

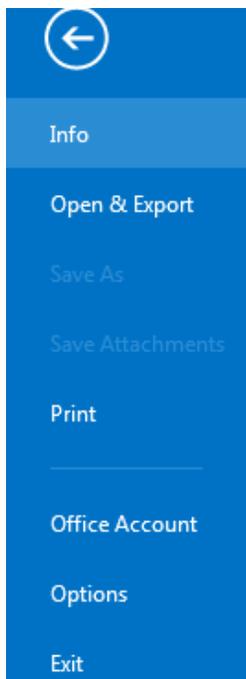
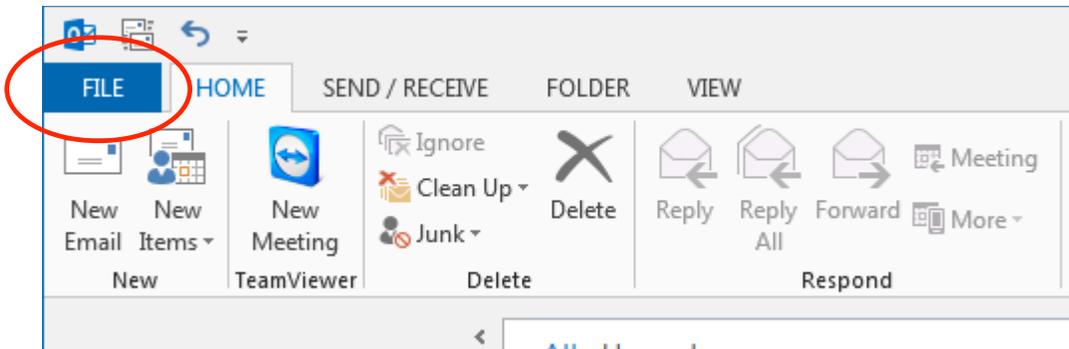


Outlook 2013



Outlook 2010

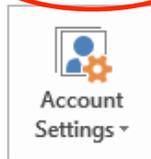
Open Microsoft Outlook 2010 or Outlook 2013, depending on what version you have (the setup instructions are the same for both versions; the next two screen shots below are from version 2013) and select **FILE**



## Account Information

No account available. Add an e-mail account to enable additional features.

[+ Add Account](#)



### Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.



### Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

Click **Add Account**

**Add Account** [X]

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

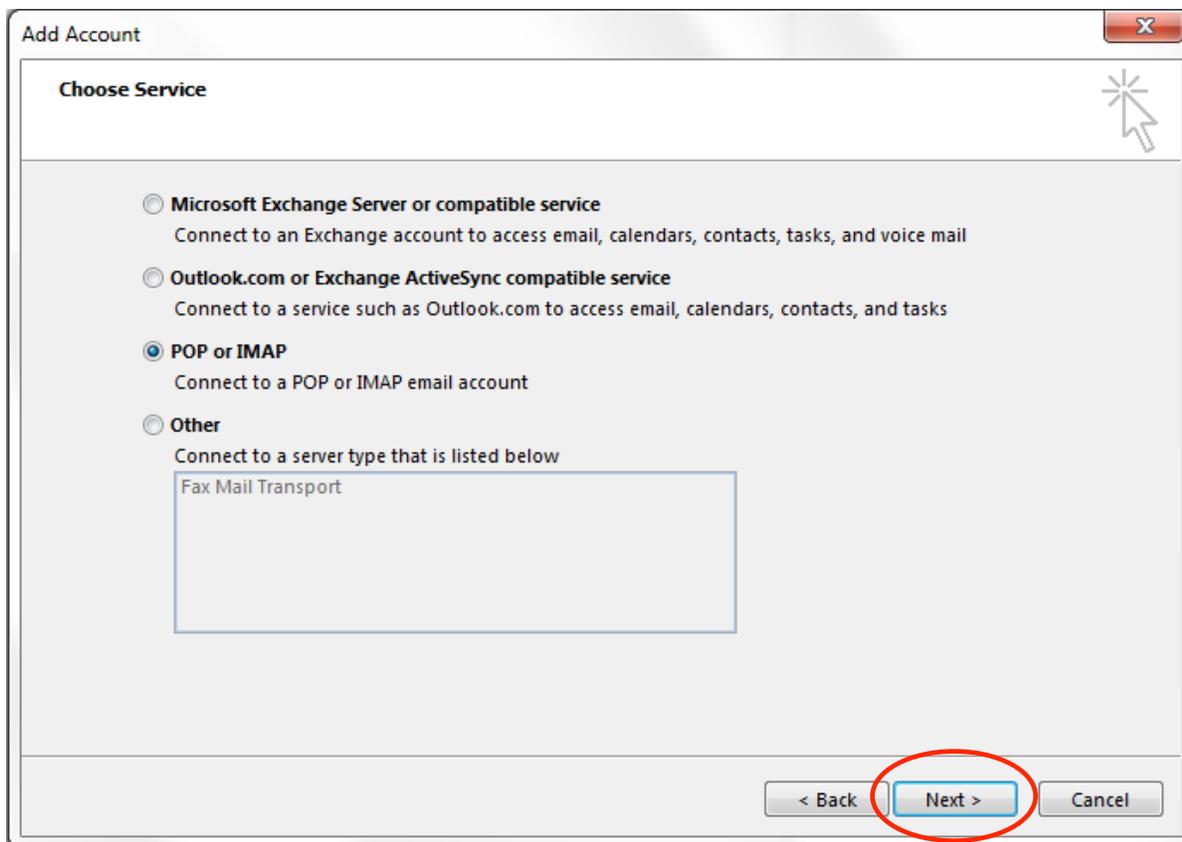
Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

