

## Setup Email using Outlook

To setup your email using Outlook (note commands separated by '/' are to be done as first command to open submenu/second command - from submenu)

Open Outlook

Step One:

Click on Tools/Email Accounts

Click Next (Change Existing Account should be checked)

Click on Add (on the right)

Check POP3

Click Next

Fill in Your Name, Email Address ([yourname@yourdomain.com](mailto:yourname@yourdomain.com)), POP3 and SMTP servers are mail.yourdomain.com for each, username that we gave you (usually starts with 'vw', password (SUBSTITUTE YOUR ACTUAL DOMAIN NAME WHERE IT SAYS YOURDOMAIN.COM)

Click More Settings

Click on Outgoing Server tab

Put check on My Outgoing Server Requires Authentication (at top)

Click OK

Click Next

Click Finish

Your email account is now setup

Test this account by sending an email to [hosting@visionaryweb.com](mailto:hosting@visionaryweb.com) for each account - we can then verify that your email is setup correctly and we will send you back an email.

If you get the message "Access Denied" when trying to get your email your username and/or password are wrong If you get the message "Relay Access Denied" that means you did not checkmark My Server Requires Authentication above properly.