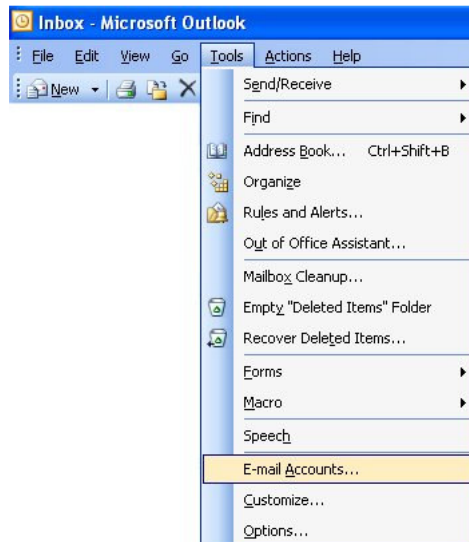
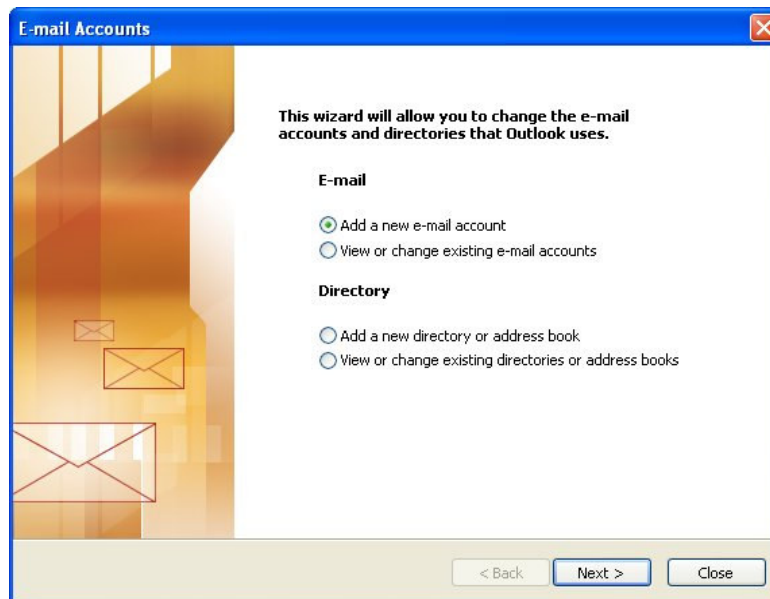


How to add an email account to Outlook

Open Outlook
Go to Tools (top left of screen)
Select Email Accounts



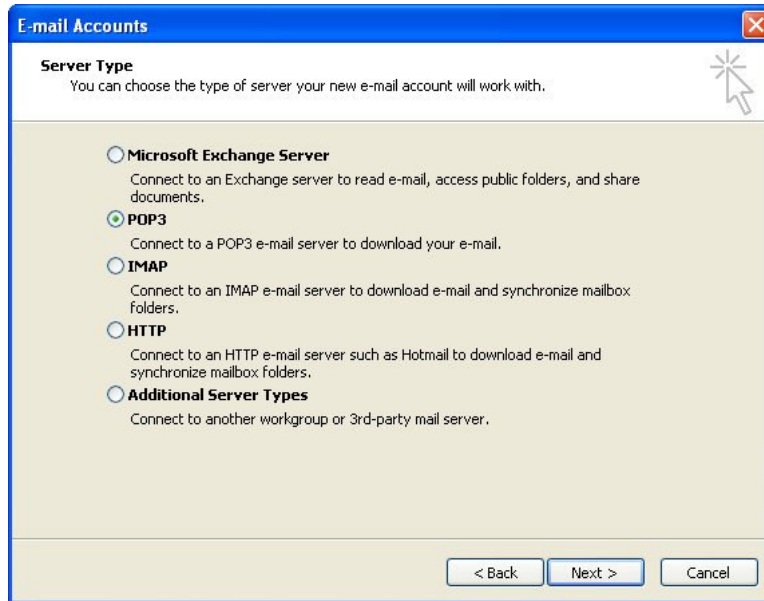
Select the green button next to 'Add a new e-mail account'
Click on the button at the bottom that says 'Next >'



How to add an email account to Outlook

Select the green button next to 'POP3'

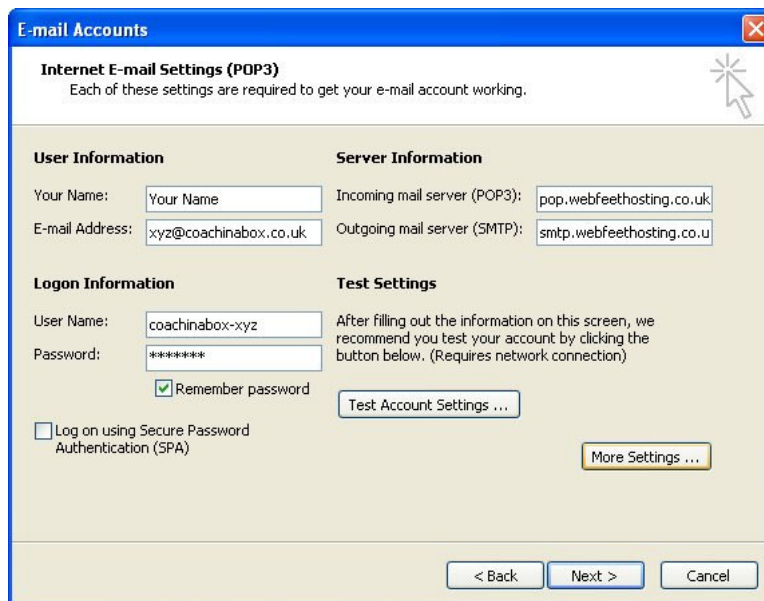
Click on the button at the bottom that says 'Next >'



The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected, indicated by a green dot. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Fill in the details provided to you in the boxes as per the example below

Click on the button (bottom right) that says 'More Settings...'



