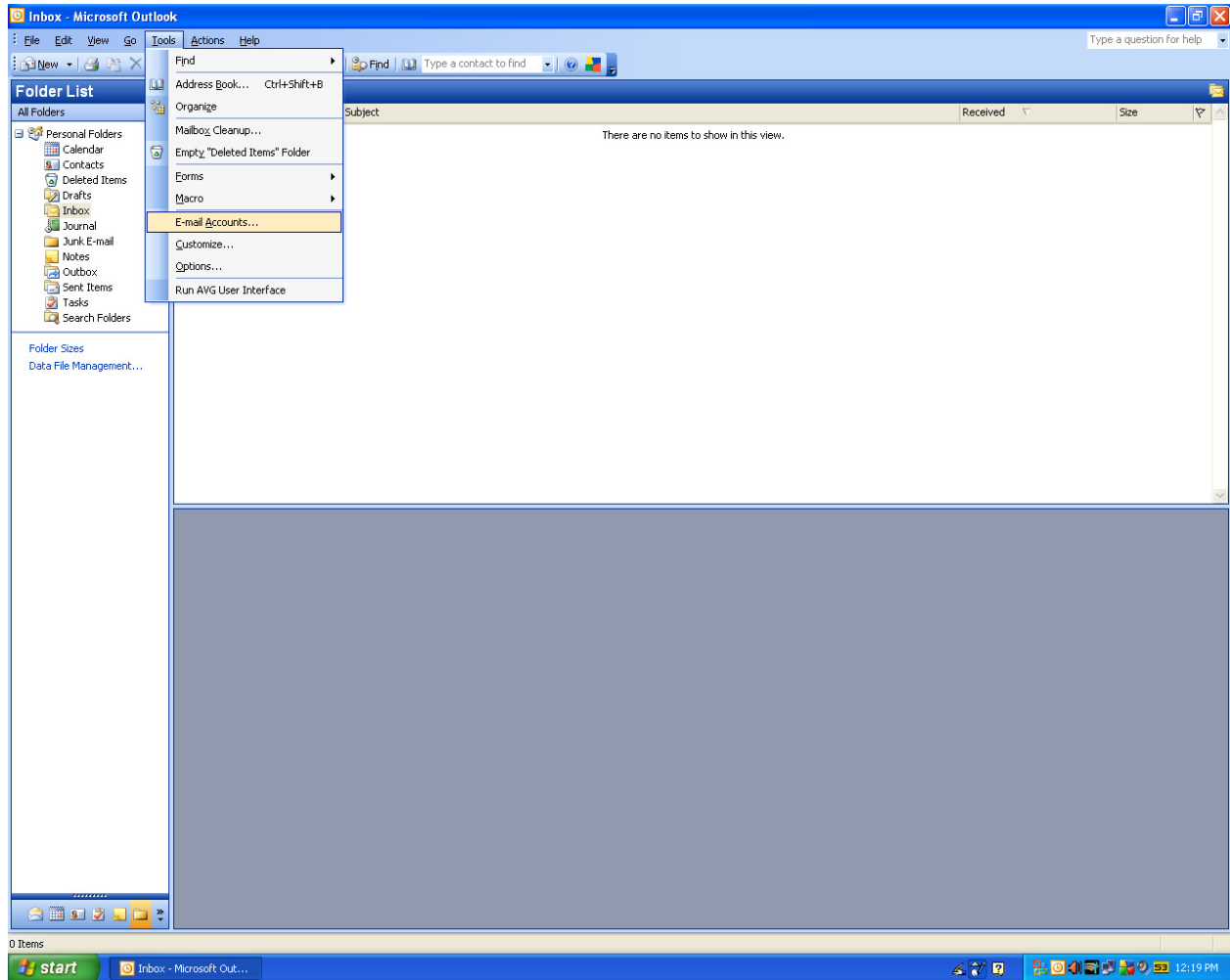
