

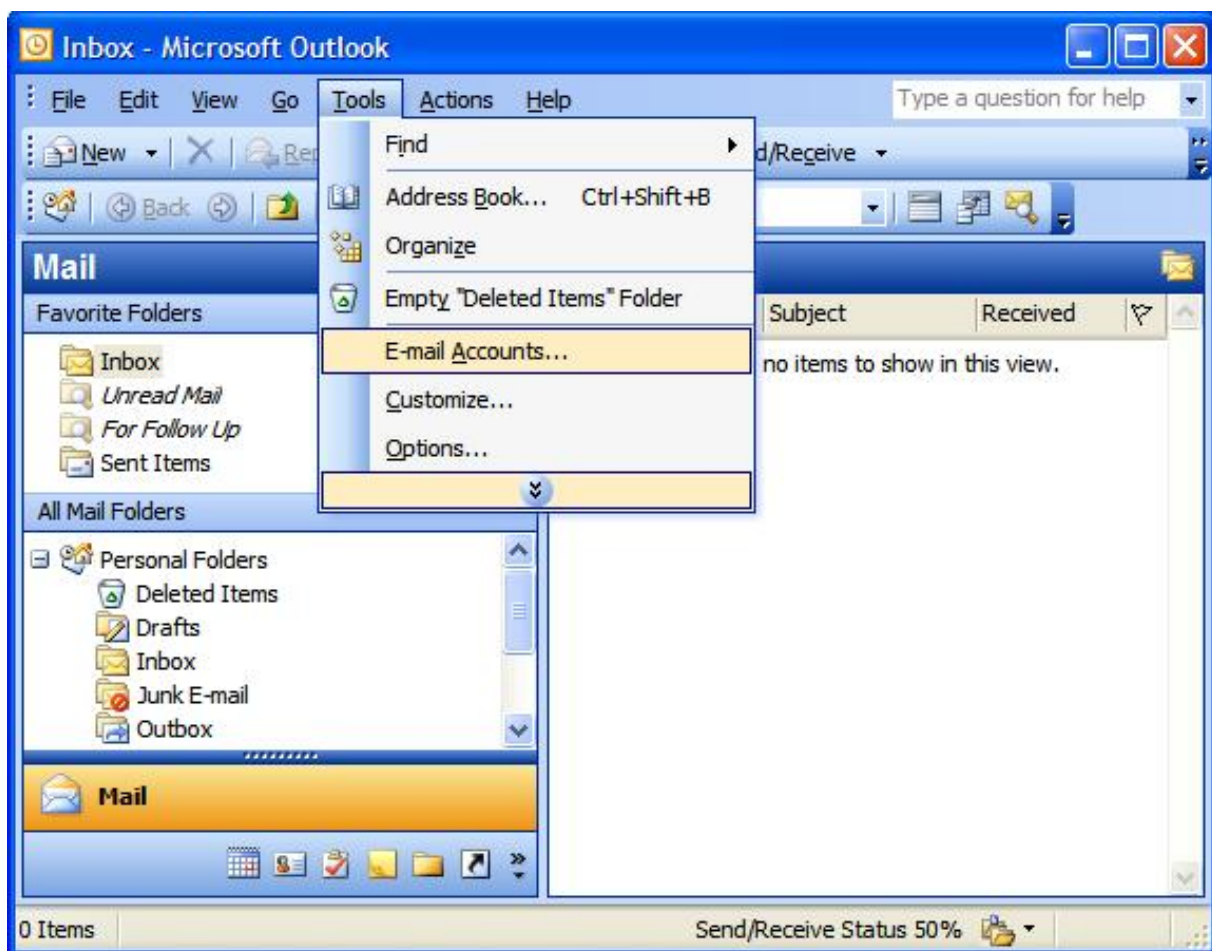
## Setting up E-mail Account with Outlook

