

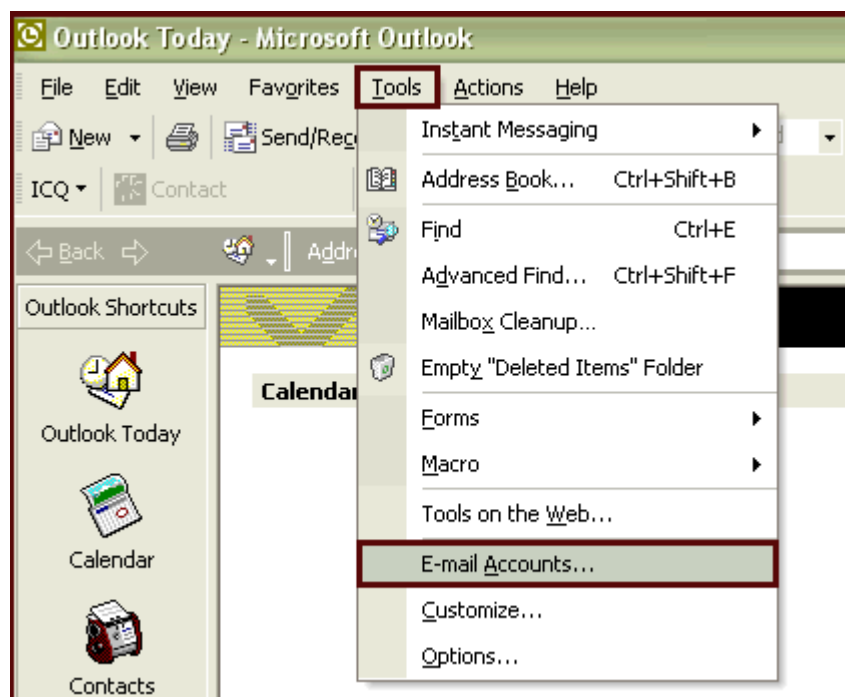
## SETTING UP AN EMAIL ACCOUNT IN MICROSOFT OUTLOOK

**Step 1:** Start Outlook from the Start Menu or Desktop Icon. Within Outlook you will be able to set up your email account to send and receive emails.