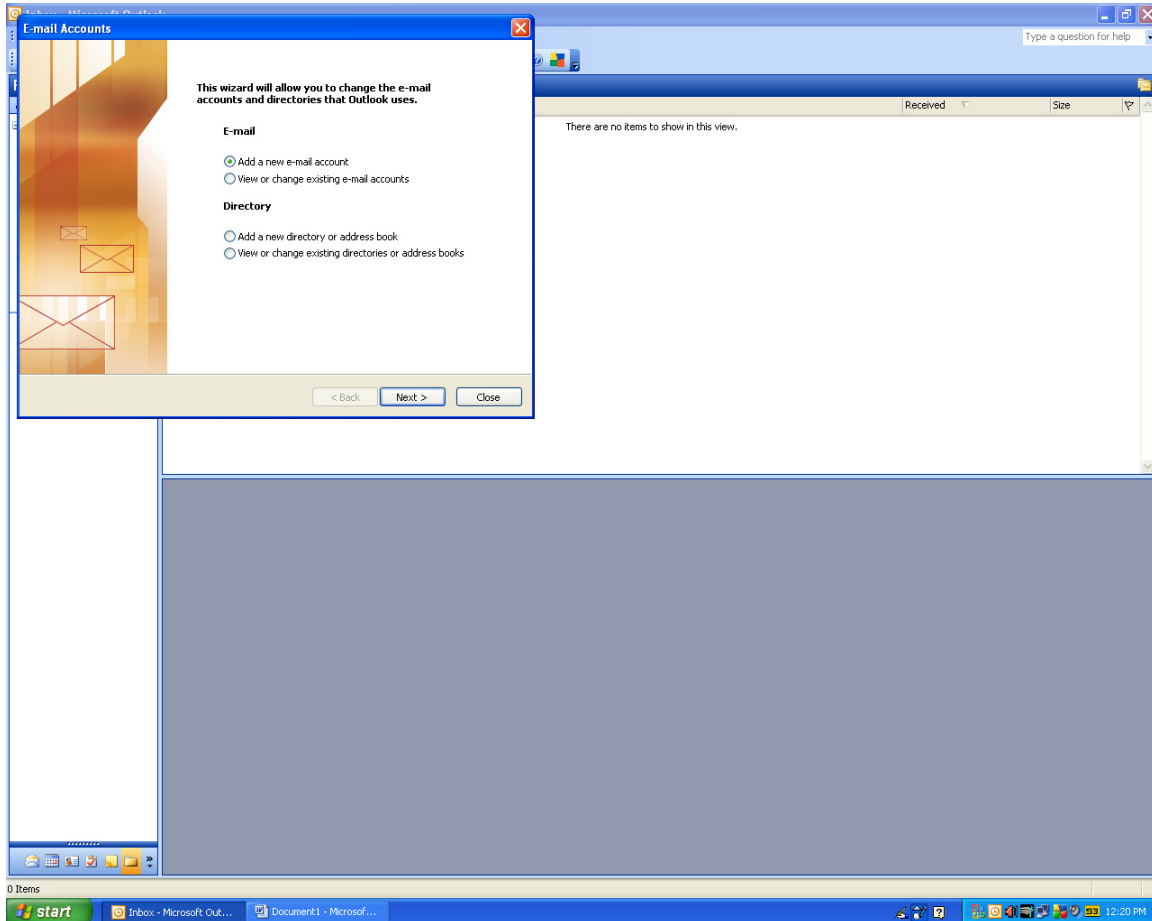


