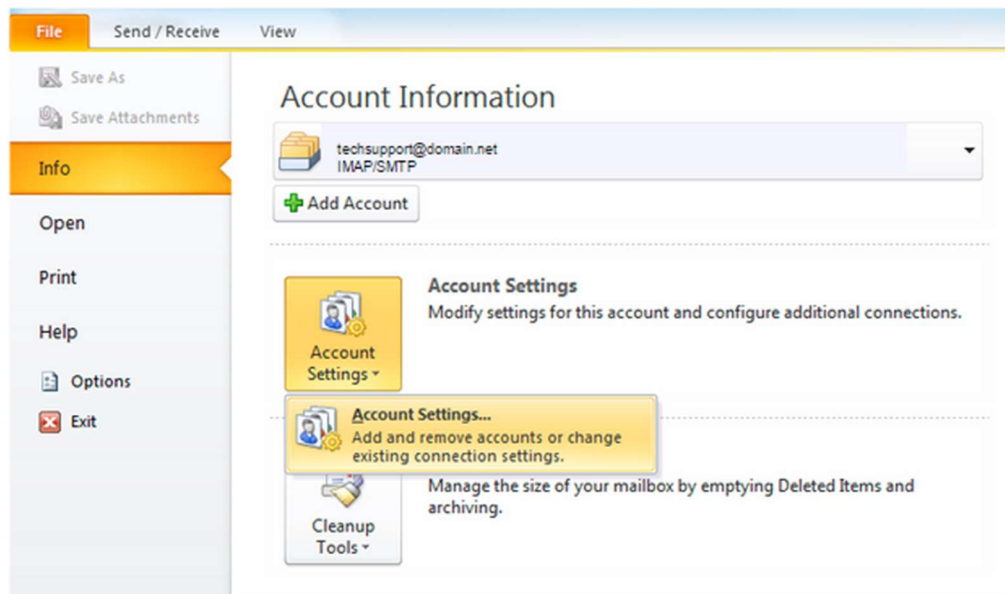


Microsoft Outlook 2010-2013

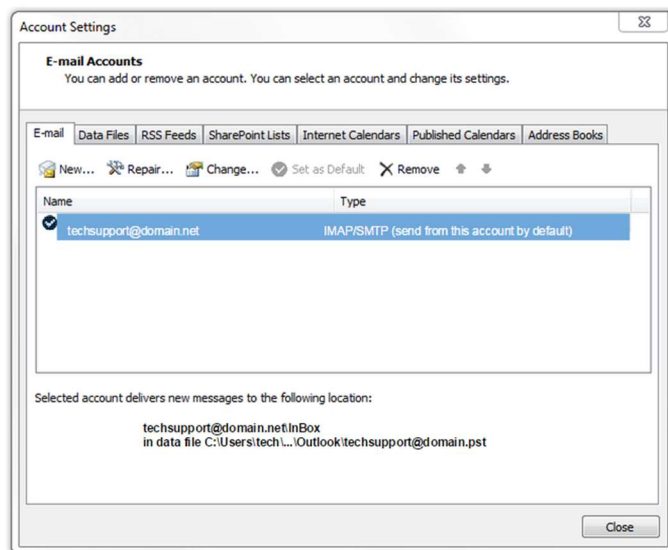
New email setup

### Access the Account Settings:

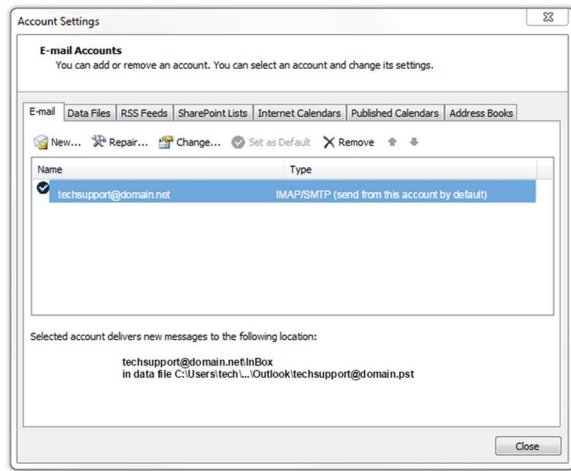
- Open **Microsoft Outlook** (*versions 2010 and 2013 have the same screenshots*)
- Click **File** in the top left.
- Inside the Account Information window, click on the **Account Settings** button. This will bring up a drop-down menu. Click **Account Settings** inside this.



