

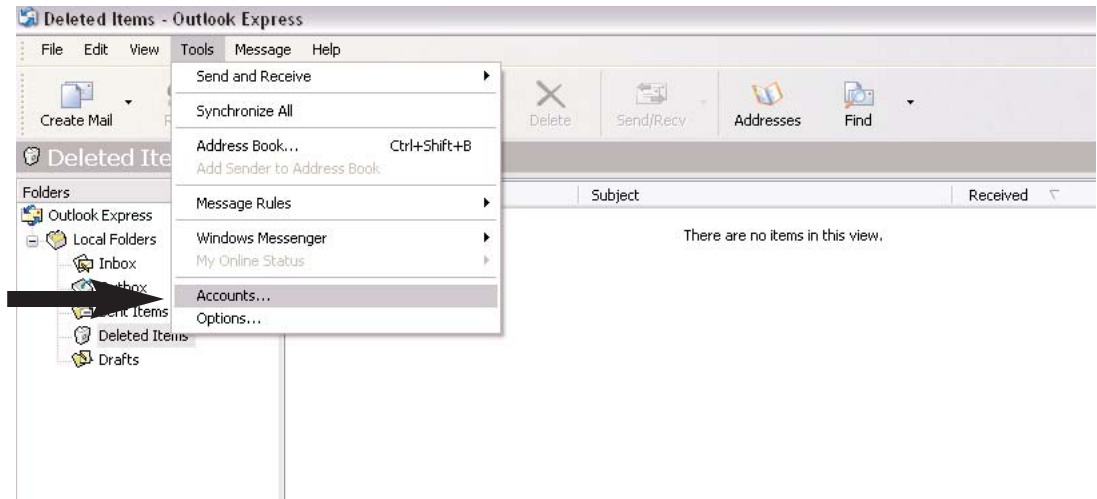
## Email

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.

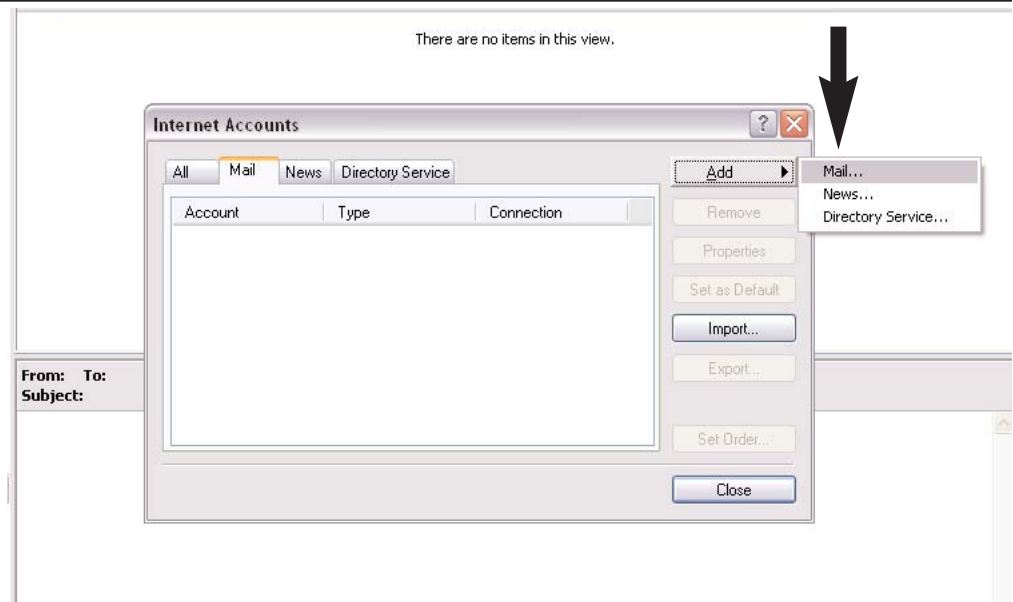
### 1

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



## 4

The second screen will ask for your email address

i.e.

robe@engelhartgourmet.com  
anne@engelhartgourmet.com  
etc



**Internet Connection Wizard**

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

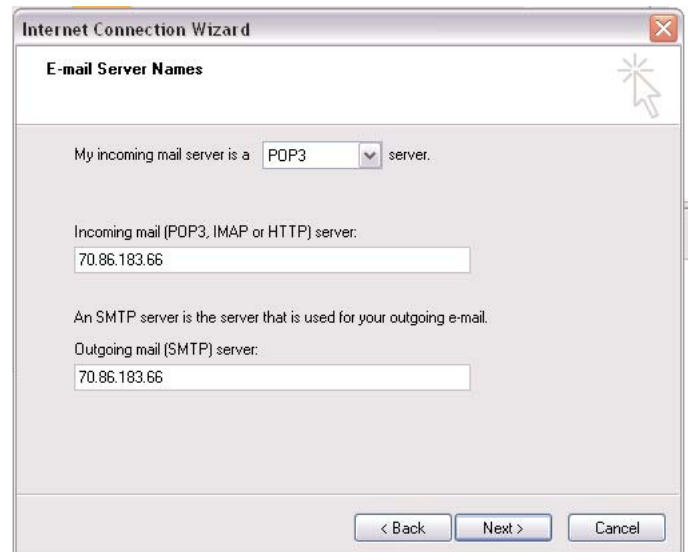
For example: someone@microsoft.com

< Back Next > Cancel

## 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



**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel

## 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



**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

☒ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

## 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.