The following are instructions for setting up your email account in Microsoft Outlook.
(The version used here is 2003 however the basics are carried over for most versions.)

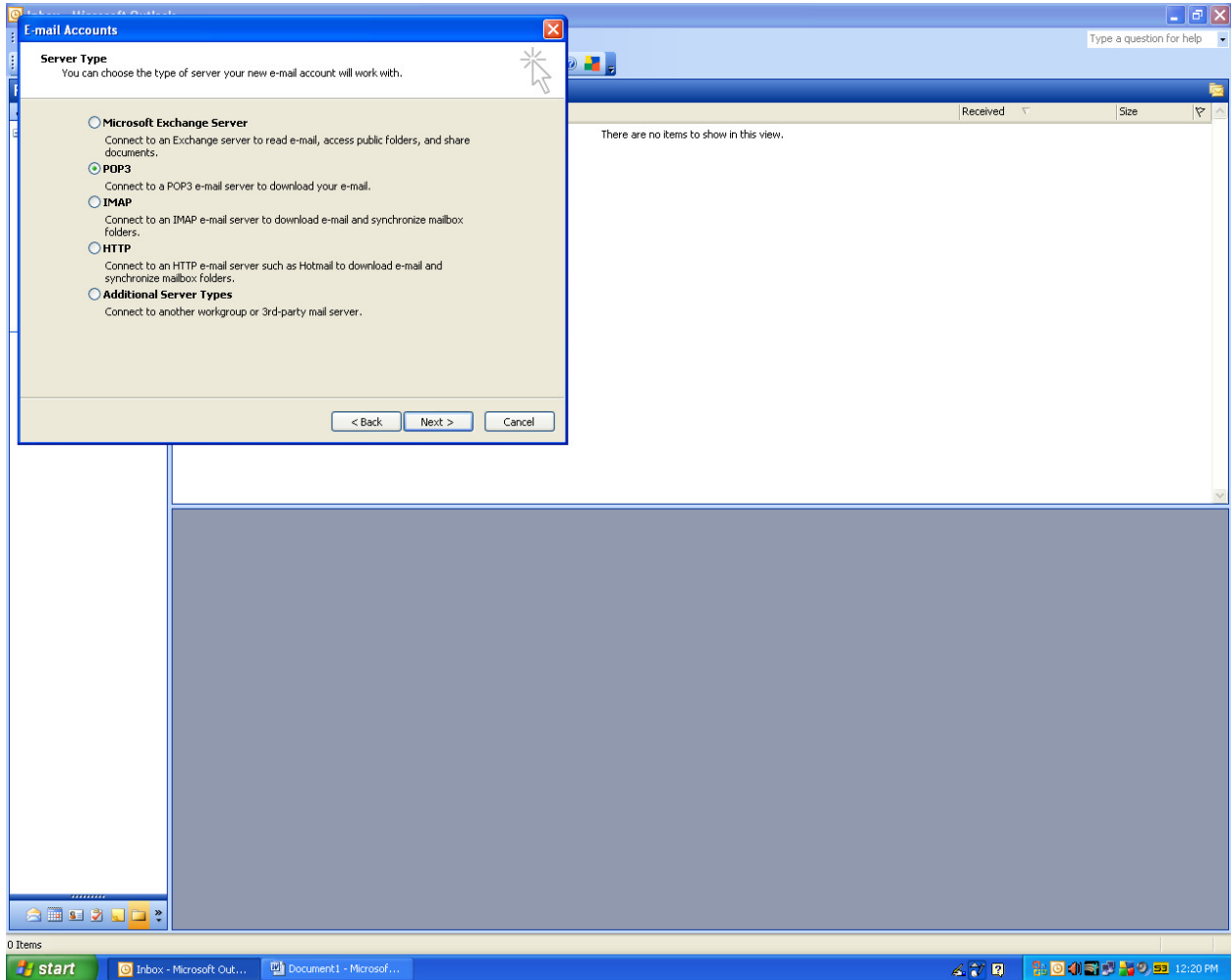
Open **Outlook**
Go to **Tools**
Select **email accounts**



The following window opens, please choose **Add** a new email account”
Select **Next**



Choose **POP3**
Select **Next**



Fill in the information

Your Name – What you want to display when someone receives an email from this account

