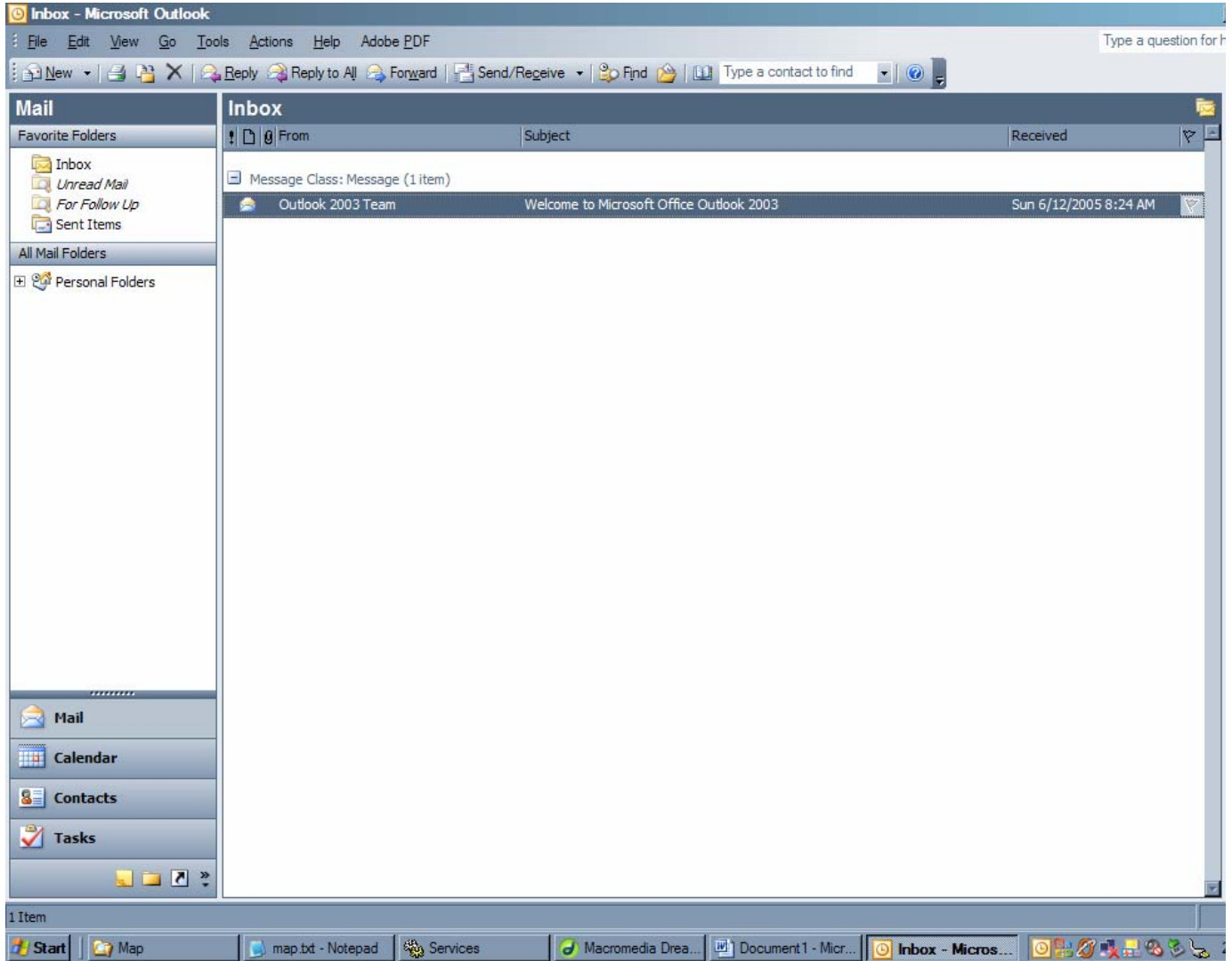




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