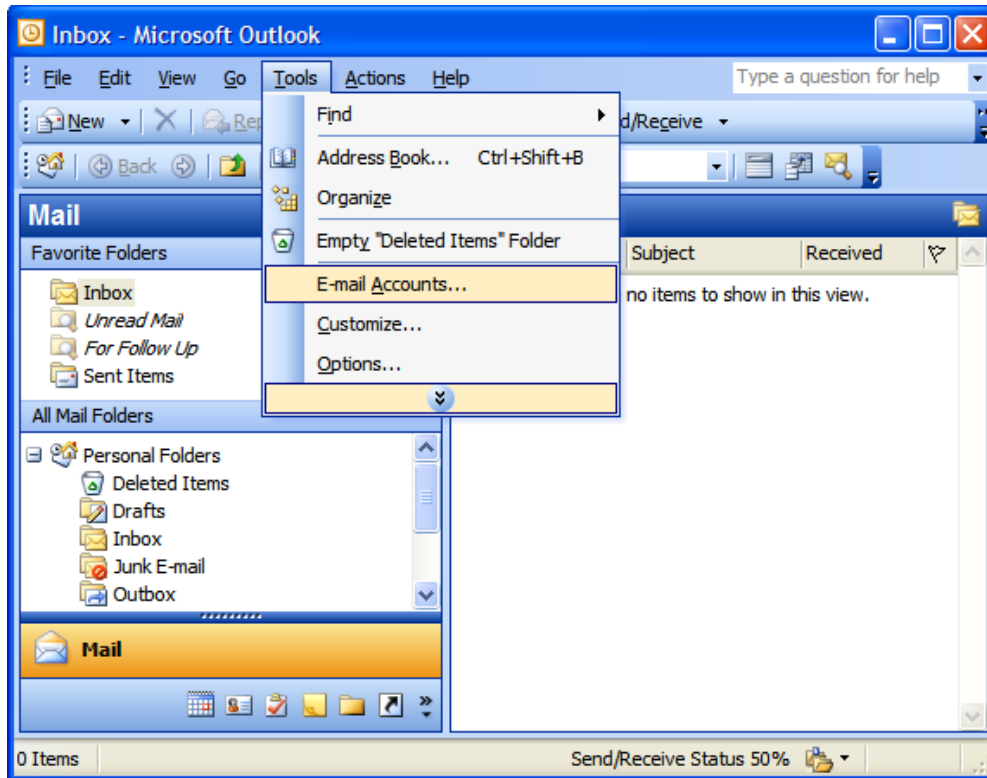
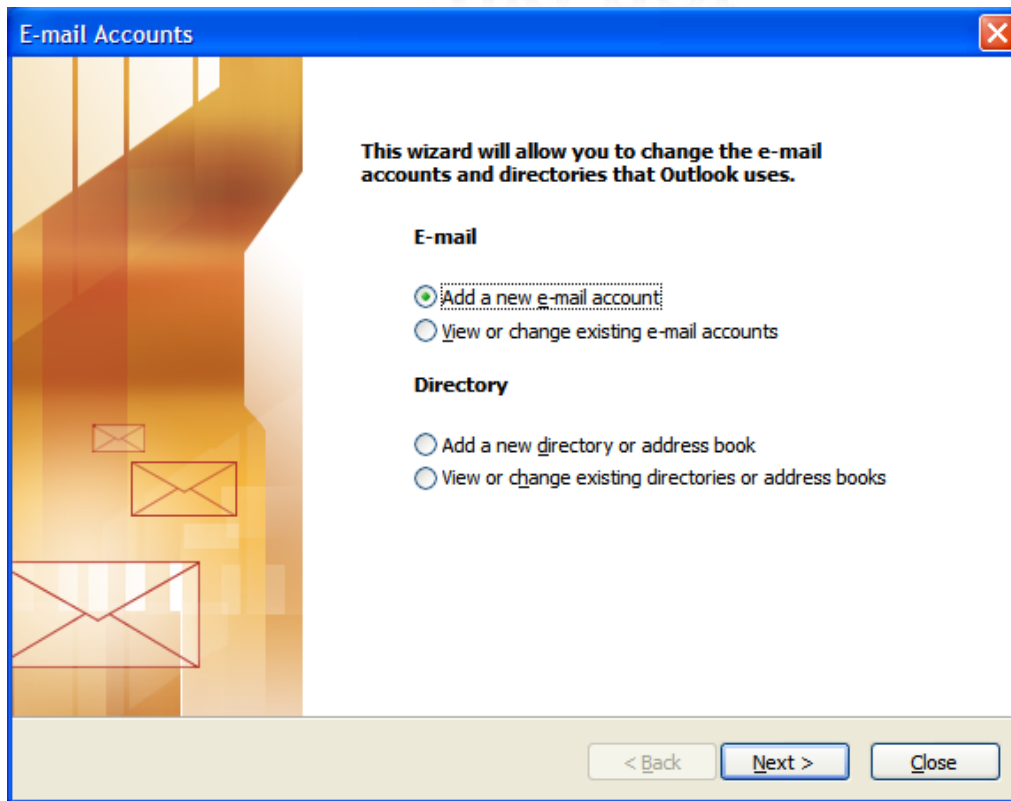


