

## How to set up E-mail in Microsoft Outlook

1. Click **Start**
  - a. **Programs**
  - b. **Microsoft Office**
  - c. **Microsoft Outlook**
2. Click **Tools**
  - a. **E-mail Accounts**
3. E-mail Accounts
  - a. Select **Add a new e-mail account**
  - b. Click **Next**
4. Server Types
  - a. Select **POP3**
  - b. Click **Next**
5. Internet E-mail Settings (POP3)
  - a. User Information
    - i. Type in **Your Name**: This is the way you want your name to appear when your E-mail is received by the Recipient. For Example Jane Smith
    - ii. Enter your **e-mail address**; this is your **<username>@netlinkcom.com**
  - b. Logon Information
    - i. Enter you **<username>**
    - ii. Enter your **Password**
  - c. Server Information
    - i. Incoming mail server (POP3) should be set to **pop.netlinkcom.com**
    - ii. Outgoing mail server (SMTP) should be set to **smtp.netlinkcom.com**
6. Click the **More Settings** button just below the Server Information
  - a. On the General Tab
    - i. **Mail Account** should say **mail.netlinkcom.com**
  - b. Click the **Outgoing Server Tab**
    - i. Put a **check** in front of **My outgoing server (SMTP) requires authentication**
    - ii. Verify that **Use same settings as my incoming server** is the selected option
  - c. Click on the **Advanced Tab**
    - i. Incoming Server (POP3) should be set to **110**
    - ii. Outgoing Sever (SMTP) default is 25, change to **587**
7. Click **Ok**
8. Click **Next**
9. Click **Finish**
10. You are now ready to send and receive E-mails!