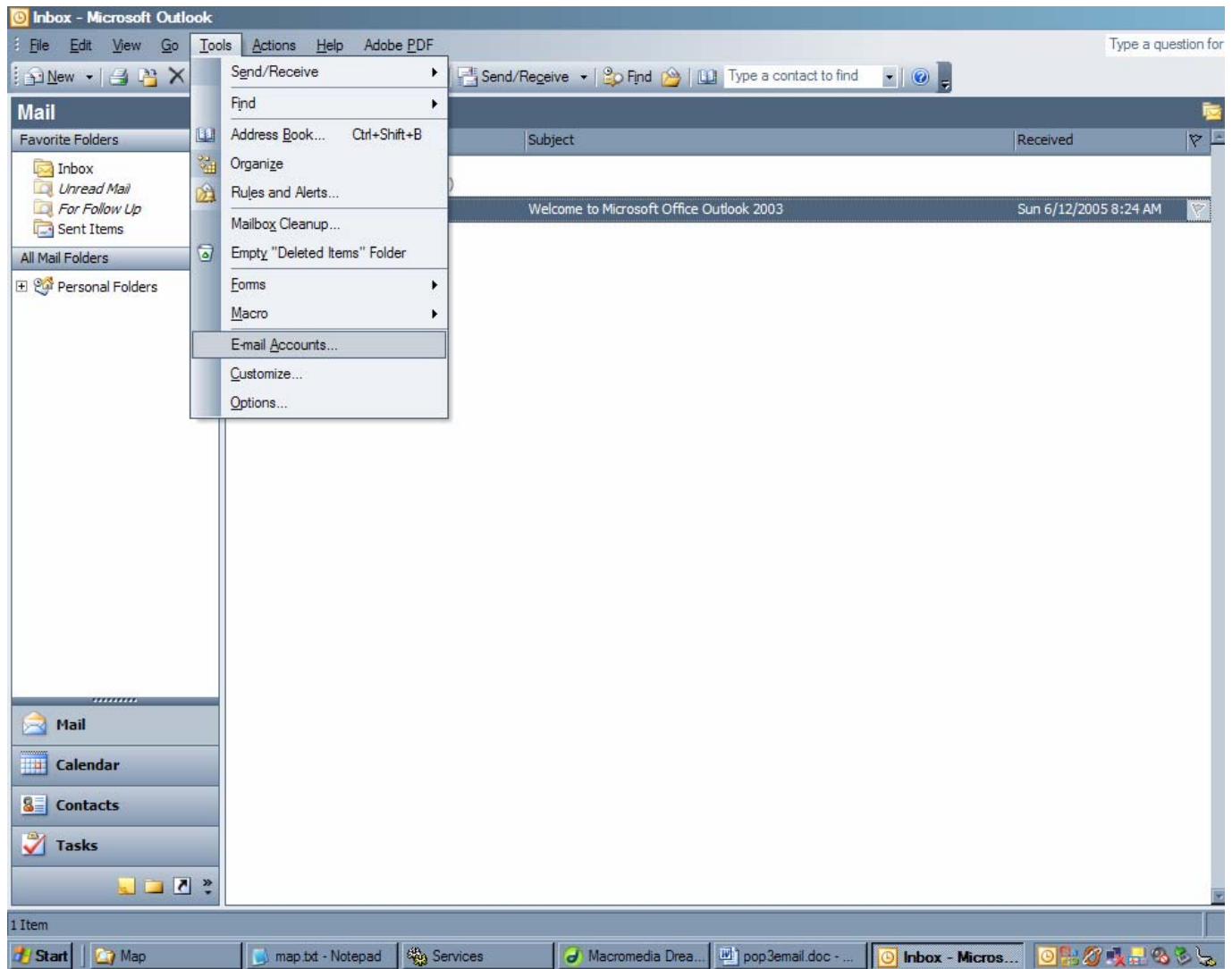


Open Microsoft Outlook and click on **Tools**.



