In Microsoft Outlook, from the E-mail Accounts menu, select Tools.

Inbox - Microsoft Ou	utloc	k		
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Mail	* 3	Organize		
Favorite Folders	0	Empty "Deleted Items" Folder	Subject Received	7
Inbox		E-mail <u>A</u> ccounts	no items to show in this view.	
Unread Mail For Follow Up		Customize		
Sent Items		Options		
All Mail Folders		<u> </u>	l .	
Personal Folders Deleted Items Drafts Inbox Junk E-mail Outbox	4			
Mail	Ż	. 🗀 💌 👟		>
0 Items		Send/	/Receive Status 50% 🇞 🔹	

On the E-mail Accounts wizard window, select Add a new e-mail account, and then click Next.

E-mail Accounts		×
	In this wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail Image: Ima	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> lose	

For your server type, select POP3 and then click Next.

E-mail Accounts	
Server Type You can choose the type of server your new e-mail account will work with.	N/2
 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. MITTP 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. 	
< <u>B</u> ack <u>N</u> ext >	Cancel

On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name: Your first and last name.

E-mail Address: Your email address.

User Name: Your email address, again. Password: The password given to you

Incoming mail server (POP3): pop.thirstypixel.com Outgoing mail server (SMTP):smtp.thirstypixel.com

Click More Settings.

E-mail Accounts	s			
	ail Settings (POP3) se settings are required to g	et your e-mail account working.		
User Informat	ion	Server Information		
Your Name:	Jane Smith	Incoming mail server (POP3):	pop.thirstypixel.com	
E-mail Address:	jsmith@coolexample.com	Outgoing mail server (SMTP):	smtp.thirstypixel.com	
Logon Informa User Name: Password:	ition jsmith@coolexample.com	Test Settings After filling out the information recommend you test your acco button below. (Requires netwo	unt by dicking the	
Log on using S Authentication	<u> <u> </u> <u> <u> </u> <u> </u></u></u>	Test Account Settings	More Settings]
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On the Internet E-mail Settings window, go to the **Outgoing Server** tab. Select **My outgoing server (SMTP) requires authentication.**

Then Click **OK**

On the following screen click Next and then Finish

Internet E-mail Settin	igs	
General Outgoing Serv	er Connection	Advanced
My outgoing server	(SMTP) requires	authentication
Our Setting	s as my incoming	mail server
○ Log on using		
User <u>N</u> ame:		
Password:		
	Remember	password
Log on using	Secure Password	Authentication (SPA)
O Log on to incomin	g mail server bef	fore sending mail
Congratulations! You have successfully entered all the information setup your account.	required to	OK Can
To dose the wizard, dick Finish.		
< <u>B</u> ack Finish]	