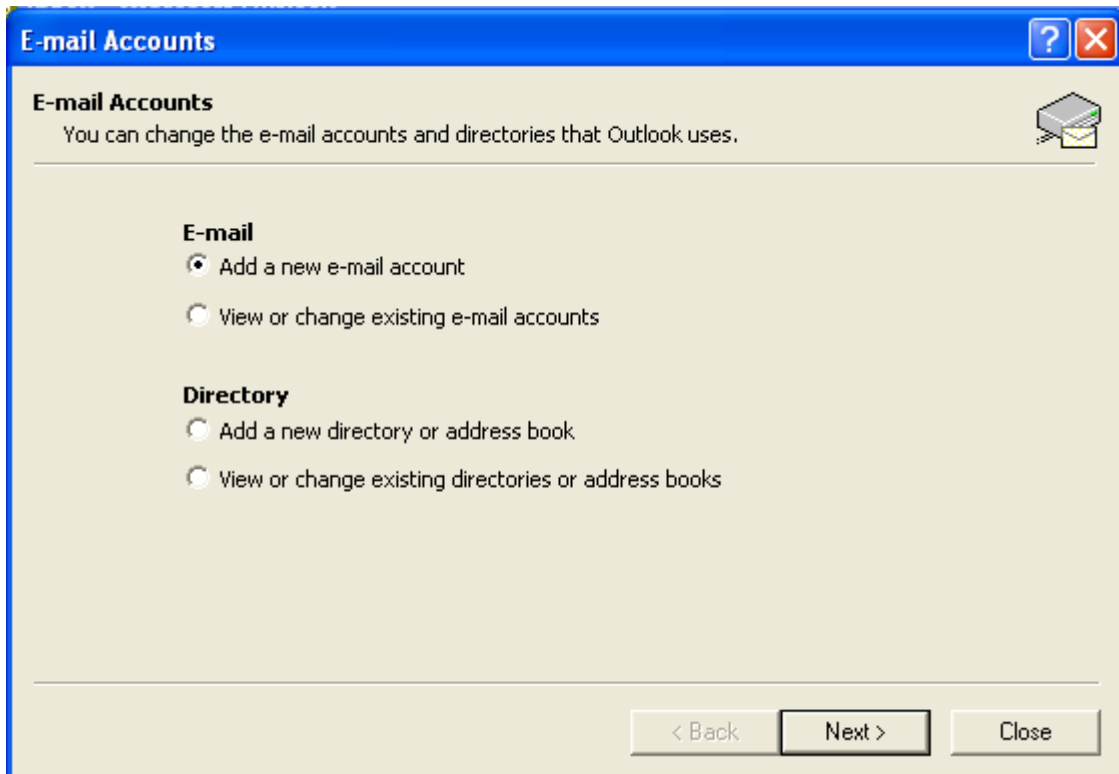


*Diagram1: Outlook button in the Start Menu*

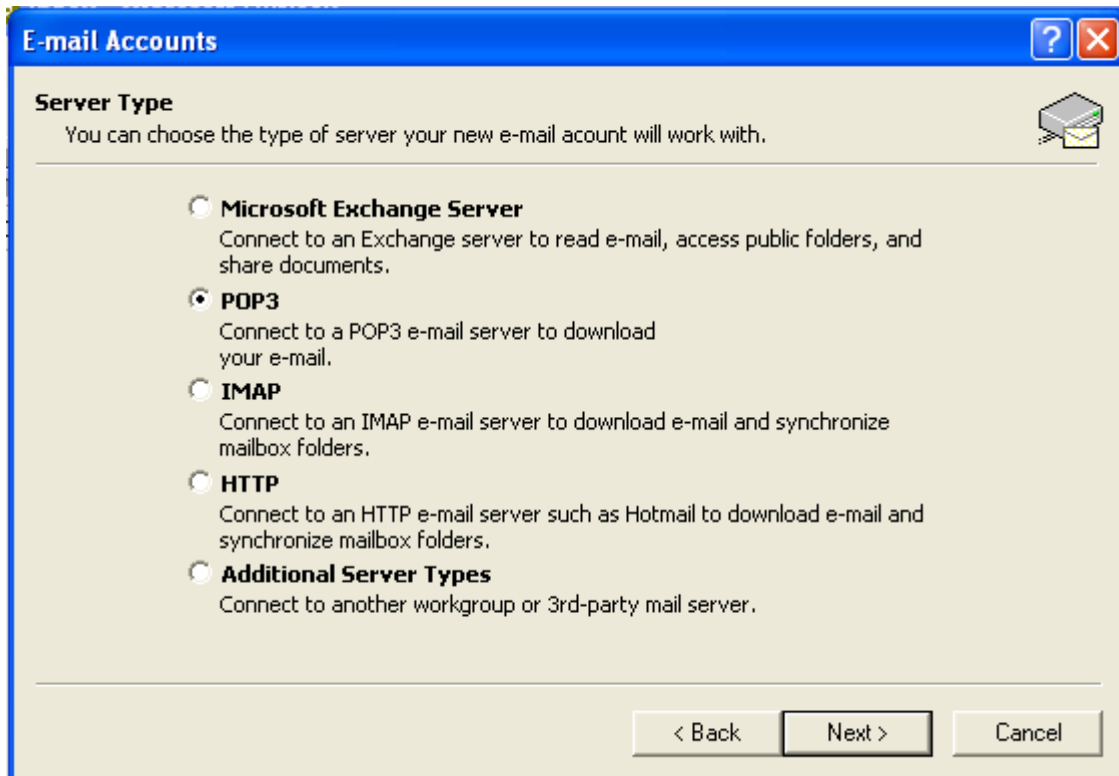
**Step 1A:** Click on menu bar: **Tools** ---> **E-mail Accounts** to enter into the set-up process.



**Step 2:** Select **Add a new e-mail account** and then click the **Next** Button.



**Step 3:** Select **POP3** and then click the **Next** Button.



**Step 4:** Now enter your personal details:

### User Information

*Your Name:* This is the actual name that you want to appear on the e-mail.  
(webmaster, or Katie Smith, etc.)

*E-mail Address:* This is your actual email address.

"webmaster@yourdomain.com.au" or "katie.smith@yourdomain.com.au"

(replace yourdomain with your own domain name)

### Server Information

*Incoming mail server (POP3):* `mail.swiftel.com.au` or `mail.yourdomain.com.au`

(replace yourdomain with your own domain name)

*Outgoing mail server (SMTP):* This is the Outgoing Mail Server currently used by your email account.

## Logon Information

*User Name:* Again this is your actual email address.

*Password:* Enter the password supplied for your email account.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Step 5:** Click **Next** and then **Finish**.

**CONGRATULATIONS!!!!** You should have successfully set up your email account.

**Step 6:** Close and re-start Outlook