

Setting Up a POP3 Email Account

1. In Outlook, select **Tools / Accounts**.
2. Click the **Mail** tab.
3. Click the **Add** button.
4. Select **Mail** from the resulting menu. (Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct.)

Your Name Window

Enter your name in the **Display name** box. This is the name that will appear in the **From** field of messages you send.

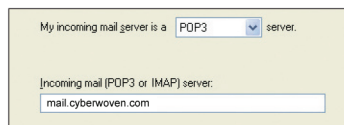
Internet E-mail Address Window

In the **E-mail address** box, enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.

E-mail Server Names Window

To use a POP server:

1. Click the drop-down menu and select **POP3**.



My incoming mail server is a **POP3** server.

Incoming mail (POP3 or IMAP) server:
mail.cyberwoven.com

2. In the **Incoming mail (POP3 or IMAP) server** box, enter the name of the POP server:

mail.cyberwoven.com



Outgoing mail (SMTP) server:
mail.cyberwoven.com

In the **Outgoing mail (SMTP) server** box, enter the name of the SMTP server:

mail.cyberwoven.com

Internet Mail Logon Window

1. In the **Account name** box, enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.
2. In the **Password** box, enter your password.

Internet Connection Wizard

Indicate how you connect to the Internet.

Congratulations Window

Click the **Finish** button. The Internet Account window will appear. You must complete the steps below to configure your account.

Turning On Server Authentication (Important!)

1. In the Internet Accounts window, click once on your account.
2. Click the **Properties** button.
3. Click the **Servers** tab.
4. Be sure that the **Log on using Secure Password Authentication** box is **not** checked.
5. Check the **My server requires authentication** box.
6. Click the **Advanced** tab.
7. In the **Outgoing mail (SMTP)** box, enter the default outgoing port 25.
8. Click the **OK** button.
9. Click the **Close** button.