## Configure an email account for Outlook

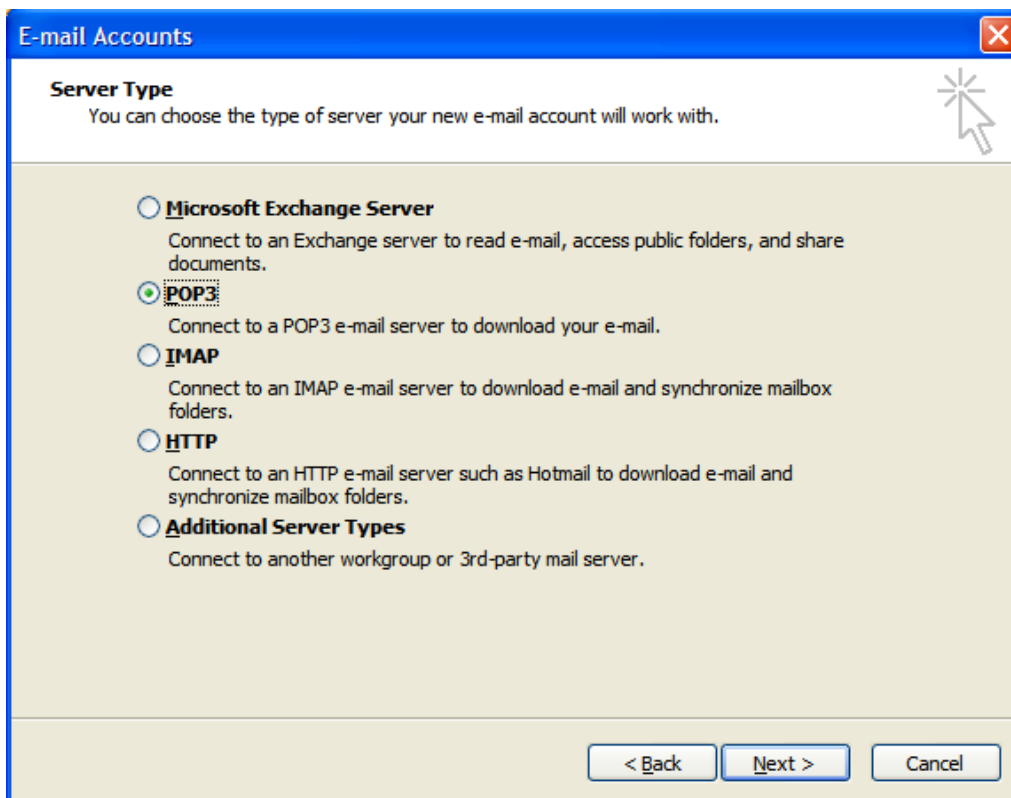
Open Outlook



Click on the **Tools** menu and select **E-mail Accounts**.