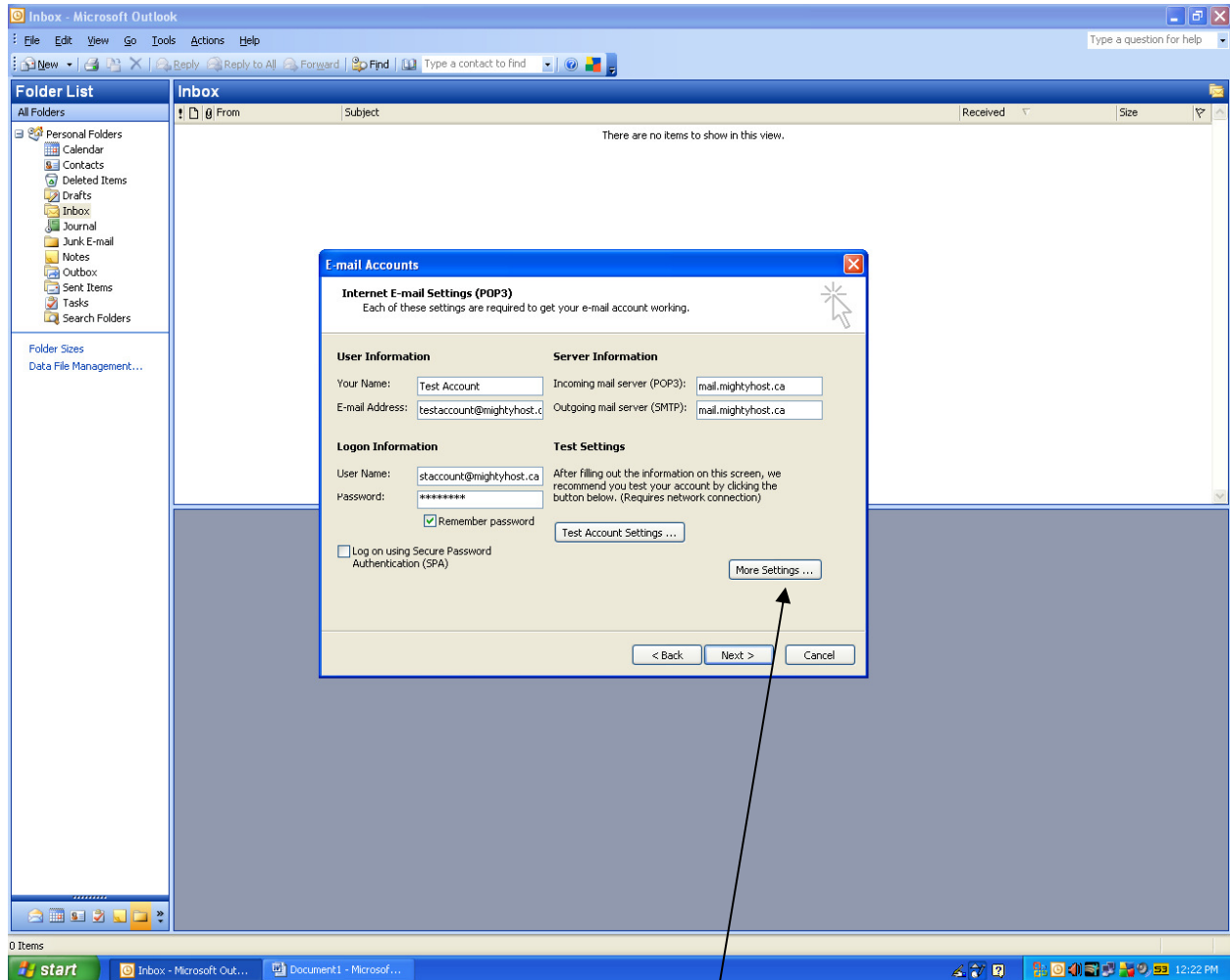
Email address – email address that was assigned to you

