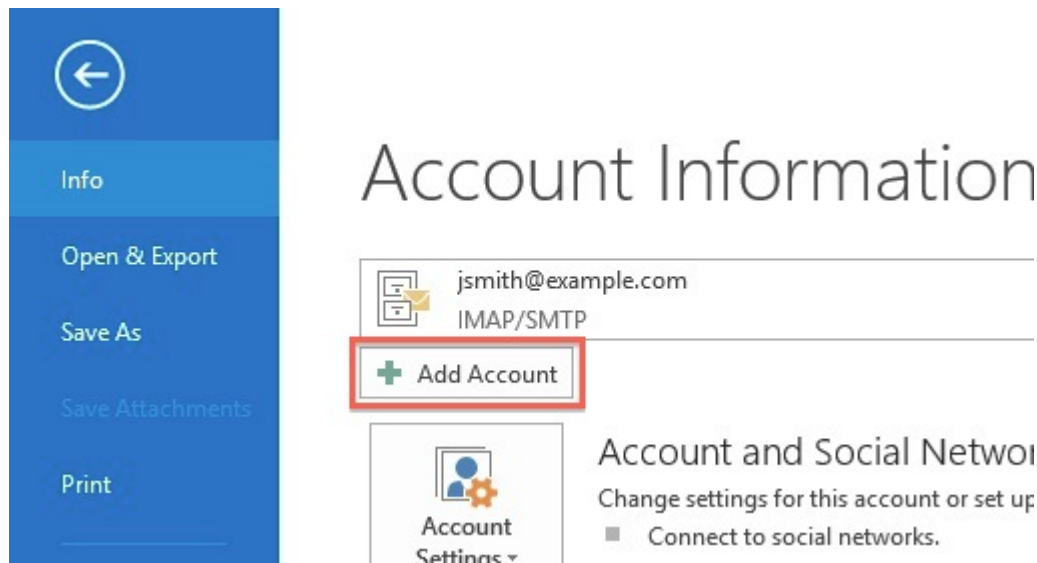


How to Setup Outlook 2013

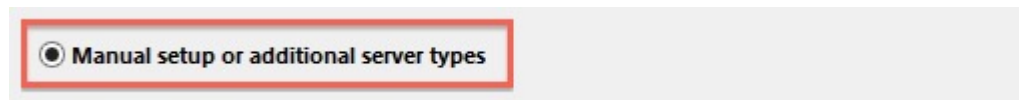
This guide will show step-by-step instructions for setting up email on Outlook 2013 for Windows. While it can be used for other versions of Outlook, some screens and steps might vary.

Adding a new account:

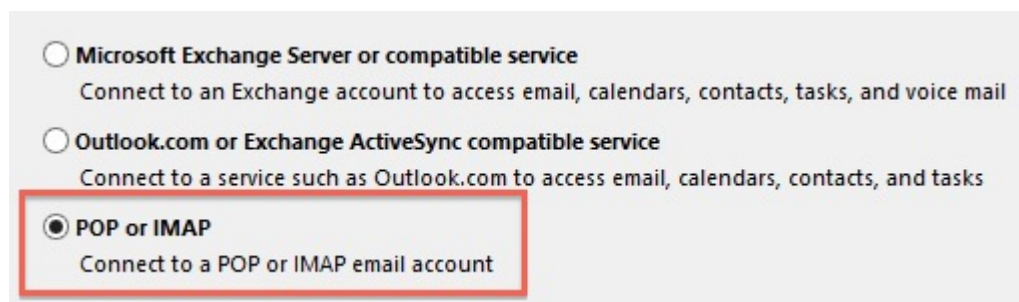
1. Select the **File** menu and choose **Info**



2. Click the **Add Account** button.
3. Choose **Manual setup or additional server types**



4. Click Next.
5. Choose **POP**



6. Click Next.

Account Settings:

User Information

Your Name:

Email Address:

Mail to keep offline: All

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

- Enter your **Name** as you want it to appear on your outbound email messages.
- Enter your email address.
- Enter mail.mydiscountwebsites.com as your Incoming Mail Server.
- The **Outgoing Mail Server** is the same as your **Incoming Mail Server**.
- Enter your email address for the User Name.
- Enter your email password.

