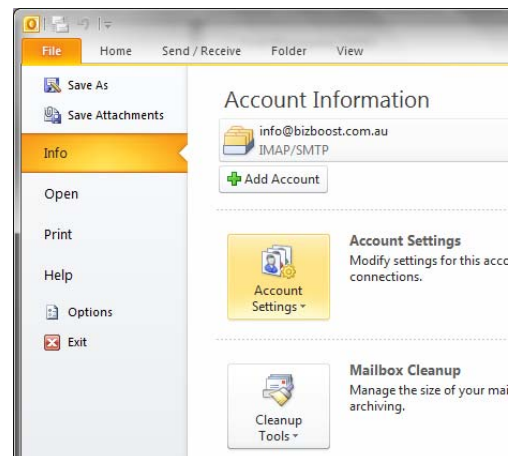


## To check your email settings:

In **Outlook 2010**, click on the **File** Tab, and then Click **Account Settings**



In **Outlook 2007**, click on the **Tools** Tab and then Click **Account Settings**

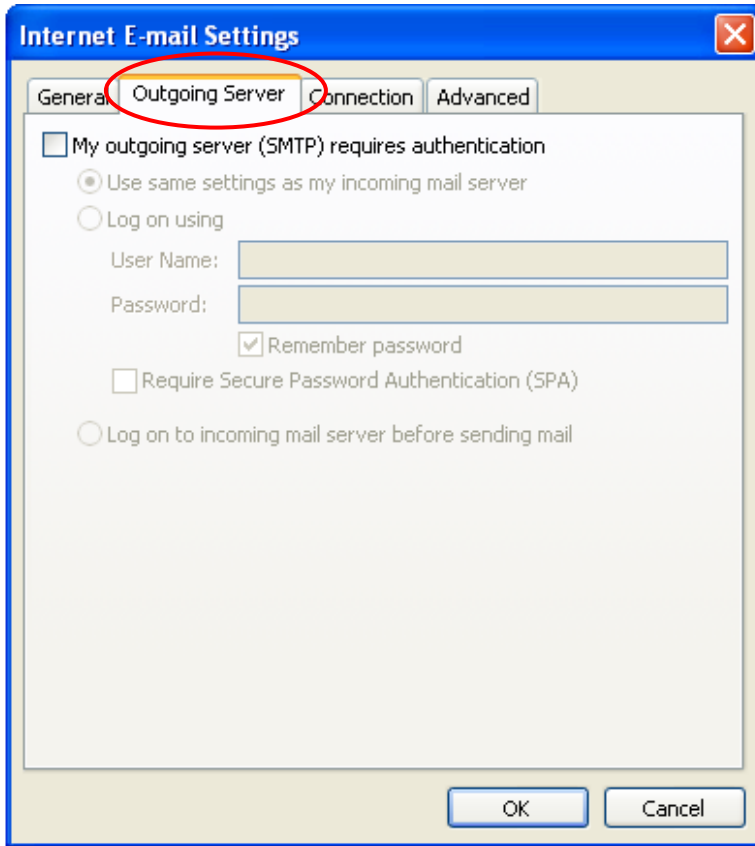
In the next box, **double click** on the domain email address.

This will then take you into a box similar to the box below which shows your incoming and outgoing mail server. Check that these are both pointed to **mail.yourdomain.com** (NB. Replace *yourdomain.com* with your own business domain name). If they are, then your email is set up correctly.

