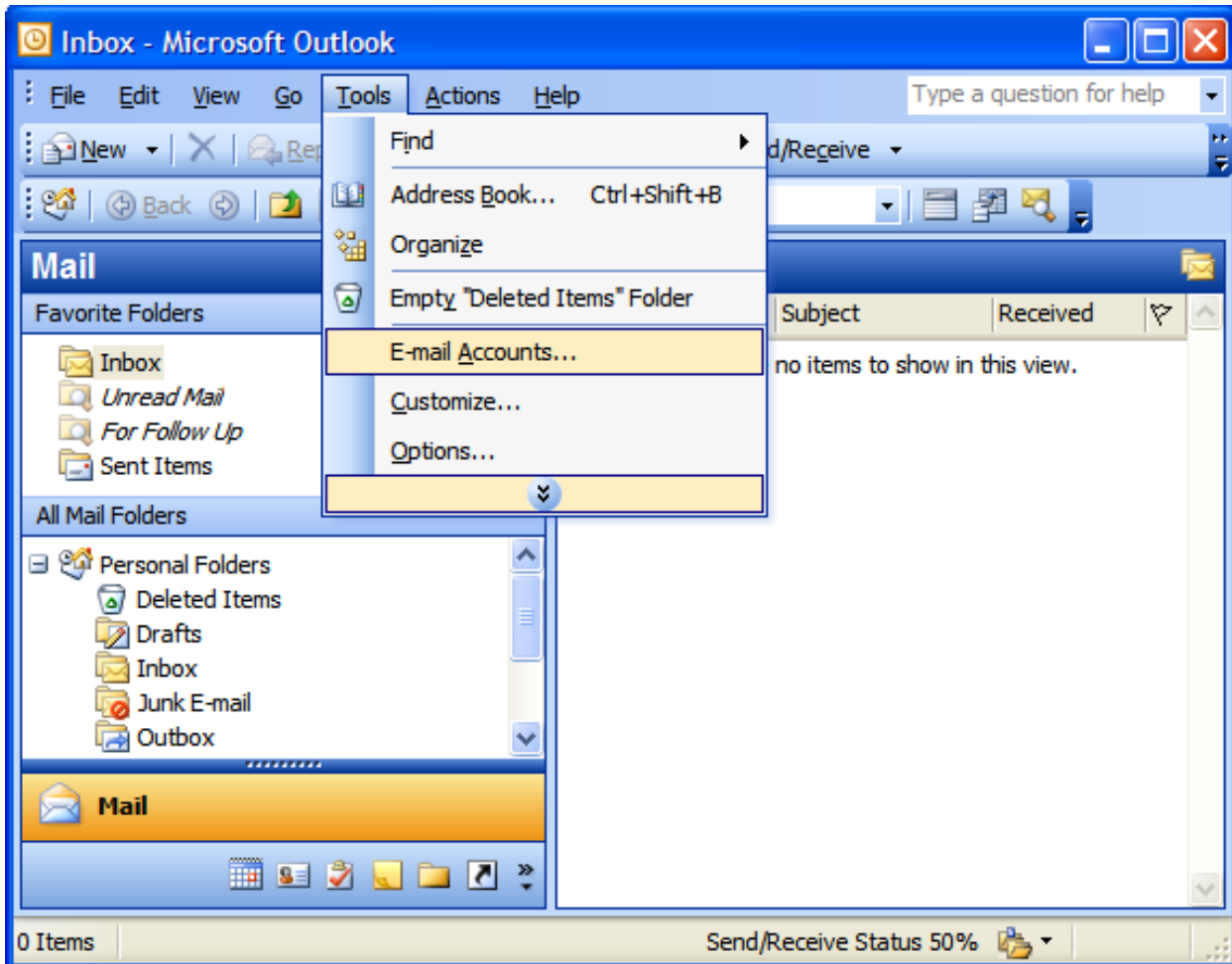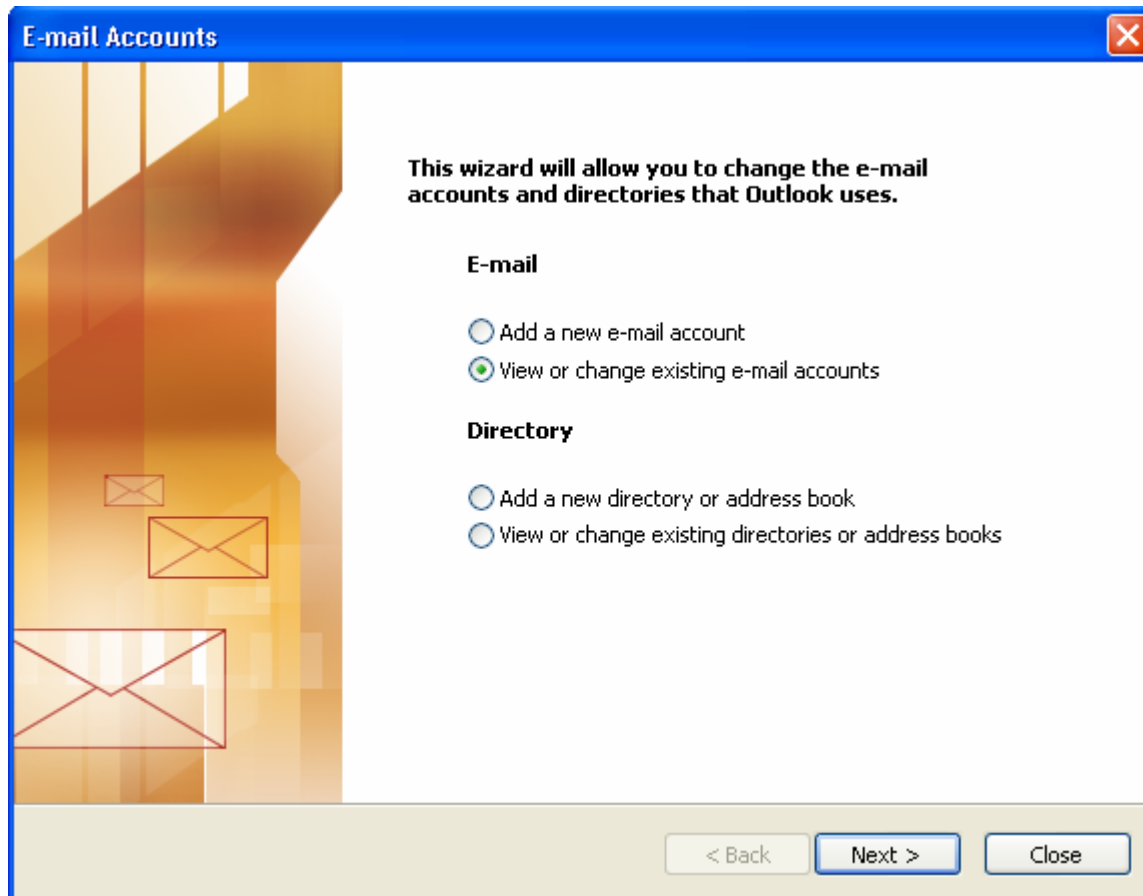# Setting Up an Existing E-mail in Microsoft Outlook
