

# Setting up Microsoft Outlook for Email

**There are several things you need to have before setting up Outlook.**

- 1. Contact your Internet Service Provider (ISP)**
- 2. Have them set up an email account and password for you.**
- 3. Have them give you their POP3 and SMTP settings.**
- 4. Ask them if there are any special account settings you will need to use.**

**Here is a check sheet you can use.**

**Your new email address: -----**

**Your Password:-----**

**POP3 Setting:-----**

**SMTP Setting:-----**

**Special Settings:**

**Is my email also my user name? Yes or No?**

**Does the outgoing server (SMTP) need authentication? Yes or No?**

**Is it the same as my incoming server?  
Yes or No?**

**Do you need to log on using Secure Password authentication (SPA)? Yes or No?**

**Do you need to logon to your incoming server before sending mail? Yes or No?**

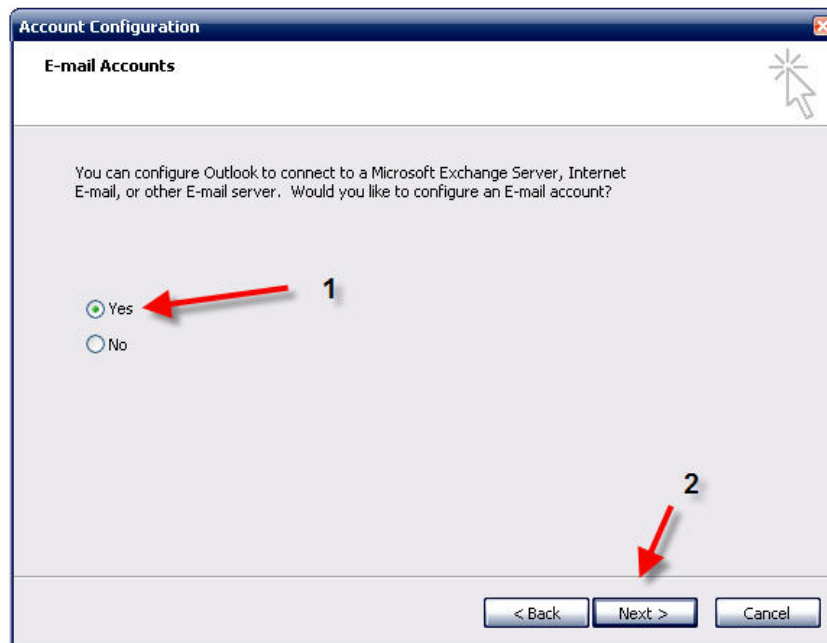
**Now I know this sounds like it is going to be difficult but hang in there you have just done the hardest part.**

**Lets open Microsoft Outlook.**

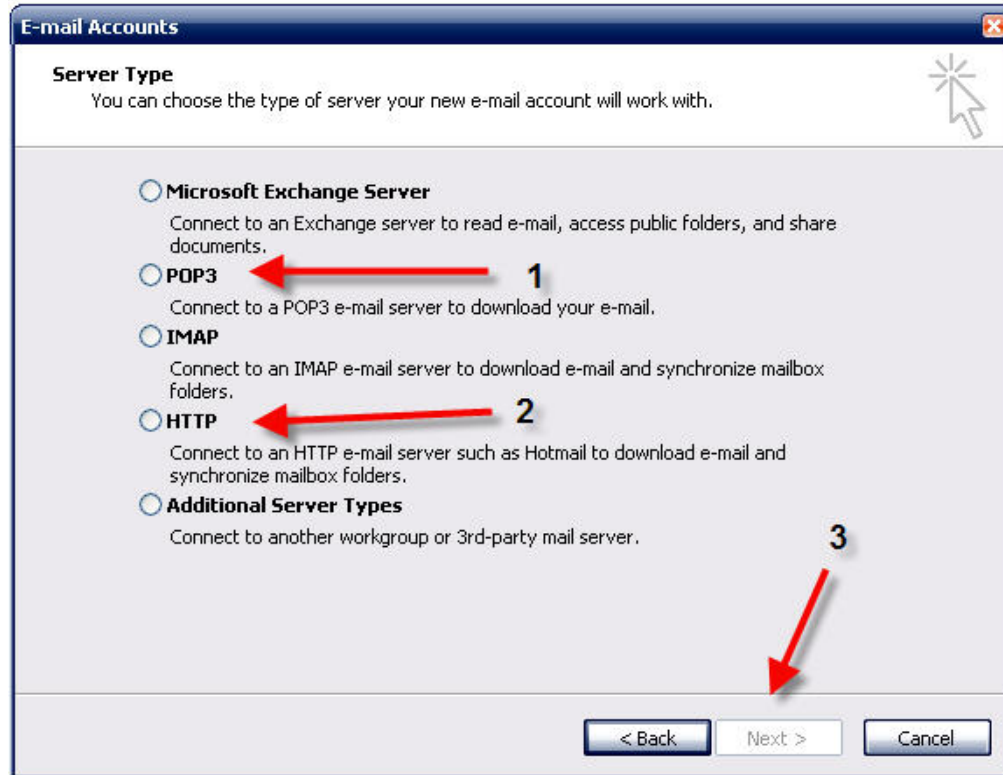
**If this is your first time opening your Outlook you should see a screen like this.**



