



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

) E-mail Account		
Your Name;	Evample: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password:		
Retype Password;	Type the password your Internet service provider has given you,	

Click the circle to place the blue dot next to "Manual setup or additional server types" and press the **Next** button

Add Account	×
Choose Service	×
Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, cor	ntacts, tasks, and voice mail
Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calen	idars, contacts, and tasks
POP or IMAP Connect to a POP or IMAP email account	
Other Connect to a server type that is listed below Fax Mail Transport	
	< Back Next > Cancel

Place the blue dot next to "POP or IMAP", then select Next

dd Account		
POP and IMAP Account Se Enter the mail server setti	t tings ngs for your account.	×.
User Information		Test Account Settings
Your Name:	John Doe	We recommend that you test your account to ensure that
Email Address:	johnd@cvctx.com	the entries are conect.
Server Information		Test Assessed Catting and
Account Type:	POP3	Test Account Settings
Incoming mail server:	pop.cvctx.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.cvctx.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	johnd@cvctx.com	Existing Outlook Data File
Password:	******	Browse
🔽 Re	emember password	
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel

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

Internet E-mail Settings
General Outgoing Server Advanced
Mail Account
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"
johnd@cvctx.com
Other User Information
Organization:
Reply E-mail:
OK Cancel

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

Internet E-mail Settings	x			
General Outgoing Serier Advanced	_			
My outgoing server (SMTP) requires authentication				
Our of the same settings as my incoming mail server				
Log on using				
User Name:				
Password:				
Remember password				
Require Secure Password Authentication (SPA)				
Log on to incoming mail server before sending mail				
OK Cancel				

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

Now click on the Advanced tab at the top

Internet E-mail Settings
General Outgoing Server Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 1025
Use the following type of encrypted connection: None 💌
Server Timeouts
Short Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server when deleted from 'Deleted Items'
OK Cancel

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

Now press the OK button at the bottom

Add Account		
POP and IMAP Account Se Enter the mail server sett	ttings ings for your account.	
User Information		Test Account Settings
Your Name:	John Doe	We recommend that you test your account to ensure that
Email Address:	johnd@cvctx.com	the entries are concert.
Server Information		Tart Account Sattings
Account Type:	POP3 👻	Test Account Settings
Incoming mail server:	pop.cvctx.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.cvctx.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	johnd@cvctx.com	Existing Outlook Data File
Password:	******	Browse
🔽 R	emember password	
Require logon using Secu (SPA)	re Password Authentication	More Settings
		< Back Next > Cancel

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

Add Account	— ×
You're all set!	
We have all the information we need to set up your account.	
Add another acc	ount
< Back Finish	

Click the **Finish** button at the bottom