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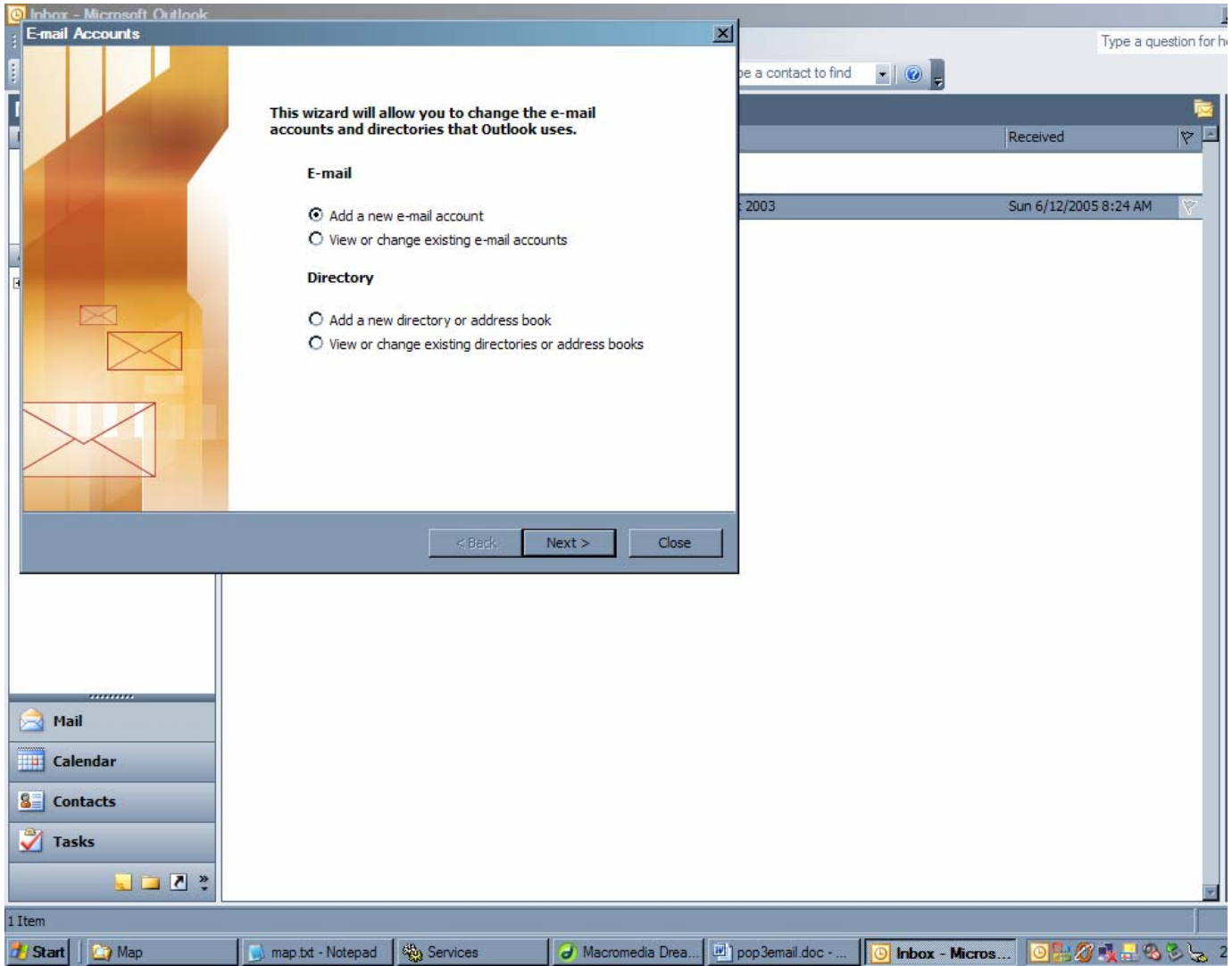


From **Tools** click on **Email Accounts**.