**Just hit next.**



**Select yes to set up an account and click next.**



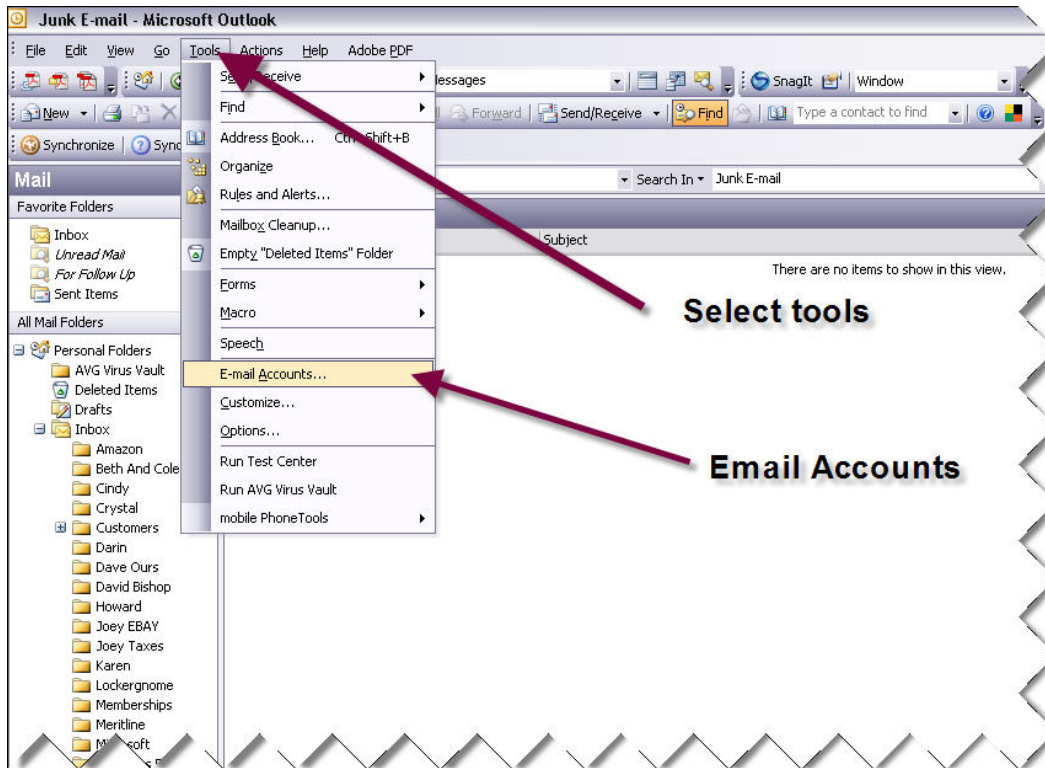
**For Charter and Embarg customers POP3 is the choice for you.**

