

Your Email address is: [example@yourwebsite.com](mailto:example@yourwebsite.com)

### **Set up instructions for *Outlook***

- Open **Outlook**
- Go to tools> email accounts> add new email > then click next>
- Choose POP3> then click next>
- Type your name: what ever name you wish to have displayed on your outgoing email, or email replies. For instance Jo Erickson, or Your Page Today
- Email address: [example@yourwebsite.com](mailto:example@yourwebsite.com)
- User name: [example@yourwebsite.com](mailto:example@yourwebsite.com)
- Password: yourpassword
- Incoming Mail server Pop3: pop.youremailhost.com (this info can be found in your host/email account)
- Outgoing Mail server smtp: smtp.youremailhost.com
- Then click on more settings > out going server tab > check that first box (ONLY if your server requires authentication, com (this info can also be found in your host/email account)
- Then click ok, then test it out!! Make sure you can send AND receive email.

### **Set up instructions for *Outlook express***

- Open Outlook express
  - File> identities>add new identity
  - Type in your name >ok
  - Yes
  - Display name is what ever you want recipients to see in your email header
  - For instance (Jo Erickson, or Your Page Today)
  - Email: [example@yourwebsite.com](mailto:example@yourwebsite.com)
  - Mail server is: Pop3
  - Pop3: pop.youremailhost.com (this info can be found in your host/email account)
  - smtp: smtp.youremailhost.com
  - Account name: [example@yourwebsite.com](mailto:example@yourwebsite.com)
  - Password: yourpassword
  - Don't check the box(unless your email host requites it), hit next
  - And You're done
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- When you are finished test it out! Make sure you can send AND receive email.