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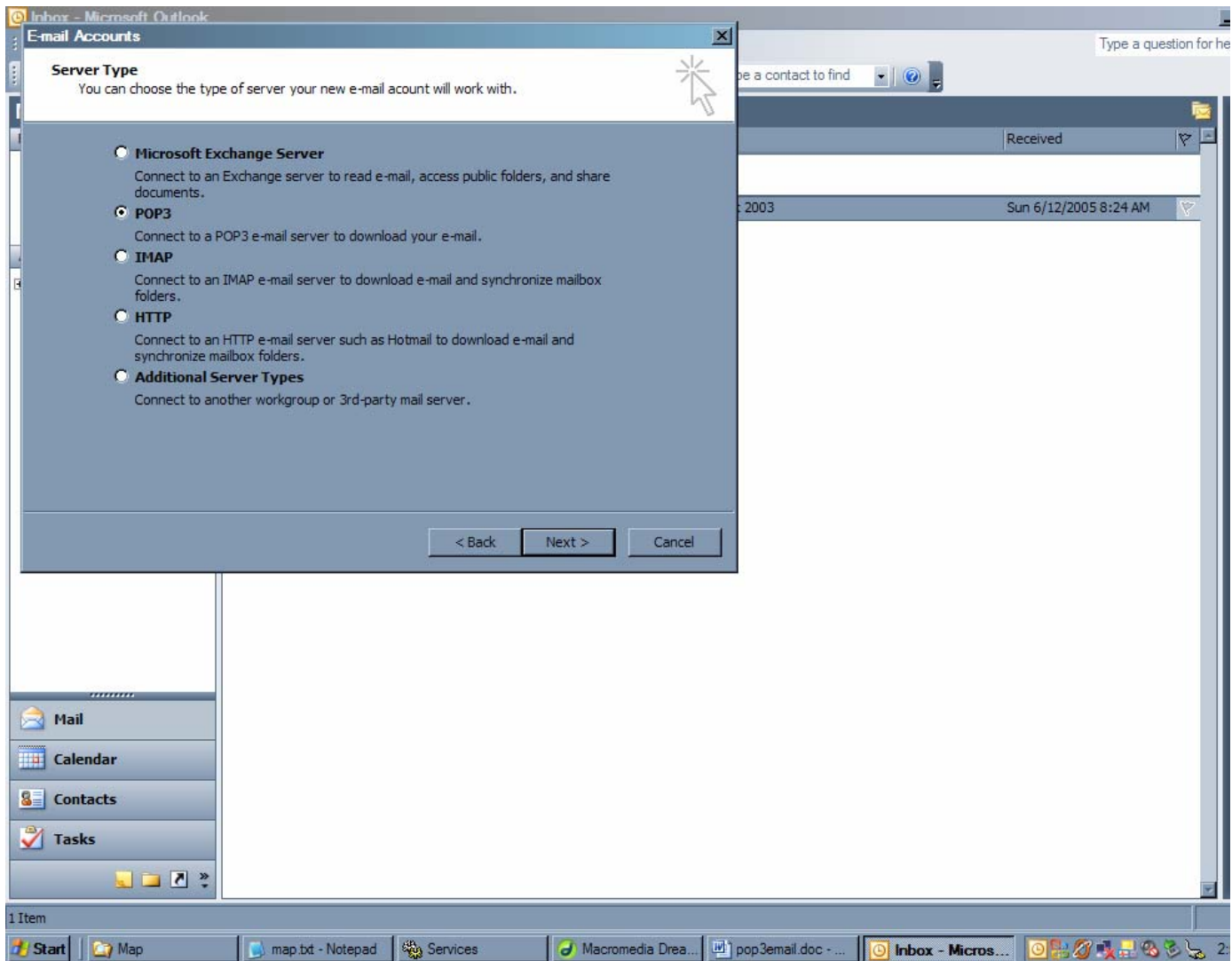
Select the option to **Add a New E-mail Account**.

