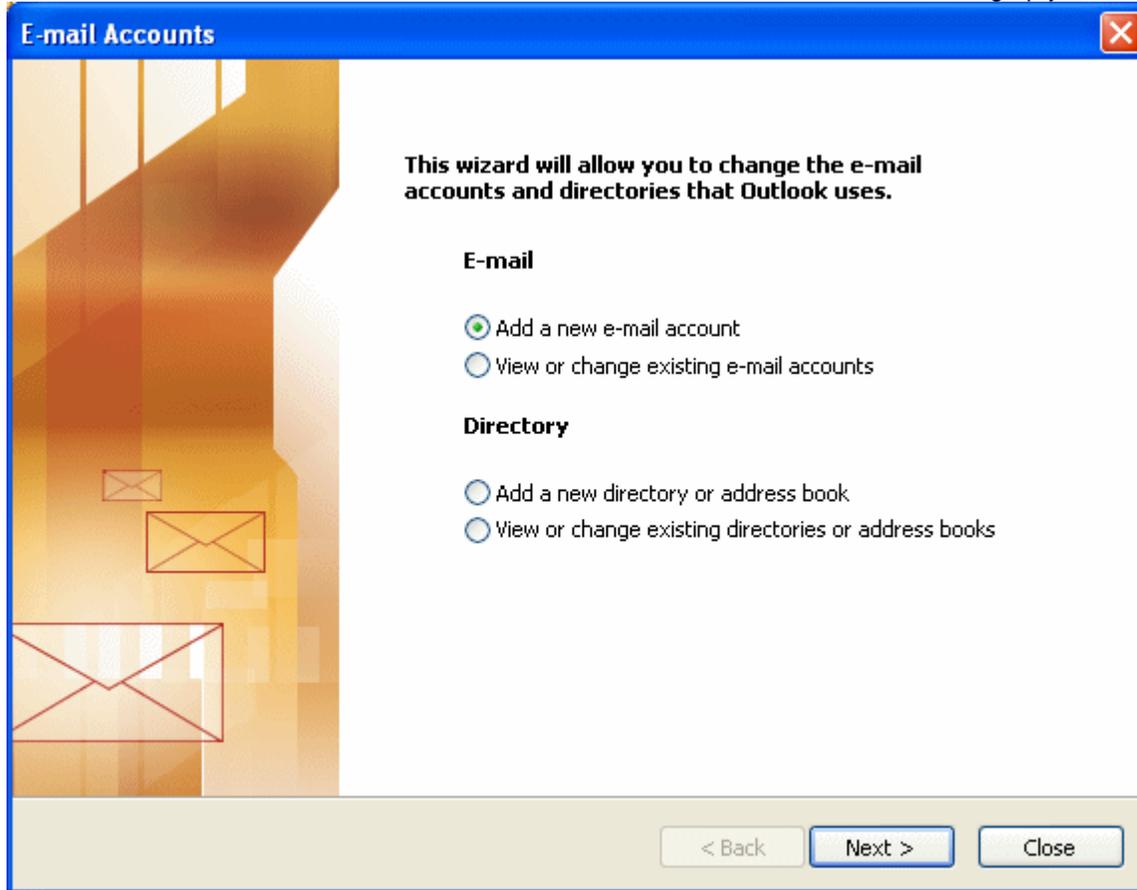


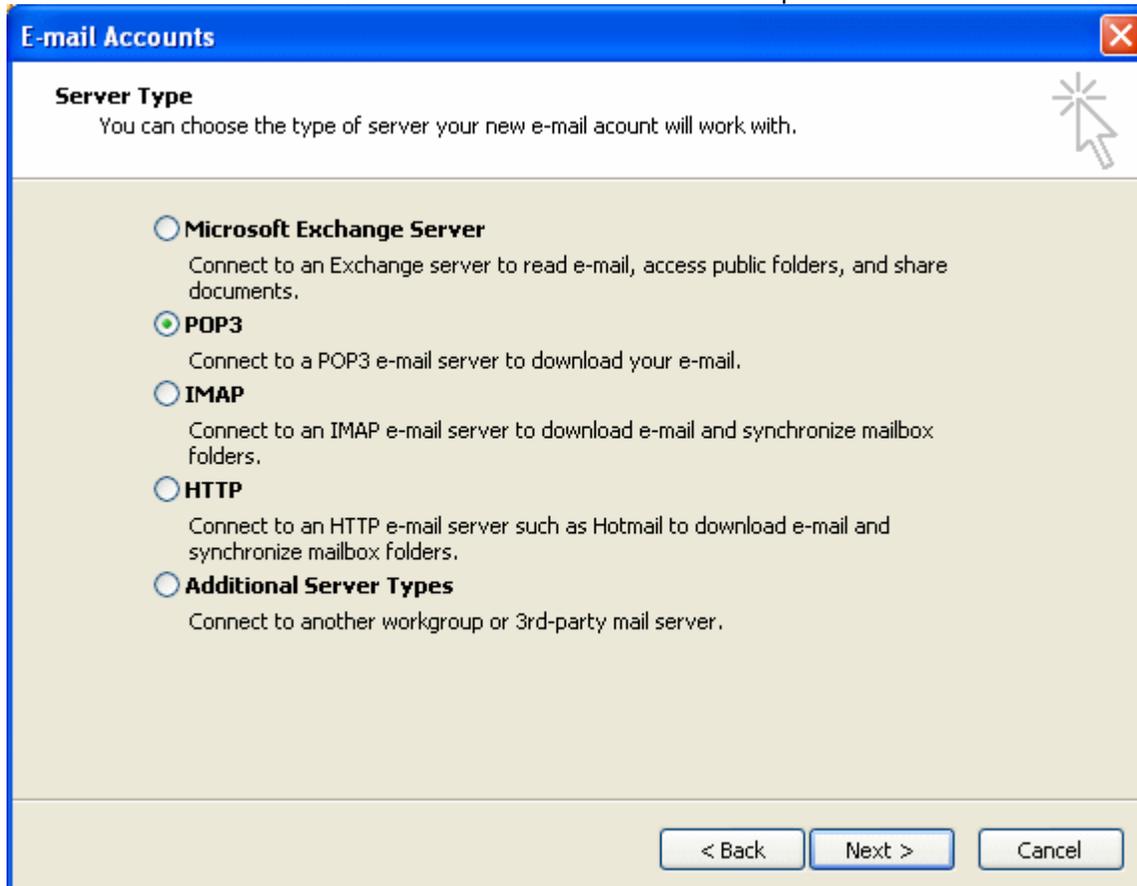
How to Set-up Email Addresses in Outlook: A Step-by-Step Guide

This document describes how to set up an email account under Outlook so that you can collect your emails.

1. Launch Outlook
2. From the menu bar at the top of the Outlook window click on **Tools**
3. You should now see a list of options. From these options select **E-mail Accounts**
4. You will see a window called Email Accounts as below. Click **Next** to start setting up your email address



5. You should now see the box shown below. Select the POP3 option as shown and click **Next**



6. You will now see the box below. For the purposes of this guide, the email address we are trying to set-up is jack@adomainname.com. Fill in the boxes with the appropriate data for your mailbox as shown below

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: Jack Smith

E-mail Address: jack@adomainname.com

Server Information

Incoming mail server (POP3): adomainname.com

Outgoing mail server (SMTP): smtp.myisp.com

Logon Information

User Name: jack

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 ...

< Back Next > Cancel

IMPORTANT NOTES:

- a) smtp.myisp.com is just an example. Please ask your ISP what SMTP server you should use and how to configure it in Outlook Express. Your ISP provides you with your internet connection.
- b) You can again use your domain name as the SMTP server. In this case, click “More Settings...” and select the **Outgoing Server** tab at the top of the window, and tick “My outgoing server (SMTP) requires authentication”. The option for “Use same settings as my incoming mail server” should be selected.

After clicking **Next** you will see a final screen. Please click **Finish** to complete the set-up of your account. To check everything is working, please send yourself an email.

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