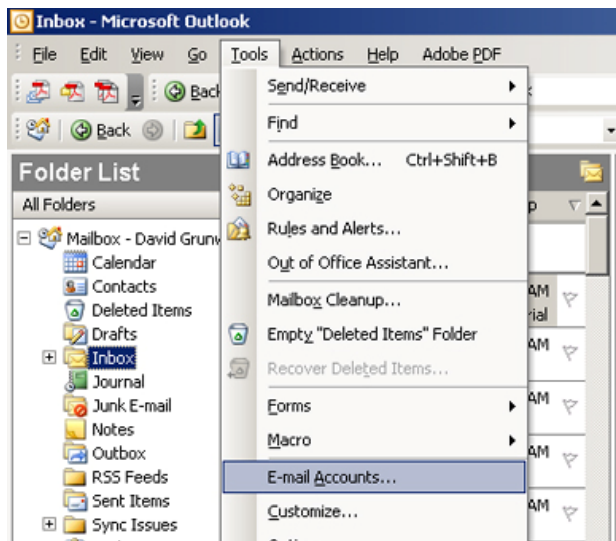


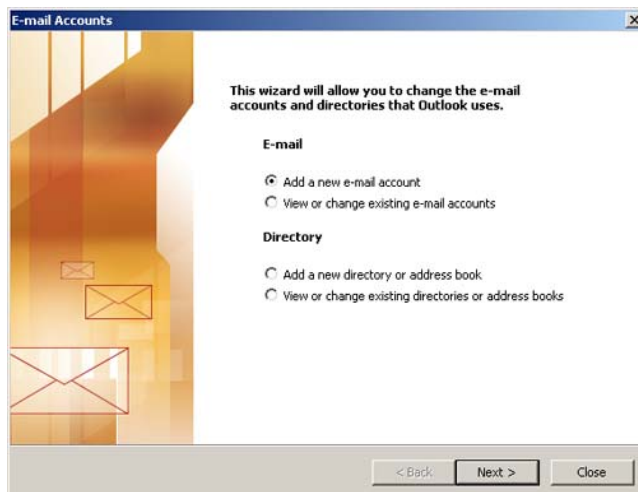
Configuring Outlook

Please replace **example.com** with **your domain** throughout.

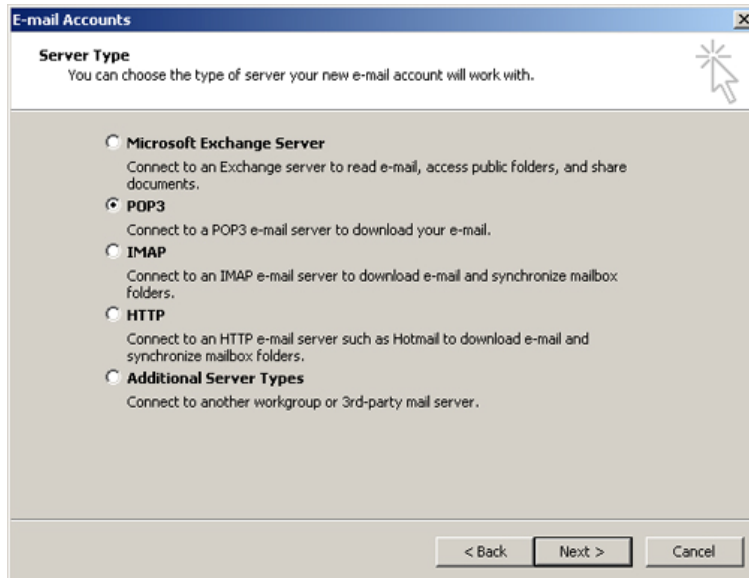
- Open Outlook.
- From the menu bar, go to the *Tools* drop-down menu and select *Email Accounts*.



