

MICROSOFT OUTLOOK

Instructions for Setting Up Email

1. Open Outlook.
2. Select **TOOLS: E-MAIL ACCOUNTS** from the Menu.
3. The “Email Accounts” Screen will appear as below.



4. Select “Add a new e-mail account” under the “E-Mail” options and click “Next.”
5. Choose the “POP3” option (as shown below).



6. Click “Next”. The following screen appears:

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)

PLEASE NOTE THAT “YOURDOMAIN” is a placeholder. You want to substitute your *actual* domain name in its place. If your domain name is a .org or .net, make sure you replace the .com in the examples below.

7. Under “User Information”:
 - a. Fill in your full name (as you want it to appear in your email header.)
 - b. Fill in your email address (ex: name@YOURDOMAIN.com)
8. Under “Server Information”:
 - a. Incoming mail server (POP3) – type **mail.YOURDOMAIN.com**
 - b. Outgoing mail server (SMTP) – type **mail.YOURDOMAIN.com**
 - c. (YES – these are the same!) IF YOU HAVE DSL, THE OUTGOING MAIL SERVER WILL BE THE SAME AS YOUR DSL MAIL SERVER.
9. Under “Logon Information”:
 - a. User Name: - this is the FULL email address again (ex: name@YOURDOMAIN.com)
 - b. Password is as assigned (mine is test123, so I enter that here).
 - c. If you never want to have to type in the password again, CHECK the box next to “Remember password.”

10. Once you have filled in all of the above information, the “Test Account Settings” button will light up. (See the picture below for a completed screen.)

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: Kelli Hinze-Bemis
E-mail Address: test@ewgroupinc.com

Server Information
Incoming mail server (POP3): mail.ewgroupinc.com
Outgoing mail server (SMTP): mail.ewgroupinc.com

Logon Information
User Name: test+ewgroupinc.com
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

11. Click “Test Account Settings.” If all works well, the next screen should appear.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

