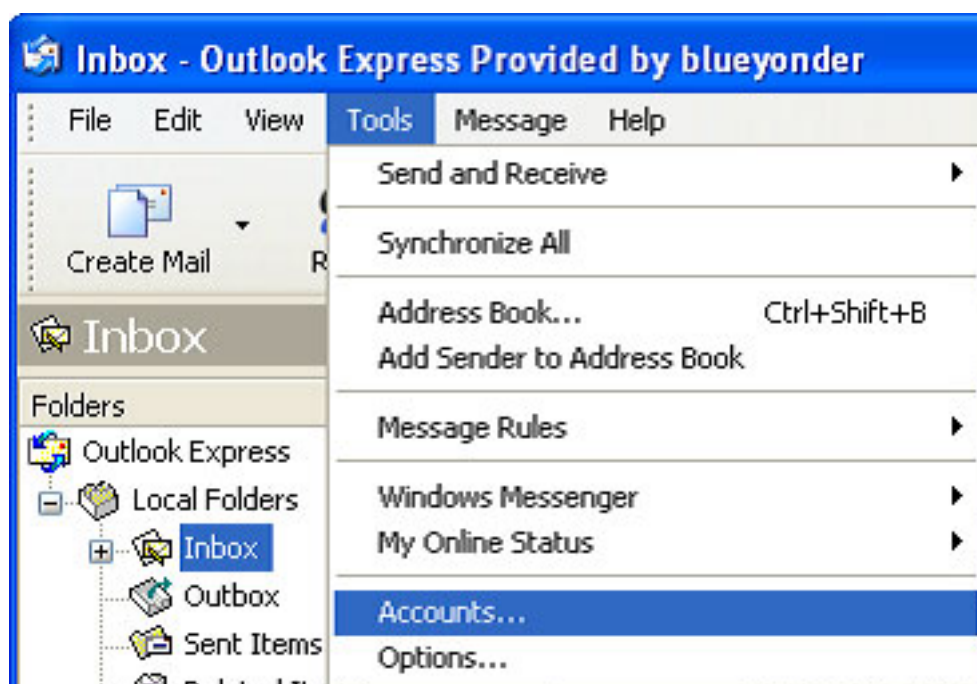


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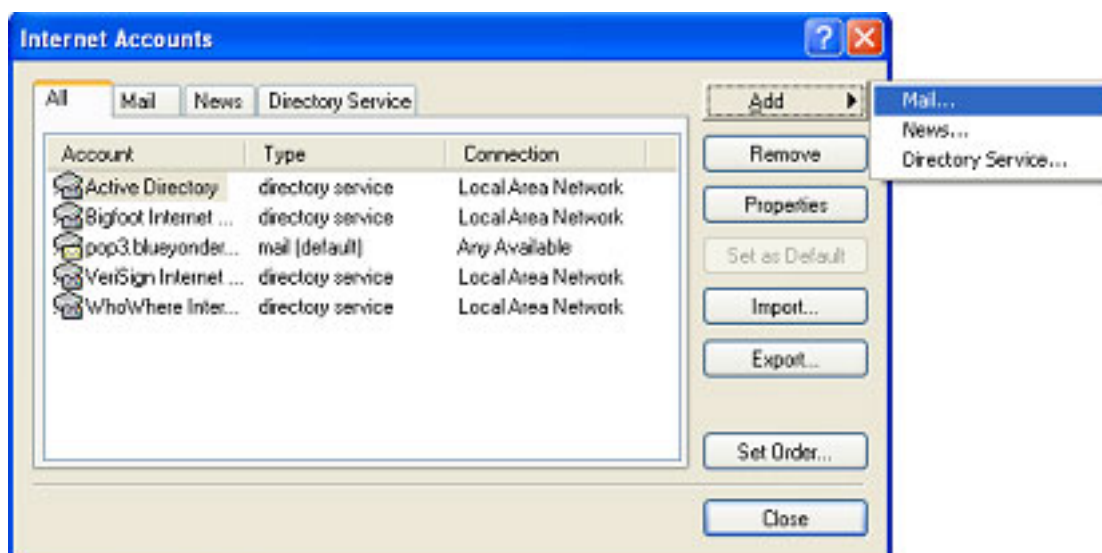
## Step 1

Select the Tools menu and click on Accounts.