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**

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**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)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

**Enter your name** in the Your Name: box

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

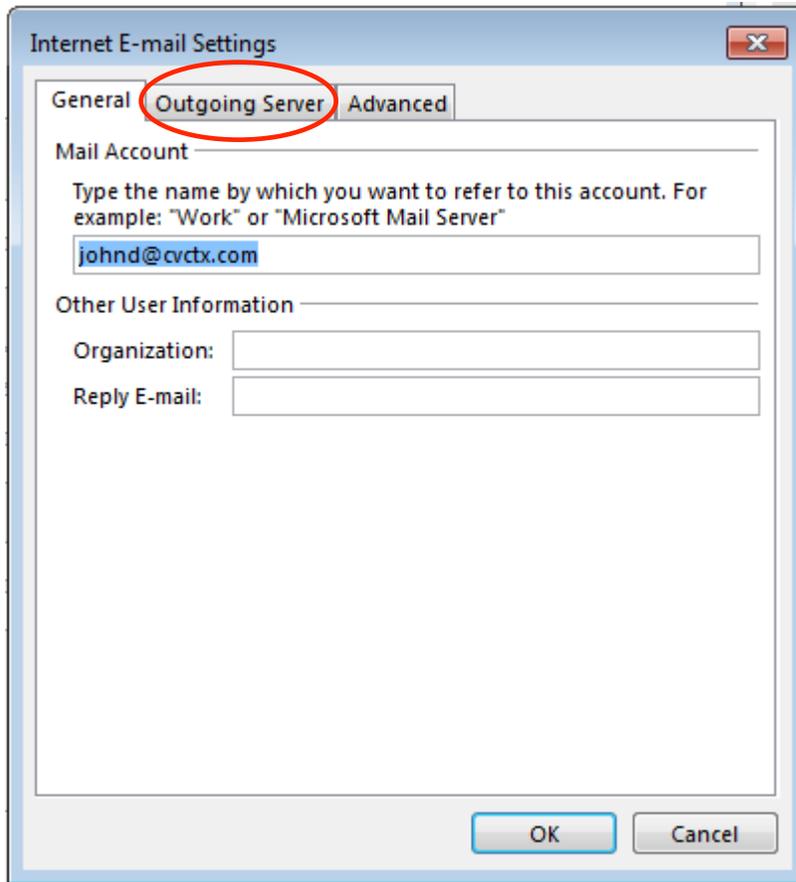
In the "Incoming mail server" box enter **pop.cvctx.com**

