



Microsoft Outlook Setup Guide

Mail Server Credentials

Incoming (POP3) Server: mail.yourdomainnamehere.com
Outgoing (SMTP) Server: mail.yourdomainnamehere.com

Webmail

webmail.yourdomainnamehere.com

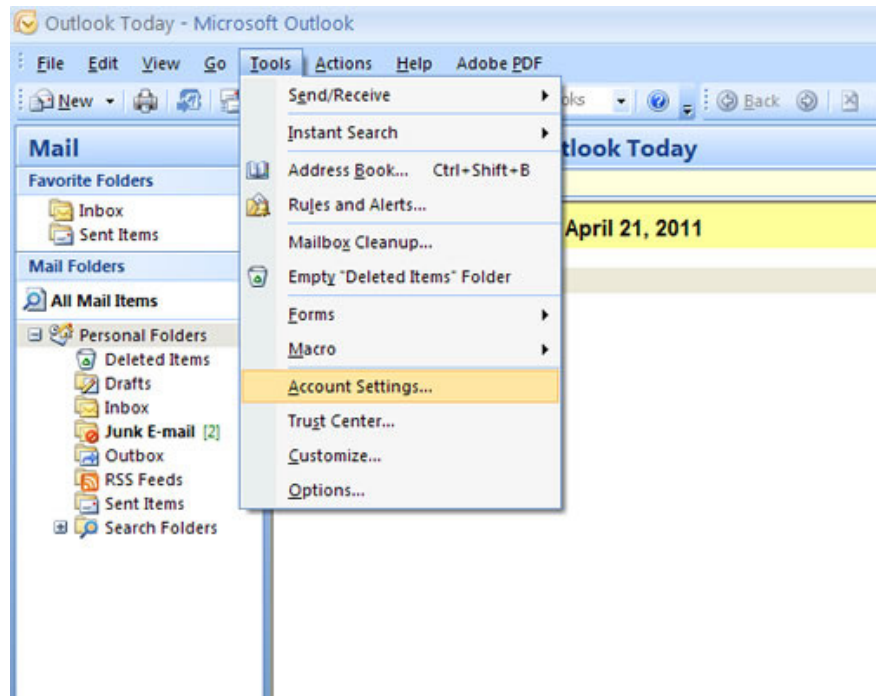
To setup your email account in Microsoft Outlook, please refer to the subsequent pages.

If you still cannot get your email account setup, please contact us at 616.447.9898.

Microsoft Outlook Setup

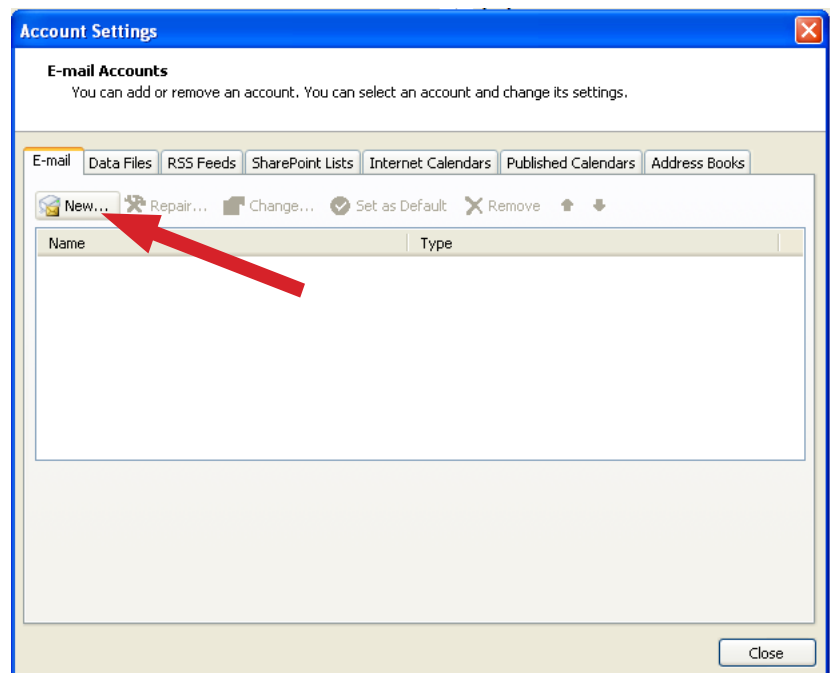
Step 1:

In Microsoft Outlook, go to “Tools” (“Files” in Outlook 2010) and choose “Account Settings”



Step 2:

Click “New”.