## Step 2

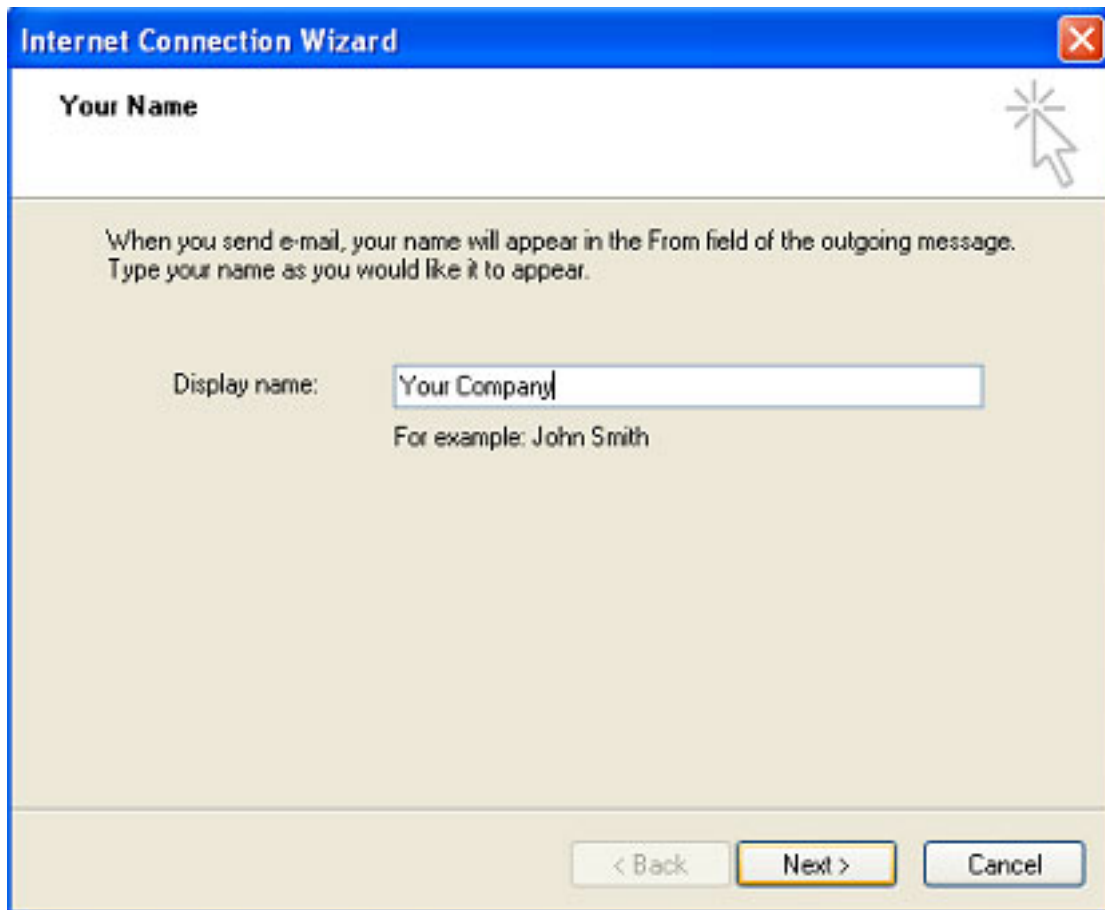
Select the Mail tab and then click on Add and then select Mail.



## Step 3

Enter your name or your company name and then select Next.

