

## Email Settings – MS Outlook

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

Fill out the form as shown here. Be sure that the **User Name** is your full email address.

Replace **yoursite.com** with your real site name, and replace **email@yoursite.com** with your real email address.

Then click **More Settings...** and do the following: Check "...requires authentication" and use port **26**.

**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

**Internet E-mail Settings**

General   Outgoing Server   **Connection**   Advanced

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

This server requires an encrypted connection (SSL)

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

from server after  days

when deleted from 'Deleted Items'