

To set up your e-mail, go to Outlook and Tools, E-mail Accounts, Add a new account. You'll see this screen:

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Smith  
E-mail Address: johnsmith@coolaccess.net

**Server Information**

Incoming mail server (POP3): mail.coolaccess.net  
Outgoing mail server (SMTP): mail.coolaccess.net

**Logon Information**

User Name: johnsmith@coolaccess.net  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

Your Name: John Smith

E-mail Address: [johnsmith@coolaccess.net](mailto:johnsmith@coolaccess.net) (lower case)

User Name: [johnsmith@coolaccess.net](mailto:johnsmith@coolaccess.net) (all lower case)

Password: your password (all lower case)

Server Information

Incoming mail server: mail.coolaccess.net

Outgoing mail server: mail.coolaccess.net

Click on More Settings...

Click on the Outgoing Server tab, put a check in “My outgoing server (SMTP) requires authentication and make sure “Use same settings as my incoming mail server” is checked. Click OK and Finish.

**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server  
 Log on using

User Name: \_\_\_\_\_  
Password: \_\_\_\_\_

Remember password  
 Log on using Secure Password Authentication

Log on to incoming mail server before sending mail

OK   Cancel