### Before starting:

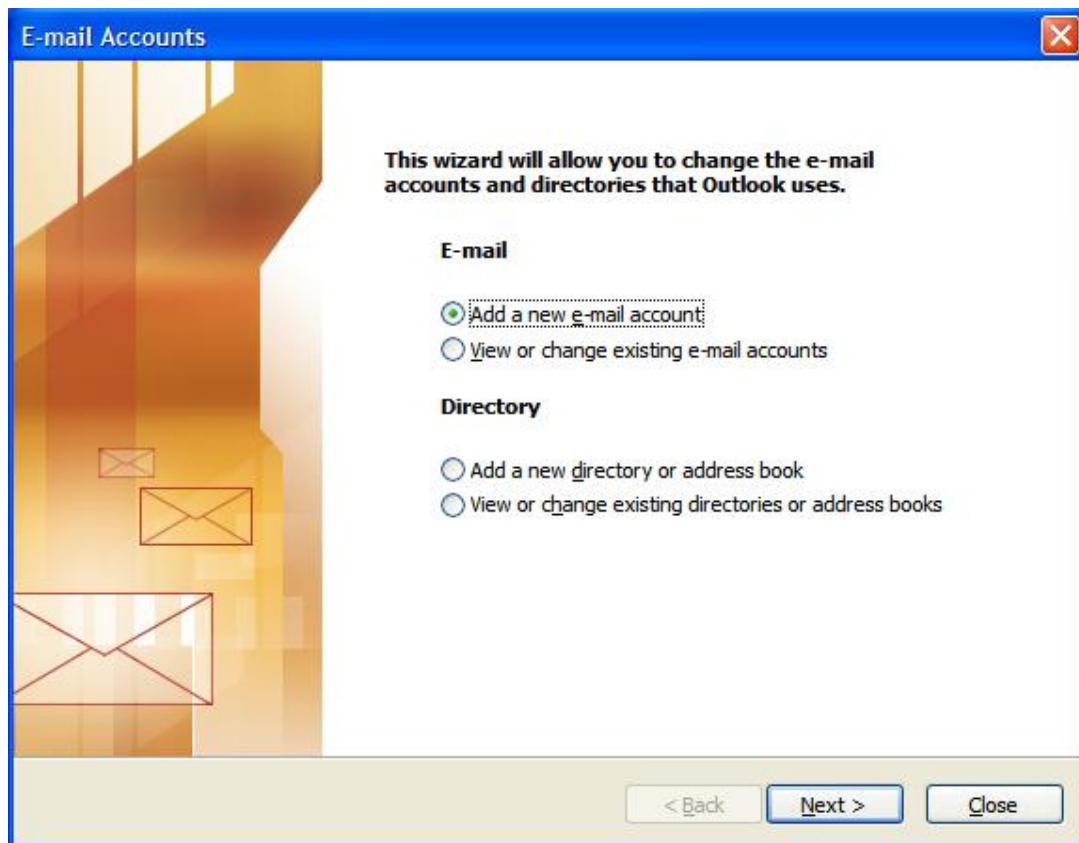
1. Make sure your domain name loads. If it doesn't load your email account won't work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel.

You are now ready to begin setting up your email accounts.

