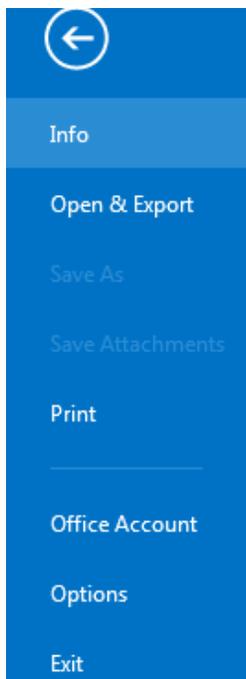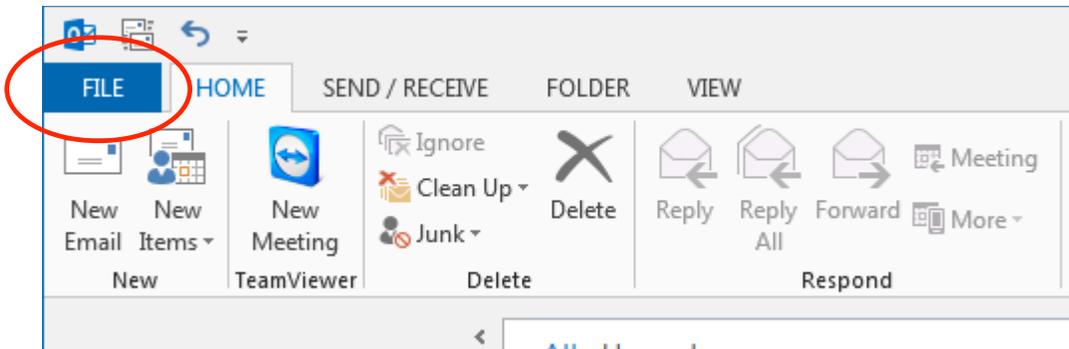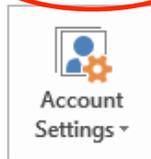Outlook 2013

Outlook 2010

Open Microsoft Outlook 2010 or Outlook 2013, depending on what version you have (the setup instructions are the same for both versions; the next two screen shots below are from version 2013) and select **FILE**

Click **Add Account**

Click the circle to place the blue dot next to "Manual setup or additional server types" and press the
Next button
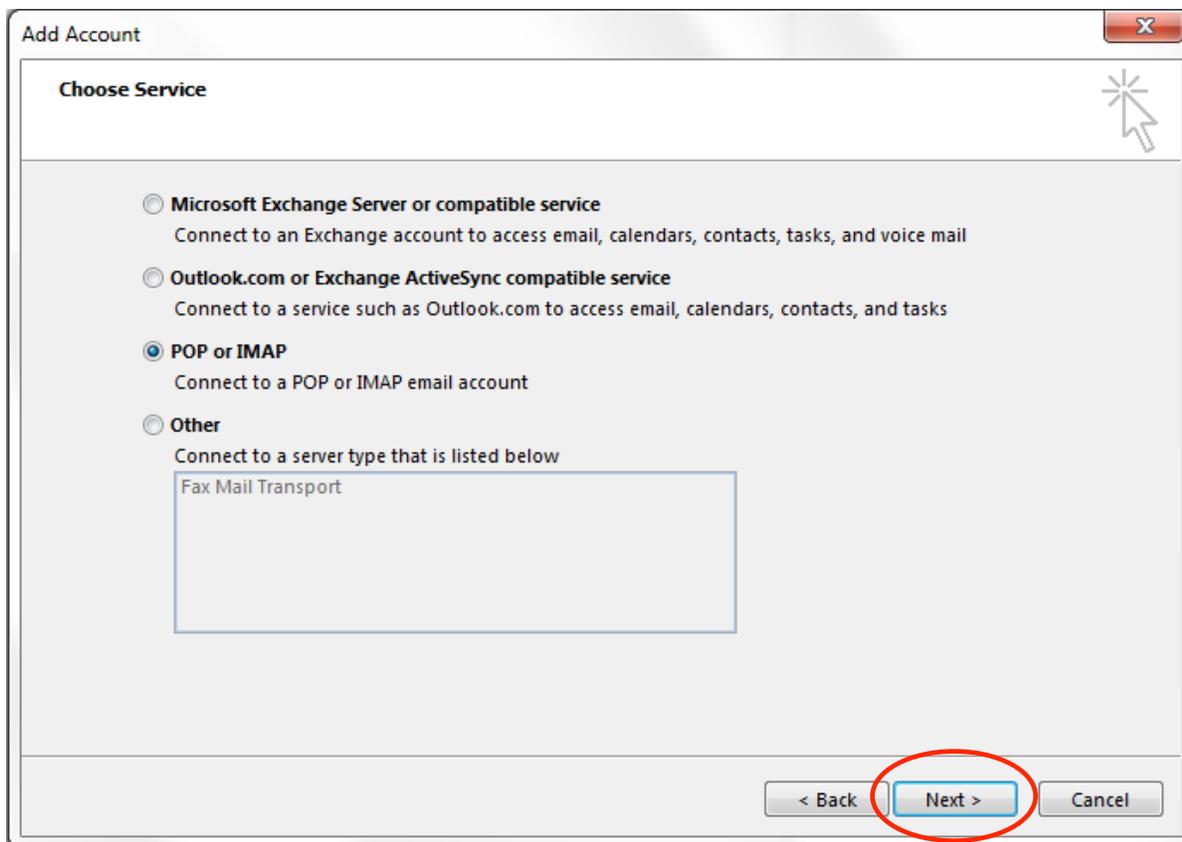
Place the blue dot next to "POP or IMAP", then select **Next**

