

Email Setup Guide

Setting up Outlook 2013



Outlook 2013



Click on the MS Outlook icon on your the desktop screen or start menu screen.

Please skip Figure 3 and Figure 4 if you are setting up MS Outlook 2013 for the first time.

Please skip to Figure 1 and Figure 2 if you are an existing MS Outlook 2013 user.

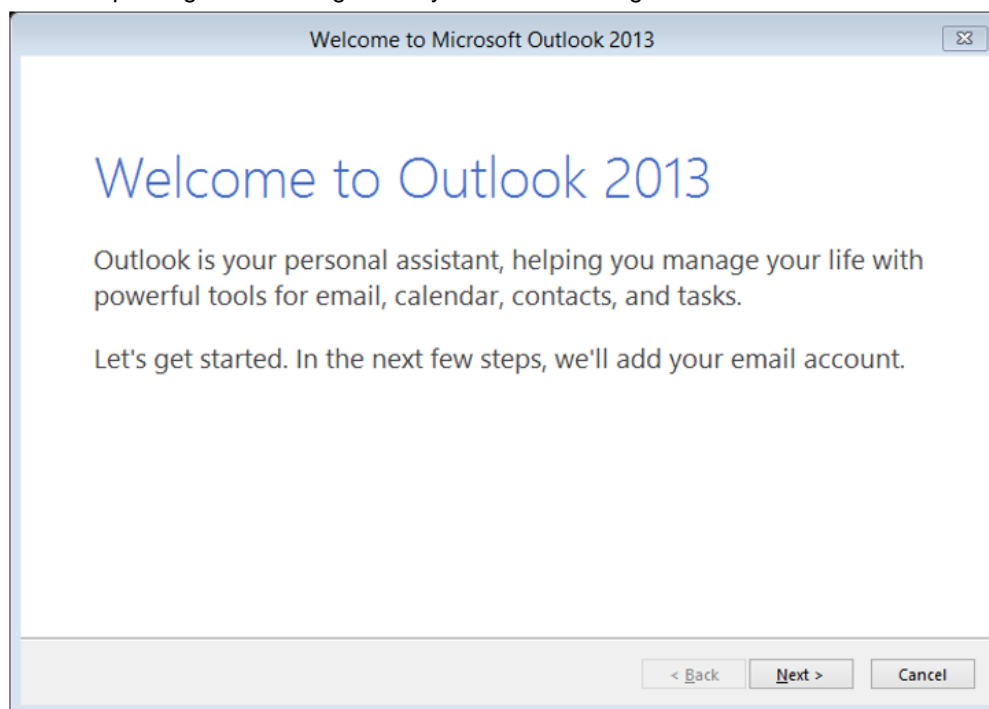


Figure 1

Click on Next button in the Welcome screen.

Microsoft Outlook Account Setup

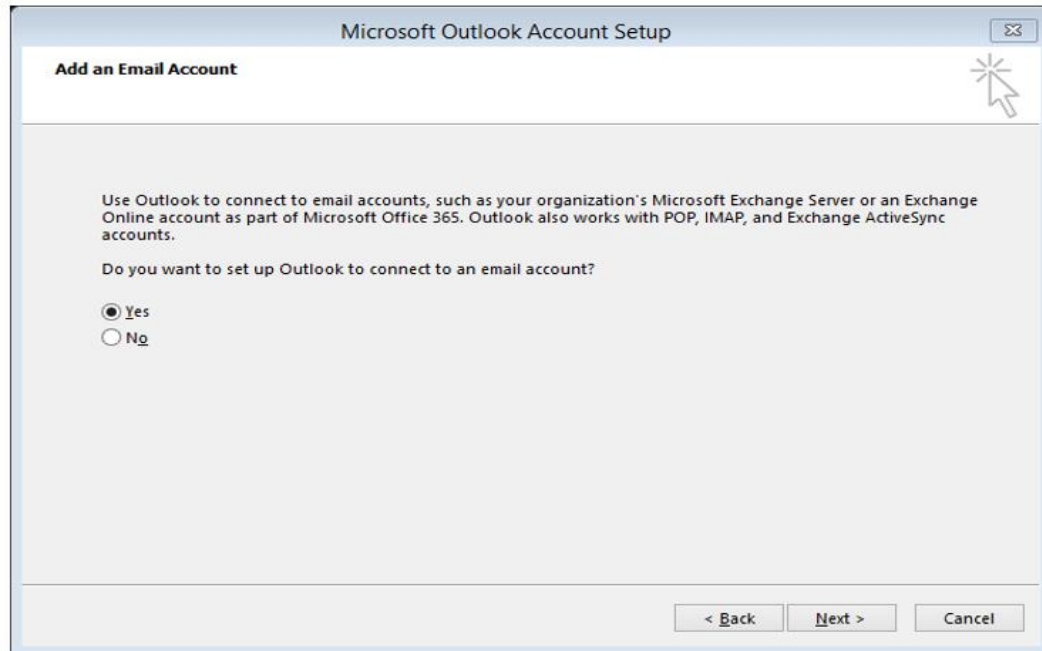


Figure 2

Select Yes from “Do you want to set up Outlook to connect to an email account?”

