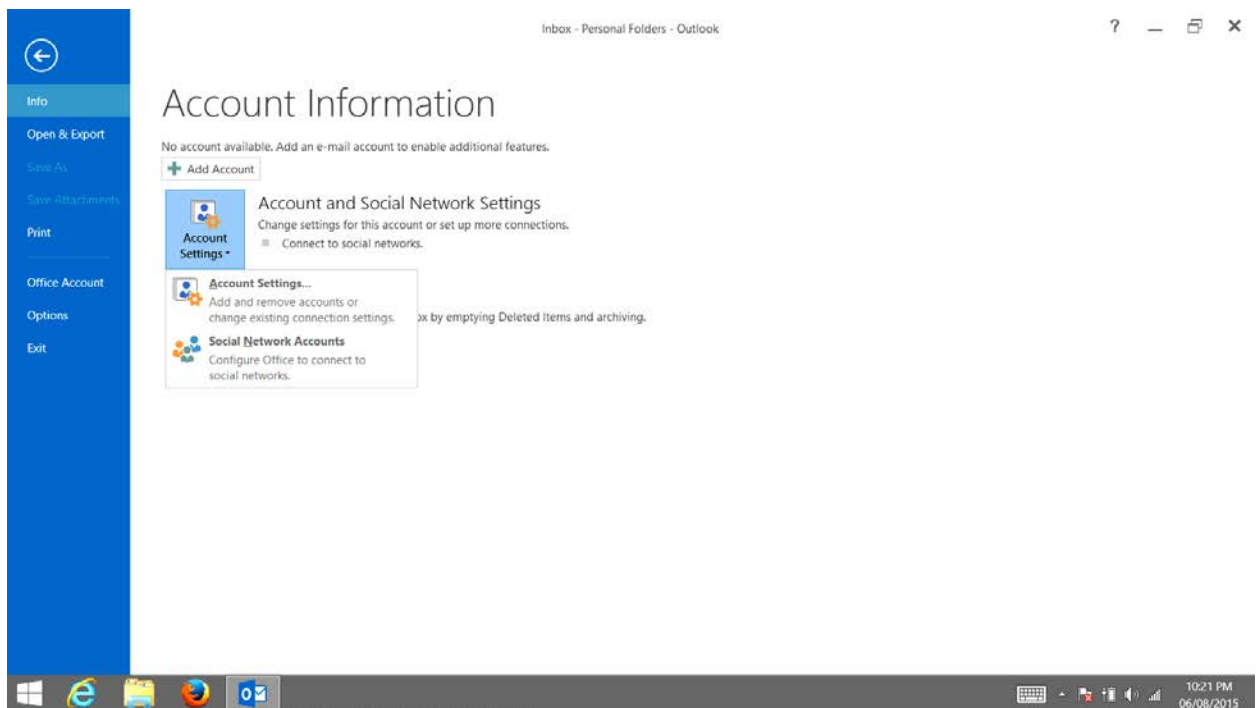


SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2013

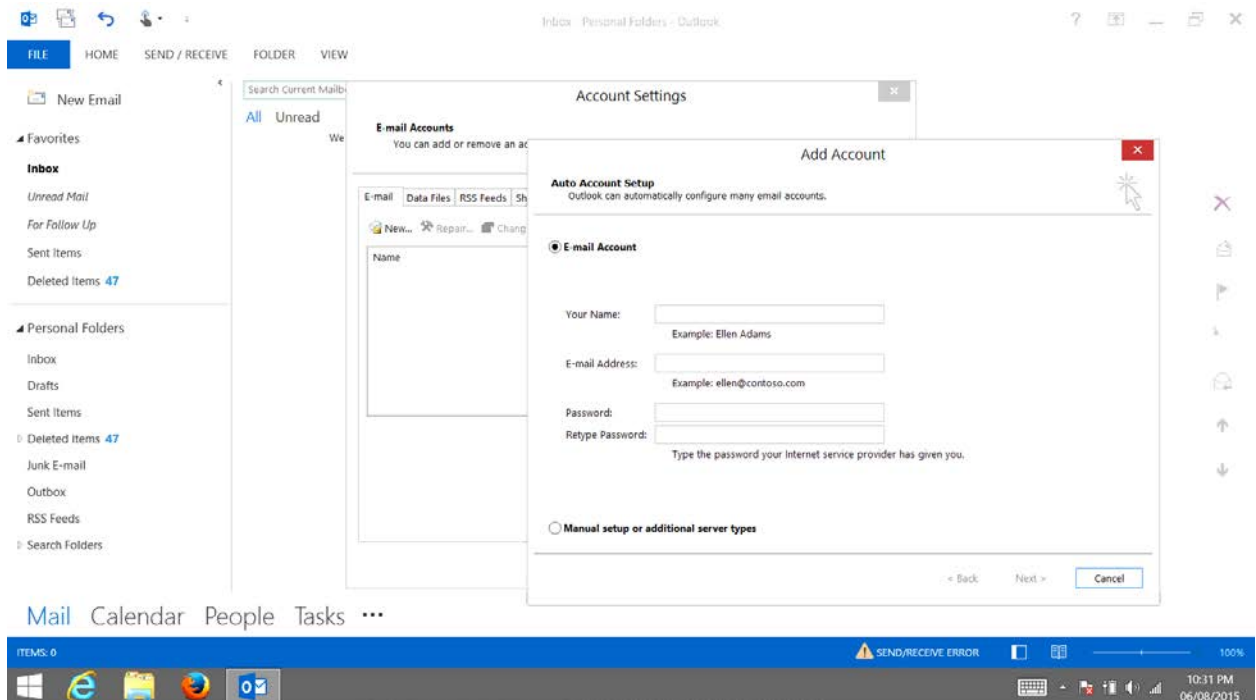
This tutorial shows you how to set up Microsoft Outlook 2013® to work with your e-mail account.

