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Broadband Solutions Built For Business

Outlook for Microsoft Office XP Mail Setup

- 1. Open Microsoft Outlook XP.
- 2. Click on Tools at the top of the screen.
- 3. Click on Email Accounts.
- Under the Email category-type choose "Add a new e-mail account and click next."
- 5. Choose **POP3** and click next.
- 6. Fill in your user information. (Name, E-Mail address etc...)
- 7. Fill in you server information.

Our incoming and outgoing mail servers are both mail.snworks.com.

If you have your own domain name with us the incoming server will be pop.yourdomain.com.

The outgoing mail server will be smtp.yourdomain.com.

- 8. Fill in your Logon Information. The username will be your full email address. (I.e. <u>email@snworks.com</u>) Your password will be your assigned or chosen password. If you can't recall your password you can contact us to get that information.
- 9. **Do not** press the **Test Account Settings** button. Click next and then press the Finish button.

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You can choo	ose the type of server your ne	w e-mail acount will work with.	
	Microsoft Exchange Se Connect to an Exchange se share documents. Opp3	rver erver to read e-mail, access public folders, and	
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