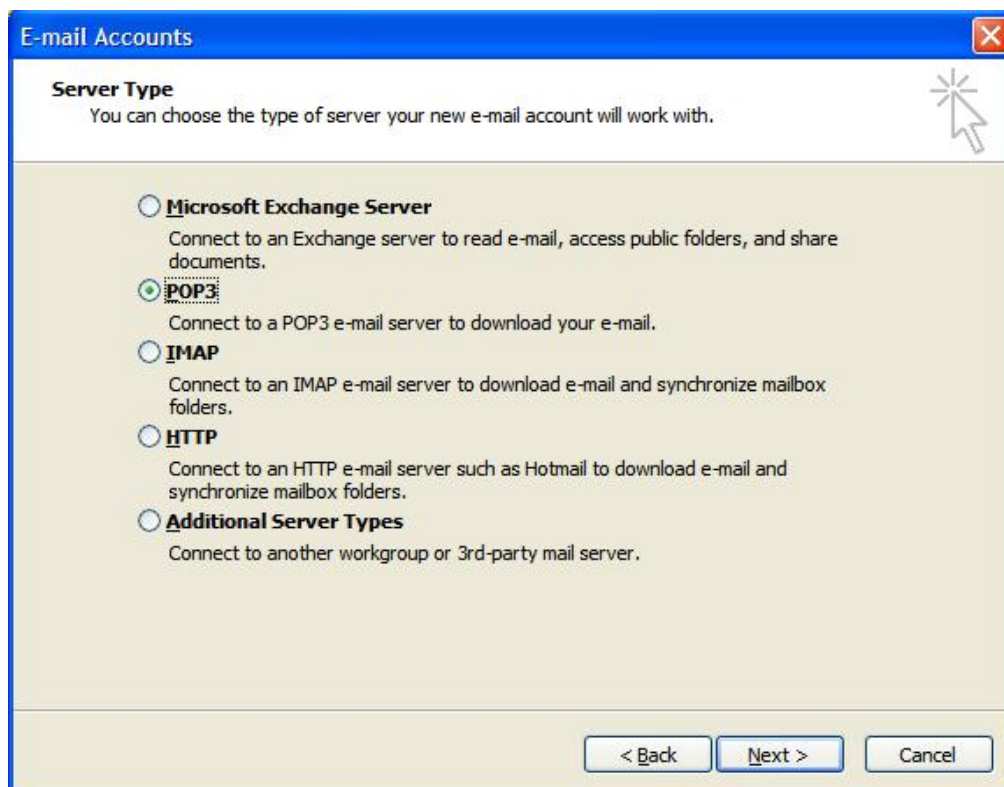
1. Open your Outlook
2. Select **Tools > E-mail Accounts**.



3. On the E-mail Accounts wizard window, select "**Add a new e-mail account**" and click **Next**.



4. For your server type, select "POP3" and click Next.



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

**Your Name**

Enter your first and last name.

**E-mail Address**

Enter your e-mail address.

**User Name**

Enter your e-mail address, again

**Password**

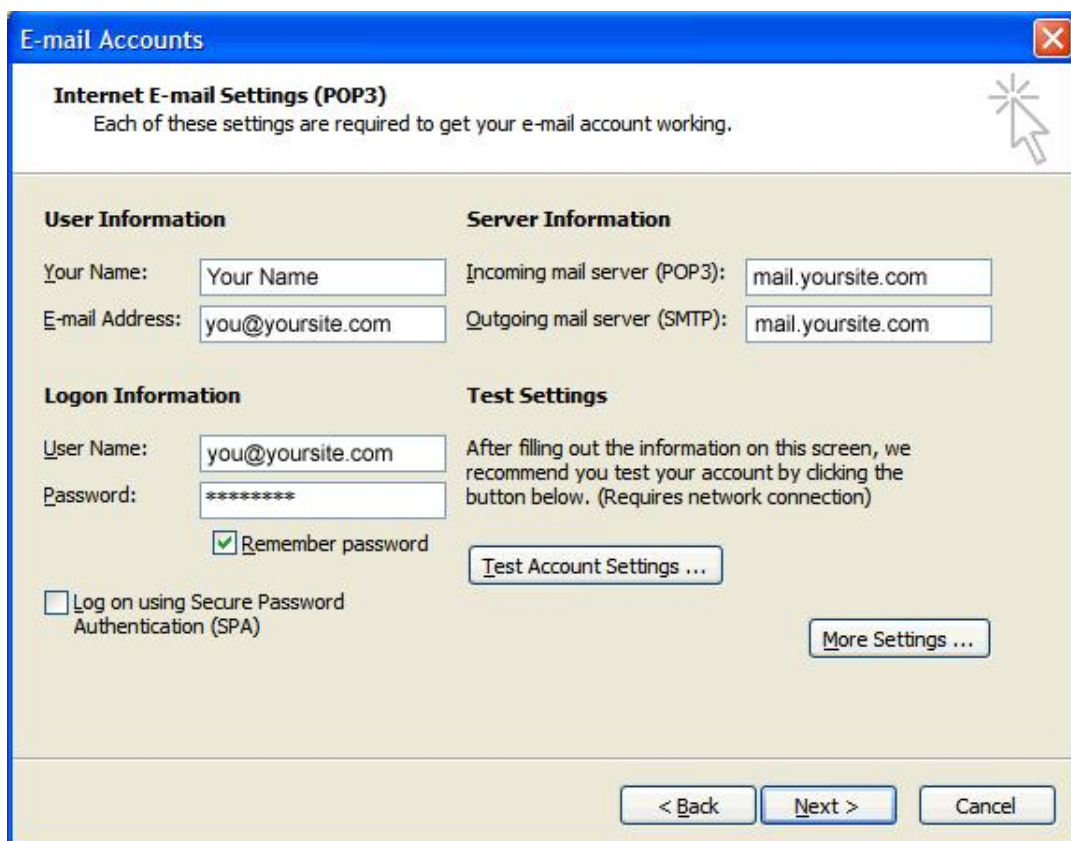
Enter the password you set up for your e-mail account.