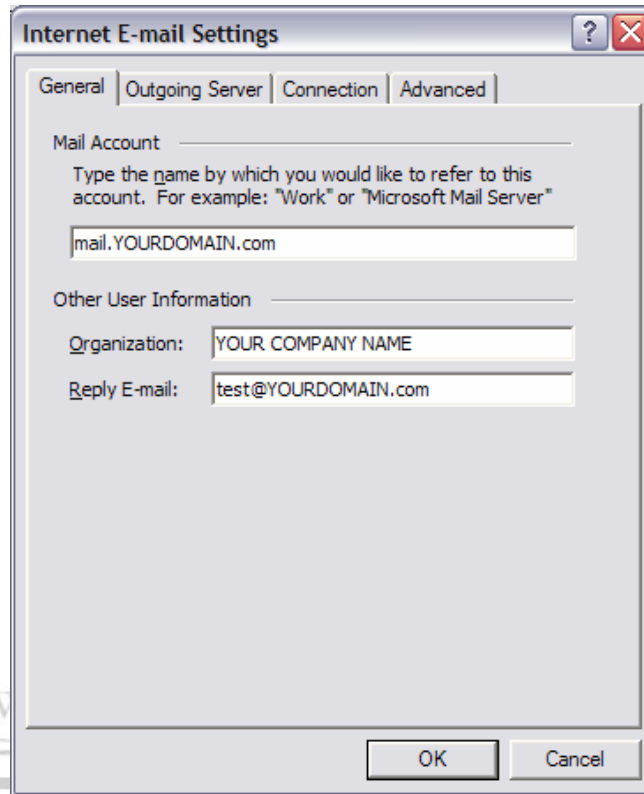
Stop

Close

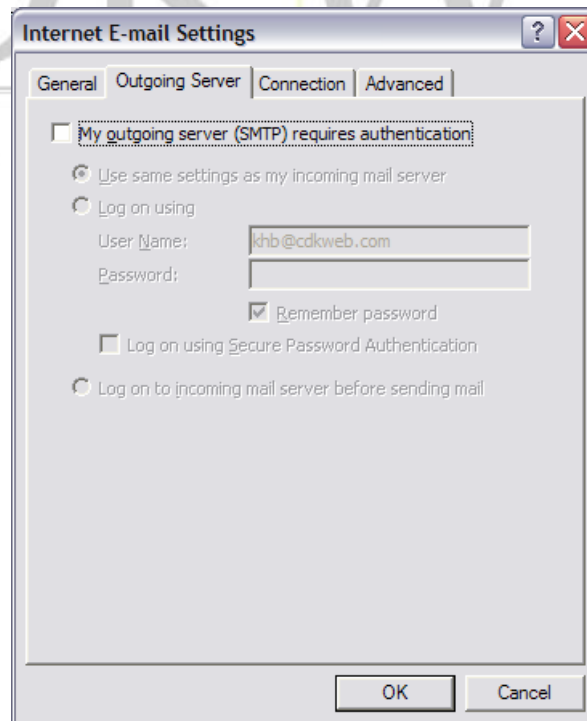
Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

12. Click “Close.” This will return you to the setup screen.

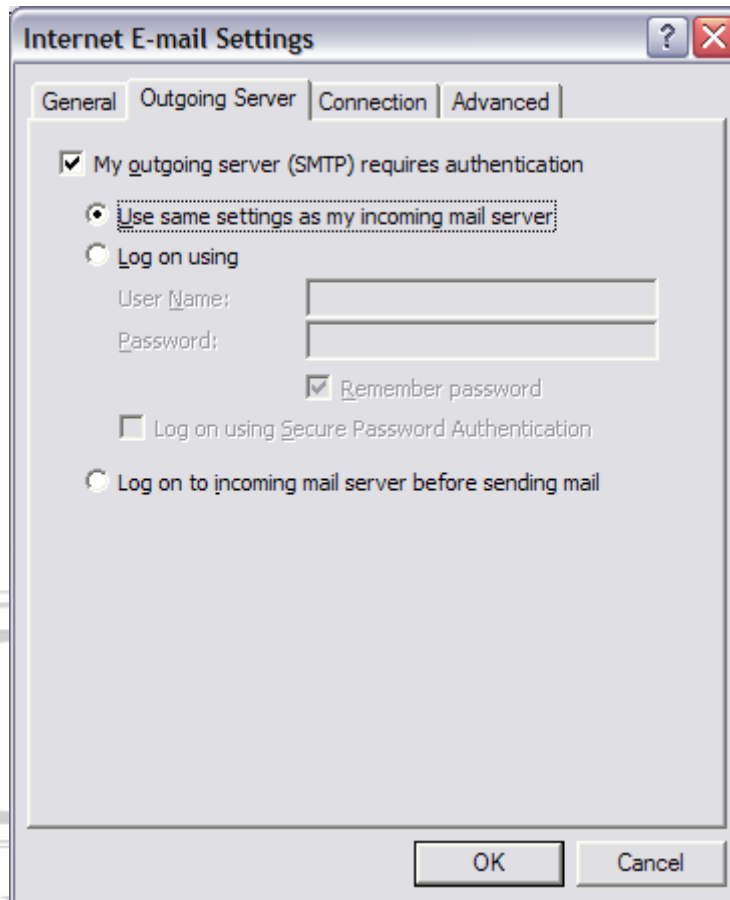
13. Click the “More Settings” button in the lower right-hand corner of the box. The following screen appears: (your fields should already include your information)



14. Click the second tab “Outgoing Server.” The following screen appears:



15. Click in the checkbox next to the statement “My outgoing server (SMTP) requires authentication.”
16. Click the button next to the statement “Use same settings as my incoming mail server.”
Your screen should now look like the following:



17. Click “OK.” This returns you to the “Email Accounts” screen.
18. Click “Next.” This will lead you to the completed screen. It states:
*You have successfully entered all the information required to setup your account.
To close the wizard, click “Finish.”*
19. Click “Finish.”
20. Click “Send/Receive.” You should receive a “test” email message with the subject line of: “Microsoft Outlook Test Message.”
21. Your email is now set up!