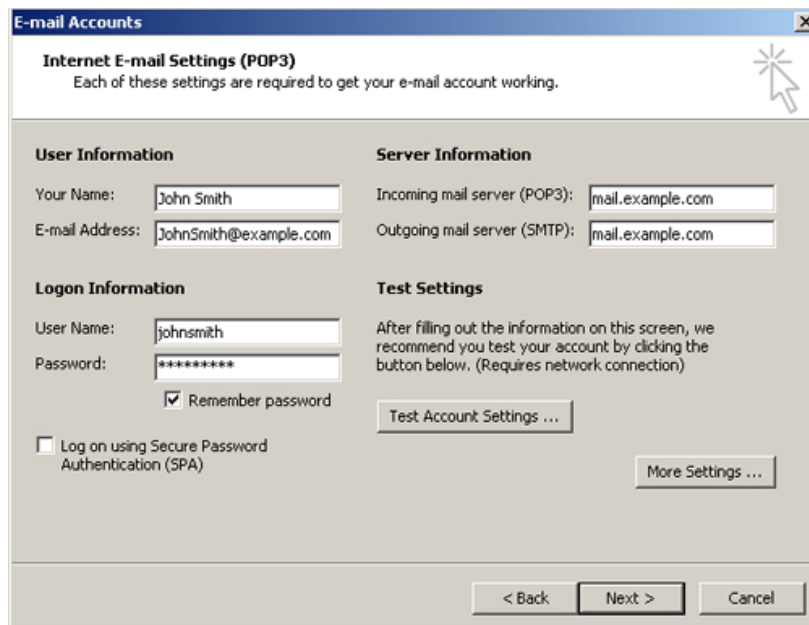
- In the following window, select *Add a new e-mail account* and click *Next*.



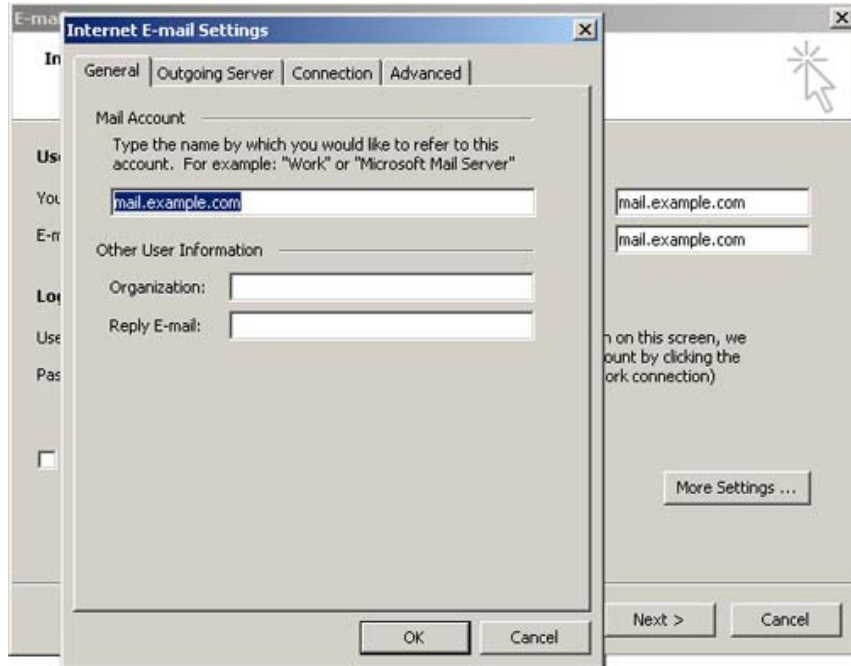
- In the next screen that appears, select *POP3* and click *Next*.



