

# VermontDesignWorks

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## Here are your instructions for setting up your new email accounts:

In basic terms, we'll be telling Outlook where to look for incoming messages and where to look for outgoing messages.

### A. With Outlook Open, do these steps:

1. Go to Tool/Email Accounts
2. Verify Option "View or change existing e-mail accounts."
3. Click "Next".
4. Click "Add".
5. Select "POP3".
6. Click "Next" .
7. Your Name: "YOUR FIRST AND LAST NAME"
8. E-Email address: [USERNAME@DOMAIN.NAME](mailto:USERNAME@DOMAIN.NAME)
9. Incoming Mail Server "pop.DOMAIN.NAME"
10. Outgoing Mail Server "smtp.DOMAIN.NAME"
11. User Name: [USERNAME@DOMAIN.NAME](mailto:USERNAME@DOMAIN.NAME)
12. Password: "YOUR PASSWORD"
13. Verify that "Remember Password" is checked.
14. Click "More settings".
15. Click "Outgoing Server".
16. Check "My Outgoing mail server requires authentication".
17. Check "Use same settings as my incoming mail server".
18. Click "OK".
19. Click "Next".
20. Notice that "pop.DOMAIN.NAME" is now in your accounts list. (We can rename this in the list later to something shorter and as meaningful.)

Test your settings by sending our email setup person ([michel@vtdesignworks.com](mailto:michel@vtdesignworks.com)) a message:

### B. With Outlook open, do the following steps:

1. CTRL-N (New message)
2. To: "[Michel@vtdesignworks.com](mailto:Michel@vtdesignworks.com)"
3. Subject: "Test I"
4. Body: "Hello, this is my first test". (Or whatever you want to write.)
5. *If your Outlook is set up to check more than one email account, before you press Send:*

- a. Note the “Accounts” Button next to the “Send” button.
  - b. Click “Accounts”
  - c. Select the account from which you intend to send this message, “pop.vtdesignworks.com”
  - d. Note the message bar that appears immediately below the “Accounts” button that says “This message will be sent via pop.vtdesignworks.com”
6. Press “Send”.

Michel will reply to this message to ensure that all systems are go.