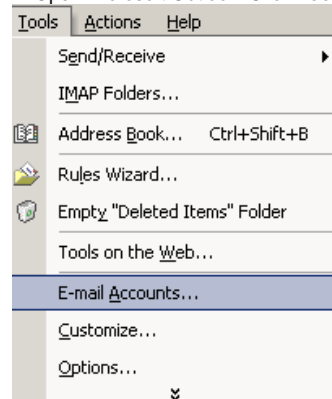


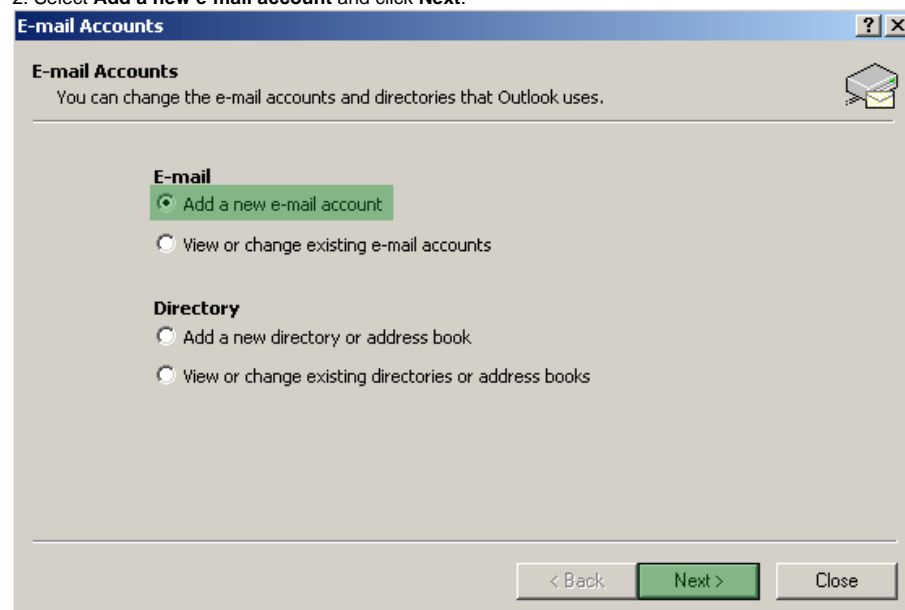
To set up Microsoft Outlook you will first have to acquire the necessary information by following the FAQ:

[What information is required to set up e-mail clients for POP3?](#)

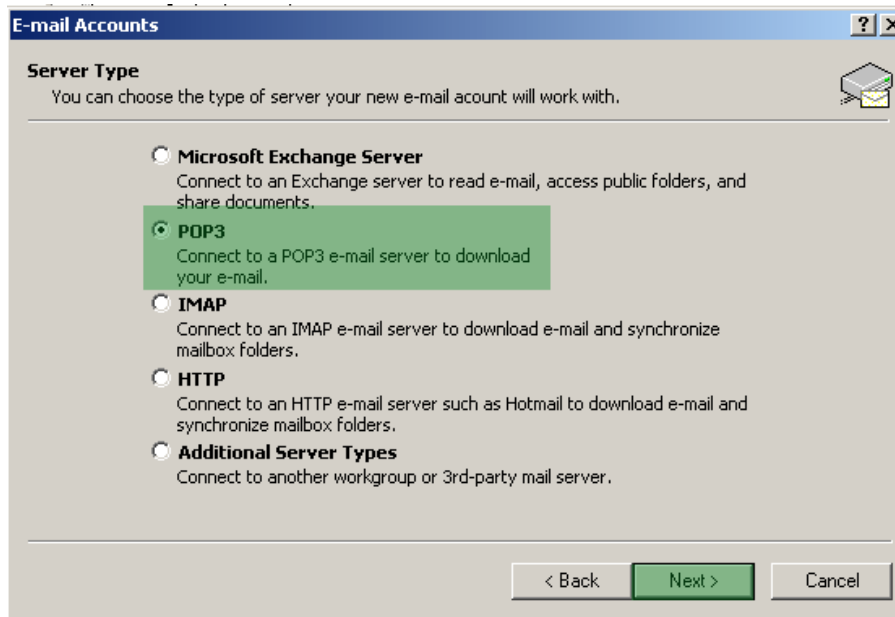
1. Open Microsoft Outlook. Click **Tools** and select **E-mail Accounts**.



