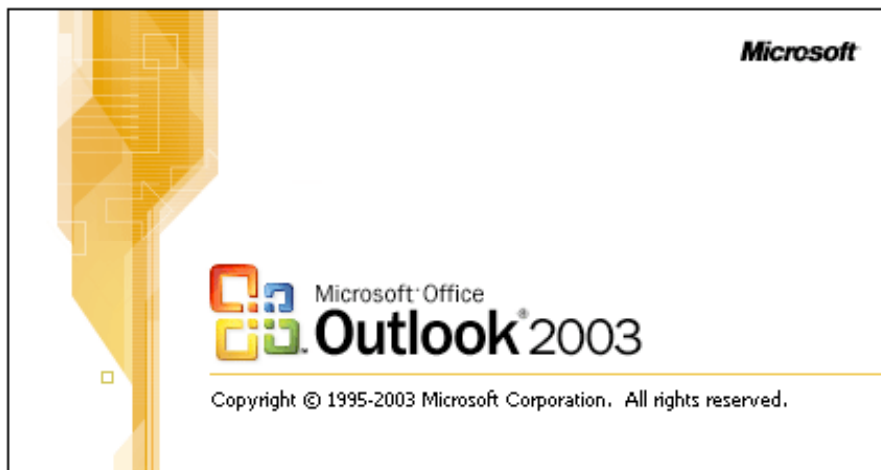
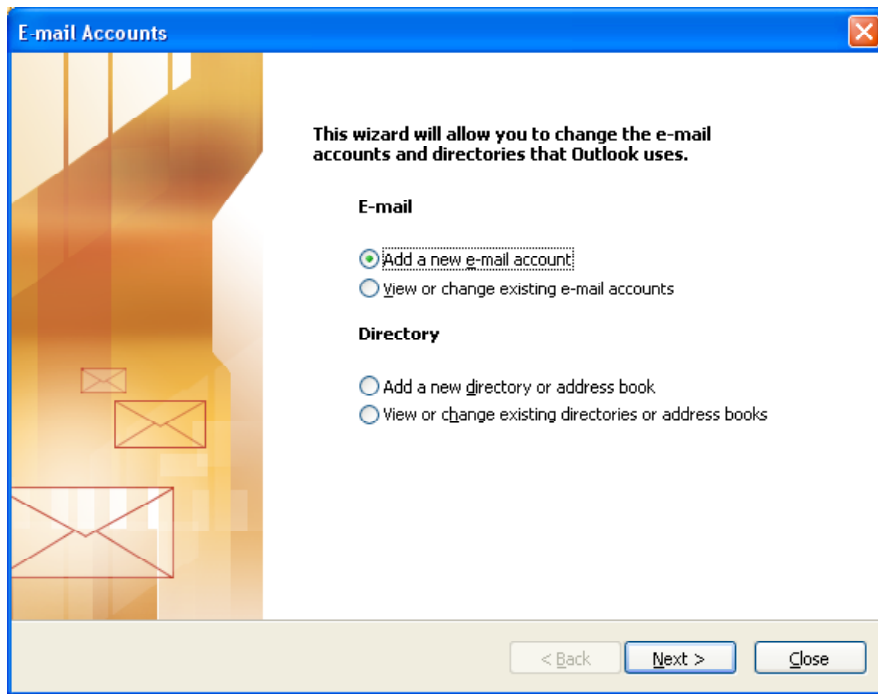


# Email Setup for Microsoft Outlook

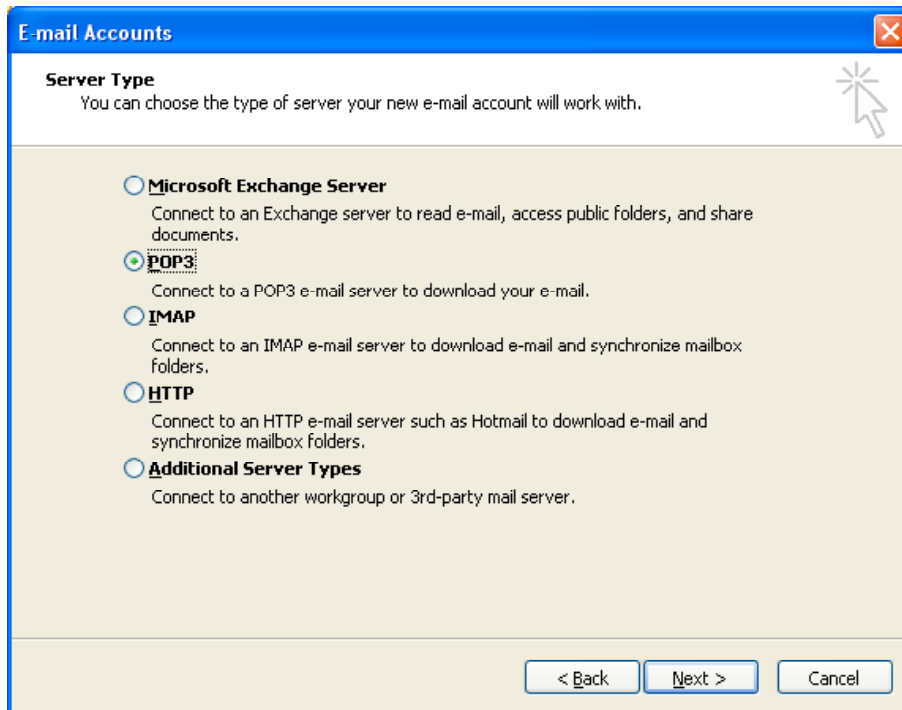


This document provides step-by-step instructions on how to set up your email account within Microsoft Outlook.

1) If you haven't set up an email account yet with Outlook, it will bring up the E-mail Accounts screen upon opening. Otherwise go to Tools→Email Accounts. Select “Add a new e-mail account” and click “Next”.



2) Select “POP3” and click “Next”.



3) Type your full name in the “Your Name” field. Type your email address into the “E-mail Address” field.

The values for “Incoming mail server”, “User Name”, and “Password” will be given to you by ArrowQuick Solutions. *Your user name will be your entire email address.*

The “Outgoing mail server” is based on your Internet service provider (ISP). Please check with the company that provides your Internet service for the information to use in this field.

You may click the “Test Account Settings” button to check if the information was entered correctly. When finished, click “Next”.

**E-mail Accounts**

**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)

4) Retrieve your messages by clicking the Send/Receive button.