Bringing up Account Information

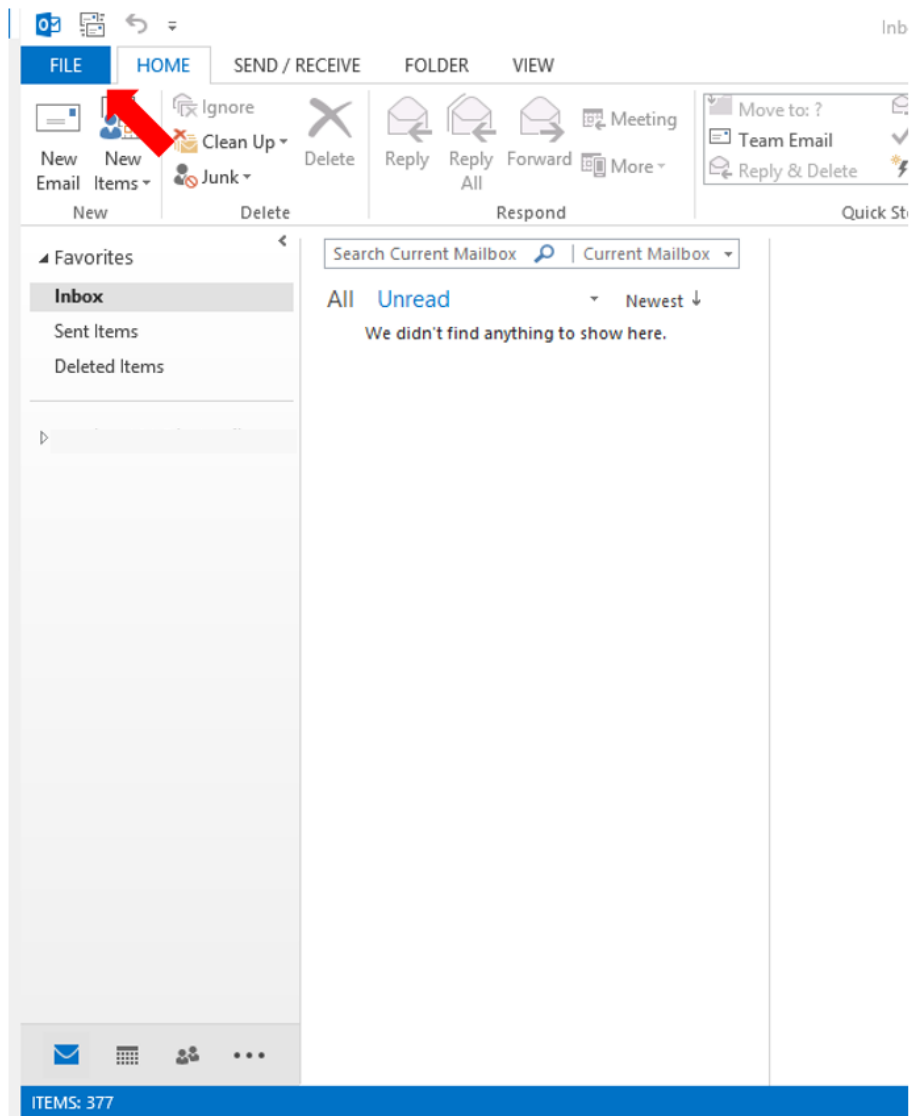


Figure 3

Click on the File menu from the left-hand side upper corner.