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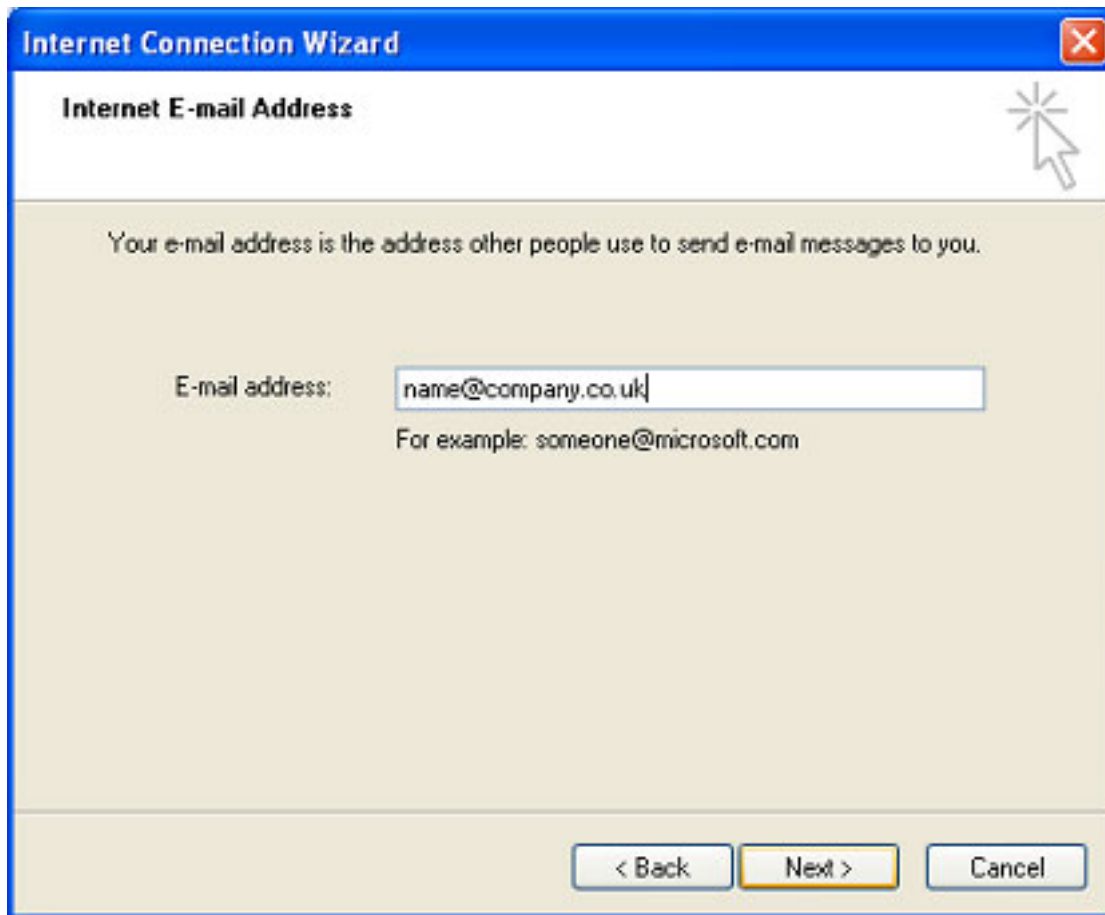


The screenshot shows the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard' with a close button (X) in the top right corner. The main heading is 'Your Name'. Below the heading, there is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text, there is a label 'Display name:' followed by a text input field containing 'Your Company'. Underneath the input field, it says 'For example: John Smith'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

## Step 4

Enter the email address specified in our email.

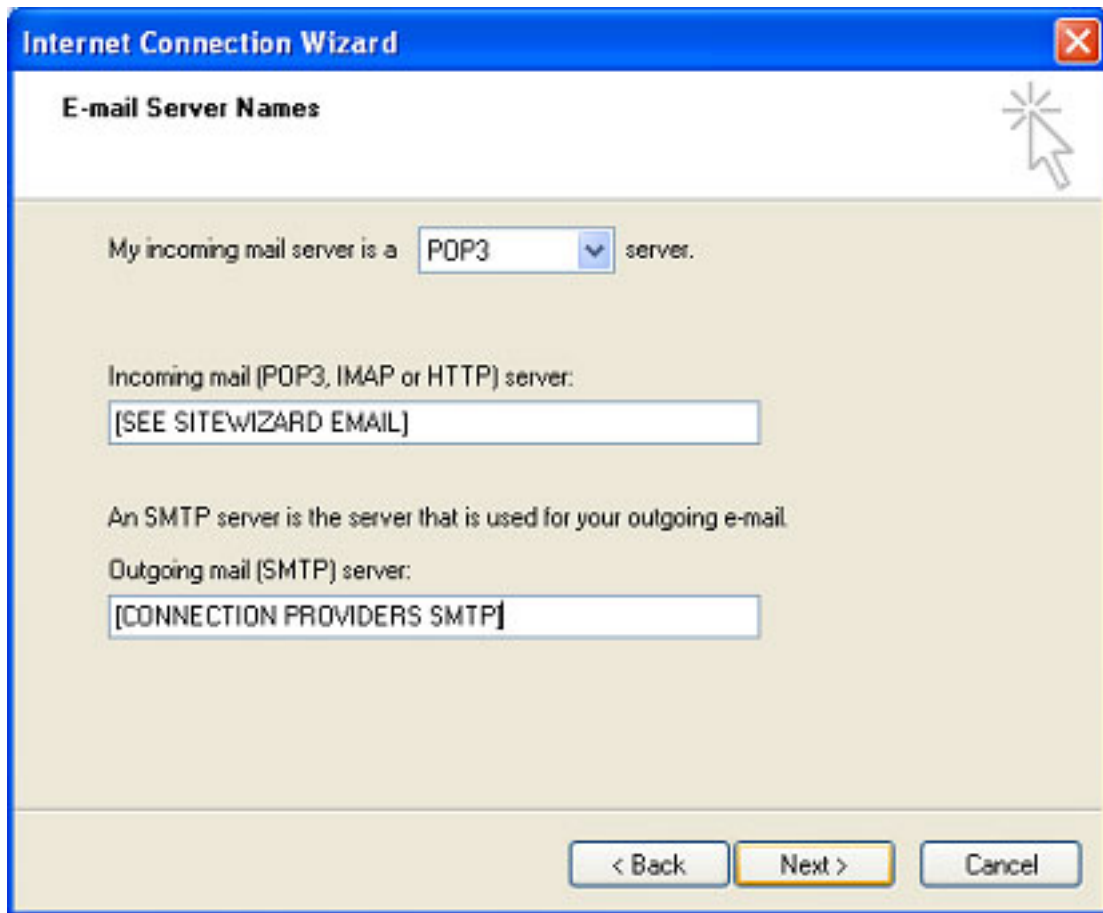
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## Step 5