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There are four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. The 'User Information' section has fields for 'Your Name' (containing 'Your Name') and 'E-mail Address' (containing 'xyz@coachinbox.co.uk'). The 'Server Information' section has fields for 'Incoming mail server (POP3):' (containing 'pop.webfeethosting.co.uk') and 'Outgoing mail server (SMTP):' (containing 'smtp.webfeethosting.co.uk'). The 'Logon Information' section has fields for 'User Name:' (containing 'coachinbox-xyz') and 'Password:' (containing '*****'), with a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. The 'Test Settings' section has a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

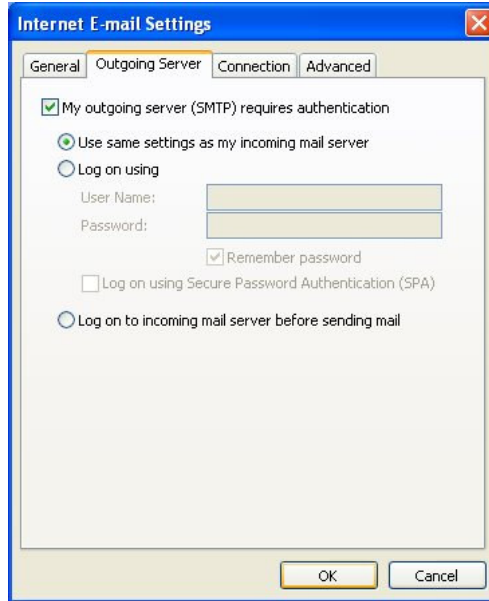
How to add an email account to Outlook

Select the 'Outgoing Server' tab

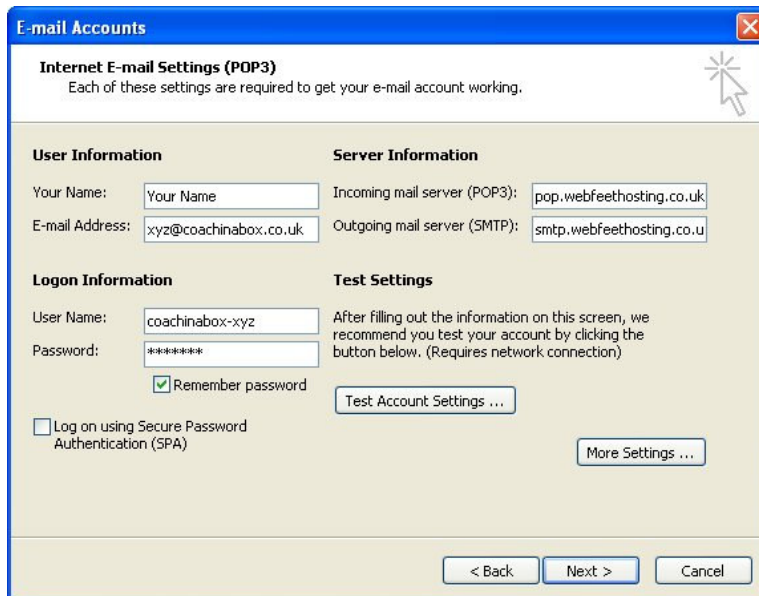
Click the tick box next to 'My outgoing server (SMTP) requires authentication'

Make sure that the option 'Use same settings as my incoming mail server' is selected

Click on the button (bottom right) that says 'OK'

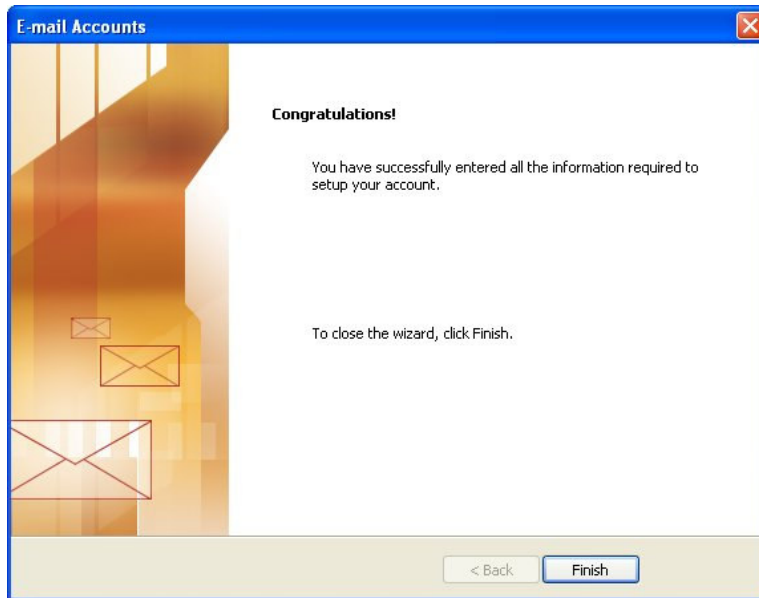


Click on the button at the bottom that says 'Next >'



How to add an email account to Outlook

Click on the button at the bottom that says 'Finish >'



You have now added your email account!