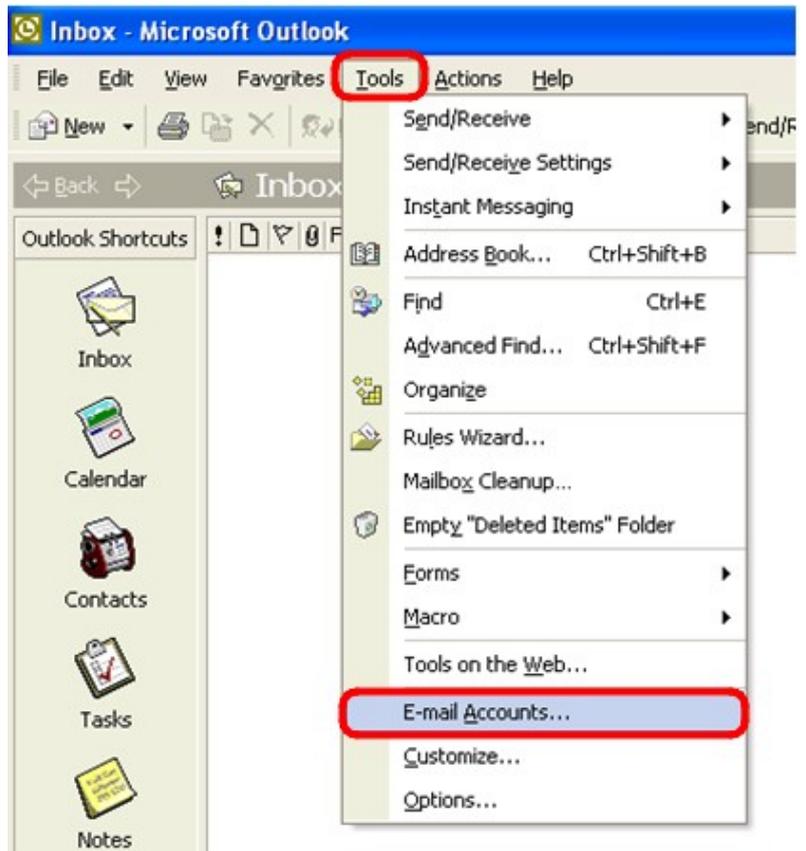


## How to set up Outlook

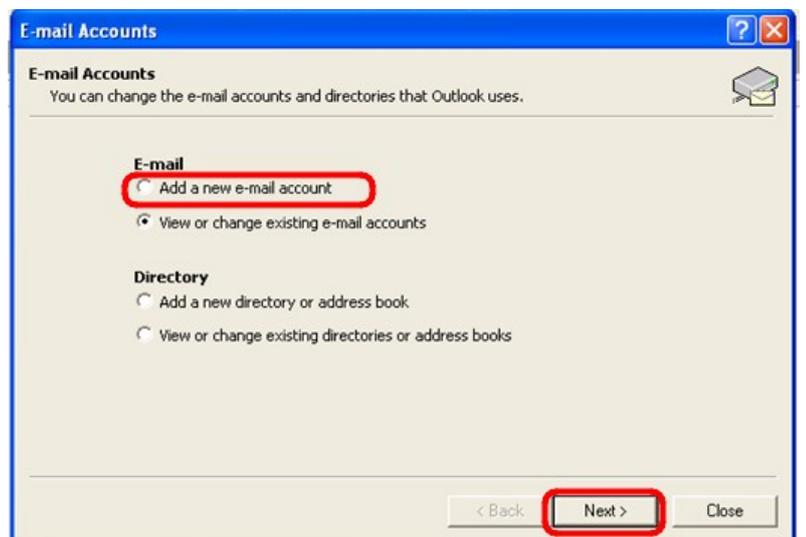
### Step One:

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.



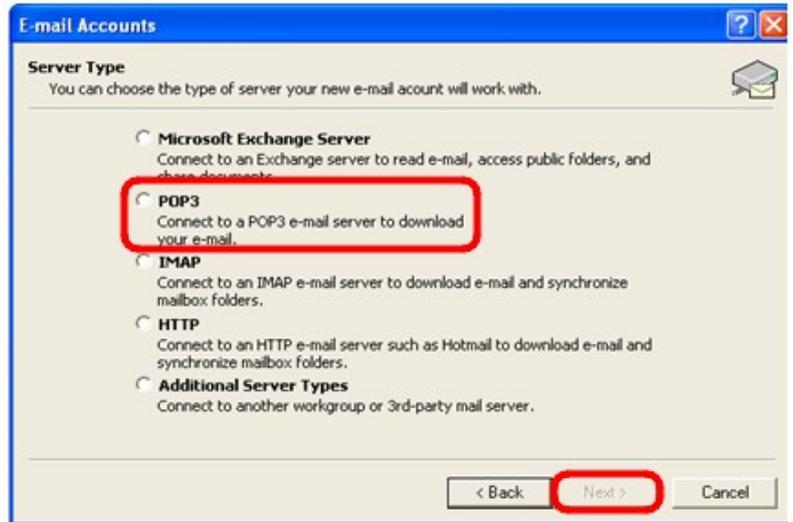
### Step Two:

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



### Step Three:

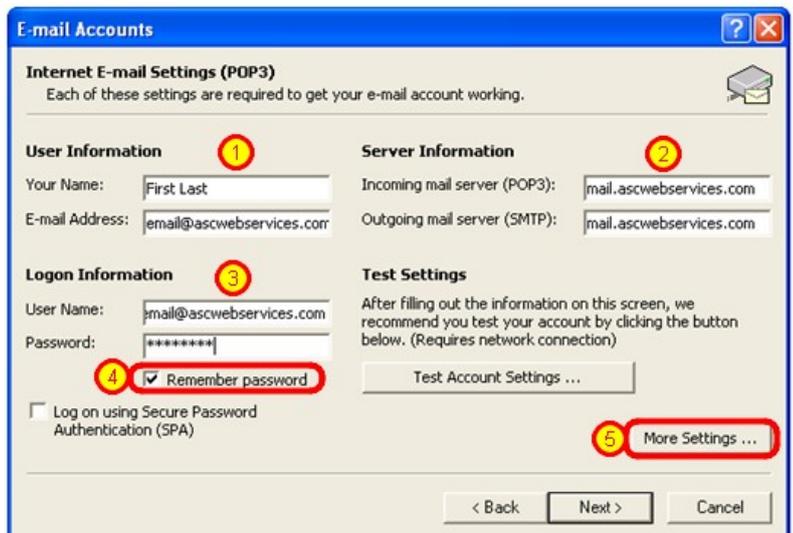
Click on POP3, then Next.



### Step Four:

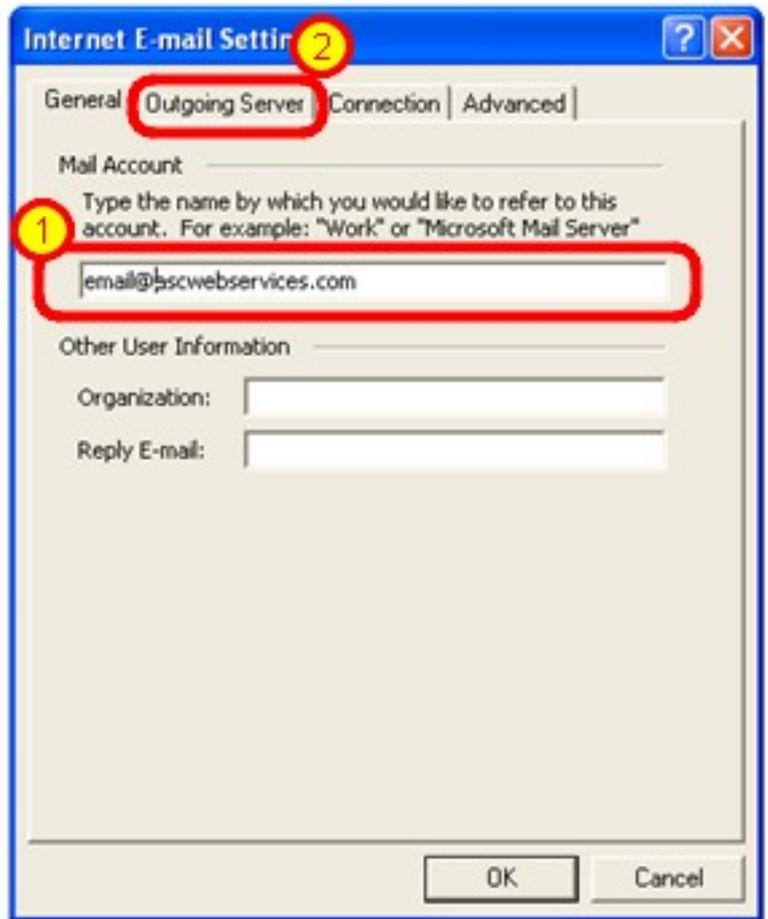
Enter in your information.

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.



