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NetSource E-mail Setup - Microsoft Outlook 2013

If you are setting up Outlook 2013 for the first time, <u>click Yes to setup a new account & skip to Step 4</u>.

- 1. Click the **File** button at the top left corner of the Outlook window.
- 2. Click the Info button and select the first option, Account Settings.



3. In the Account Settings window, click on the New button.

Account Settings							×
E-ma Y	ail Accoun ou can add	ts or remove an	account. You can s	select an account and	change its settings.		
E-mail	Data Fies	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
<u>Sa N</u> e	w '\$	Repair	Ch <u>a</u> nge 🕑 S	iet as <u>D</u> efault 🗙 R	e <u>m</u> ove 🕈 🖶		
Name				Туре			

- 4. Select Manual setup or additional server types and click Next.
- 5. Select **POP or IMAP** and click **Next**.
- 6. Enter your email account information into the fields as follows: (See red letters in graphic below.)
 - A. Your name as you would like it displayed to message recipients.
 - B. Full email address
 - C. Select POP3
 - D. pop.nsource.com
 - E. smtp.nsource.com
 - F. Full email address
 - G. Password for the email account
 - H. This option **<u>must</u>** remain unchecked.
- 7. Click More Settings

	Add	Acc	ount ×				
POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.		×				
User Information			Test Account Settings				
Your Name:			We recommend that you test your account to ensure that				
<u>E</u> mail Address:		B	the entries are correct.				
Server Information			Tect Account Settings				
<u>A</u> ccount Type:	POP3	C	Test Account Settings				
Incoming mail server:		D	Automatically test account settings when Next is clicked				
Outgoing mail server (SMTP):		E	Deliver new messages to:				
Logon Information New Outlook Data File							
<u>U</u> ser Name:		F	Existing Outlook Data File				
<u>P</u> assword:		G	Browse				
✓ [Remember password		7				
Reguire logon using Secure	Require logon using Secure Password Authentication (SPA)						
			More Settings				
			< <u>B</u> ack <u>N</u> ext > Cancel				

- 8. In the Internet E-mail Settings window, click the Outgoing Server tab.
- 9. Put a check mark in the box next to **My outgoing server (SMTP) requires authentication** and make sure there is a dot selected next to **Use same settings as my incoming mail server**.
- 10. Click on the **Advanced** tab.

Internet E-mail Settings					
General Outgoing Server Advanced					
My outgoing server (SMTP) requires authentication					
Use same settings as my incoming mail server					
◯ <u>L</u> og on using					
User <u>N</u> ame:					
Password:					
✓ <u>R</u> emember password					
Reguire Secure Password Authentication (SPA)					
O Log on to incoming mail server before sending mail					

11. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab. Click **OK** when finished. This will return you to the **Add New Account** window.

Internet E-mail Settings
General Outgoing Server Advanced
Server Port Numbers Incoming server (POP3): 995 Use Defaults ✓ This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587
Use the following type of encrypted connection: TLS Server Timeouts Short Long 1 minute
Delivery Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted Items'
OK Cancel

12. Click on Next and Finish. Your email account is now ready for use.