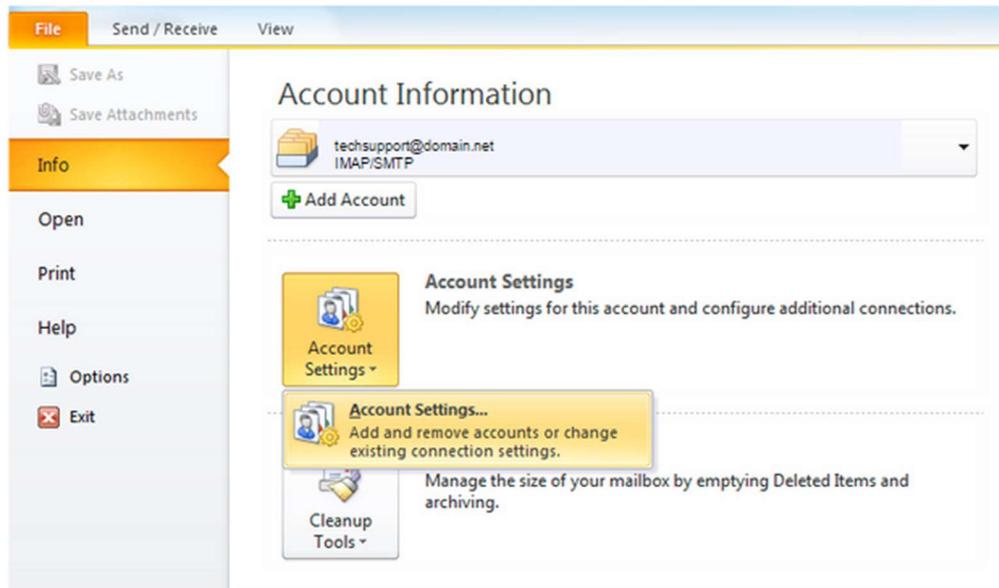


Microsoft Outlook 2010-2013

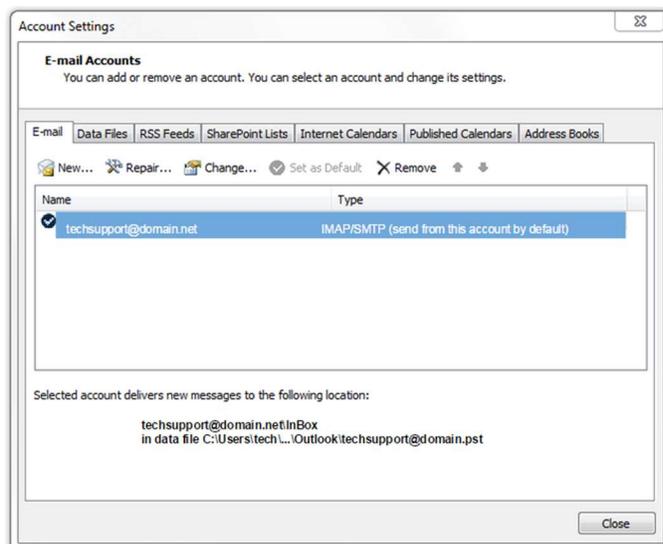
New email setup

Access the Account Settings:

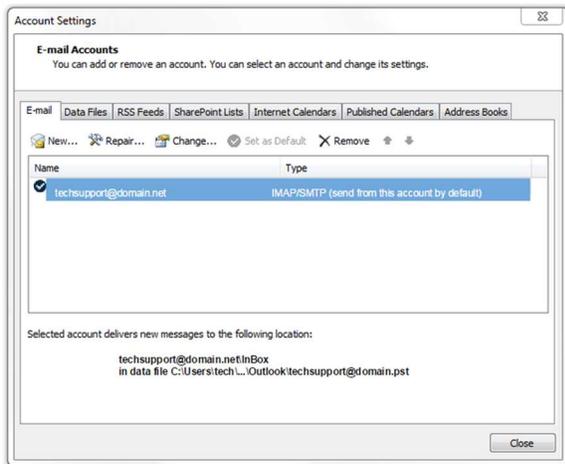
- Open **Microsoft Outlook** (*versions 2010 and 2013 have the same screenshots*)
- Click **File** in the top left.
- Inside the Account Information window, click on the **Account Settings** button. This will bring up a drop-down menu. Click **Account Settings** inside this.



