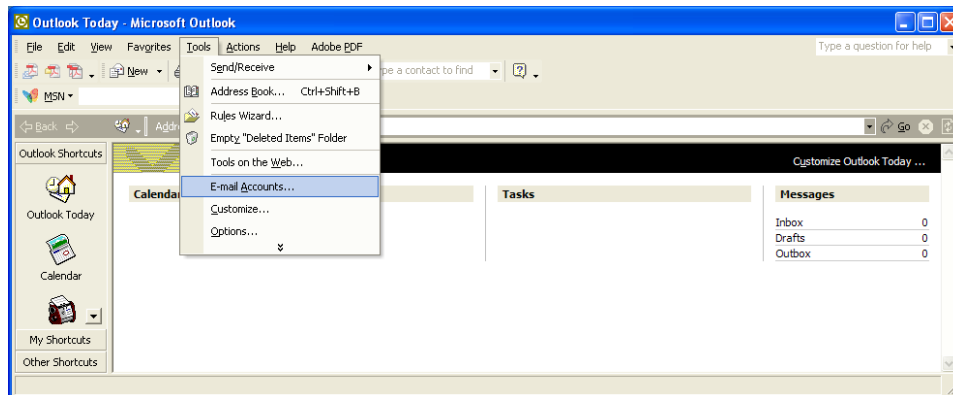


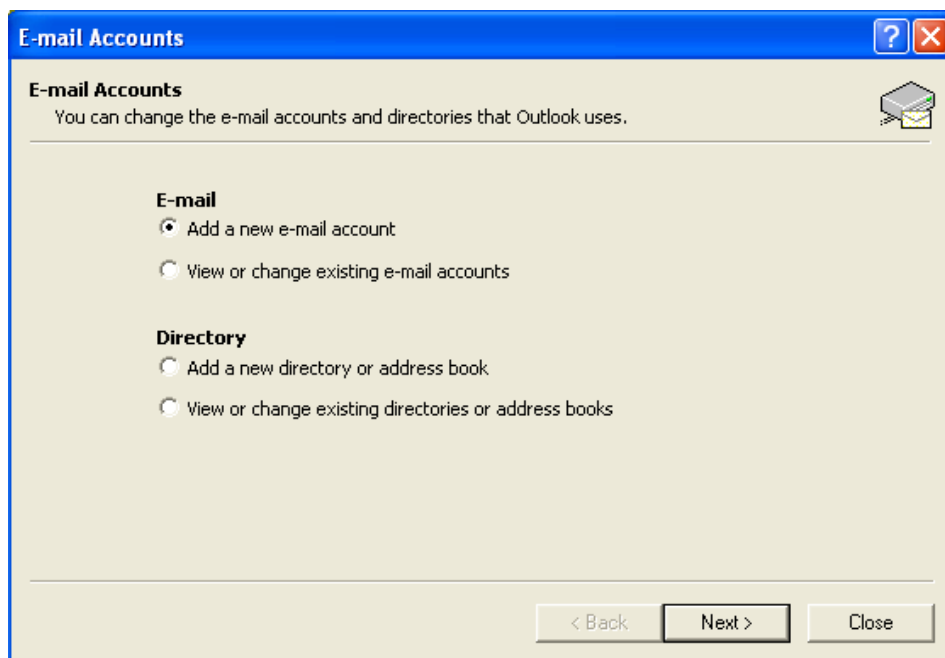
## Setting up an E-Mail account using Microsoft Outlook

NOTE: This guide has been designed using screenshots of Microsoft Outlook XP however; you should find that there are many similarities if you are using different versions. In addition it is specifically aimed for the use of AwebZ clientele.

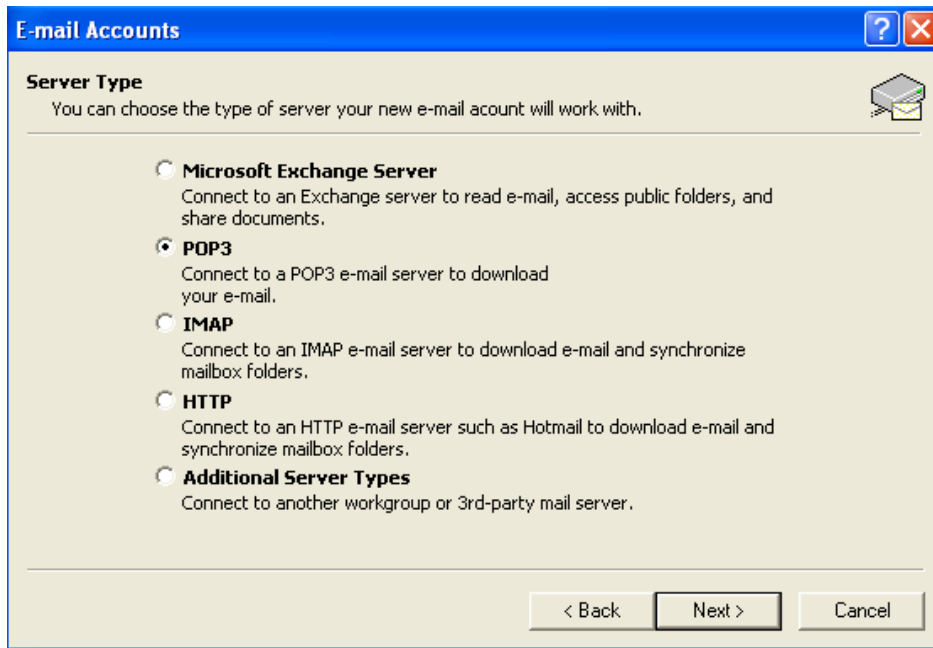
1. Locate Microsoft Outlook, select *Tools* and then *E-mail Accounts*.