Select My Incoming Server Is A POP3 Server. Enter the incoming mail server specified in our email. The outgoing SMTP will need to be provided by your internet connection provider (Please [click here](#) for a list of common smtp servers) Then click Next.

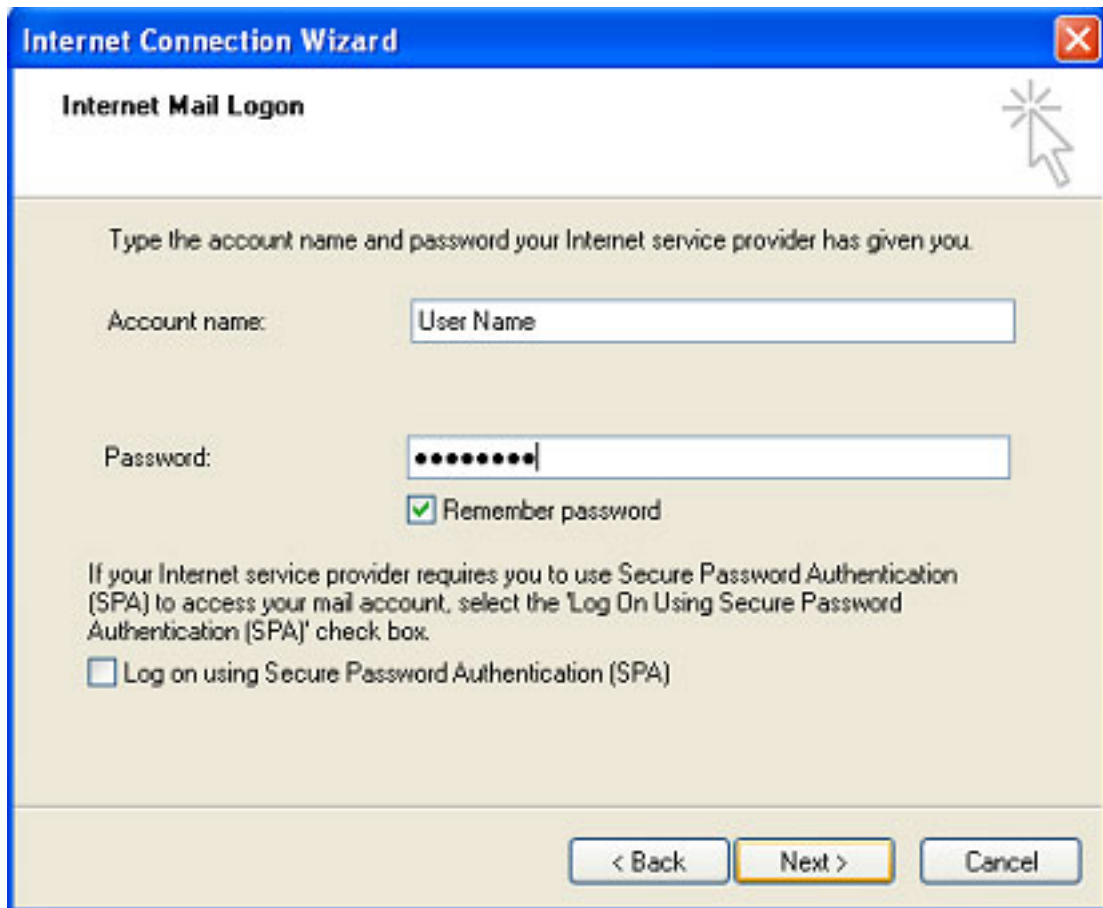
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## Step 6

Enter the Username and Password as specified in our email. Then tick the Remember Password Box and click on Next.