Account Information

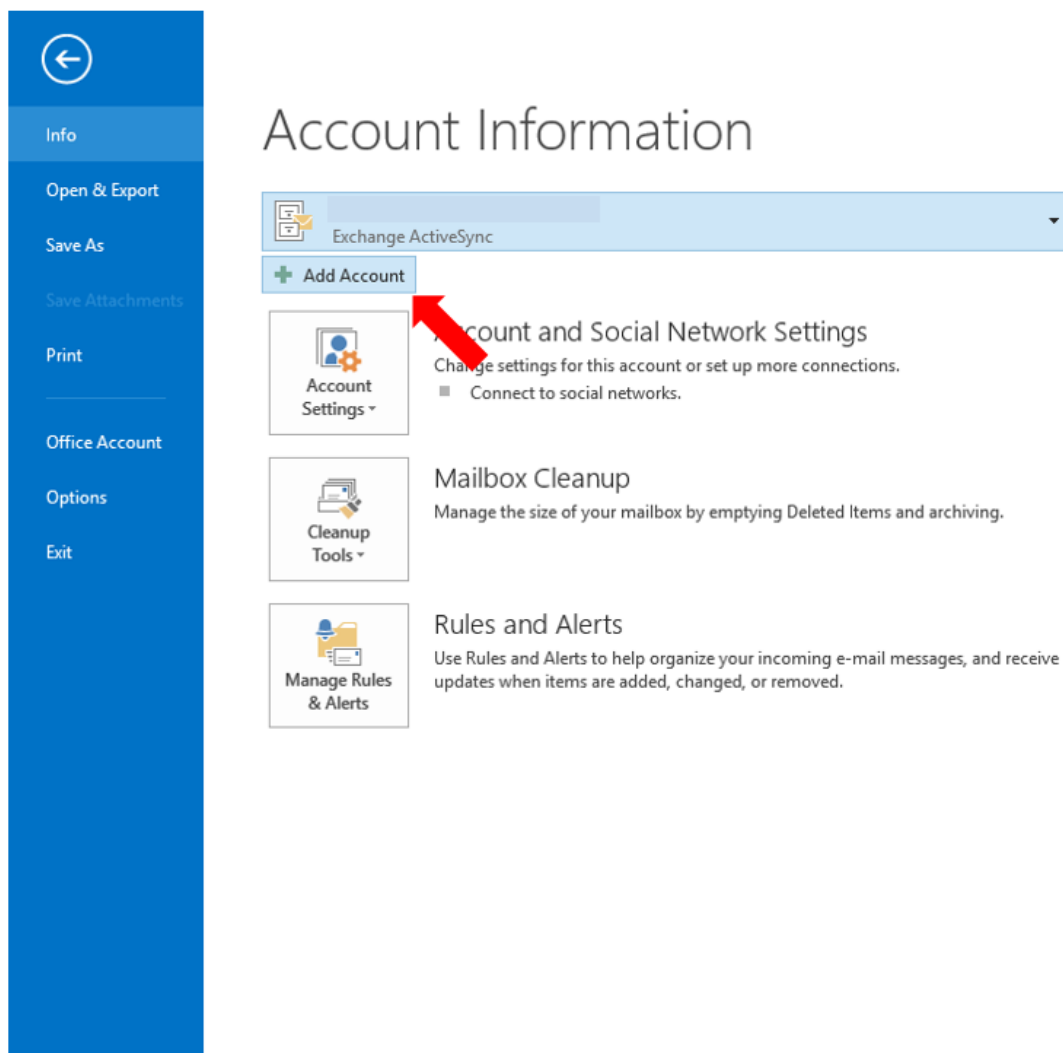


Figure 4

Click on Add Account under info menu in the left-hand side.

Adding an Account

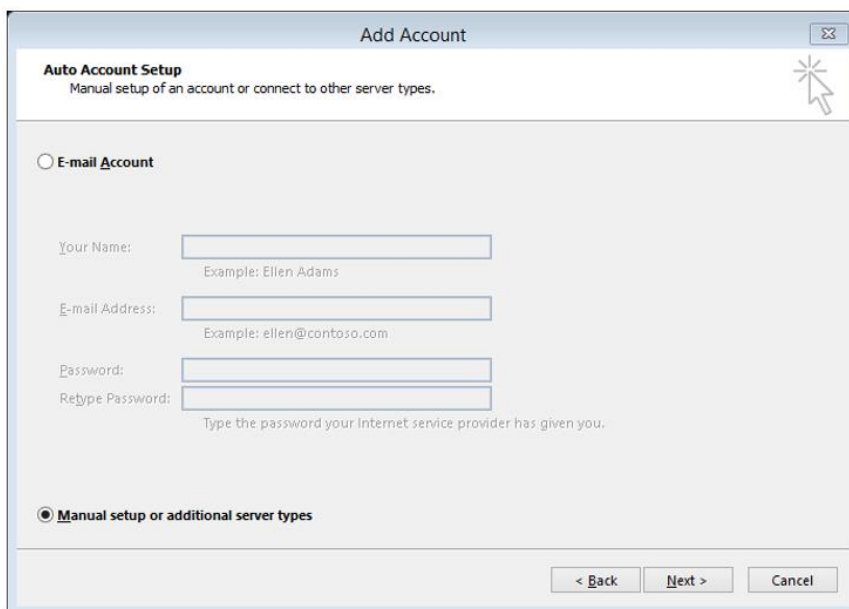


Figure 5

Switch the account type to Manual setup from Add Account windows.

