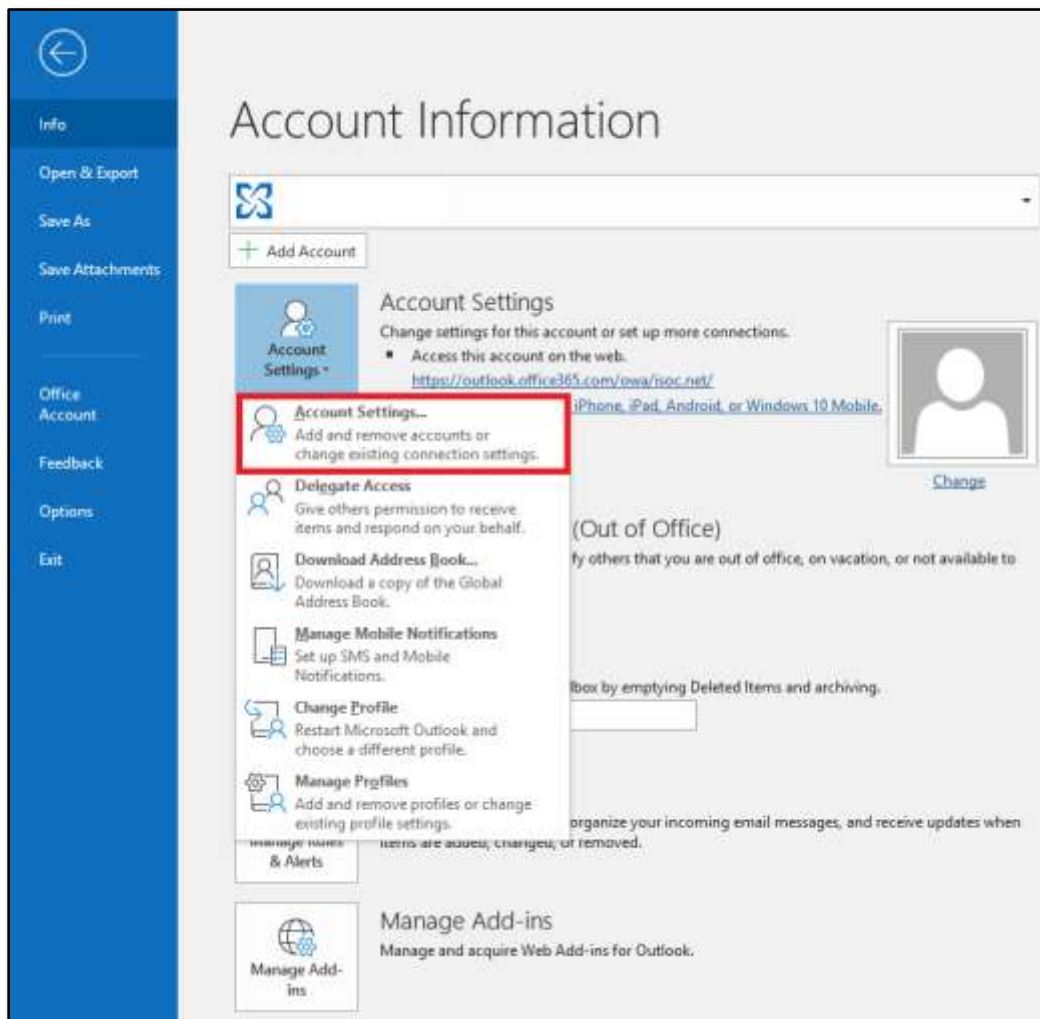




Outlook Email Configuration

Step 1: Open Account Settings

- Click File
- Click the Account Settings drop down in the center of the screen, and then choose Accounts Settings again.





Step 2: Mail Server Settings

Once you have Account Settings open, you will click on "New" in the upper left-hand corner to begin the process of adding your email account.

You will want to choose the option that says, "Manual setup or additional server types". And then on the next screen choose the "POP or IMAP" option.

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next >

Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back Next >





Step 3: POP/IMAP Account Settings

The information below is what you will need when filling out your POP/IMAP Account Settings.