Select **Add a new email account**, then click **Next...**



... Select server type, "**POP3**" and click **Next....**



The screenshot shows a window titled "E-mail Accounts" with a sub-header "Internet E-mail Settings (POP3)". Below the sub-header is a note: "Each of these settings are required to get your e-mail account working." The window is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="uki.net"/>
E-mail Address: <input type="text" value="name@yourdomain.co.uk"/>	Outgoing mail server (SMTP): <input type="text" value="uki.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="username"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

On the Internet E-mail Settings (POP3) window, enter your information as follows:

**Your Name** - Enter your first and last name, this displays on your sent emails.

**E-mail Address** - Enter your e-mail address.

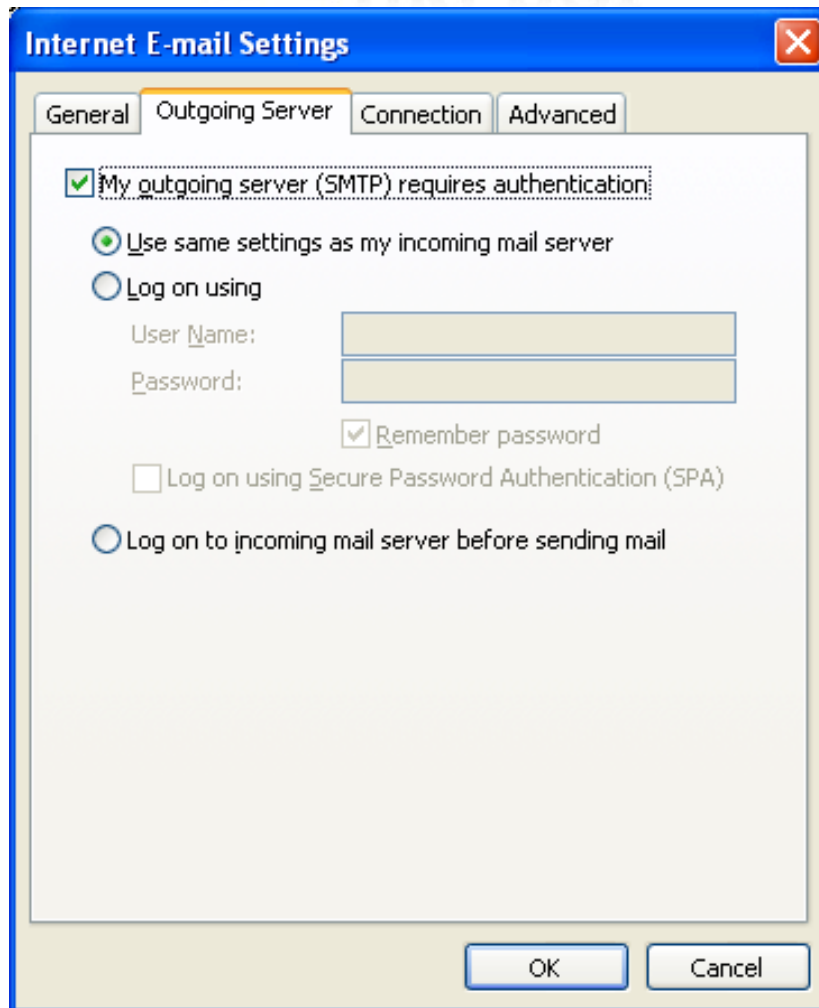
**User Name** - Enter your username, this is **case sensitive**.

**Password** - Enter your password, this is **case sensitive**.

**Incoming mail server (POP3)** - Your incoming server is **uki.net**

**Outgoing mail server (SMTP)** - Enter **uki.net** for your outgoing mail server.

Click "**More Settings**"



On the Internet E-mail Settings window, select the **"Outgoing Server"** tab.

Select **"My outgoing server (SMTP) requires authentication."**

Select **"Use same settings as my incoming mail server"**.

Click **OK**.



**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click **Next**.

**E-mail Accounts** [Close]

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Click **Finish** to complete the setup of your account.