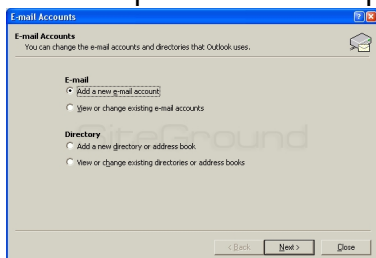
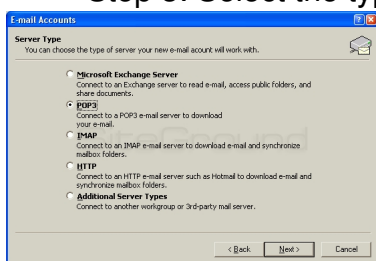


How to configure your Microsoft Outlook email client to work with your web-based email account

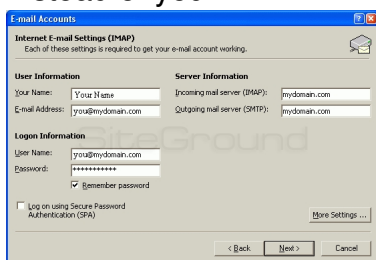
- Step 1: Open Outlook, and click on the Tools menu. Please, select E-mail Accounts...
- Step 2: Select the option Add a new e-mail account. Click 'Next'



- Step 3: Select the type of account you would like to create (IMAP or POP3)

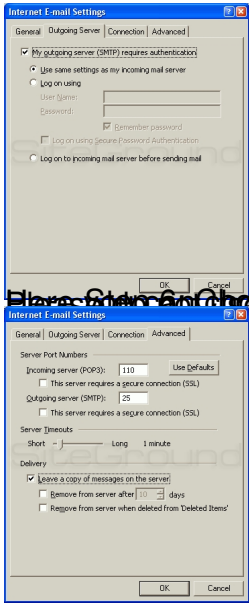


- Step 4: Fill in the Internet E-mail Settings fields as follows: Your Name - Enter your name as you would like it to appear in the From: field of all outgoing mail E-mail Address - Enter the email address which the others will use to send email messages to you. Incoming mail server (POP3/IMAP server): yourdomain.com Outgoing mail server (SMTP server): yourdomain.com User Name: please use the full e-mail account name. Example: you@yourdomain.com This e-mail address is being protected from spambots. You need JavaScript enabled to view it instead of you.



- Step 5: Click on the More Settings... button

Choose the Outgoing Server tab and check the My outgoing server (SMTP) requires authentication checkbox. Check the option Use same settings as my incoming server.



Here, click on **Advanced** and choose the **Advanced** tab to have a copy of the messages on the server or not.