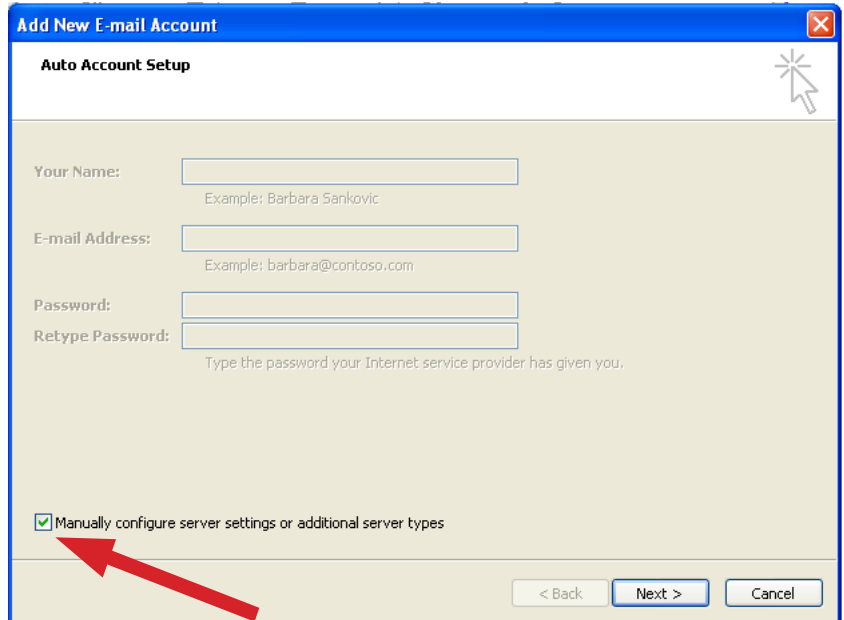


Microsoft Outlook Setup (cont.)

Step 3:

Click the Checkbox “Manually configure server settings or additional server types”.

Click “Next”.

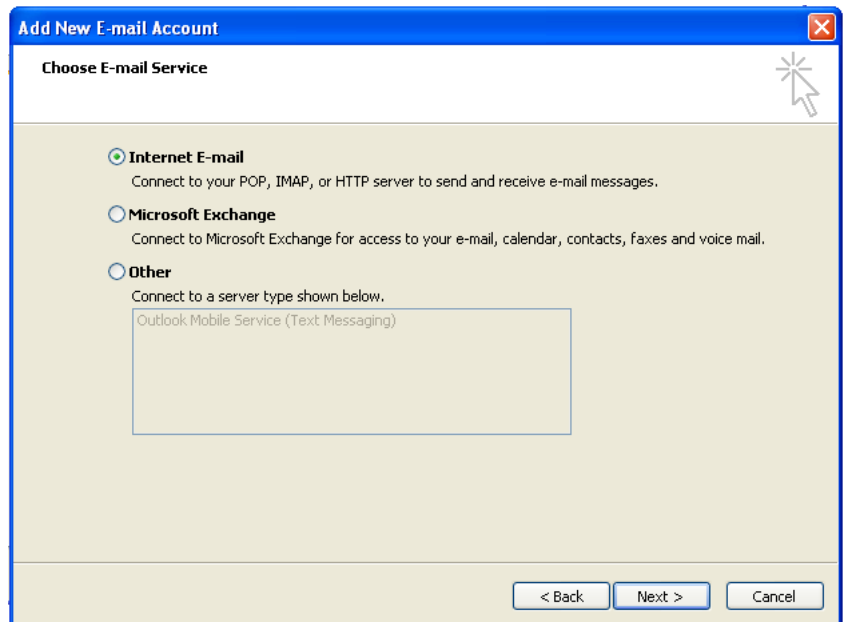


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog contains several input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.'. At the bottom, the checkbox 'Manually configure server settings or additional server types' is checked, and a red arrow points to it. The 'Next >' button is highlighted.