Enter your name in the Your Name: box

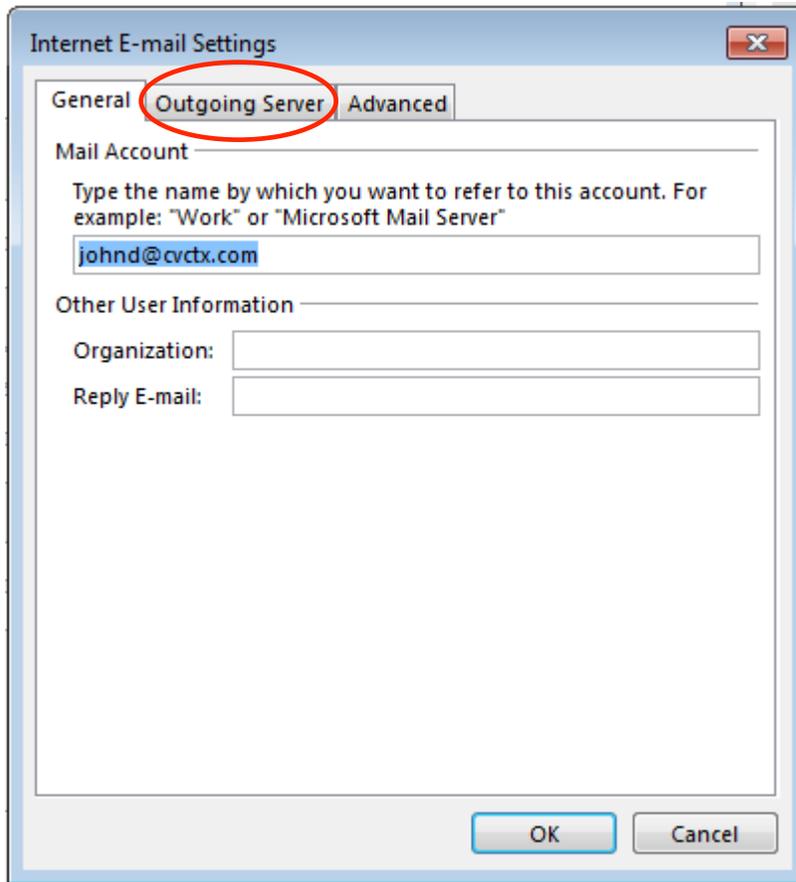**Enter your e-mail address** in the "E-mail Address:" box