OnSite

Computer Service

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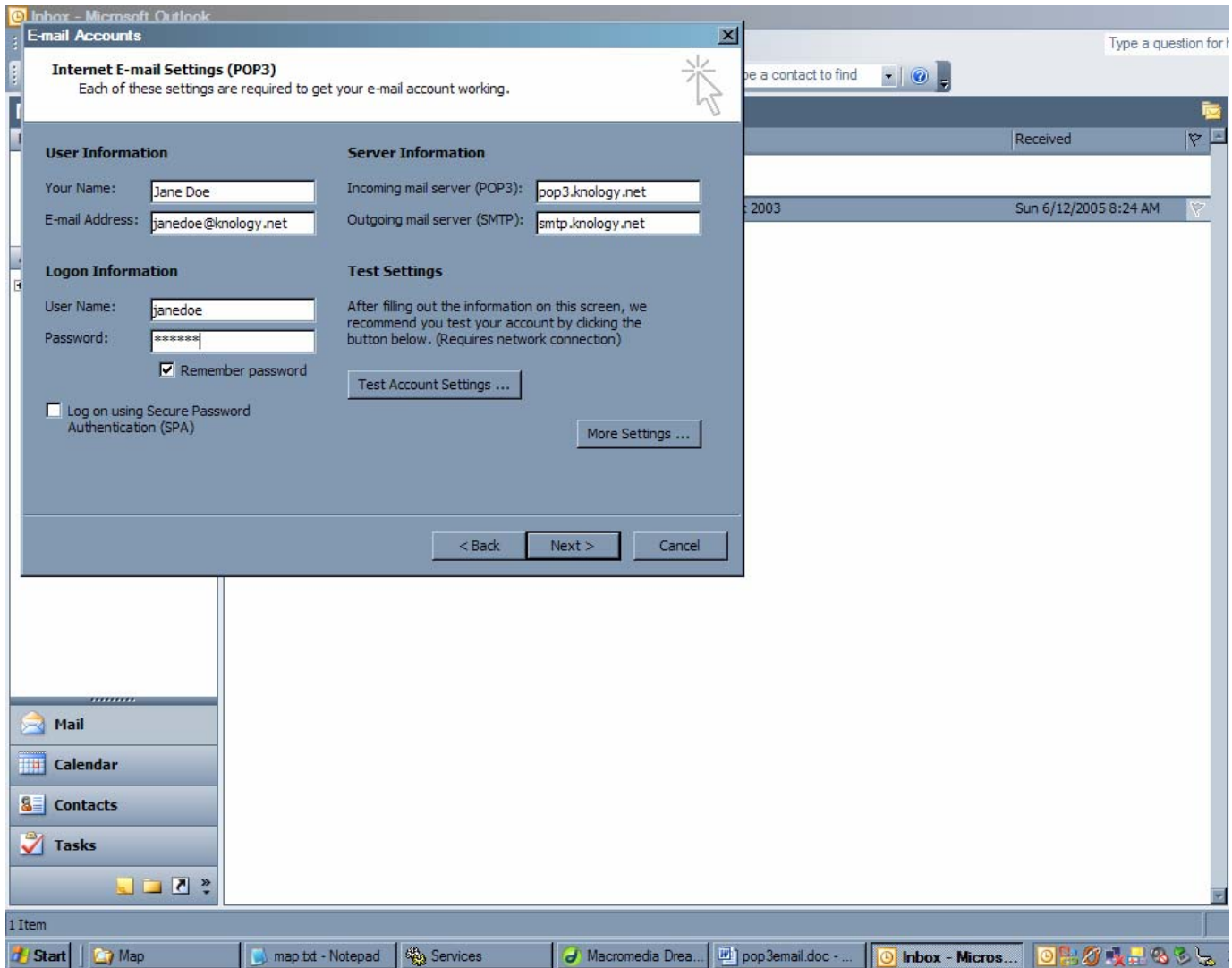


Select the **POP3** option.



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Fill in the information from your email provider: **user name**, **password**, and **email address**.

Enter the incoming and outgoing server information (pop3 and smtp).