**Incoming Mail Server (POP3)**

Enter mail.yoursite.com for your incoming mail server.

**Outgoing Mail Server (SMTP)**

Enter mail.yoursite.com for your incoming mail server.



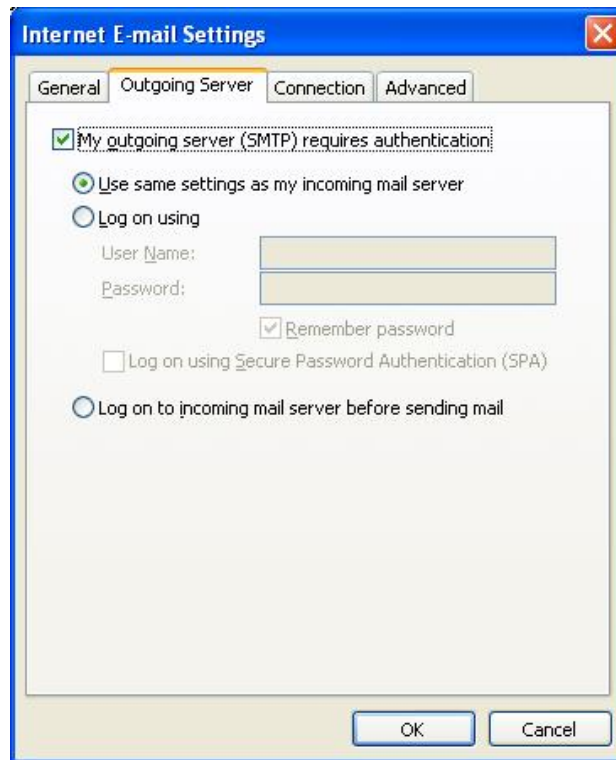
The screenshot shows a window titled "E-mail Accounts" with a sub-tab "Internet E-mail Settings (POP3)". Below the title bar, a message states: "Each of these settings are required to get your e-mail account working." The window is divided into four sections:

- User Information:** "Your Name:" (text box: "Your Name"), "E-mail Address:" (text box: "you@yoursite.com").
- Server Information:** "Incoming mail server (POP3):" (text box: "mail.yoursite.com"), "Outgoing mail server (SMTP):" (text box: "mail.yoursite.com").
- Logon Information:** "User Name:" (text box: "you@yoursite.com"), "Password:" (text box: "\*\*\*\*\*"), a checked checkbox for "Remember password", and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)", a "Test Account Settings ..." button, and a "More Settings ..." button.