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

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

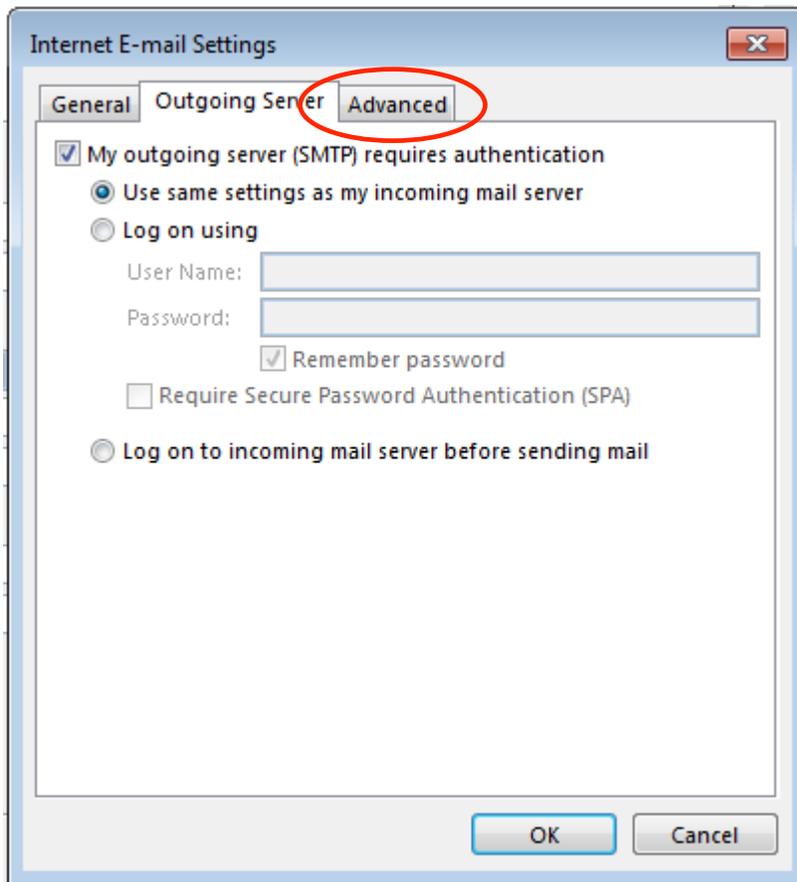
And of course **your password** in the Password: box

Now click the **More Settings** button



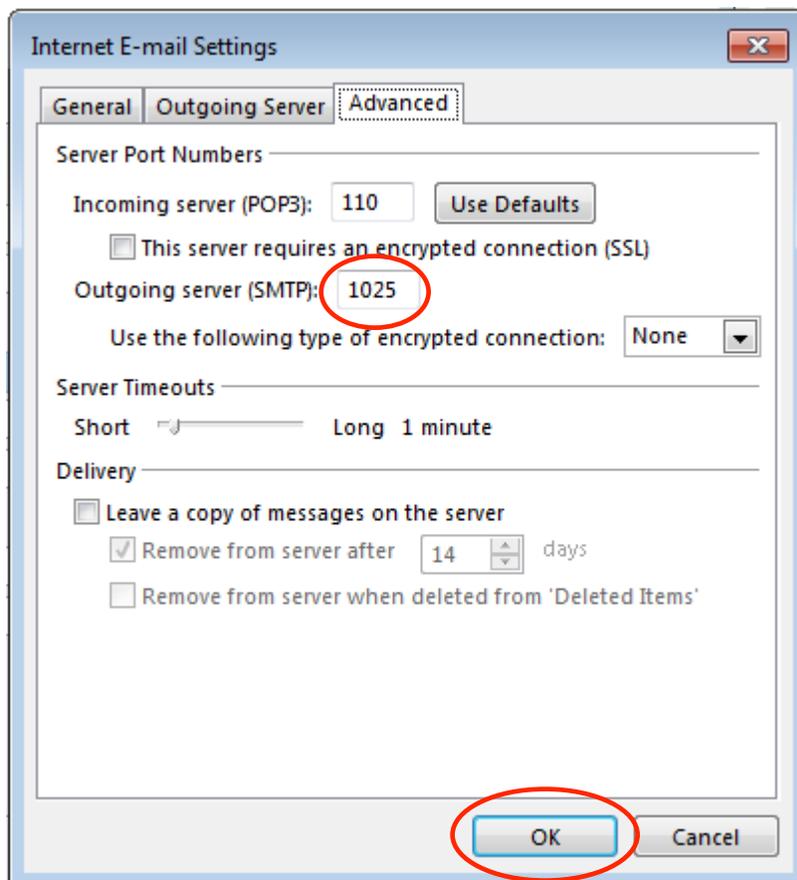
**Under the General tab type your email address** in the box below  
"Type the name by which you want to refer..."