Step 4:

Choose Internet E-Mail.

Click “Next”.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. The 'Next >' button is highlighted.

Microsoft Outlook Setup (cont.)

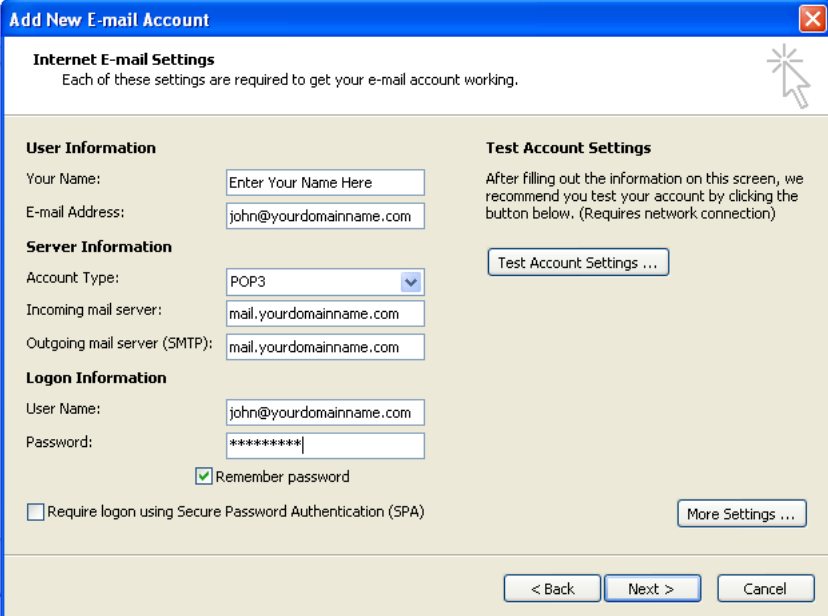
Step 5:

Enter your email account information.

NOTE: Please replace the information in the diagram with your respective Email Address, Incoming Mail Server, Outgoing Mail Server, User Name, and Passwords.

This information is found on page 2 of this manual.

***Your User Name is your full email address.



Add New E-mail Account

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

User Information
Your Name: Enter Your Name Here
E-mail Address: john@yourdomainname.com

Server Information
Account Type: POP3
Incoming mail server: mail.yourdomainname.com
Outgoing mail server (SMTP): mail.yourdomainname.com

Logon Information
User Name: john@yourdomainname.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

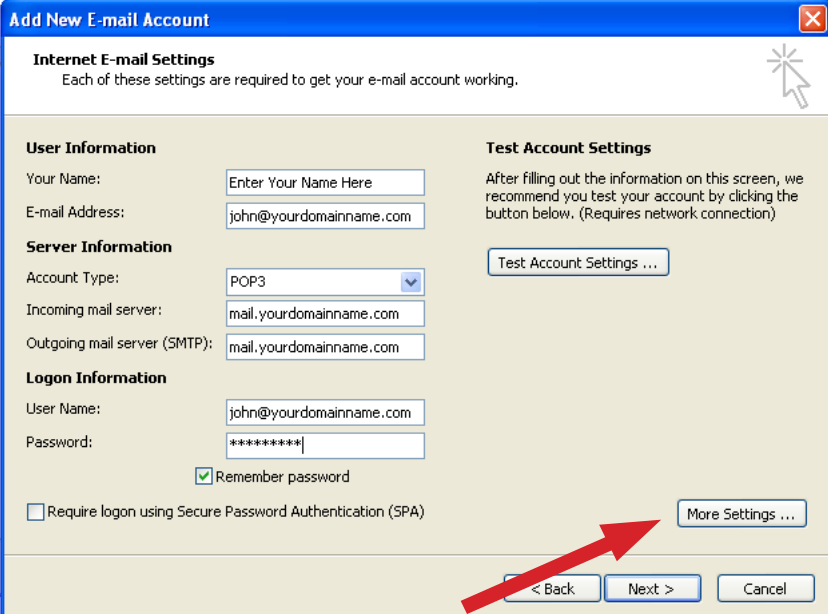
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step 6:

Click "More Settings".



