

## Email Set-Up for Outlook

1. Go to **Tools > Services** from the dropdown menus
2. Click: **ADD** and Select: **Internet E-mail** and Click: **OK**
3. *Under the **General Tab...***  
Mail Account: **Your Business** (eg. ITcetera)  
Name: **Your First and Last Name** (eg. Wayne Schaaf)  
Organization: **Your Business** (eg. ITcetera)  
Email: **YourID@YourDomainName** (eg. wayne@itcetera.com)  
Reply: **YourID@YourDomainName** (eg. wayne@itcetera.com)
4. *Under the **Server Tab...***  
Incoming Mail (Pop3): **pop3.YourDomain** (eg. pop3.itcetera.com)  
Outgoing Mail (SMTP): **smtp.YourDomain** (eg. smtp.itcetera.com)  
Incoming Mail Server ID: **YourID@YourDomainName** (eg. wayne@itcetera.com)  
Password: **your current password** (see your local admin for default password)  
Check: **Remember Password**  
Outgoing Mail:  
Check: **My Server Requires Authentication**  
Click: **Settings**  
Select: **Use same settings as my Incoming Mail Server**  
Click: **OK**
5. *Under **Connections Tab...***  
Select: **Connect using my Local Area Network (LAN)**
6. Click: **OK** and Then Click: **OK**
7. Close Outlook and settings will be active when you open Outlook again

### Accessing Email via the web:

Go to <http://support.itcetera.com> and view demo