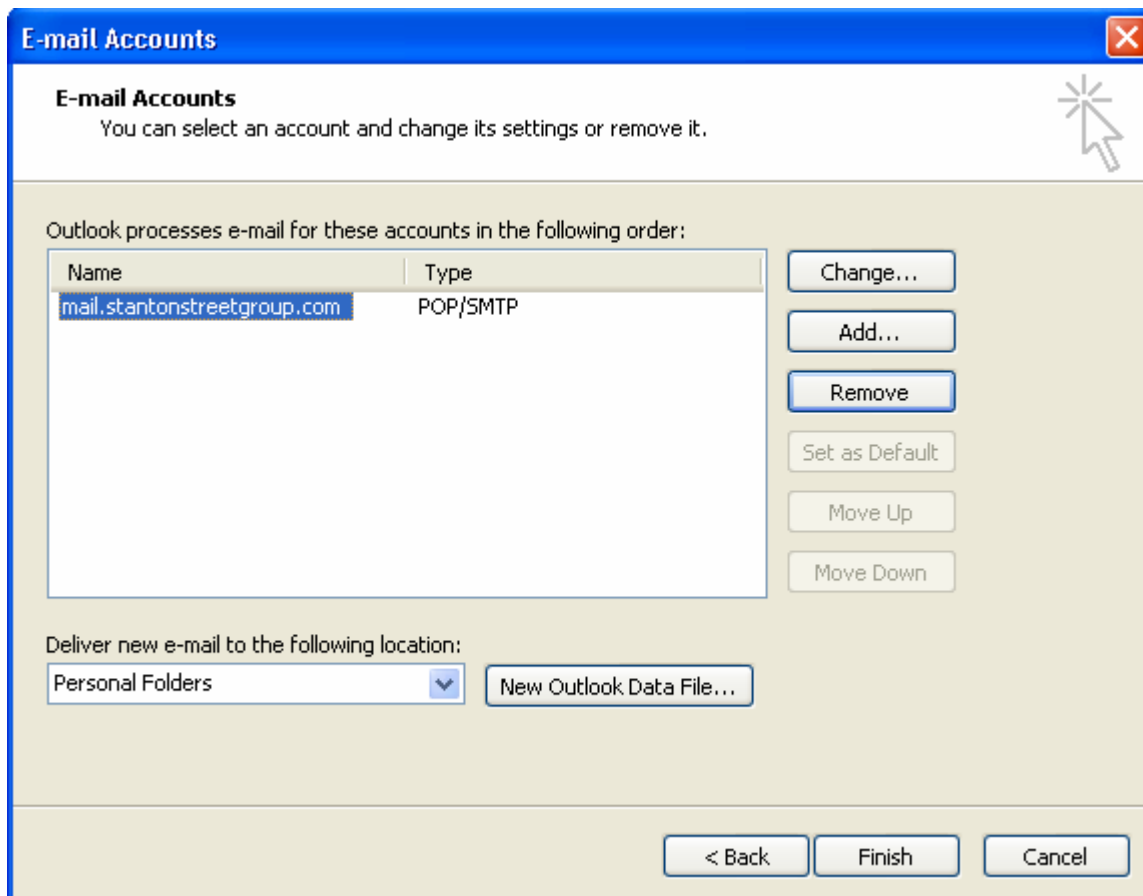
1. Go to the **Start** Menu, **All Programs**, **Microsoft Office** and click on "**Microsoft Outlook**".