Incoming Mail Server – mail.mightyhost.ca

Outgoing Mail Server – mail.mightyhost.ca

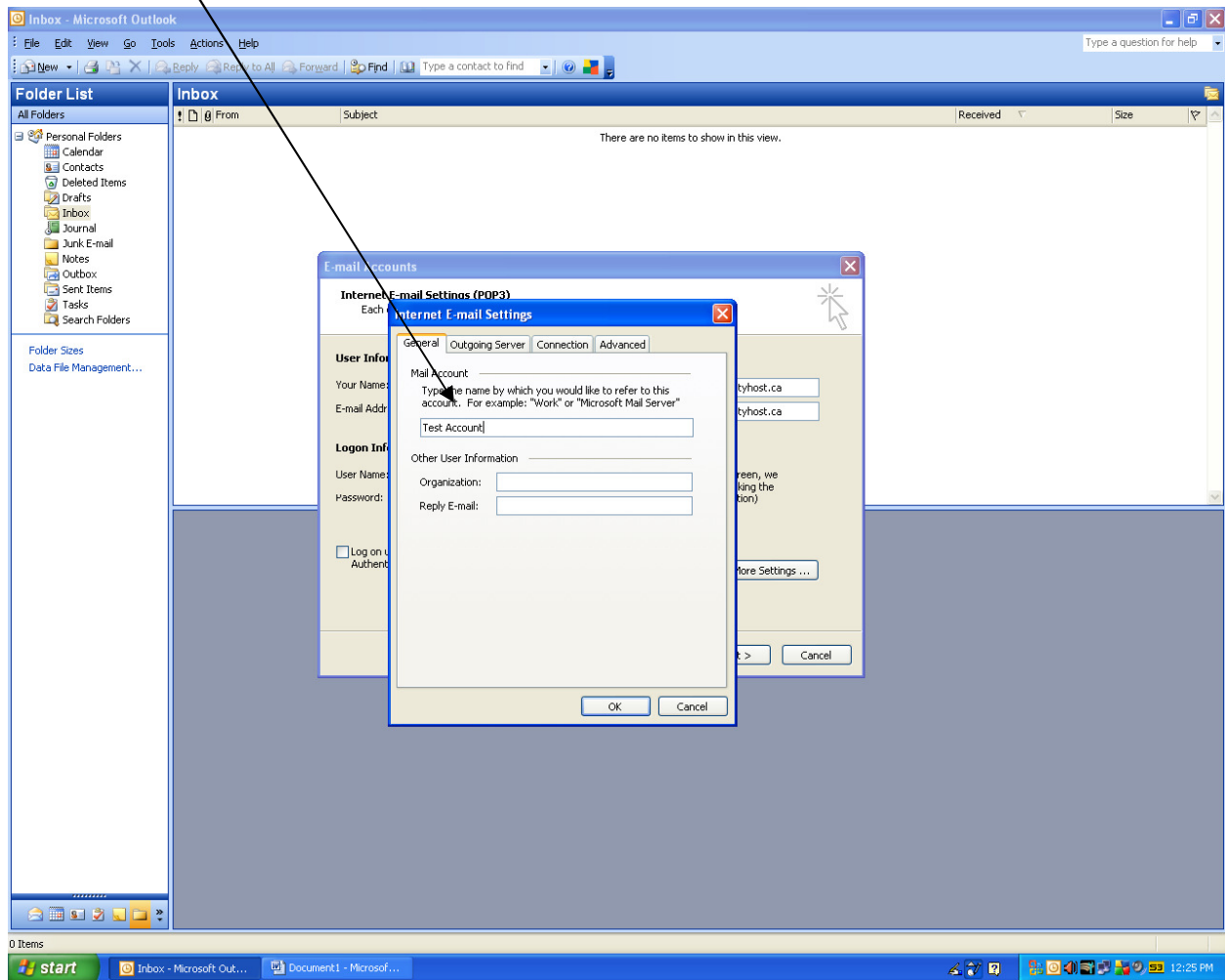
User Name – is the full email address that was assigned to you