**For Hotmail and Yahoo among others HTTP is the choice.**

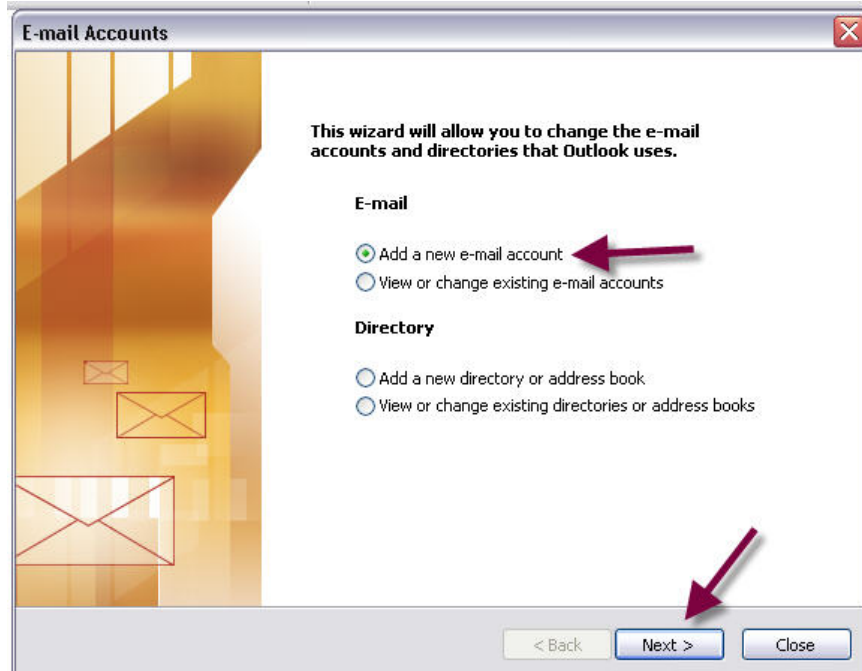
**Make your choice based on your ISP Settings and hit next.**

**Now if this is not the first time you have used your Outlook this setup dialog can be found in the main panel of Outlook.**

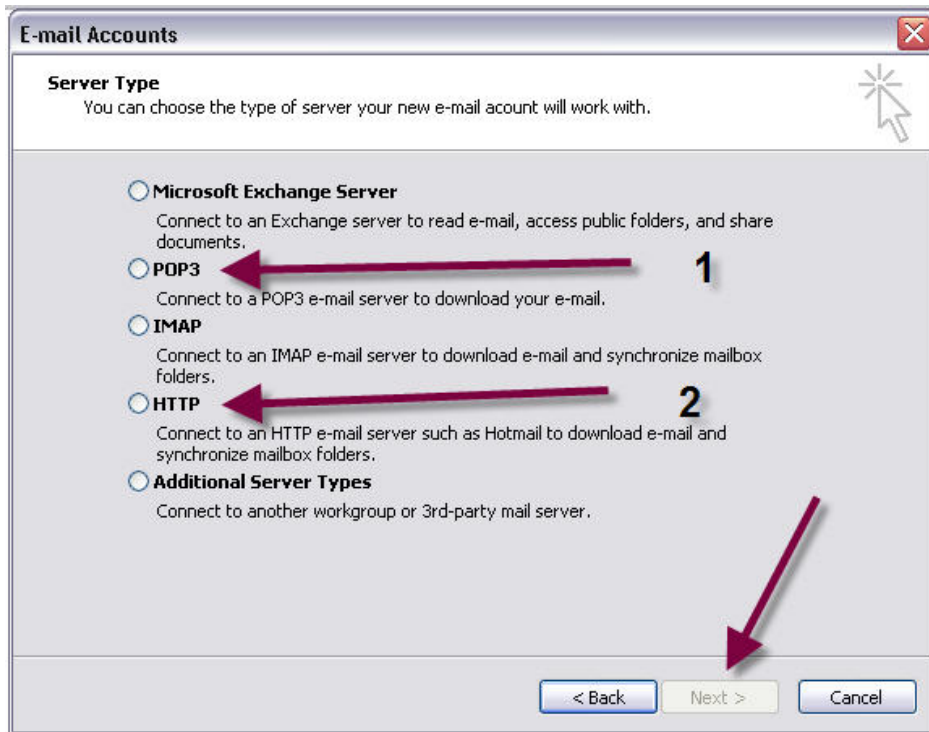
**Hold on while I bring the others up to speed.**