2. Once Outlook has loaded, click "**Tools**" on the top-menu and navigate to "**Email Accounts…**" (on some versions of Outlook this is labeled just "**Accounts**" or something similar.)
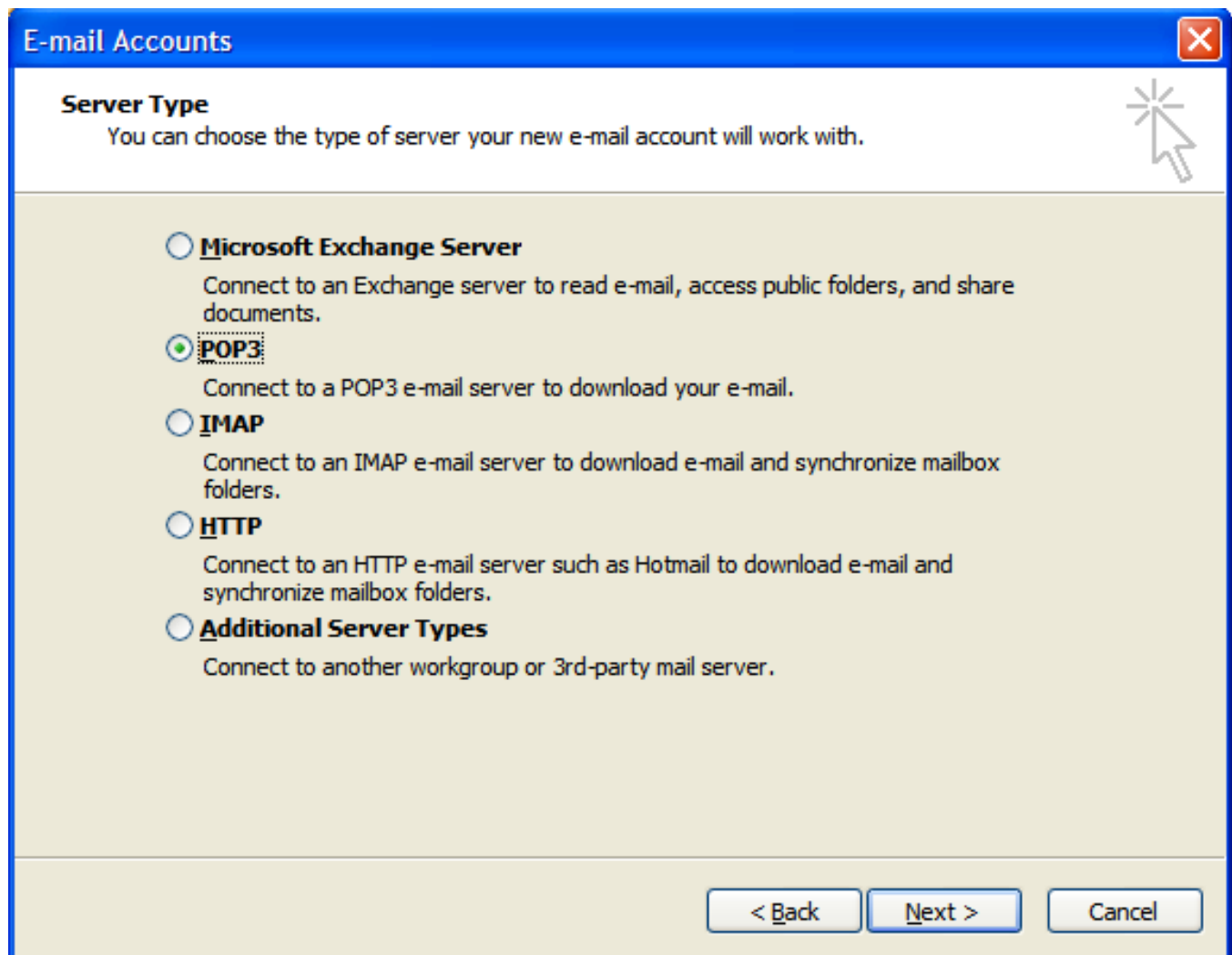
3. Select "**View Or Change Existing Email Accounts**" and click "**Next >**".