MAIL SERVERS

- Incoming Mail Server: email.isoc.net
- Outgoing Mail Server: email.isoc.net

IMAP PORTS

- Incoming Port: 143
- Outgoing Port: 587

POP3 PORTS

- Incoming Port: 110
- Outgoing Port: 587

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

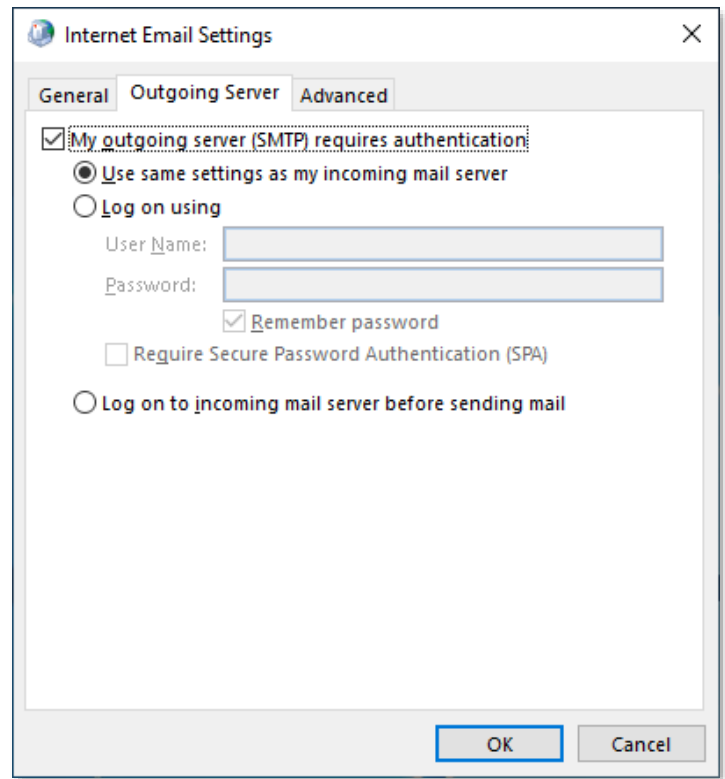
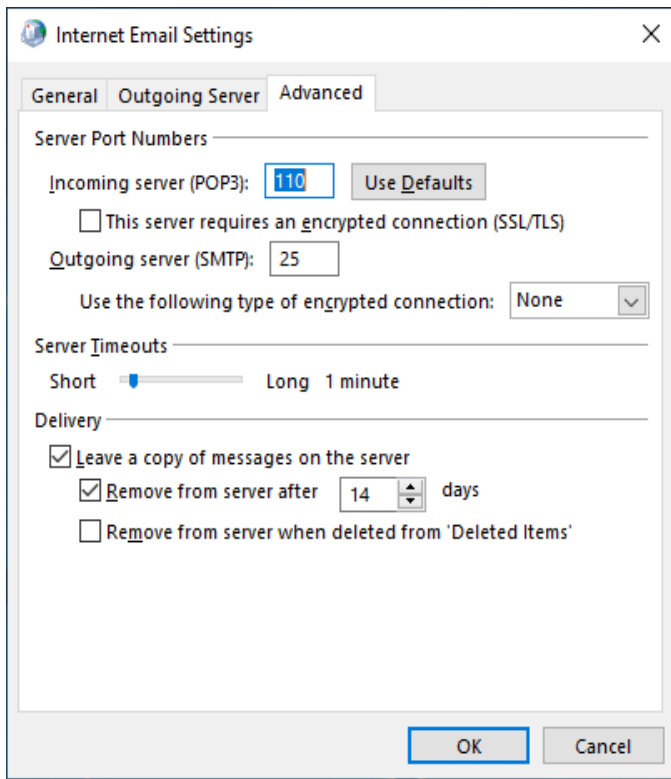
Once you fill out the information above, click “More Settings” in the bottom right-hand corner.





Step 4: More Settings – Advanced Tab

Here you will make sure the Ports are correct in the Advanced Tab, as well as making sure the “My outgoing server (SMTP) requires authentication” box is checked and then click OK.



Click Next and Outlook will verify your settings and send a test password. If all of your settings are correct you will get a screen that says, “You’re all set!” Click finish to complete the set up.