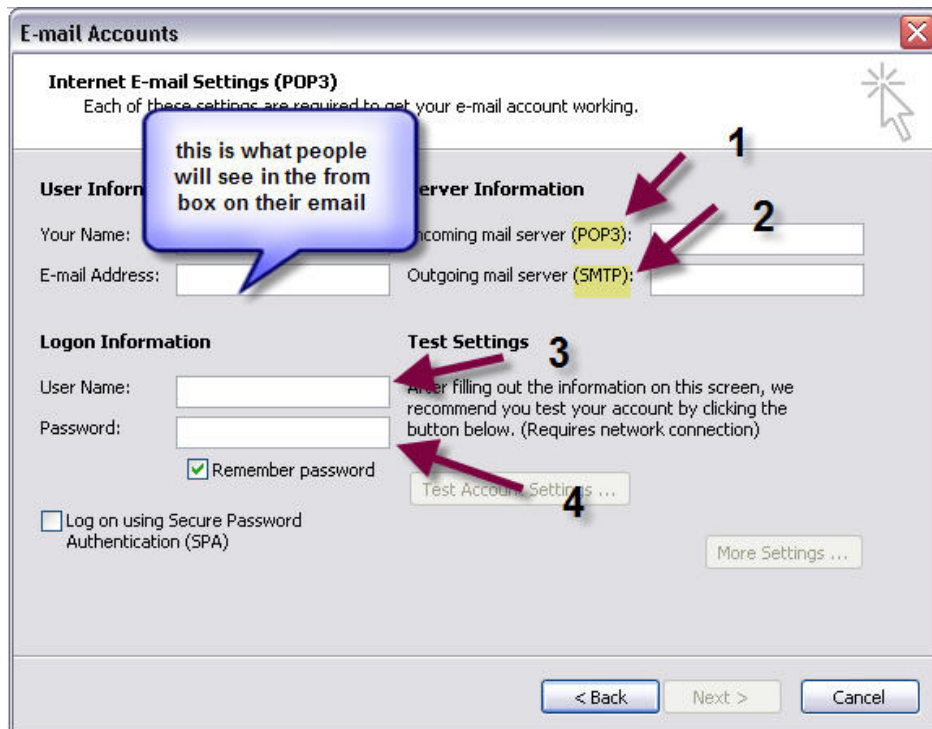
**In the main window of Outlook in the tools menu there is an E-mail Accounts selection.**



**Select add a new account and hit next**



**You see we are back to the same screen as before make your choice and hit next**



**Now you see why I had you call your ISP to get the settings**

- 1. Your POP3 Settings ie: pop.charter.net or mail.charter.net**
- 2. Your SMTP settings ie: SMTP.charter.net**
- 3. Most times your email address is the same as your user name.**
- 4. this is the password that your ISP asked you to give them when you set up your account.**

**Ok after we have filled out this part it should look something like this.**

**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

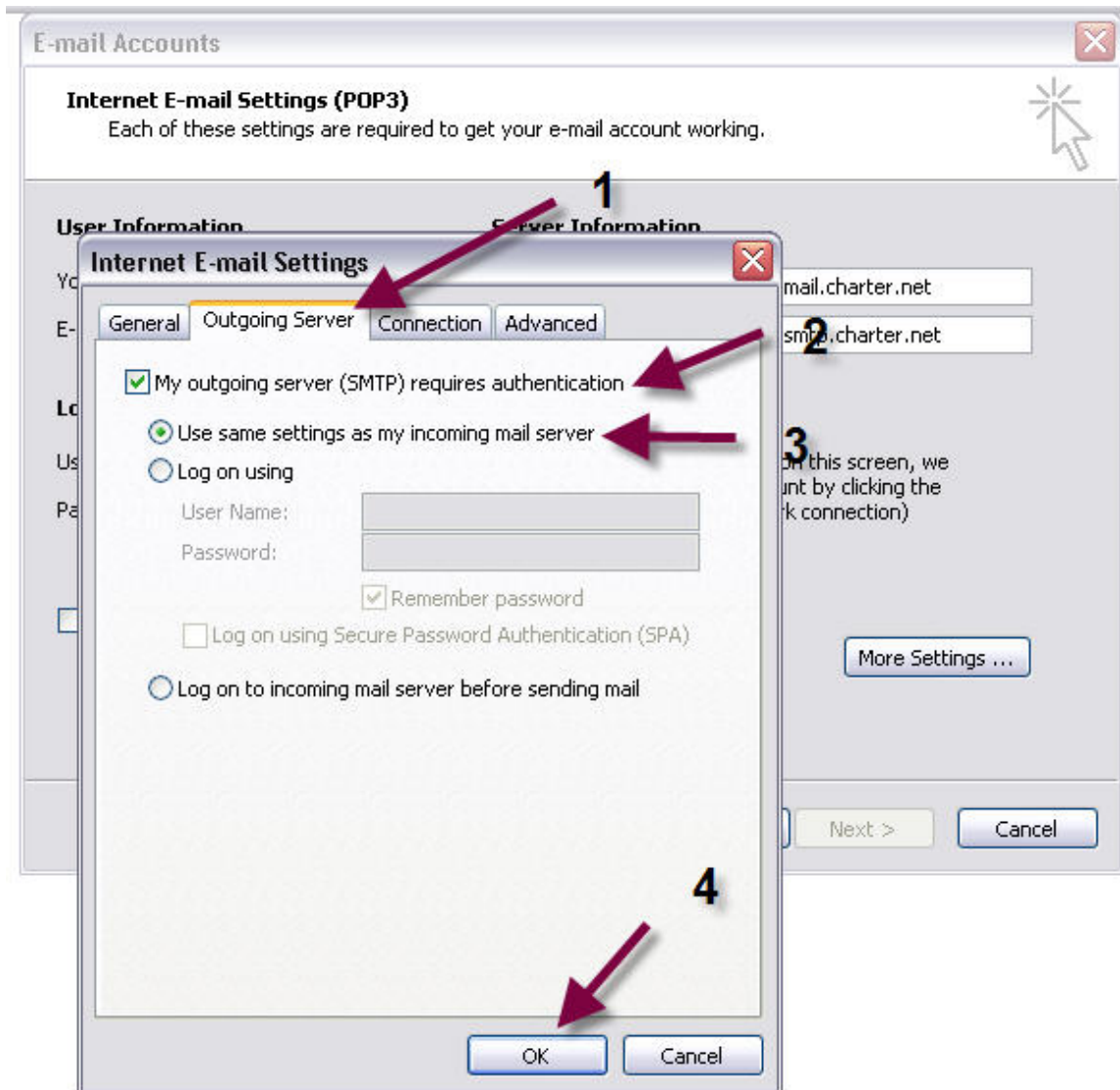
Log on using Secure Password Authentication (SPA)