3a. Click "Add…" if you want to add an email. Click "Change…" if you want to change an   existing email.

4. Select "POP3" and click Next.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

○ **Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.

◉ **POP3**
Connect to a POP3 e-mail server to download your e-mail.

○ **IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

○ **HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

○ **Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

[< Back]   [Next >]   [Cancel]

5. Fill in the information in the boxes as follows:

- Your Name: [Enter your first and last name in this box]

- E-Mail Address: [enter your E-mail address here, for example, jharrison@stantonstreetgroup.com]

- Pop-Server: [mail.domainname.com, for example, mail.stantonstreetgroup.com]

- SMTP-Server: [mail.domainname.com, for example, mail.stantonstreetgroup.com]

- Username: [my.email, for example, jharrison]

- Password: [Enter your password here]

6. Click "More Settings…"

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: `Your Name`

E-mail Address: `email@domainname.com`

Logon Information

User Name: `email`

Password: `(******) Your password`

☑ Remember password

☐ Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3): `mail.domainname.com`

Outgoing mail server (SMTP): `mail.domainname.com`

Test 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]

6a. Under the "General" tab, "Mail Account", enter the server domain name, for example, mail.stantonstreetgroup.com

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account

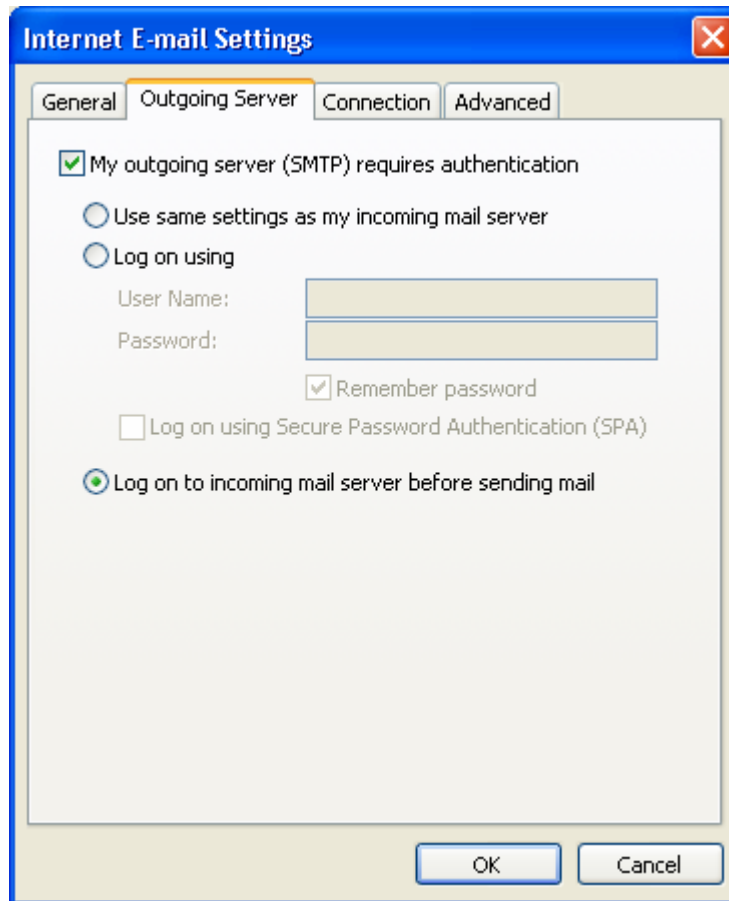Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.stantonstreetgroup.com

Other User Information

Organization:

Reply E-mail:

OK | Cancel

6b. Click the "Outgoing Server" tab

- Click the box next to "My outgoing server (SMTP) requires authentication". Make sure there is a check mark in the box.

- Click the circle next to "Log on to incoming mail server before sending mail". Make sure there is a dot in the circle.

- Click "OK"

- Click "Next >"

7. Congratulations! Click "Finish".

E-mail Accounts ❌

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

[< Back]   [Finish]