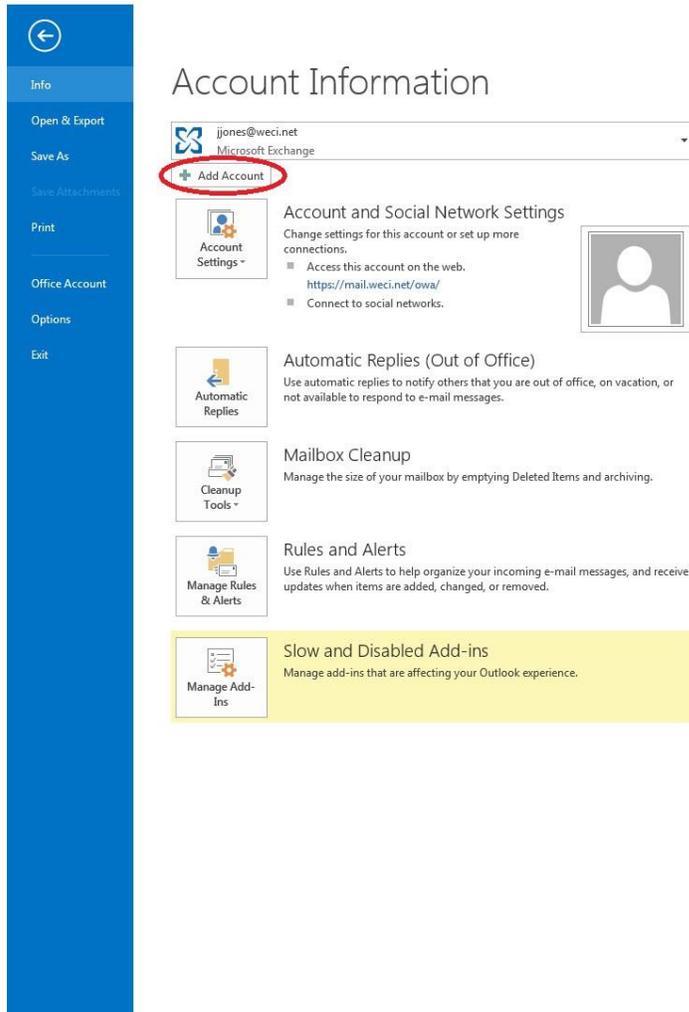


# Email Walkthroughs

## Outlook 2013:



Step 1: Click File.



Step 2: Click "Add Account"

Add Account

### Auto Account Setup

Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   Next >   Cancel

Step 3: Select "Manual setup or additional server types" and click Next.

Add Account

### Choose Service

Microsoft Exchange Server or compatible service  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

Other  
Connect to a server type that is listed below  
Fax Mail Transport

< Back   Next >   Cancel

Step 4: Select "POP or IMAP" and click next.

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Step 5: Fill in the above information Using the customer’s name, email, and password. Then click “More Settings”.

**Internet E-mail Settings**

**General** **Outgoing Server** **Advanced**

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

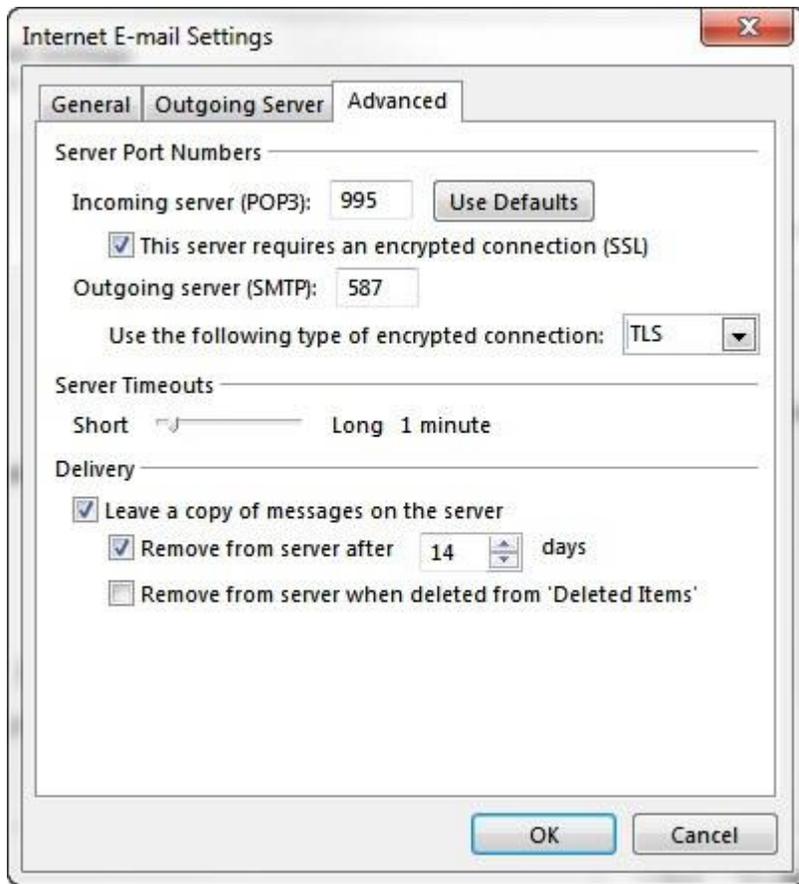
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

Step 6: Click the “Outgoing Server” tab and select the box labeled “My outgoing server(SMTP) requires authentication”.



Step 7: click on the "advanced" tab then fill out the ports like above. On "delivery" That is based on customers request. Click ok.

Add Account X

### POP and IMAP Account Settings

Enter the mail server settings for your account.



**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Step 8: Clicking OK in previous step will take you back to the above step. Click next and let the settings validate. After its done click Finish on the next screen.