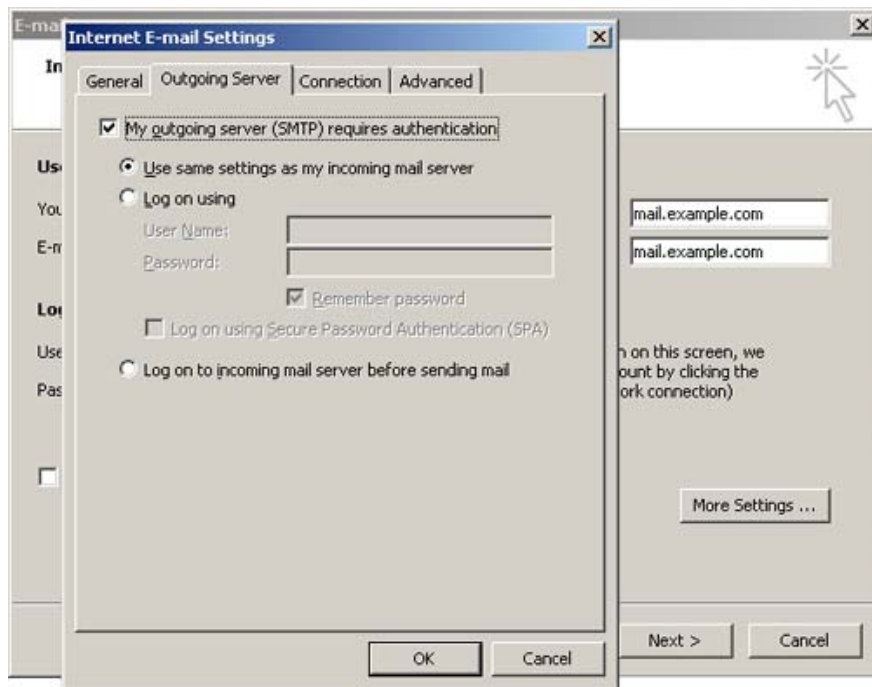
- In the Email Settings window, enter *Your Name* and *E-mail Address* under **User Information**. Under **Server Information**, enter the *Incoming mail server (POP3)* and the *Outgoing mail server (SMTP)*. Under **Logon Information**, enter your *User Name* and *Password*. Check the *Remember password* box if you wish to not be required to enter your password every time Outlook is opened. Upon entering all your information into these fields, please double check your entries and then click *Test Account Settings* to verify that your settings work. If the account tests successfully, click *More Settings*.



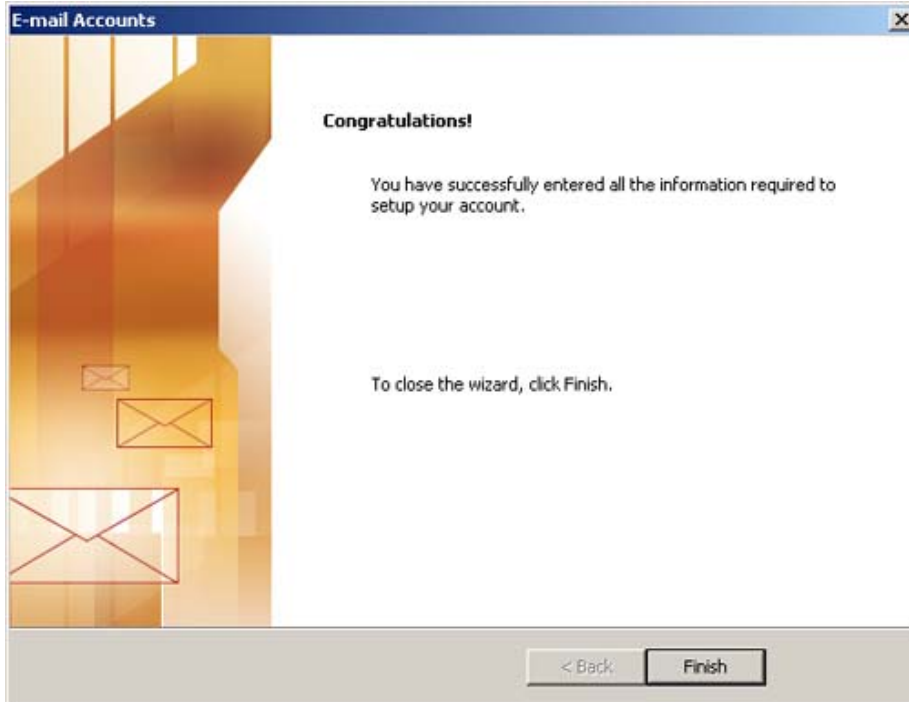
- While in the *General* tab, enter a name for this email account that you would like Outlook to refer to it as, and then click the *Outgoing Server* tab.



- In the *Outgoing Server* tab, make sure *My outgoing server (SMTP) requires authentication* is checked and that *Use same settings as my incoming mail server* is selected. Click *OK* and then click *Next*.



- At the *Congratulations!* screen, click *Finish* to save your settings and return to the main Outlook window.



- Now that the email account is created, click the *Send/Receive* button or hit *F9* to populate the newly created email account.
- If everything is set up correctly, you should not receive any errors and you should start to receive emails in your Inbox!