

Setting Up a POP3 Email Account

1. In Outlook, select **Tools / E-mail Accounts**.
2. Click the **Add a new e-mail account** button.
3. Click the **Next** button.
4. Click the **POP3** button.
5. Click the **Next** button.
6. In the **Internet E-mail Settings** window, enter the following information:

User Information Section



The User Information dialog box contains two text input fields. The first is labeled 'Your Name:' and contains the text 'John Smith'. The second is labeled 'E-mail Address:' and contains the text 'myname@mydomain.com'.

- Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
- E-mail Address—Enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.

Logon Information Section



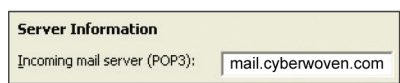
The Logon Information dialog box contains two text input fields. The first is labeled 'User Name:' and contains the text 'myname@mydomain.com'. The second is labeled 'Password:' and contains a series of asterisks '*****'.

- User Name—Enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.
- Password—Enter the password for your email account.

Server Information Section

- Incoming mail server — Enter the POP3 server name:

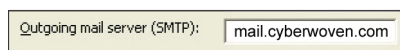
mail.cyberwoven.com



The Server Information dialog box contains one text input field labeled 'Incoming mail server (POP3):' with the text 'mail.cyberwoven.com' entered.

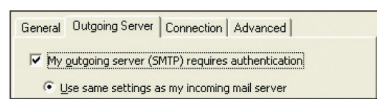
- Outgoing mail server (SMTP)—Enter the SMTP server name:

mail.cyberwoven.com



The Outgoing mail server (SMTP) dialog box contains one text input field labeled 'Outgoing mail server (SMTP):' with the text 'mail.cyberwoven.com' entered.

7. Click the **More Settings** button.
8. Click the **Outgoing Server** tab.
9. Check the **My outgoing server (SMTP) requires authentication** box.
10. Click the **Use same settings as my incoming mail server** button.
11. Click the **Advanced** tab.



The Outgoing Server (SMTP) dialog box has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. It contains two options: a checked checkbox for 'My outgoing server (SMTP) requires authentication' and a radio button for 'Use same settings as my incoming mail server'.

12. In the **Outgoing Server (SMTP)** box, enter the default outgoing port 25.
13. Click the **OK** button.
14. Click the **Next** button.
15. Click the **Finish** button.

Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.