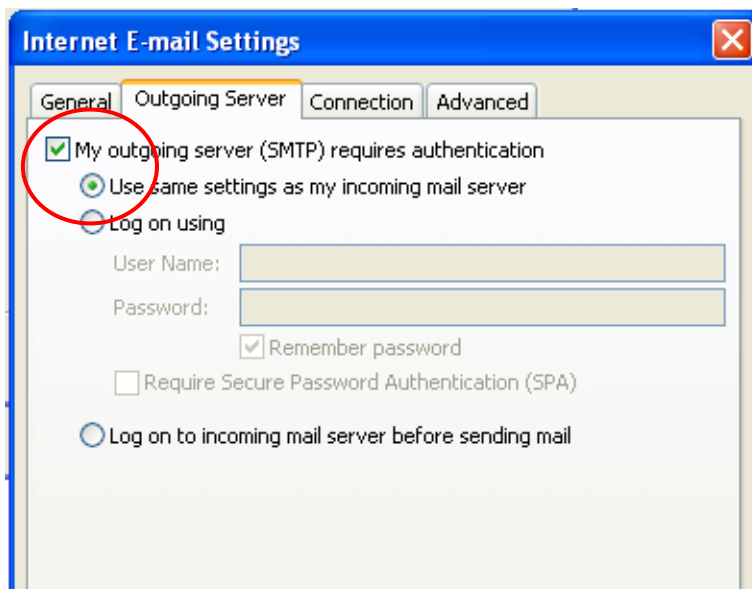
If you still have your outgoing server going through your internet service provider (eg. Bigpond, internode, activ8 etc), then replace this with **mail.yourdomain.com**, and then click **More Settings**

A screenshot of the 'Add New Account' dialog box in Outlook. The window title is 'Add New Account'. The main heading is 'Internet E-mail Settings' with a sub-heading 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (email@yourdomain.com.au); 'Server Information' with a dropdown for 'Account Type' (POP3) and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both mail.yourdomain.com.au); 'Logon Information' with fields for 'User Name' (email@yourdomain.com.au) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. Below this is the 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a text box and a 'Browse' button. At the bottom right, the 'More Settings ...' button is circled in red. At the very bottom are '< Back', 'Next >', and 'Cancel' buttons.

