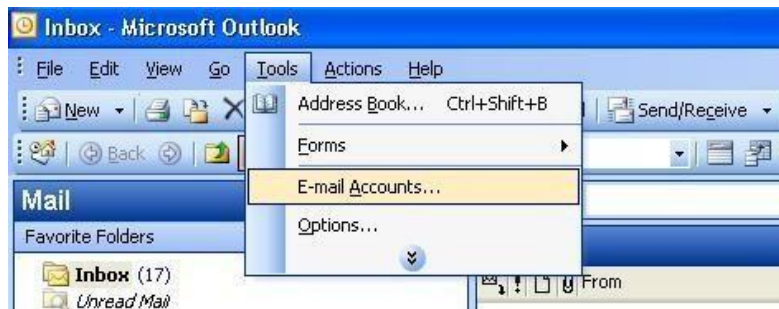
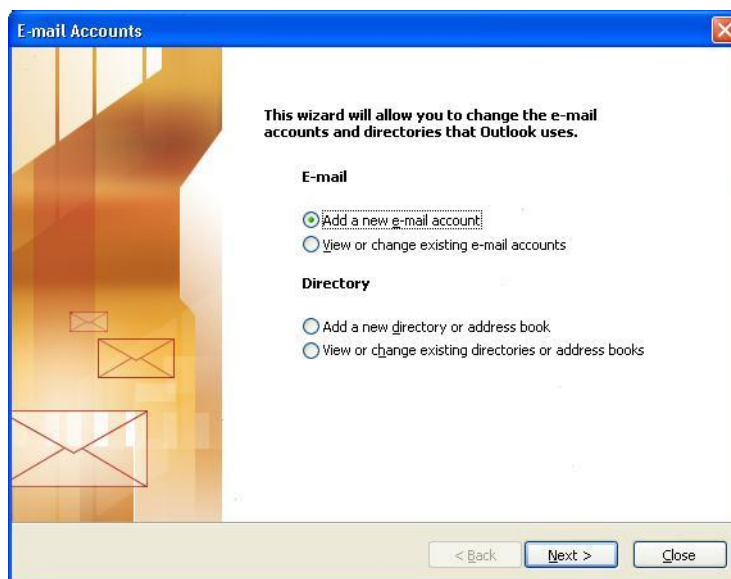


How-to add POP3 email to Outlook

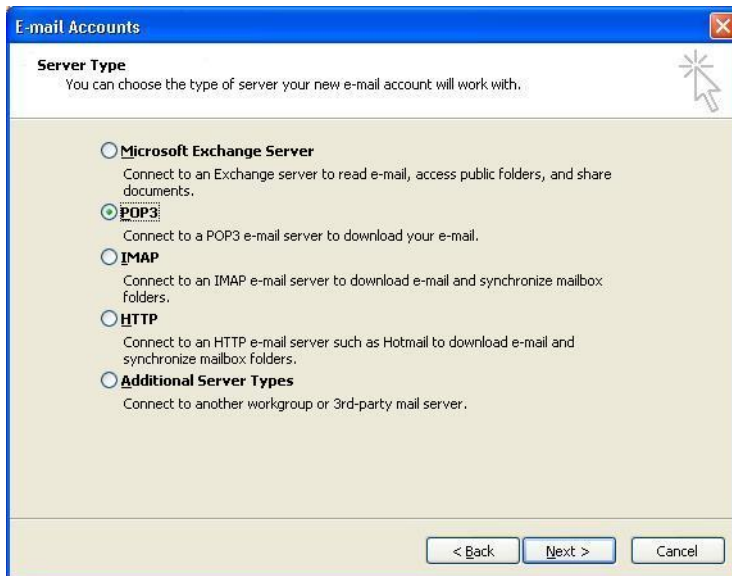
1. Open Outlook from your Start menu.
2. Navigate to **T**ools > **E-mail A**ccounts... in the top of the Outlook window as shown below.