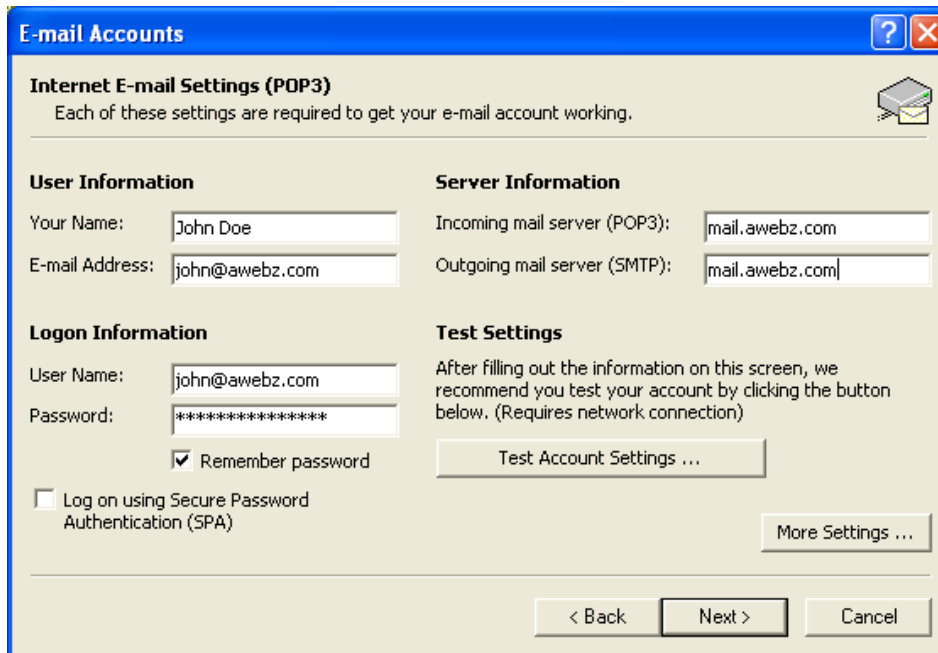
2. Select *Add a new e-mail account* and *Next*.



3. Select **POP3** and **Next**.



- 4.



Complete the E-mail Accounts screen as follows:

A. **User Information**

**Your Name:** Enter the name that will be displayed when you send an email.

**E-mail Address:** Enter your e-mail address: AwebZ clients would have been provided this address.

B. **Logon Information**

**User Name:** Enter your e-mail address again.

**Password:** Enter the password provided to you by your e-mail provider (or AwebZ).

OR if you have changed your password, please enter your new one.

C. **Server Information**

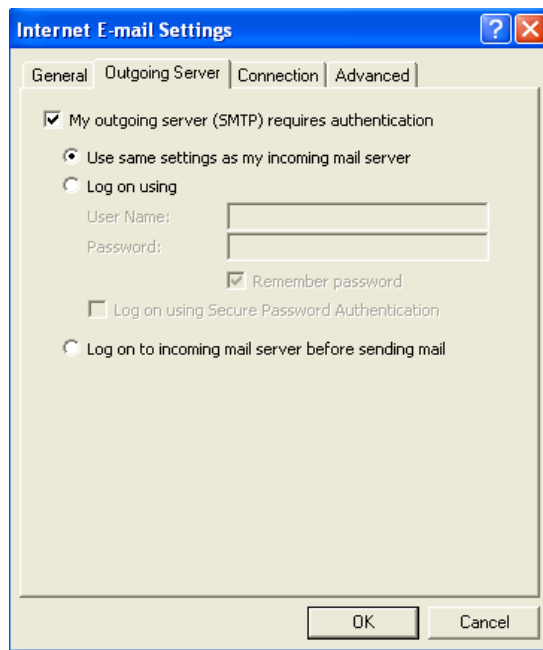
**Incoming Mail Server:** AwebZ clients enter the following using your specific domain name:

mail.yourdomain.com (an example would be [mail.awebz.com](mailto:mail.awebz.com))

**Outgoing Mail Server:** AwebZ clients enter the following using your specific domain name:

mail.yourdomain.com (an example would be [mail.awebz.com](mailto:mail.awebz.com))

D. Select *More Settings*. (For clients receiving emails through an AwebZ hosted service)



E. Select the *Outgoing Server* tab

Check *My outgoing server (SMTP) requires authentication*.

Select *Use same settings as my incoming mail server*

Select *OK*

F. It is advisable to now select the *Test Account Settings* button (within the e-mail accounts screen).

This is advised to ensure everything is running correctly.

G. Select *Next*

This completes the process to set up your email account through Microsoft Outlook. Should you have any queries regarding the setting up of your account, please do not hesitate to contact us.