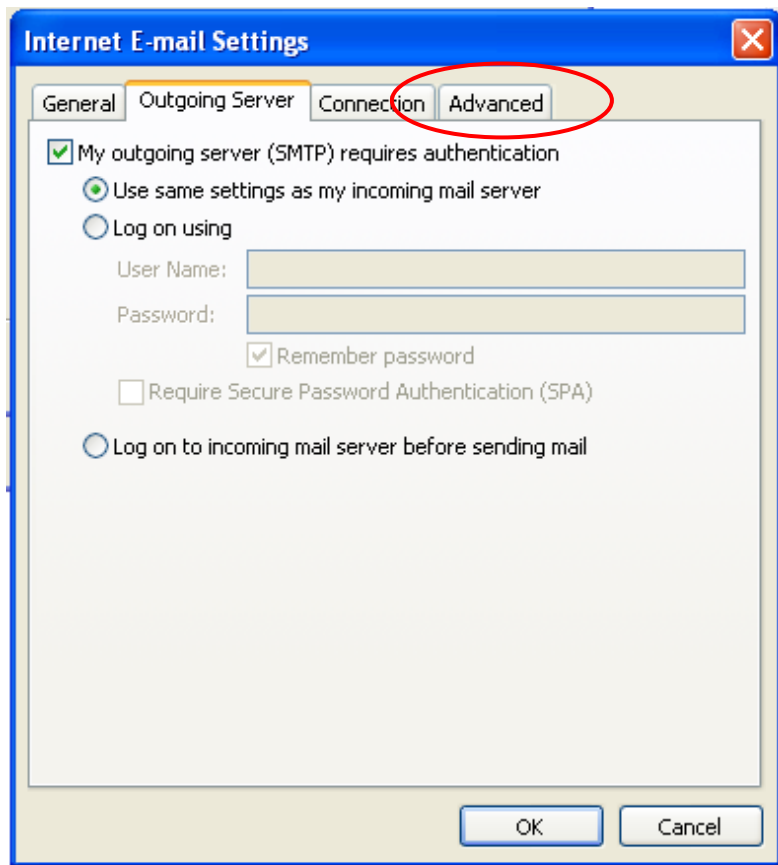
Click the **Outgoing Server** tab



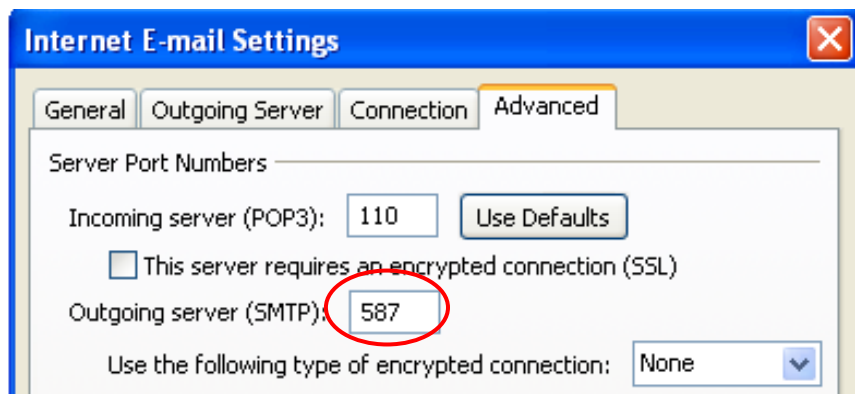
Tick the box that says **“My outgoing server (SMTP) requires authentication”** and select **“Use same settings as my incoming mail server”**



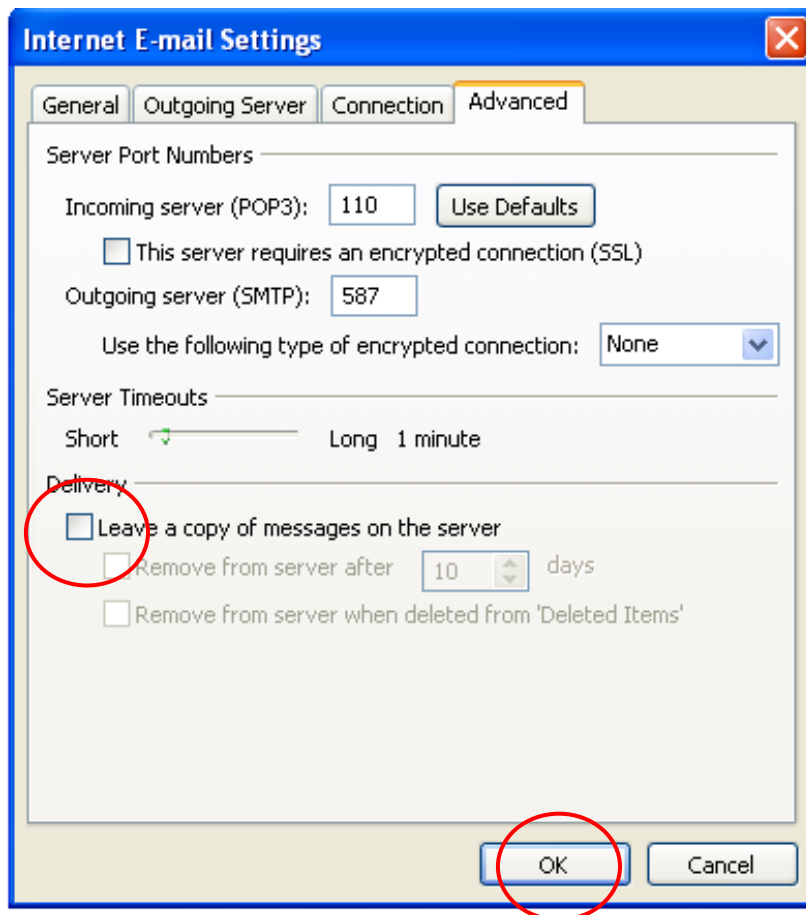
Now click on the **Advanced** tab



Replace the number 25 with the number **587** in the Outgoing server (SMTP) box,



Make sure there is no tick in the box that says **Leave a copy of messages on the server** and click **OK**.



(NB: If you have a phone that you check emails on, or more than one computer, you may wish to tick this box, and then the box that says **Remove from server after x days**, and select the number of days you would like emails left on the server. **Always** make sure that you choose to remove after a certain time otherwise they will continue to build up and you may need to purchase additional disk space on the host server).

## Click Next

**Add New E-mail Account**

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

**User Information**  
Your Name: John Smith  
E-mail Address: email@yourdomain.com.au

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.yourdomain.com.au  
Outgoing mail server (SMTP): mail.yourdomain.com.au

**Logon Information**  
User Name: email@yourdomain.com.au  
Password: \*\*\*\*\*, Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account 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

## Click Finish

**Add New E-mail Account**

**Congratulations!**

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

To close the wizard, click Finish.

< Back   **Finish**

Well done!