Add New E-mail Account

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

User Information
Your Name: Enter Your Name Here
E-mail Address: john@yourdomainname.com

Server Information
Account Type: POP3
Incoming mail server: mail.yourdomainname.com
Outgoing mail server (SMTP): mail.yourdomainname.com

Logon Information
User Name: john@yourdomainname.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
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 ...

More Settings ...

< Back Next > Cancel

Microsoft Outlook Setup (cont.)

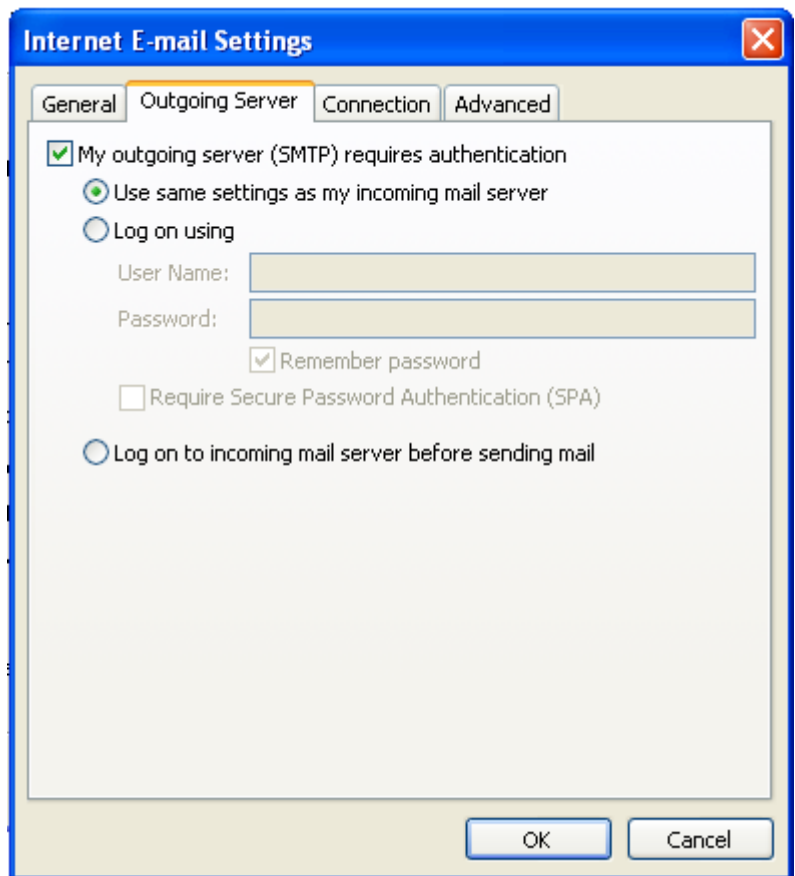
Step 7:

Click the Outgoing Server Tab.

Please check “My outgoing server (SMTP) requires authentication”

Please make sure that the radio button for “Use same settings as my incoming mail server” is selected.