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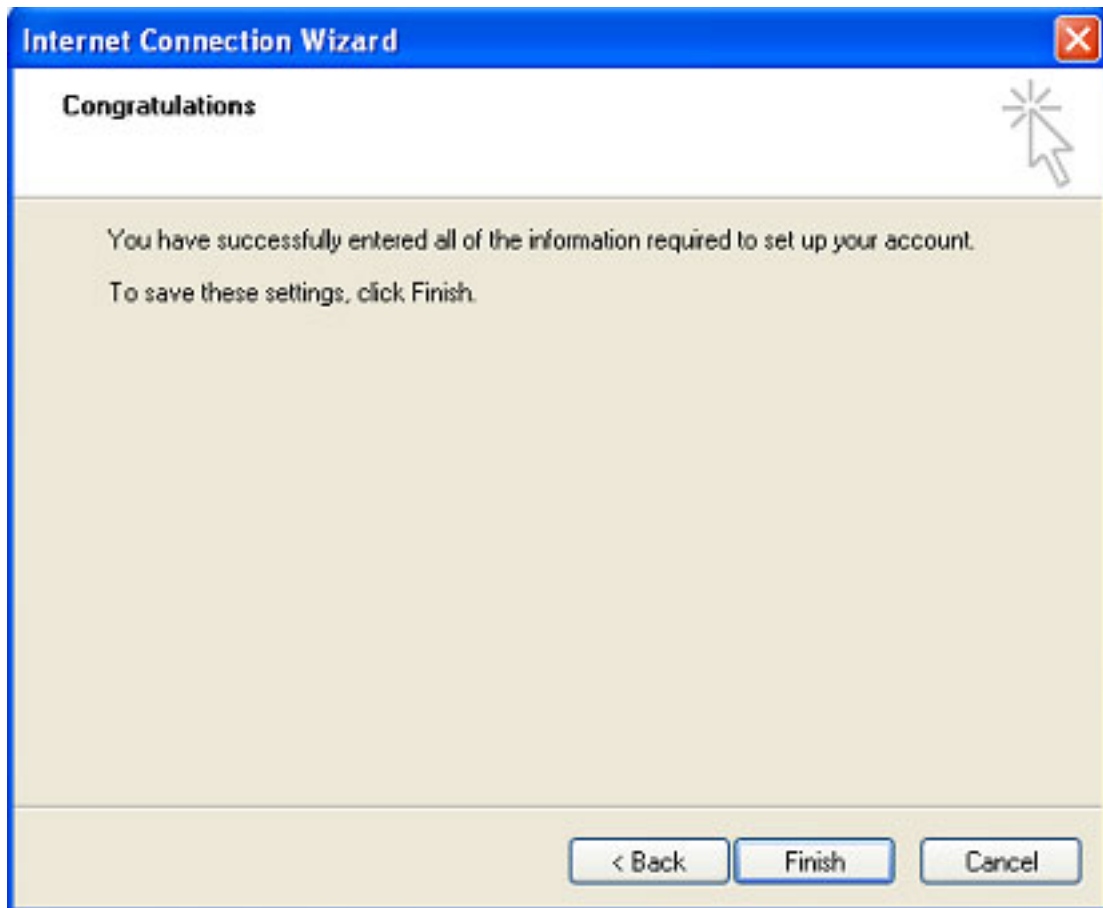
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'Internet Mail Logon' is displayed in a bold font. A mouse cursor is pointing at a starburst icon in the top right corner of the dialog. The main area of the dialog is light beige and contains the following elements:

- A prompt: 'Type the account name and password your Internet service provider has given you.'
- An 'Account name:' label followed by a text input field containing 'User Name'.
- A 'Password:' label followed by a password input field containing ten dots.
- A checked checkbox labeled 'Remember password'.
- Instructions: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, three buttons: '< Back', 'Next >' (highlighted with a yellow border), and 'Cancel'.

## Step 7

Click Finish and then close up the internet accounts box and press Send/Receive button to test your email account.

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Author: SiteWizard Support  
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