="" type="checkbox"/> Remember password		<b>Test Account Settings ...</b>	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)			

**More Settings ...**

< Back   Next >   Cancel

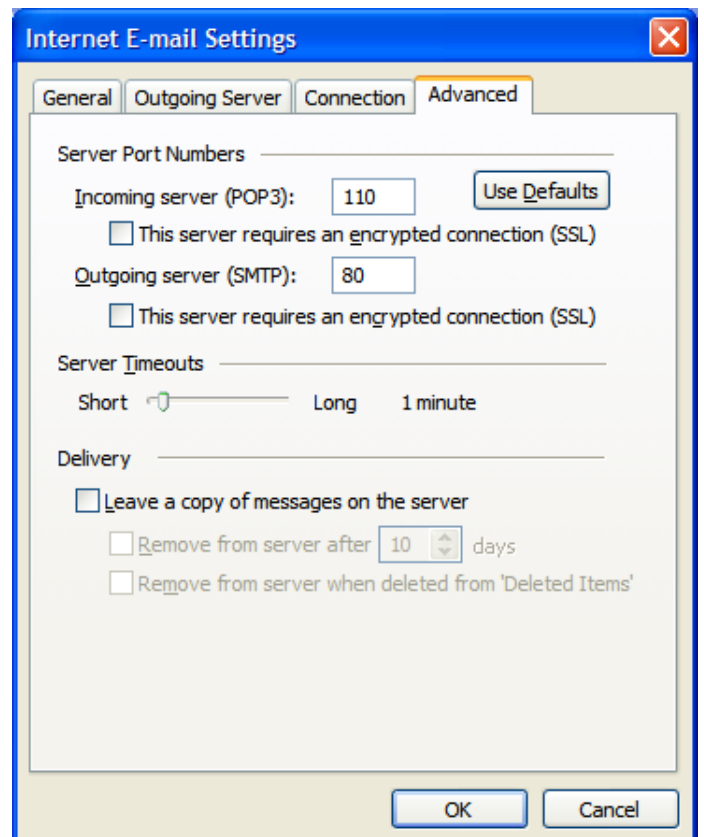


6. On the **Internet E-mail Settings** window, select the "**Outgoing Server**" tab. Tick the "**My outgoing server (SMTP) requires authentication.**" checkbox. Select "Use same settings as my incoming mail server".



7. Select the "**Advanced**" tab. Ensure the **Incoming server (POP3)** port number is **110** and the **Outgoing server (SMTP)** port number is **80**.

Click **OK**.





8. Click **Next**.

**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)

8. Click **Finish**.

**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.