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

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: John Doe  
Email Address: johnd@cvctx.com

**Server Information**

Account Type: POP3  
Incoming mail server: pop.cvctx.com  
Outgoing mail server (SMTP): smtp.cvctx.com

**Logon Information**

User Name: johnd@cvctx.com  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File  
 Existing Outlook Data File  
Browse

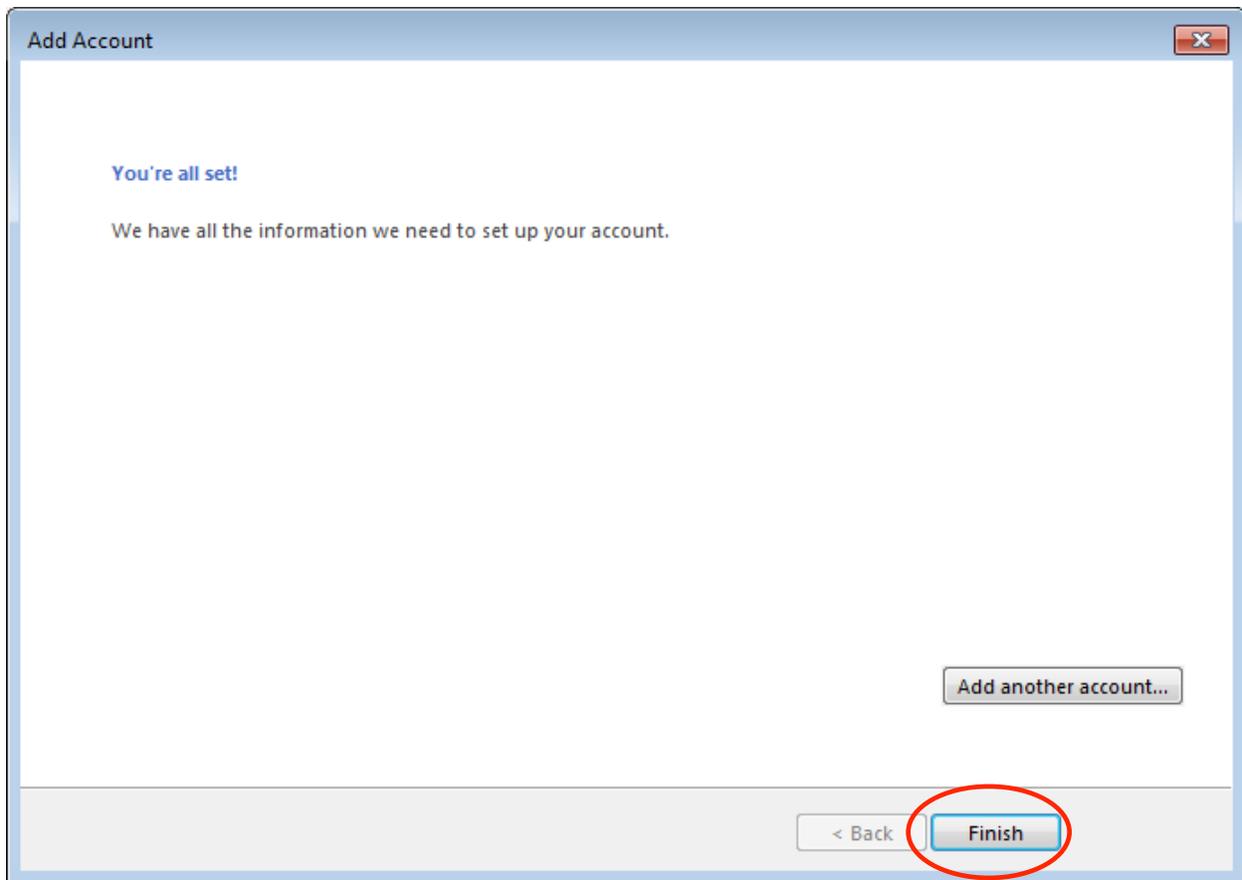
More Settings ...

< Back Next > Cancel

To test your settings **click the "Test Account Settings..." button**

You will see 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