**Test Settings**

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

**Now we can either go ahead and test our account settings (1) or add our special settings if needed under more settings (2).**

**Lets move to the more settings box**



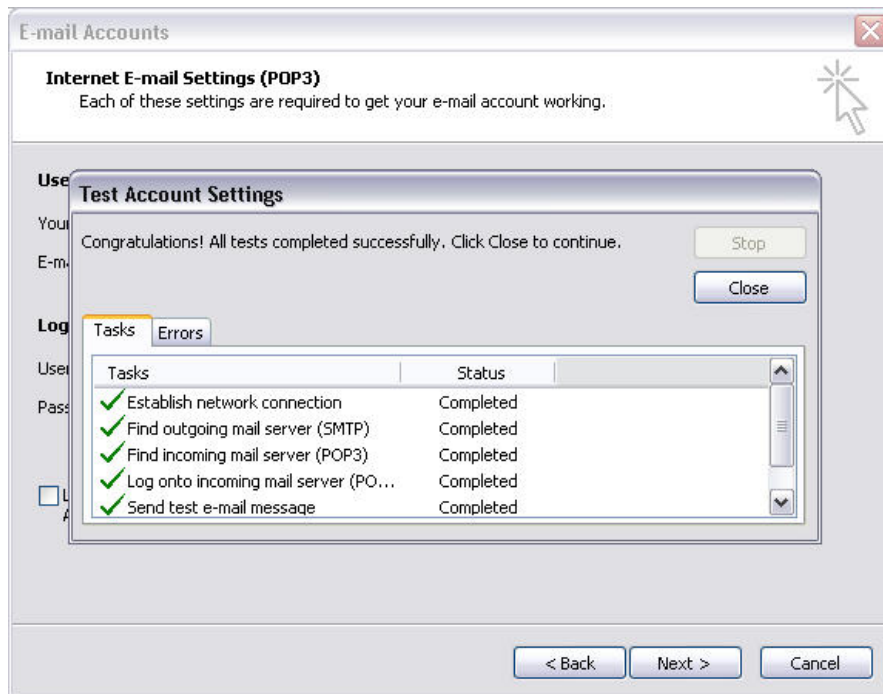
- 1. The outgoing server is usually where the special settings are needed.**
- 2. The most common Setting needed is authentication. Your ISP will tell you about this at the time of setup**
- 3. This almost always involves using the same settings as your incoming server.**

**If your ISP requires you to log on with SPA the you will need to fill out the data under the "Log on using" selection.**

