

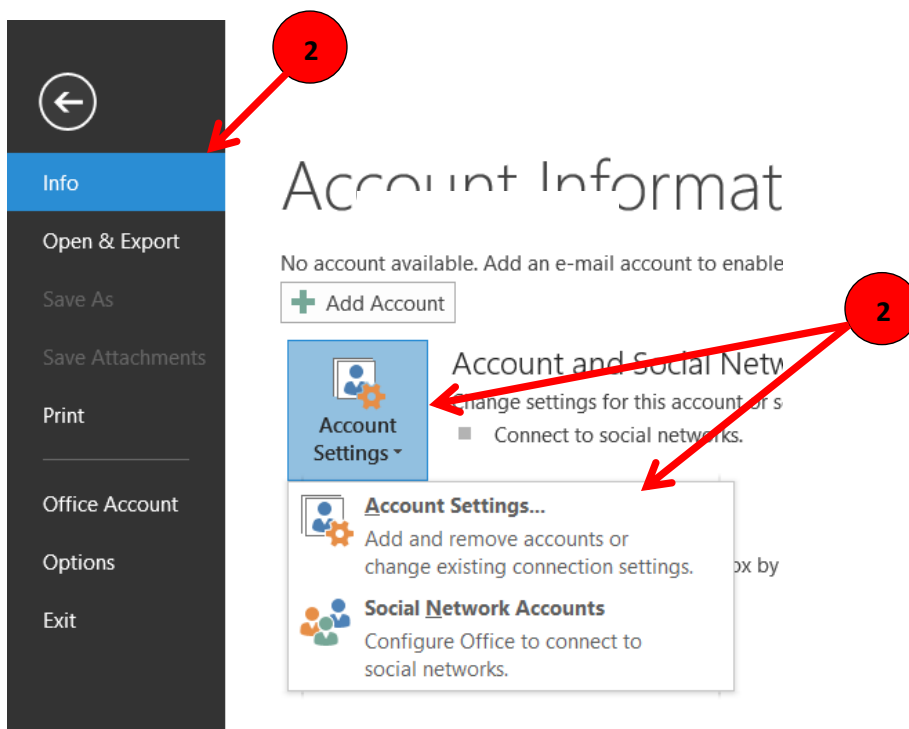


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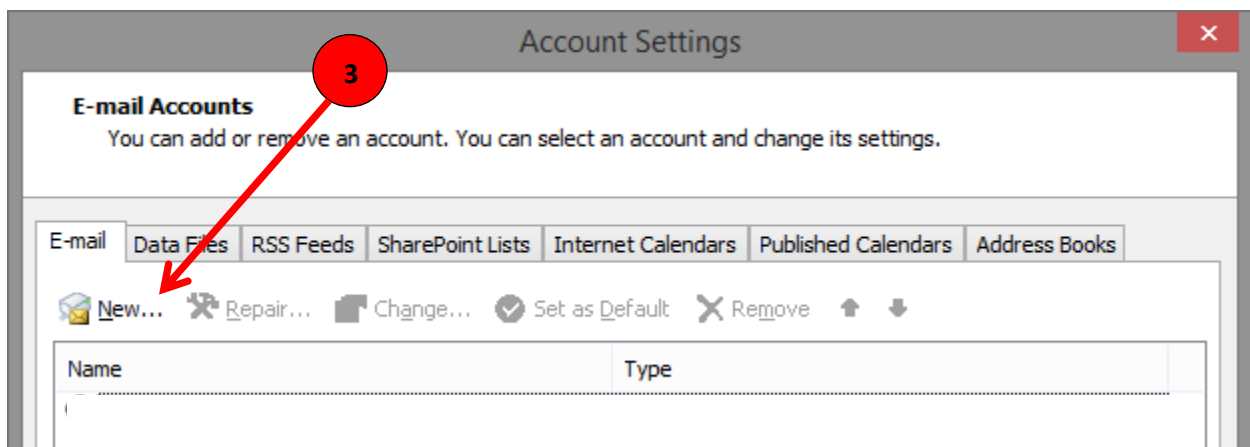
NetSource E-mail Setup - Microsoft Outlook 2013

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

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.