Choosing Service Type

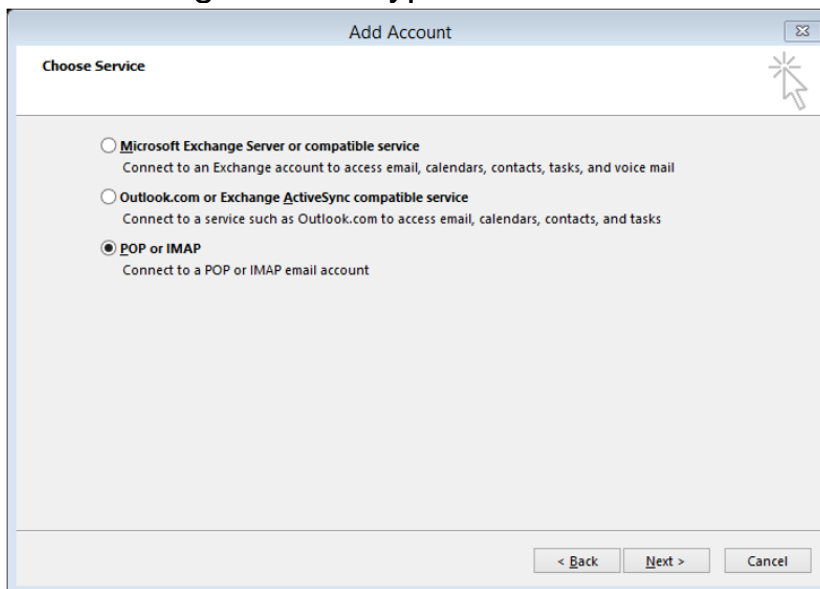


Figure 6

Select the POP as the mailbox type.

Username, Password, Server Configuration & Password
Resetting

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Figure 7

Your Name: Name you wish to display to recipients

Email Address: Your complete email address

Account Type: POP3

Incoming mail server:
mail.activ8.net.au

Outgoing mail server:
mail.activ8.net.au

User Name: The first part of your email address

:e.g. johndoe

Password: Your email password.

Outgoing Server and Email Settings

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Click on More Settings in the right hand-side bottom corner.



Click on the Outgoing Server tab and ensure the following.

**My outgoing server (SMTP)
requires authentication is:**
ticked
**Use same settings as my incoming
mail server is:** selected

Advanced Internet and Email Settings

Click on More Settings in the right hand-side bottom corner.

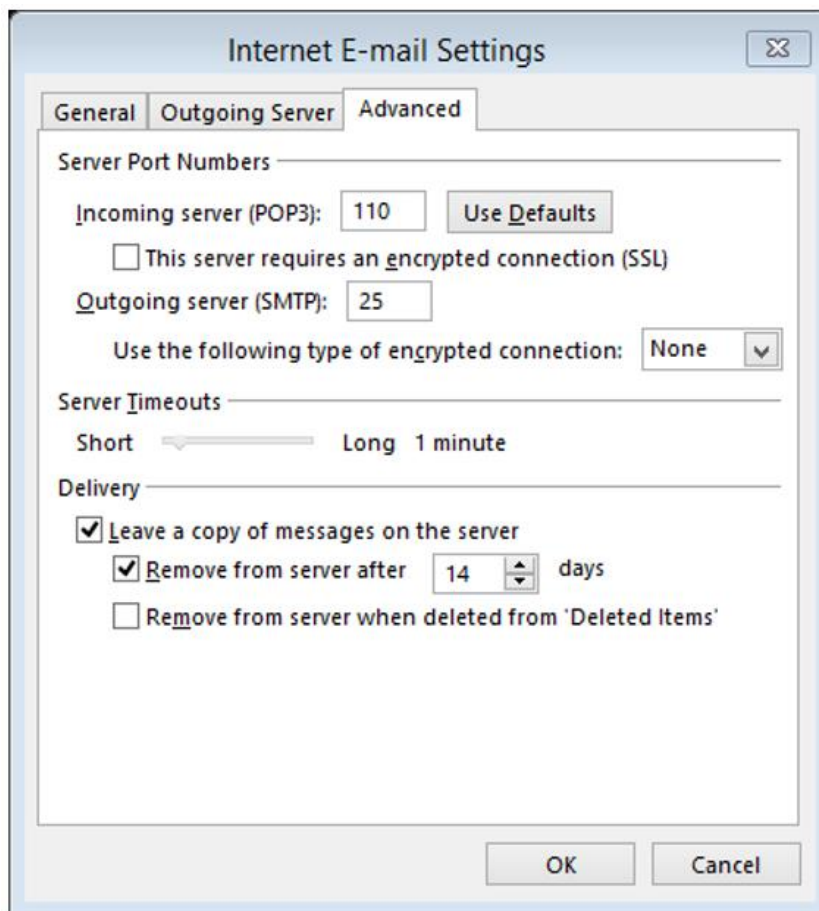


Figure 8

Click on the Advanced tab and ensure the following.