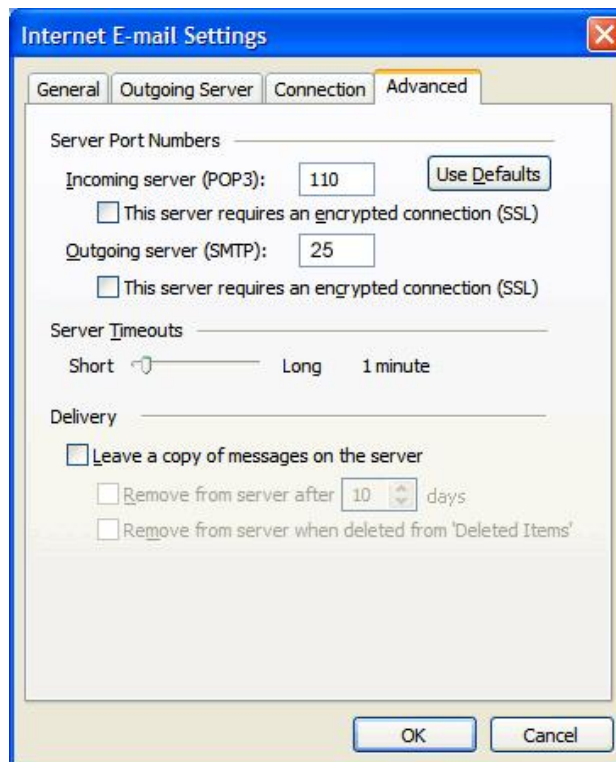
At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

6. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

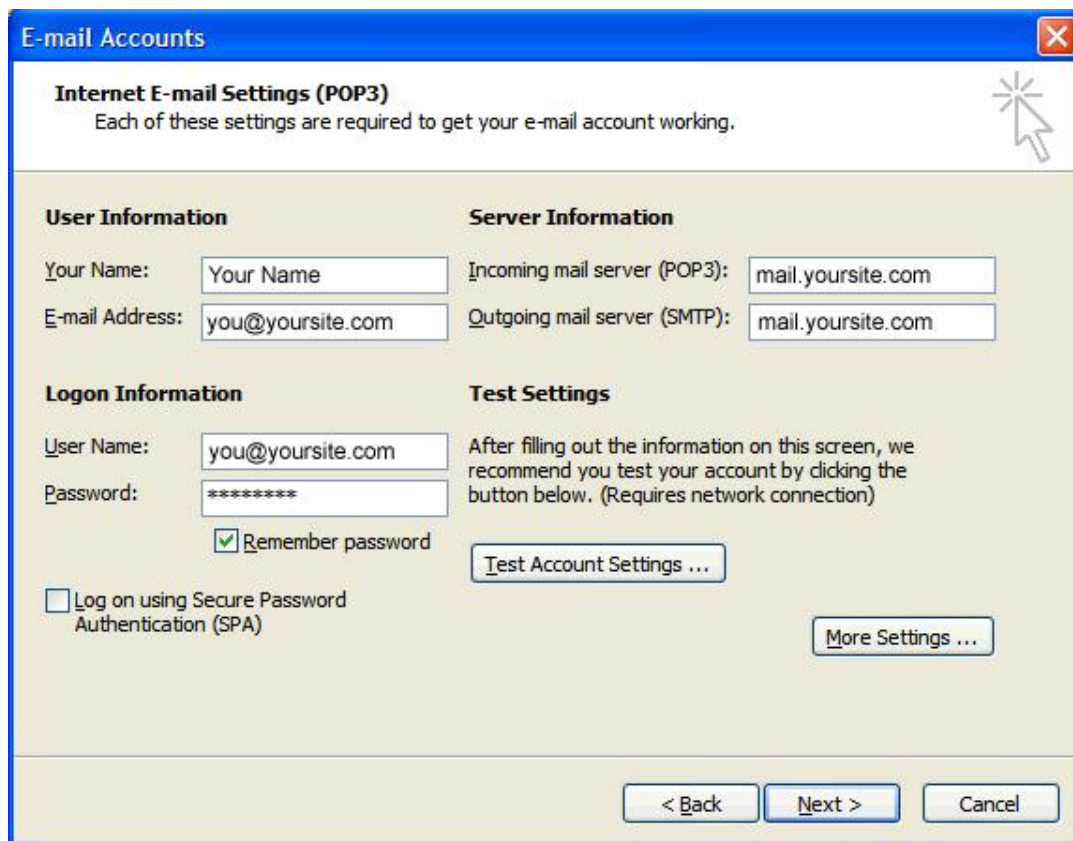
7. Select "My outgoing server (SMTP) requires authentication."



8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 25 or 26.



9. Click **Next**.



10. Click **Finish**