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 **must** remain unchecked.
7. Click **More Settings**

Add Account

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

User Information

Your Name: **A**

Email Address: **B**

Server Information

Account Type: POP3 **C**

Incoming mail server: **D**

Outgoing mail server (SMTP): **E**

Logon Information

User Name: **F**

Password: **G**

Remember password

Require logon using Secure Password Authentication (SPA) **H**

Test Account Settings

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

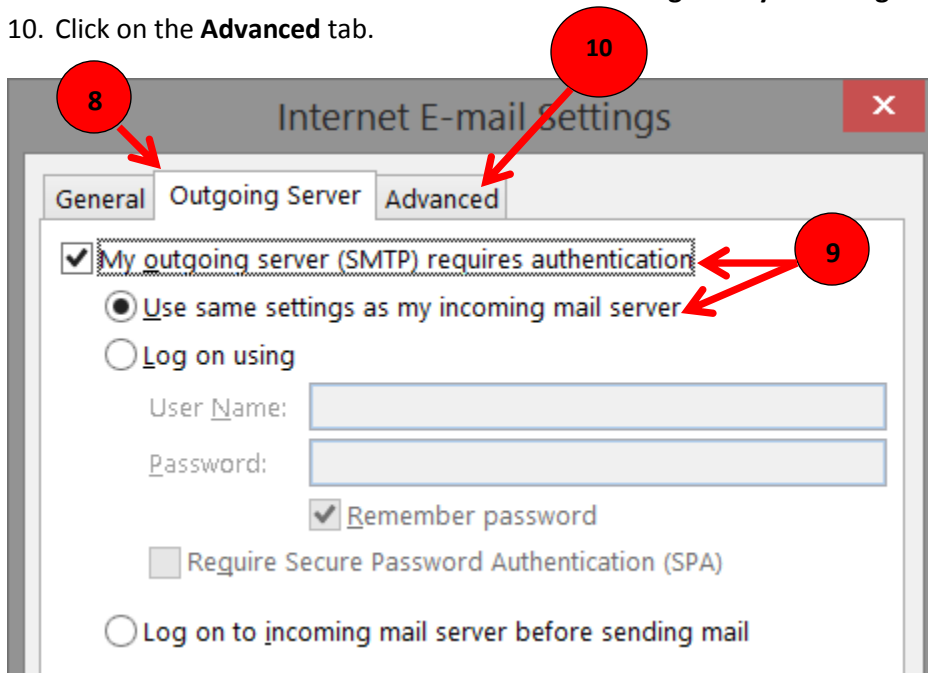
Automatically test account settings when Next is clicked

Deliver new messages to:

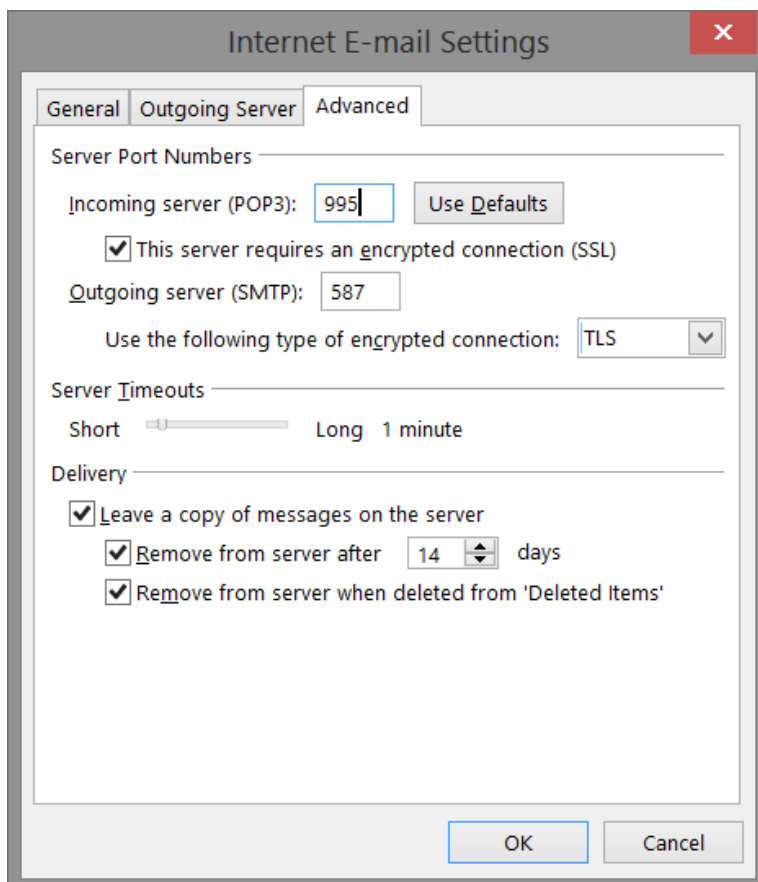
New Outlook Data File

Existing Outlook Data File

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.



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.



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