GDS GARSON DESIGN SERVICES

239 Concord Avenue, Fairfield, CA 94533
707.428.1743/ph • 707.428.3652/fax
Email: mail@garsondesign.com
Website: www.garsondesign.com

Email Setup

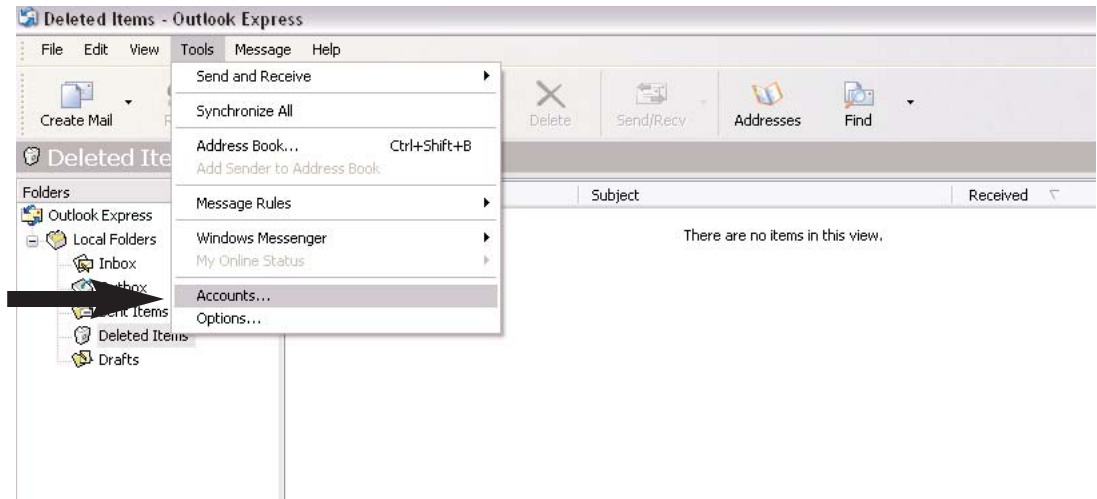*How to setup email through Outlook*

Email

Your website hosting with Garson Design includes email.
These instructions will explain how to set up outlook to send and receive email from our servers.
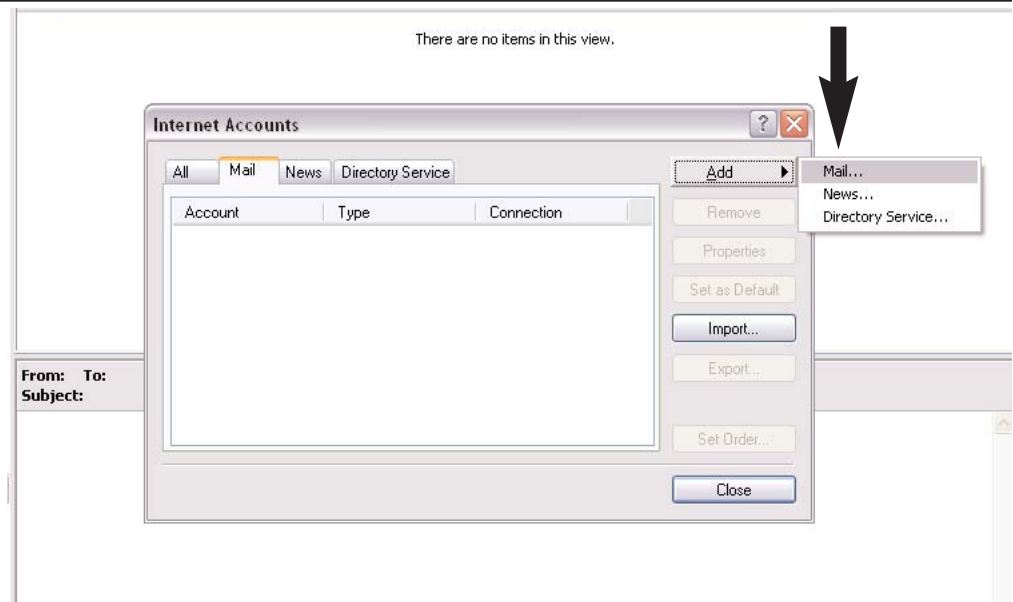

1

Open Outlook
Click on tools from the menu bar
Select Accounts

2

From the accounts menu, select Add.Then Mail

3

The following menus will ask for information to set up the account.

The first screen will ask for your name.

ie Robert Guzman, Ann Engelhart, etc

GDS GARSON DESIGN SERVICES

239 Concord Avenue, Fairfield, CA 94533
707.428.1743/ph • 707.428.3652/fax
Email: mail@garsondesign.com
Website: www.garsondesign.com

Email Setup

How to setup email through Outlook

4

The second screen will ask for your
email address

i.e.
robe@engelhartgourmet.com
anne@engelhartgourmet.com
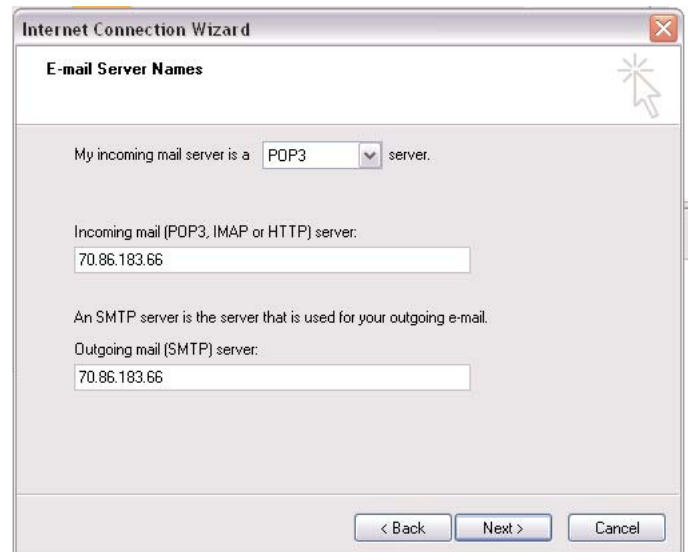etc

5

The next screen will ask for the email
server information.

the email server is a POP3 server,
the incoming and outgoing addresses
are both 70.86.183.66

6

The following screen asks for your
account name and password to login.

The account name is your email
address.

i.e.
robe@engelhartgourmet.com

If you do not know your current pass,
you can ask Ann

GARSON DESIGN SERVICES

239 Concord Avenue, Fairfield, CA 94533
707.428.1743/ph • 707.428.3652/fax
Email: mail@garsondesign.com
Website: www.garsondesign.com

Email Setup
How to setup email through Outlook

7

This screen will confirm that you have entered all your information.

8

The last step steps are:

A from the Internet Accounts menu, select the account you just set up and click Properties.

B from the properties menu, click the check box that says "My server requires authentication", then click on settings.

C Verify that the "Use same settings as incoming mail server" option is chosen.

Click Ok on the windows to close them.

You are now ready to send and receive email.