Incoming server port: 110
Outgoing server port: 25
SSL is not enabled.

Select whether you would like to leave the messages on the server under Delivery option.

Test Account Settings

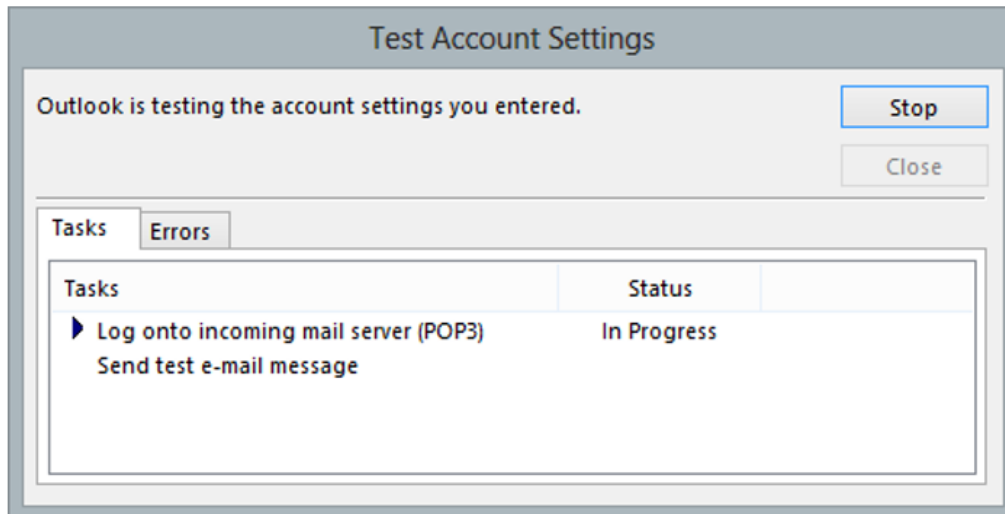


Figure 9

Outlook will test your email by login into incoming mail server and outgoing mail server by sending a test email.

Setup Complete

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Congratulations! You have successfully set up the email account.

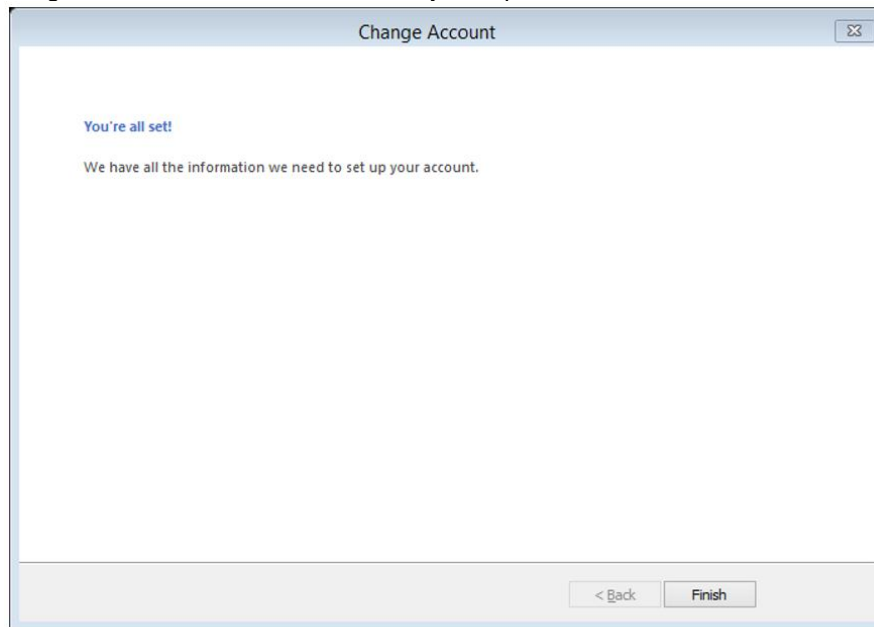


Figure 10