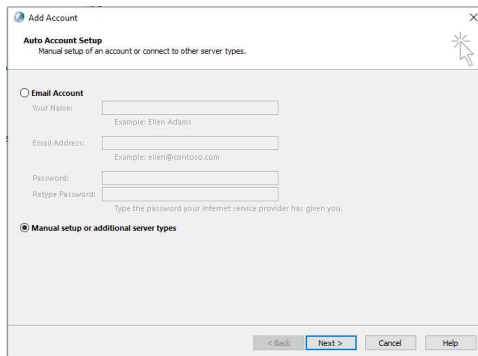
- From the **Account Settings** wizard, select **New...**



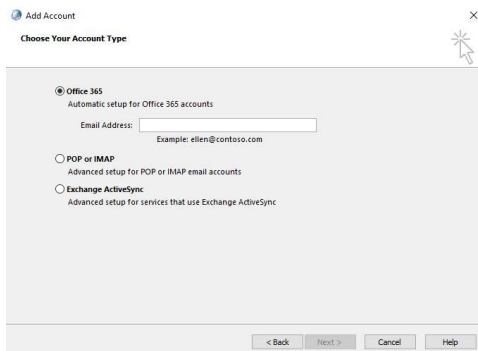
- From the **Account Settings** wizard, click **New...** to set up a new account



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](mailto: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

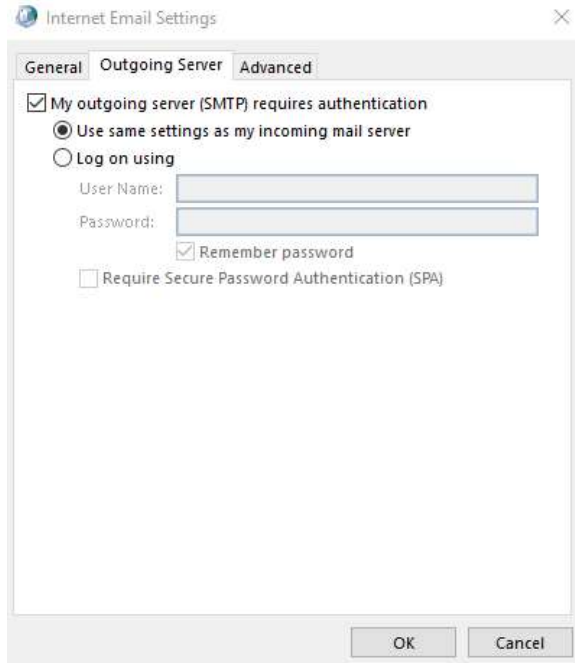
**Logon Information**  
User Name: johndoe@domain.net  
Password: \*\*\*\*\*  
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**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 ...

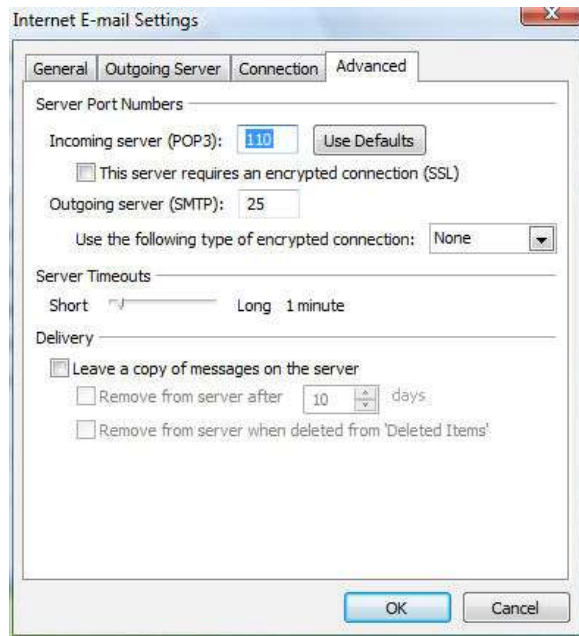
< Back   Next >   Cancel

## 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.

