

Your Email address is: 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
- User name: 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
 - 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
 - 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.