**Step Five:**

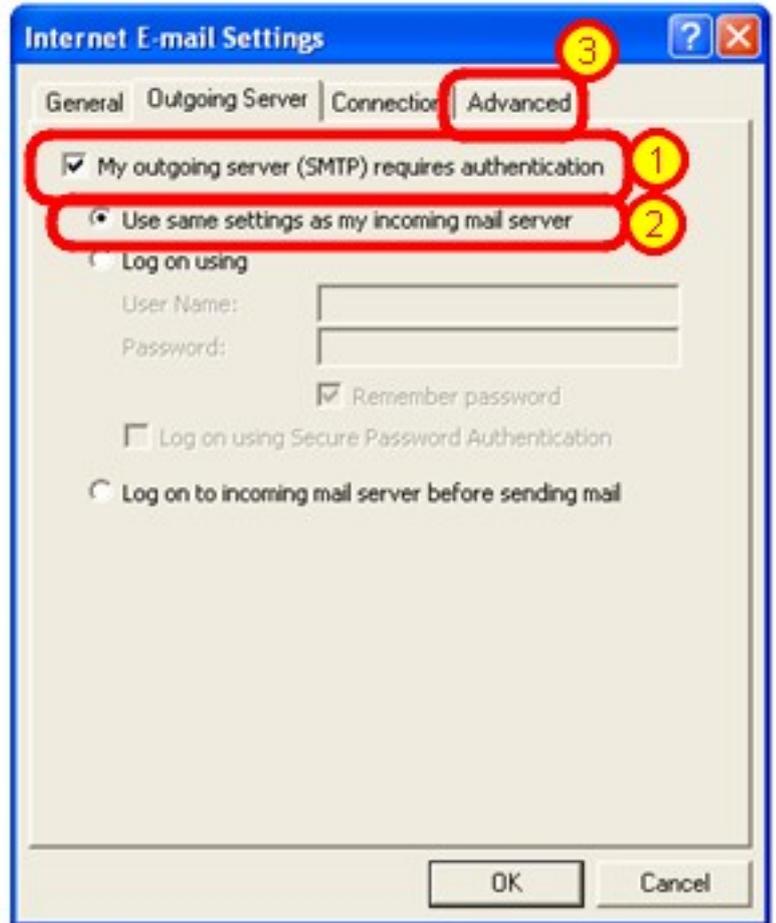
1. On the General tab, enter a friendly name for the description. Your email address is a good choice.
2. Then click on the Outgoing Server tab.



**Step Six:**

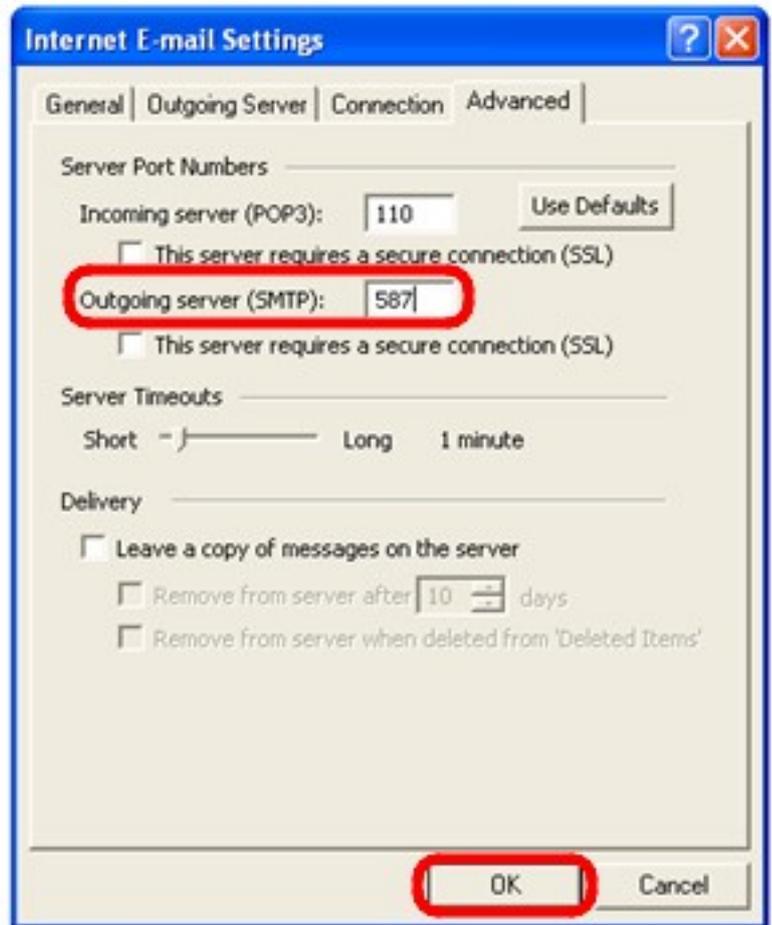
On the Outgoing Server tab,

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.



**Step Seven:**

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



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