In the "Incoming mail server" box enter **pop.cvctx.com**

In the "Outgoing mail server (SMTP):" box enter **smtp.cvctx.com**

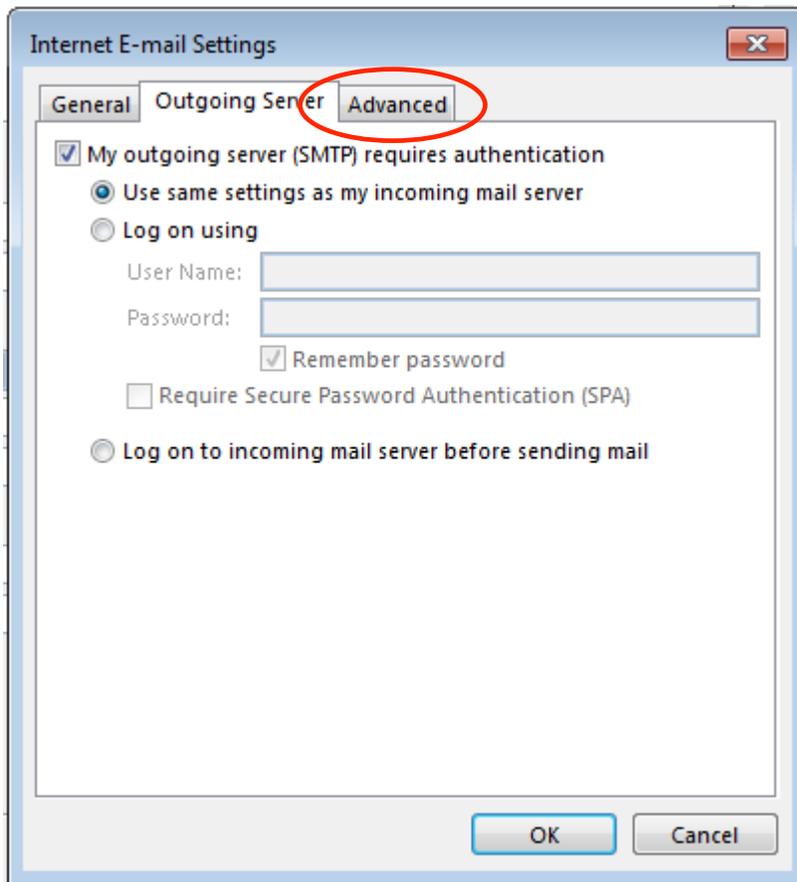In the **User Name:** box **enter your entire email address**

And of course **your password** in the Password: box

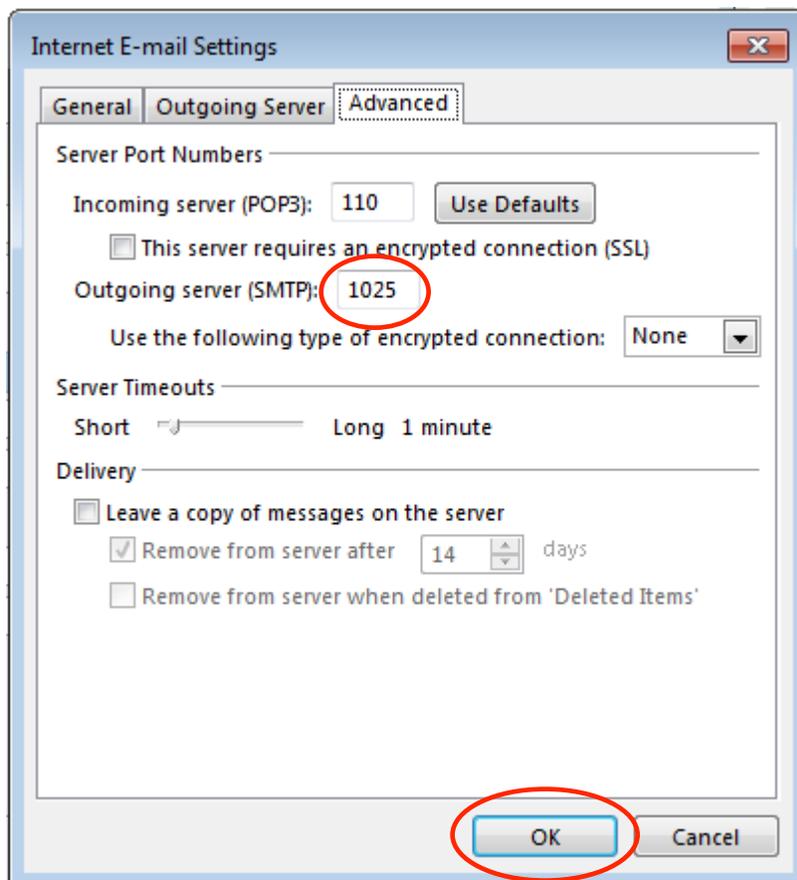Now click the **More Settings** button

Under the General tab type your email address in the box below "Type the name by which you want to refer..."