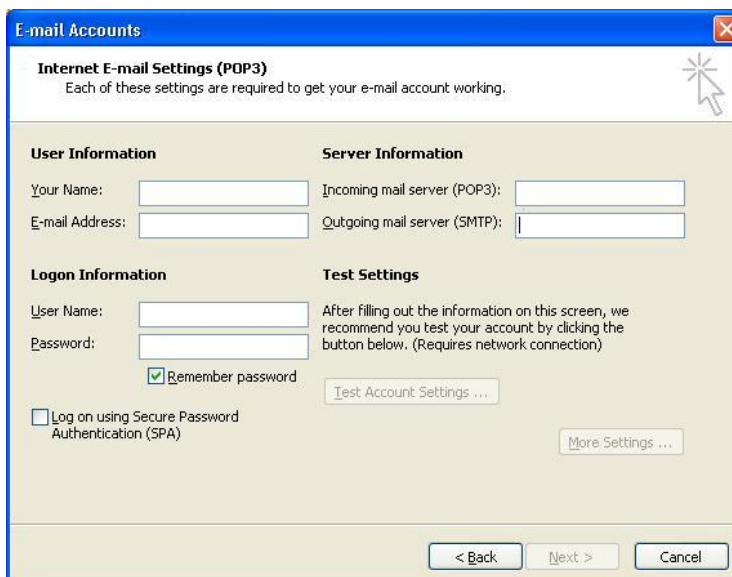
3. Select **A**dd a new e-mail account from the options available and then click **N**ext.



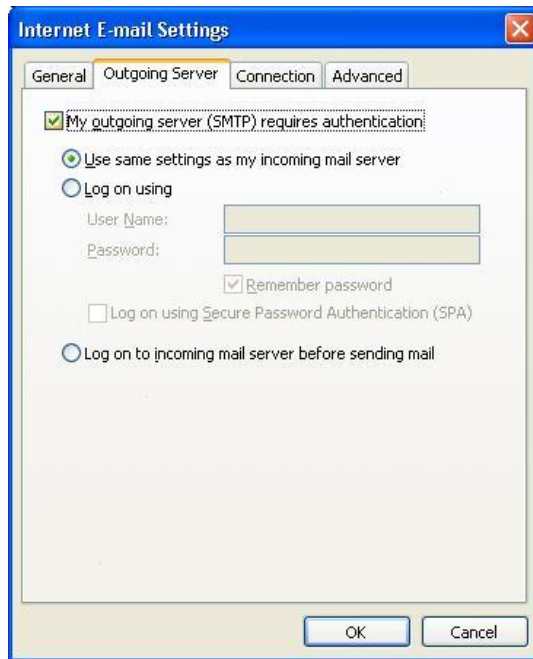
4. Select **P**OP3 and hit **N**ext



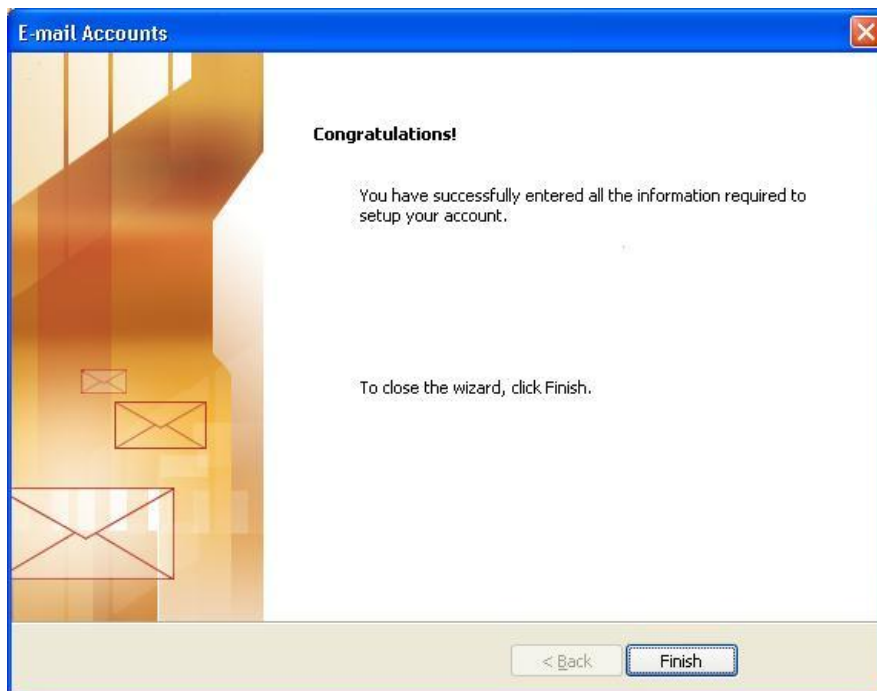
5. In the box that appears enter the information supplied to you.



6. Once you have entered all the correct settings click the button that says **More Settings ...**
7. Click on the tab **Outgoing Server** and tick the checkbox for **My outgoing server (SMTP) requires authentication** and make sure that **Use the same settings as my incoming mail server** is also ticked.



8. Click **OK** so you get back to the wizard again and then click **Next** until you see this screen:



9. Click on **Finish** and you should have your new e-mail account up and running.