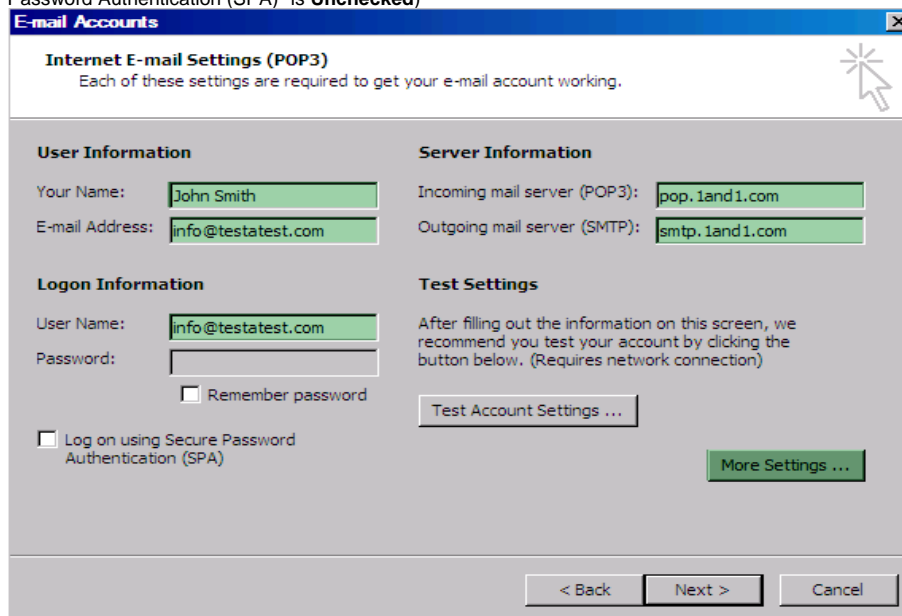
2. Select **Add a new e-mail account** and click **Next**.



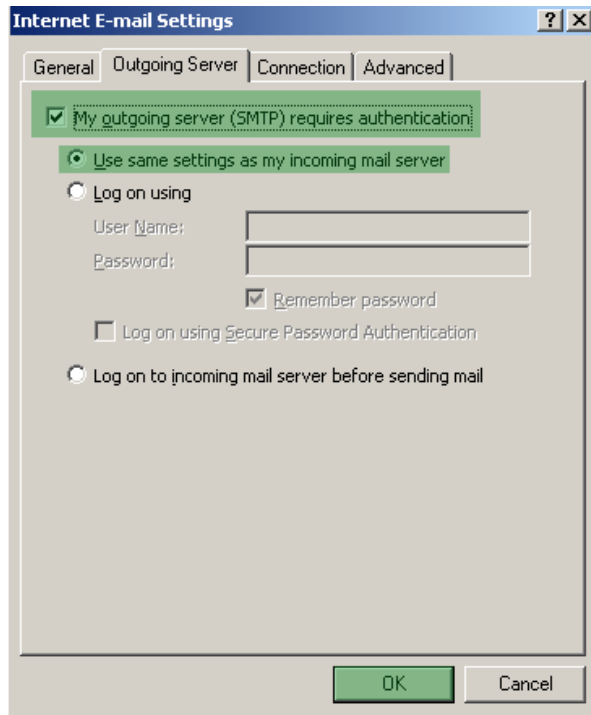
3. Choose **POP3** and click **Next**.



4. Enter the information highlighted in green. (User Name: your e-mail address)
Click **More Settings**. (Note: Make sure the box near "Log on using Secure Password Authentication (SPA)" is **Unchecked**)



5. Select **Outgoing Server** tab then check **My Outgoing server (SMTP) requires authentication**. and choose **Use same settings as my incoming mail server**.



Click **OK** then **Next** and **Finish**.