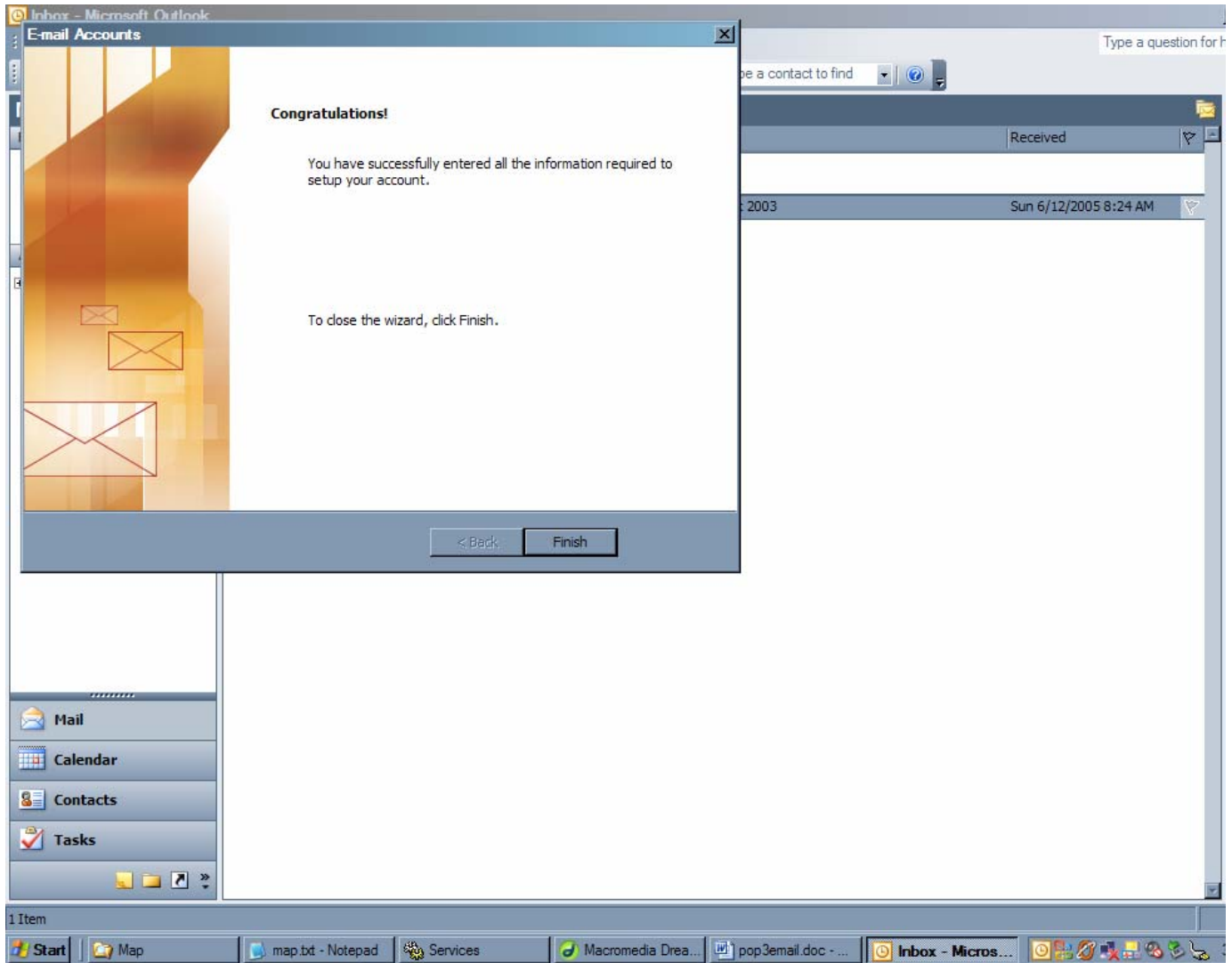
Refer to the chart on the ISP configuration page for assistance.

Click on **Test Account Settings**.



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Click on **Finish**.