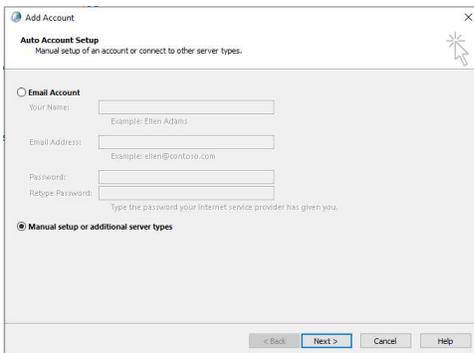
- From the **Account Settings** wizard, select **New...**



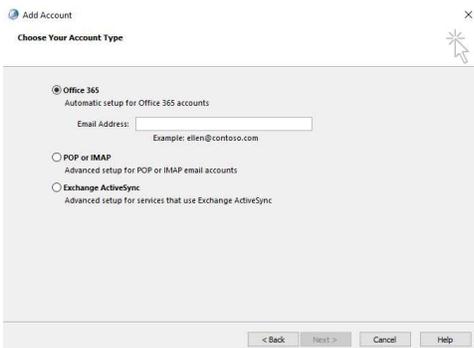
- From the **Account Settings** wizard, click **New...** to set up a new account



Click **Manual setup or additional server types**, then click **Next**.



Click **POP or IMAP**, then click **Next**.



- Enter **Your Name**:
- Enter your **Email Address**:
- Select your account type (POP3 or IMAP) using the drop down arrow. IMAP is recommended.
- Enter your incoming mail server. If you have a Hamiltoncom address it will be mail.hamiltoncom.net. If you have a Futiva address it will be mail.futiva.net
- The outgoing mail server will be the same as what you entered above. Either mail.hamiltoncom.net or mail.futiva.net depending on your email address.
- Verify that the User Name is set to your entire email address. Ex. example@hamiltoncom.net
- Enter your password.
- Make sure Remember password is checked.

Change Account

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

User Information
Your Name: John Doe
E-mail Address: johndoe@domain.net

Server Information
Account Type: IMAP or POP
Incoming mail server: see instructions
Outgoing mail server (SMTP): see instructions

Logon Information
User Name: johndoe@domain.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

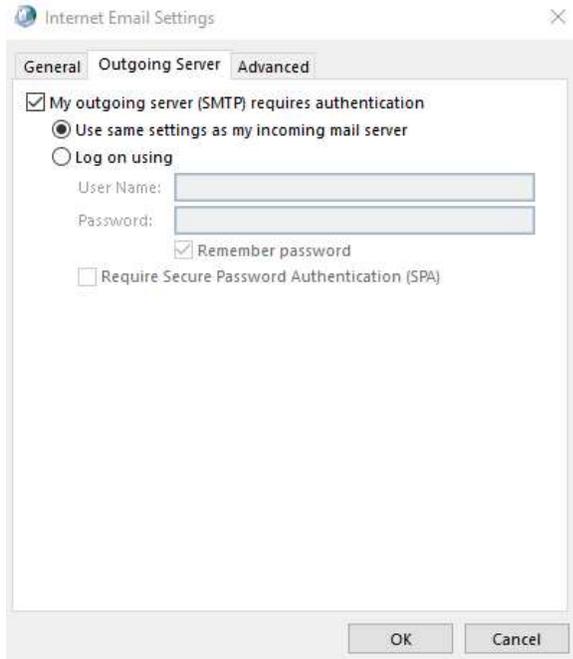
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

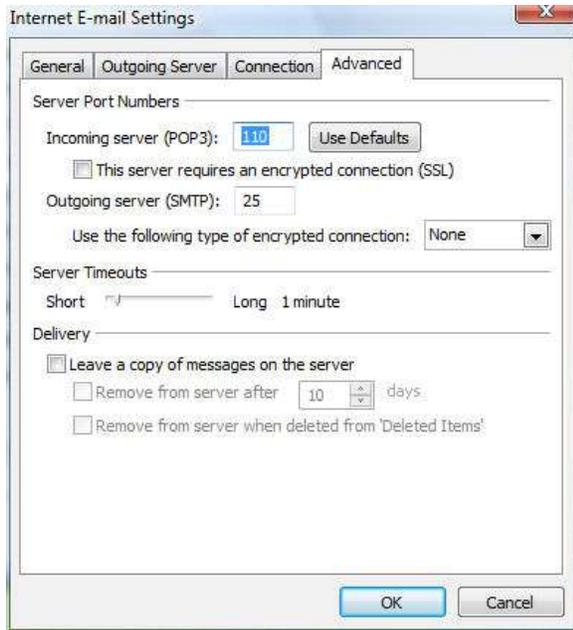
< Back Next > Cancel

Advanced Settings

- SSL and TLS need to be enabled for new accounts. Click on the **More Settings** button. Then click on the Outgoing Server tab at the top.
- Make sure the box is checked and **Use same settings** is selected.
- Then click on Advanced tab at the top



- Verify the Incoming and Outgoing server ports match the partner's requirements. For POP3 the port is 995, or for IMAP the port is 993. The port for SMTP is 587.
- Click the box for **This server requires an encrypted connection** under incoming mail server
- Under outgoing server, click the drop down for encryption connection and select **STARTTLS**
- If you need to adjust the Delivery settings, uncheck options like Leave a copy of messages on the server. You can leave that option checked and adjust other settings like Remove from server after a certain number of days and Remove from the server when the Deleted items folder.



When finished, click **OK**.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click **Close** on this window and test your email to verify it is working.

Change E-mail Account



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish