Outlook XP/2003

How to set up the Outlook email client

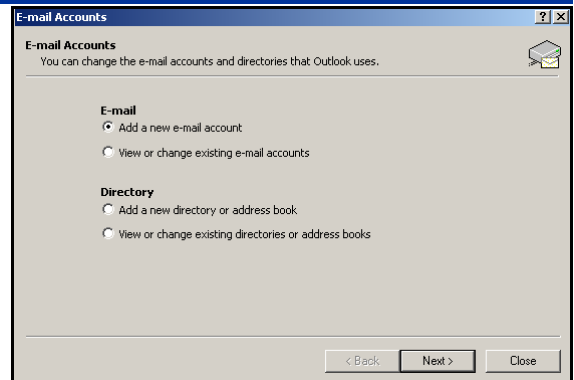**OnYourMark, LLC**
A Fine Family of Companies

1. With Outlook open go to **Tools > Email Accounts**. The E-Mail Accounts setup tool will open.

2. Select **Add a New email account**. Click on **Next>** at the bottom of the screen.

3. Now select **IMAP**. Click **Next>** to continue.
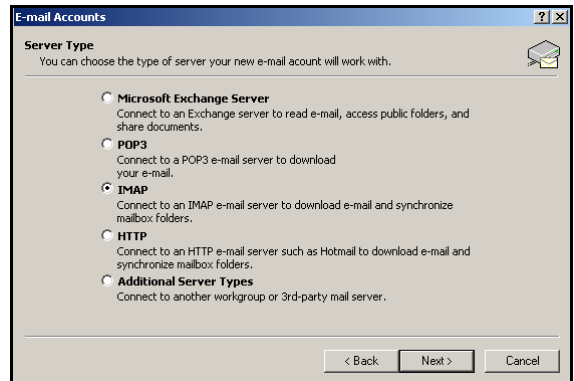
4. Now you will be at the Internet E-Mail Settings screen. Enter the following information as shown:

Your Name: Enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the "From" name in the recipient's email client.

E-Mail Address: Enter your entire email address

Incoming mail server: Enter imap.yourdomain.com, replacing "yourdomain.com" with the domain of your website. For example, if your domain is "xyzinc.com," you would enter "imap.xyzinc.com."

Outgoing mail server: Enter in the SMTP server for your Internet Service Provider in the Outgoing Server box. A list of some ISP's SMTP servers can be found at: http://www.onyourmark.com/tutorials/email/index.html. You may also contact your Internet Service Provider for your SMTP settings.

**User Name**: Enter your entire email address

Password: Enter the password for this email account
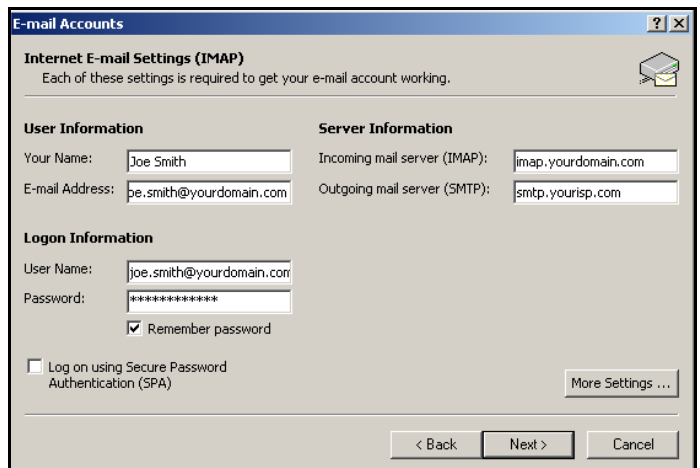
6. Now click **Finish** to complete email setup.

We recommend taking time to explore the features of Outlook to acclimate yourself with the program. Assistance with Outlook features is provided within the program under the Help tab.

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.
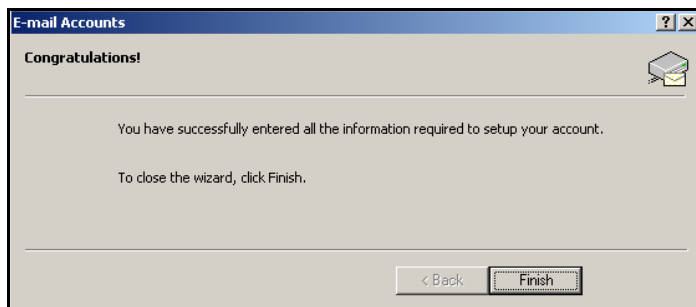
If you have questions on this tutorial, please contact us. We are happy to help!