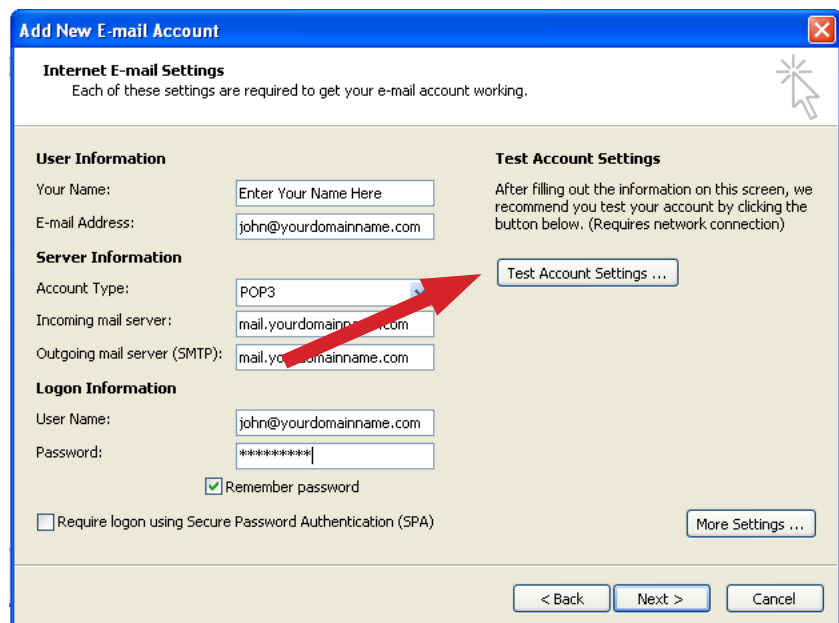
Click “OK”.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "General" tab is also visible. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Underneath, the "Use same settings as my incoming mail server" radio button is selected. There are input fields for "User Name:" and "Password:", with a "Remember password" checkbox checked. There is also a "Require Secure Password Authentication (SPA)" checkbox which is unchecked. At the bottom, there are "OK" and "Cancel" buttons.

Step 8:

Click “Test Account Settings”.



The screenshot shows the "Add New E-mail Account" dialog box. It has a title bar "Add New E-mail Account" and a close button. Below the title bar, it says "Internet E-mail Settings" and "Each of these settings are required to get your e-mail account working." There are two main sections: "User Information" and "Test Account Settings".

User Information:

- Your Name: Enter Your Name Here
- E-mail Address: john@yourdomainname.com
- Server Information:**

 - Account Type: POP3
 - Incoming mail server: mail.yourdomainname.com
 - Outgoing mail server (SMTP): mail.yourdomainname.com

- Logon Information:**

 - User Name: john@yourdomainname.com
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)

Test Account Settings:

- 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 ...

At the bottom, there are "< Back", "Next >", and "Cancel" buttons. A red arrow points to the "Test Account Settings ..." button.

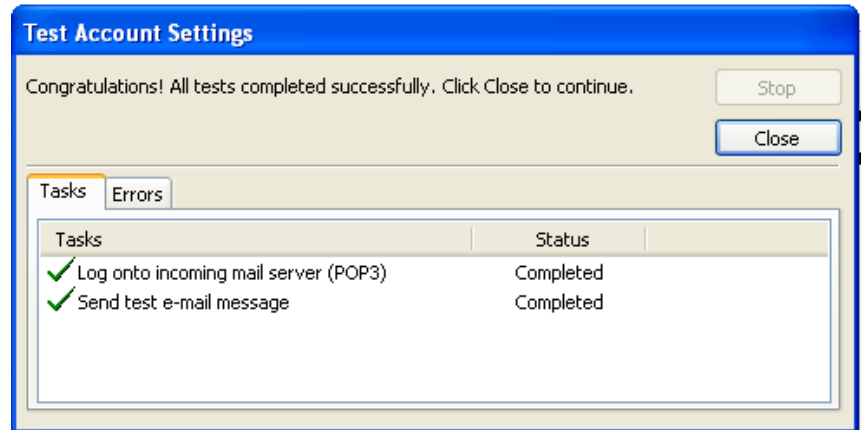
Microsoft Outlook Setup (cont.)

Step 9:

If all tests complete without any errors, congratulations, click close and proceed to Step 10.

If errors occurred, click close and refer back to Step 5.

NOTE: Some Internet Service Providers (ISP) may block access to the Outgoing Mail Server. Charter Communications being one of these ISP's. If you have Charter Internet where you are attempting to setup your Outlook Account, you will need to contact Charter to get access to their Outgoing Mail Server.



Step 10:

Click "Next".

Click Finish.