Now click the **Outgoing Server tab** at the top

Place a checkmark next to "My outgoing server (SMTP) requires authentication"

Now click on the **Advanced tab** at the top

In the "Outgoing server (SMTP):" box enter the number **1025**

Now press the OK button at the bottom
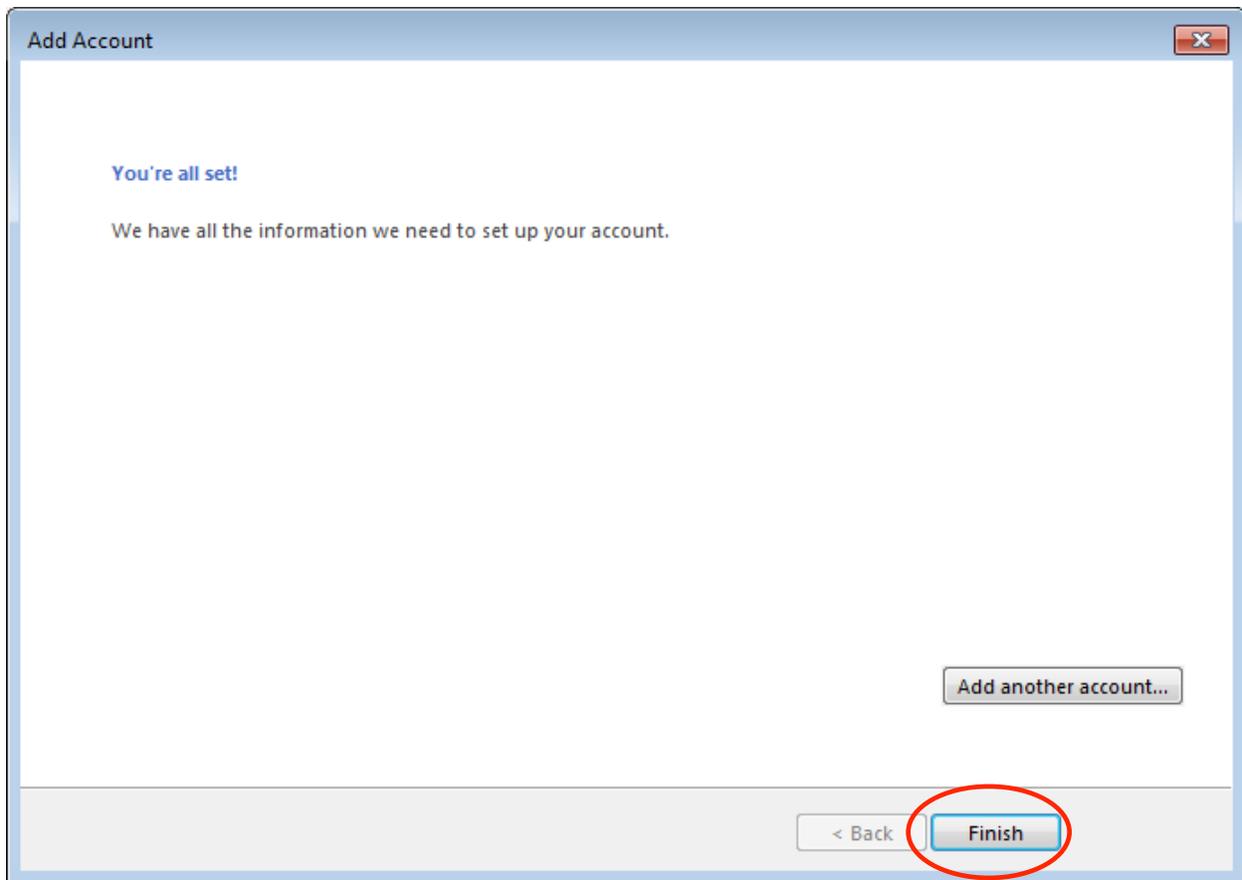
To test your settings **click the "Test Account Settings..."** button

You will se a box pop up with all green checkmarks (*now shown here*) when successful.
Click the **Close** button to exit the test screen.

Now click the **Next** button at the bottom

Click the **Finish** button at the bottom