



Setting Up Your e-mail account on Outlook

Please change your username and yourdomain to your own username and domain name.

1. Choose Tools > E-mail Accounts and a E-mail Accounts window will pop up.
2. Under E-mail, check on Add a new e-mail account and choose Next
3. Check on POP3 and choose Next
4. Fill up the required information:-
 - a. Under User Information:
 - i. Your Name: put your name
 - ii. E-mail Address: put your full email address (example: username@yourdomain.com)
 - b. Server Information
 - i. Incoming mail server (POP3): pop.yourdomain.com
 - ii. Outgoing mail server (SMTP): smtp.yourdomain.com
 - c. Logon Information
 - i. User Name: put your e-mail address (username@yourdomain.com)
 - ii. Password: enter your password
 - iii. Remember password: check if you want Outlook to remember your password.
5. Click on the “More Settings...” button and the Internet E-mail Settings window pop up.
6. Choose Outgoing Server tab
7. Check the “My outgoing server (SMTP) requires authentication”.
8. Click on the OK button
9. You are now back on the E-mail Accounts window. Click on Next button and you get the Congratulations message.
10. Click on the Finish button to complete your setup.