More Settings

1. Click the More Settings button.

User Information

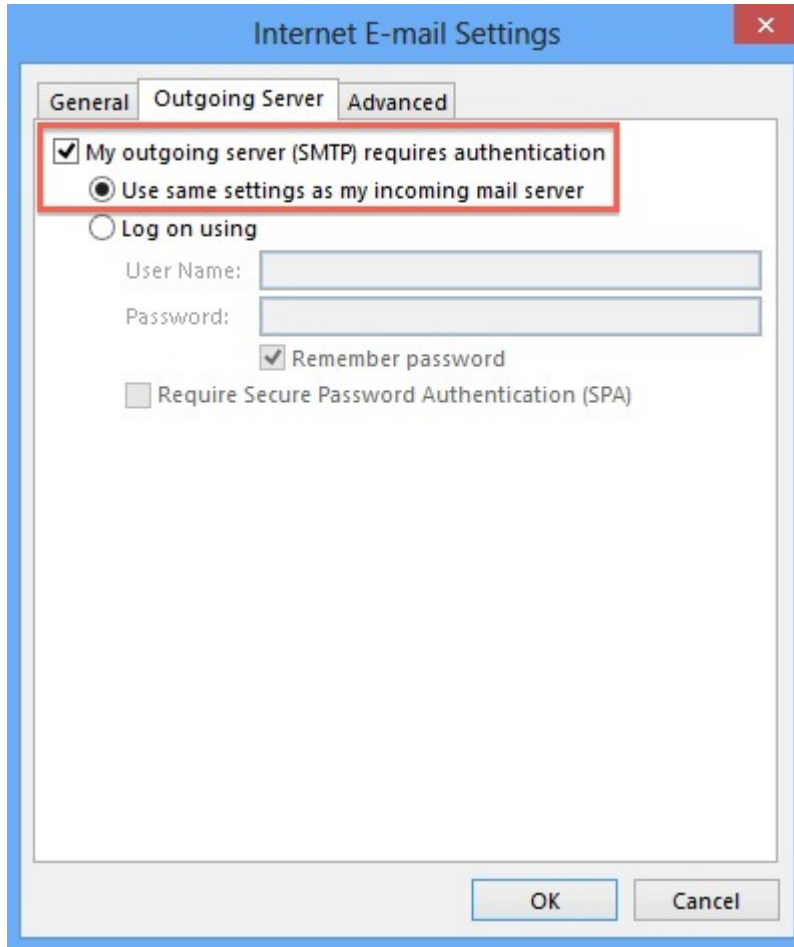
Remember password

Require logon using Secure Password Authentication

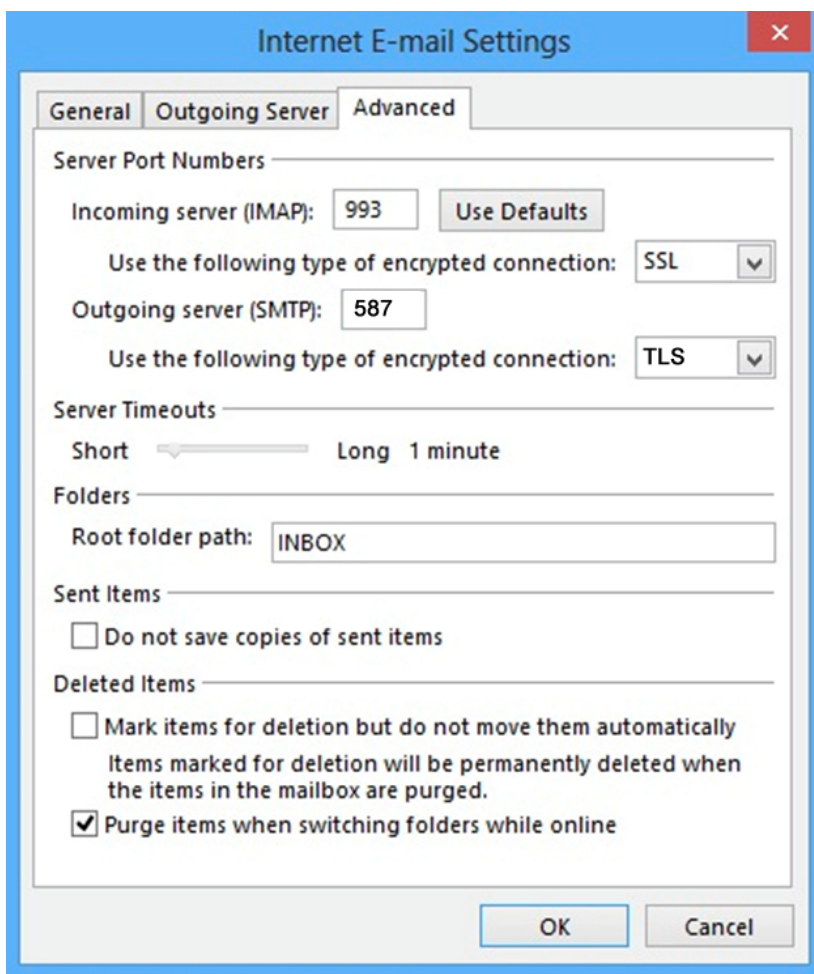
More Settings ...

< Back Next > Cancel

2. Click the Outgoing Server tab.



3. Click the "My outgoing server (SMTP) requires authentication" checkbox.
4. Make sure that it is using the same settings as your incoming mail server.
5. Click the Advanced tab.



If setting up as POP, use the following:

Incoming server: Use the following type of encrypted connection: Change to SSL

Incoming server (POP): will be 995

Outgoing server: Use the following type of encrypted connection: Change to TLS

Outgoing server (SMTP): change to 587

Go to Delivery and check the box “Leave a copy of messages on the server,
Check the box underneath this that reads “Remove from server after 10 days”.

Note: This will not automatically delete them from outlook just the server they are sitting on.

Click the **OK** button.

Completing the Setup

1. Click **Next** on the E-mail Accounts window.
2. Click the **Finish** button.

Outlook 2013 is now correctly configured to send and receive emails.