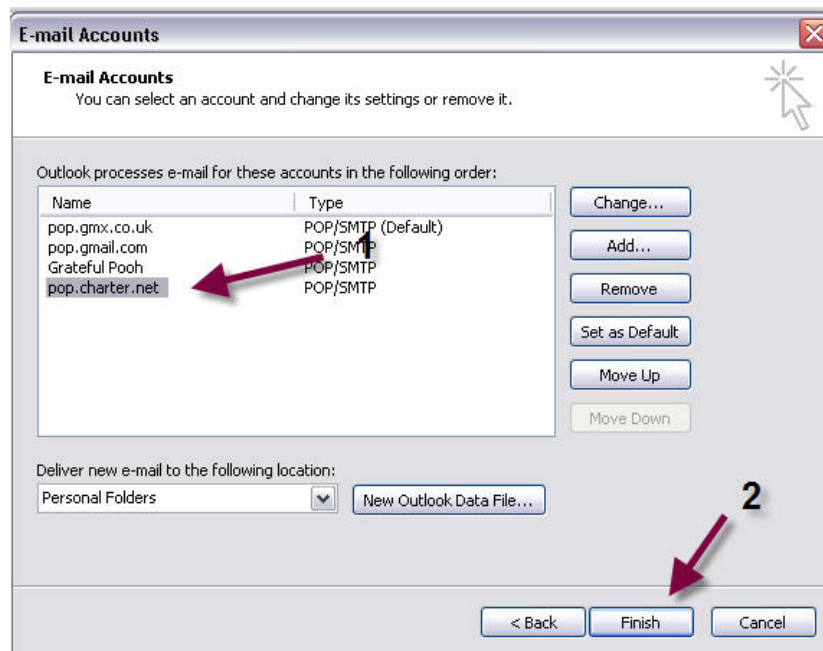
**4. Hit ok**



## Lets go to "Test Account Settings"

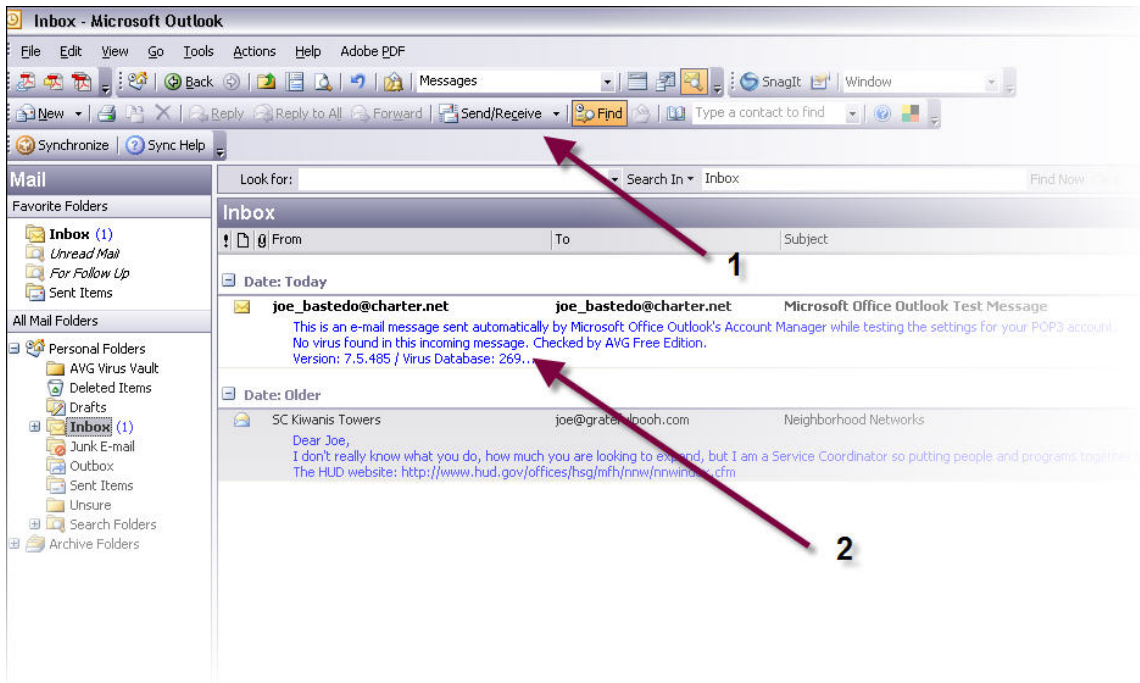


**If we have done it all right we should get a bunch of green checks and we can close out of this.**



**We will see our new account in a list on this tab. Hit finish and it will take you to your inbox.**





**If this is your first time using Outlook you will have to hit the "Send/Receive" Button. (1) You will notice a New email pop up and a test message that we just sent to ourselves when we tested our account settings.**

**If this is so then congratulations you have an email account in Outlook!**

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