

Microsoft Outlook Configuration Process:

1. Close all programs.
2. Click on Microsoft Outlook.
3. Click on **Tools** menu and select **Email Accounts**.
4. Select **Add** a New E-mail Account next.
5. For your server type, select "**POP3**" and click next.
6. On the Internet E-mail Settings (POP3) window, enter your Information as follows:
 - a. **User Information:**
 - ✍ Your Name: Enter your first and last name.
 - ✍ E-mail Address: Enter your e-mail address (e.g. xyz@domainname.com). (Where xyz is a username and domain name is your real domain name)
 - b. **Logon Information:**
 - ✍ User Name: Enter your e-mail address, again.
 - ✍ Password: Enter the password you set up for your e-mail account.
 - c. **Server Information:**
 - ✍ Incoming mail server (POP3) Incoming mail (POP3, IMAP or HTTP) Server (i.e. mail.domainname.com)
 - ✍ Outgoing mail server (SMTP) Type outgoing mail (SMTP) server (i.e. mail.domainname.com)
7. Click on **More Settings**.
8. Click on **Outgoing Server**.
9. Click on checkbox **My Server Requires Authentication**.
10. Keep other settings as it is.
11. Click on **Ok**.