To Set Up Your E-mail Account in Microsoft Outlook

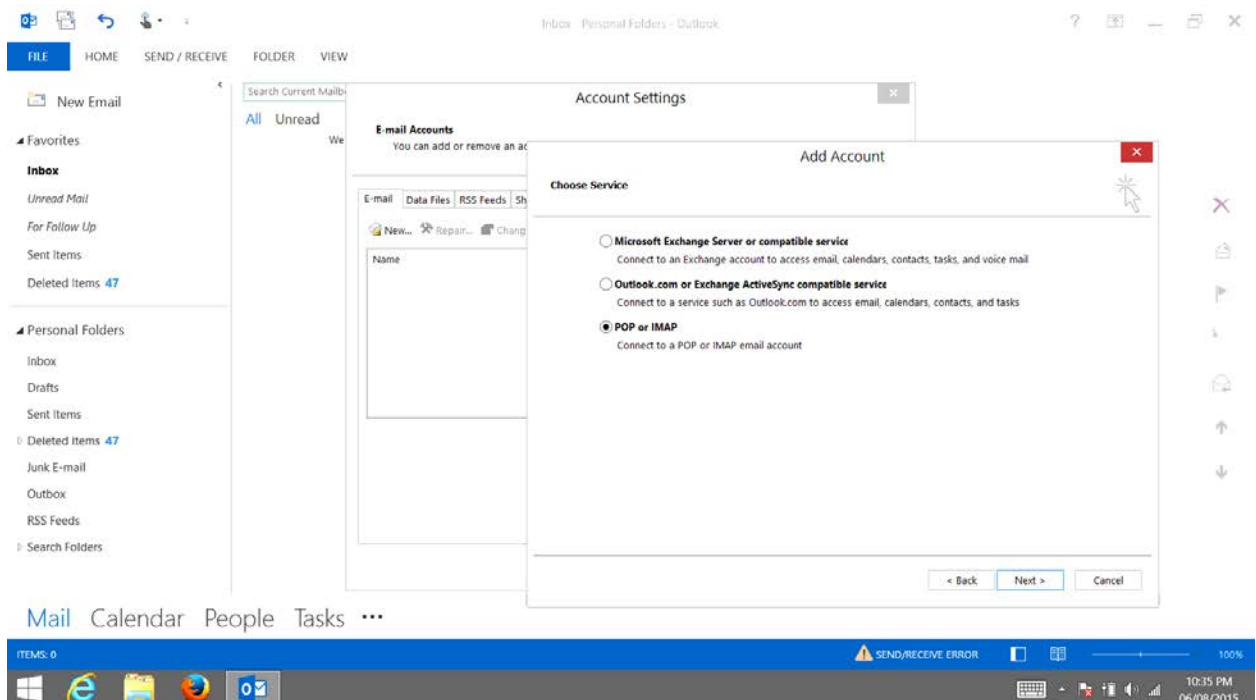
1. In Microsoft Outlook, click **File**, then select **Account Settings** and **Account Settings** again



2. On the E-mail Accounts window, select **New** to add a new e-mail account



3. Check Manually Configure server settings or additional server types and click next. Select **POP or IMAP** and click next.



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

Your Name: Your first and last name.
E-mail Address: Your email address.
Account Type: POP3
User Name: Your email address, again.

Password: Your email account password.

Incoming mail server (POP3): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)

Outgoing mail server (SMTP): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Jane Smith

Email Address: JSmith@yourdomain.com

Server Information

Account Type: POP3

Incoming mail server: mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Logon Information

User Name: JSmith@yourdomain.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

5. Then, Click **More Settings**.
6. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
7. Select **My outgoing server (SMTP) requires authentication**.

8. Select **Use same settings as my incoming mail server.**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the radio button for 'Use same settings as my incoming mail server' is selected. Other options include 'Log on using' (with fields for User Name and Password, and a 'Remember password' checkbox checked), 'Require Secure Password Authentication (SPA)' (unchecked), and 'Log on to incoming mail server before sending mail' (unchecked). 'OK' and 'Cancel' buttons are at the bottom.

9. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26** and leave the Incoming port (POP3) to **110**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 110 and the 'Outgoing server (SMTP)' is set to 26. There is a 'Use Defaults' button next to the POP3 field. Below this, there is an unchecked checkbox for 'This server requires an encrypted connection (SSL)' and a dropdown menu for 'Use the following type of encrypted connection:' set to 'None'. Under 'Server Timeouts', there is a slider between 'Short' and 'Long 1 minute'. Under 'Delivery', the 'Leave a copy of messages on the server' checkbox is checked. Below it, 'Remove from server after 10 days' and 'Remove from server when deleted from 'Deleted Items'' are both checked. 'OK' and 'Cancel' buttons are at the bottom.

NOTE: You can leave a copy on the server if you would like, but make sure you check remove from server after 10 days.

10. Click **OK**, then, **Next**.

11. Click **Finish**.

