

How to set up Outlook

Step One:

In Outlook, click on **Tools**. At the bottom of this list, you should see **Accounts**, **Account settings**, **Email Accounts**, or perhaps **Services** . Click whichever you see.



Step Two:

Put a dot (by clicking) next to "Add a new e-mail address". Click on the **Next** button.





Step Three:

Click on POP3, then Next.



Step Four:

Enter in your information.

1. Start with your full name and email address.

2. Use **mail.YOUR-DOMAIN-NAME.com** for POP & SMTP servers. (Use your

own domain name. Change ".com" to ".org", etc. if appropriate.)

3. Enter your full email address for the username, and then enter your password.

4. Be sure to check the "remember password" box.

5. Click the **More Settings** button to continue.

User Informal	tion (1)	Server Information	2	
Your Name:	First Last	Incoming mail server (POP3):	mail.ascwebservices.com	
E-mail Address:	email@ascwebservices.com	Outgoing mail server (SMTP):	mail.ascwebservices.com	
User Name:	mail@ascwebservices.com	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		



Step Five:

1. On the General tab, enter a friendly name for the description. Your email address is a good choice.

2. Then click on the Outgoing Server tab.

Internet E-mail S	iettin <mark>(2</mark>)	? 🛛
General Outgoing Mail Account — Type the name account. For e	Server Connection Advanced	-
email@bscweb	services.com	
Other User Infor Organization: Reply E-mail:	nation	
	OK	Cancel



Step Six:

On the Outgoing Server tab,

1. Place a check in the box next to "My outgoing server (SMTP) requires authentication".

2. Click on the dot next to "Use same settings as my incoming mail server".

3. Then click on the Advanced tab.

Internet E-mail Setti	ngs	. 3) ?⊠
General Outgoing Ser	ver Connection	Advanced	
My outgoing serve	r (SMTP) require:	authentication	
Use same settin	gs as my incomin	g mail server	1_{2}
C Log on using	1963		\sim
User Name:			
Password:			
	🔽 Remembe	r password	
📕 Log on using	Secure Passwor	d Authenticatio	n
C Log on to incom	ing mail server be	fore sending m	ai
		OK	Cancel



Step Seven:

Change the outgoing SMTP port number from its default of 25, to **587**. Then click OK.

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires a secure connection (SSL) Outgoing server (SMTP): 587
This server requires a secure connection (SSL)
Server Timeouts Long 1 minute
Leave a copy of messages on the server
Remove from server after 10 🛨 days
OK Cancel

Click Next, then Finish. Congratulations! You're all done!