Password – password assigned to you

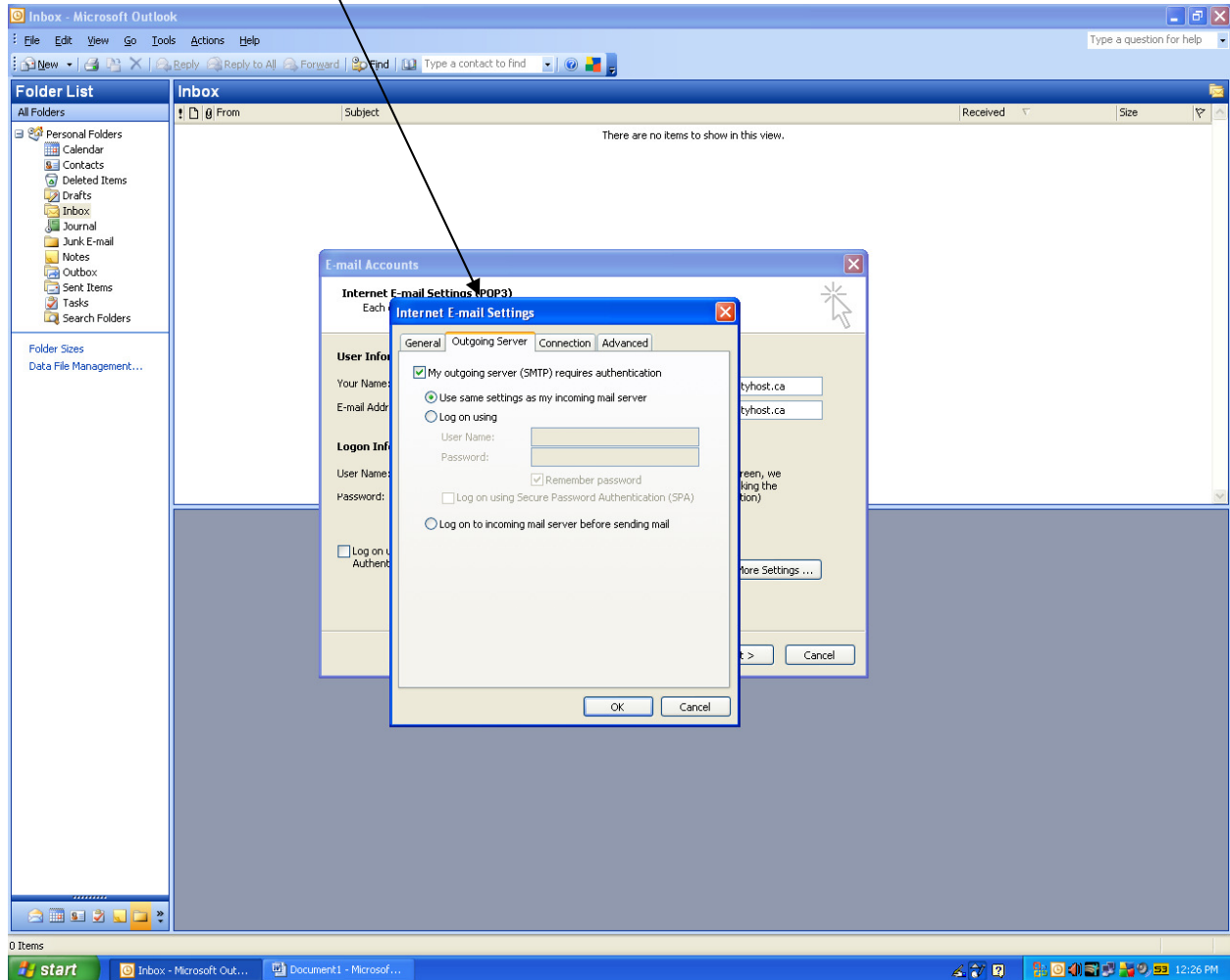


Once you have entered the information please select **More settings**

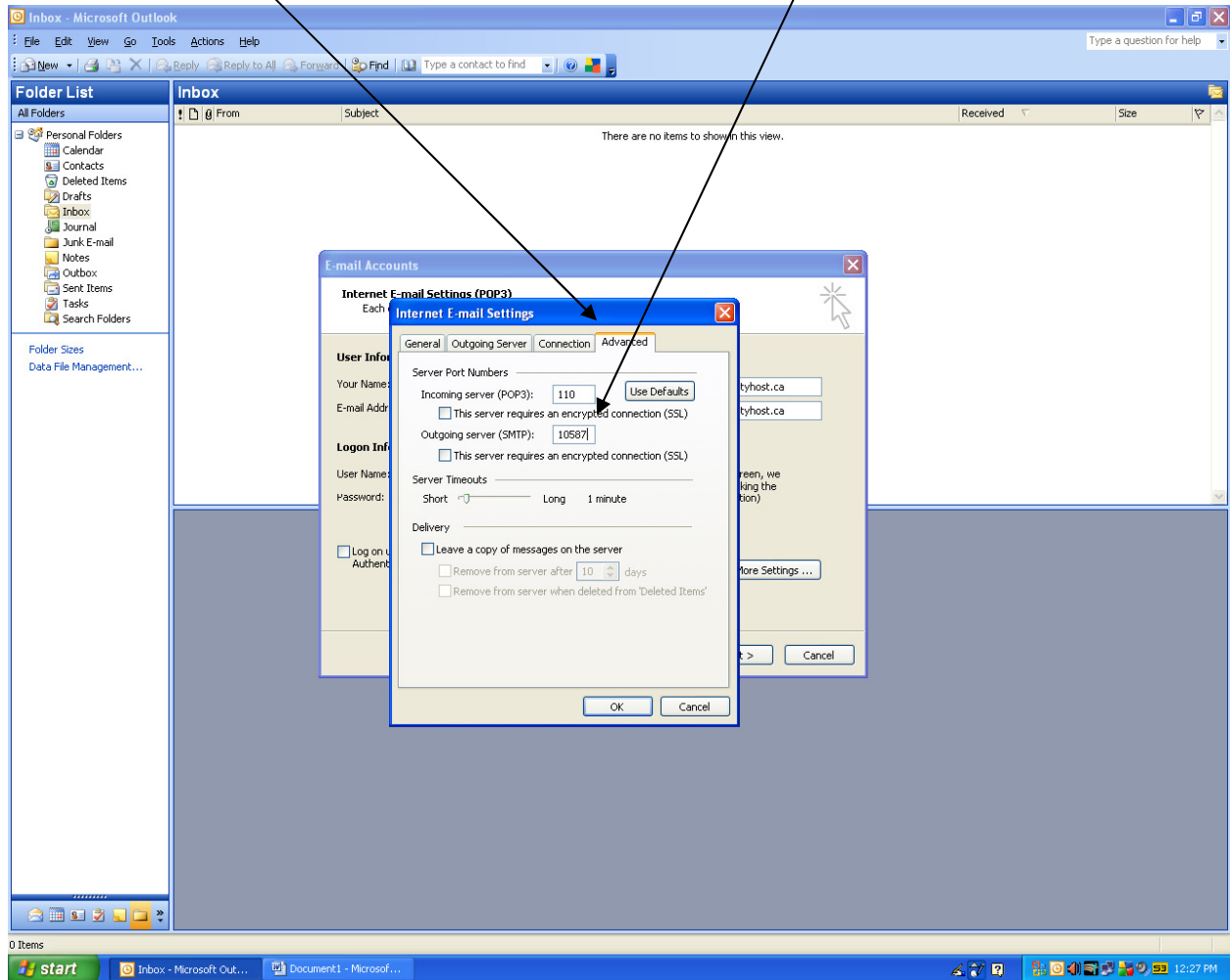
Under the **General** Tab
Name the account (this is optional and useful if you have more than 1 email account on your computer)



Select the **Outgoing Server** tab
Ensure there is a check mark in “**my outgoing server (SMTP) requires authentication**”
Ensure there is a “**DOT**” on the “**Use same settings as my incoming server**” line



Select the **Advanced** tab
Change the Outgoing server (SMTP) port number from 25 to **10587**



Everything is now complete
Select **OK**
Select **Next**
Select **Finish**

At this point your account should be setup