

On Outlook, to create a new e-mail account or to edit an existing e-mail account, go to FILE – then select ACCOUNT Settings – and from there you can either ADD ACCOUNT or click on ACCOUNT SETTINGS to modify your existing e-mail accounts. The following settings are the same with all other devices with slight name variations

**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

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**Add New Account**

**Choose Service**

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

**Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

**Text Messaging (SMS)**  
Connect to a mobile messaging service.

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**Change Account**

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

**User Information**

Your Name: Eric T. - CEO, WebsiteCenter  
E-mail Address: erictan@websitecenter.com

**Server Information**

Account Type: IMAP  
Incoming mail server: host3.websitecenter.net  
Outgoing mail server (SMTP): host3.websitecenter.net

**Logon Information**

User Name: erictan@websitecenter.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information, we recommend you test the account settings below. (Requires network connection)

Test Account Settings by clicking the Next button

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**Annotations:**

- Choose IMAP (points to Account Type dropdown)
- Type your Name and full email address here. (points to Your Name and E-mail Address fields)
- Type the incoming and outgoing server which is: host3.websitecenter.net (points to Incoming and Outgoing mail server fields)
- Make sure to put full e-mail address (points to User Name field)
- When done, click on "More Settings" (points to More Settings button)
- Not checked (points to Require logon using Secure Password Authentication (SPA) checkbox)

Internet E-mail Settings

Outgoing Server	Connection	Advanced
General	Sent Items	Deleted Items

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

proofreader@websitecenter.com

Other User Information

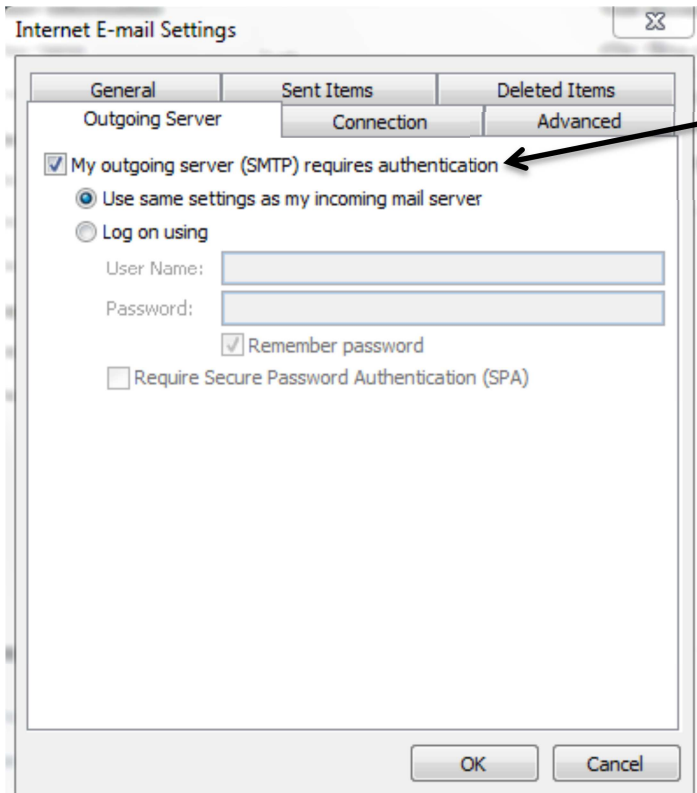
Organization: WebsiteCenter.com

Reply E-mail: proofreader@websitecenter.com

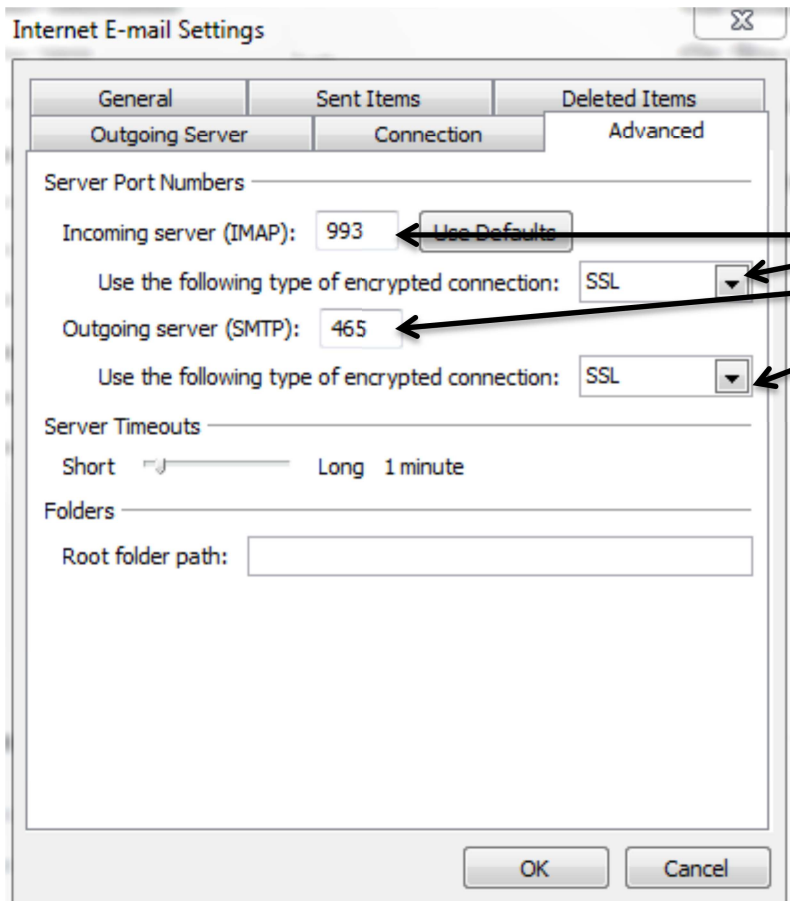
OK Cancel

Enter the email account that will be the default Reply to E-mail. It can be the same e-mail address or a different email that your company/organizations wish to use.

When done, click on Outgoing Server Tab



Make sure this is checked mark and the bullet selected.



Please note what is selected and what Port numbers are used. For Outgoing server if 465 does not work, then use 587.

Leave all other tabs as default.

When done, Click OK and then Next. Outlook will perform a test to makes sure everything is working properly. If it does not work or if you experience any error, go through your settings and make sure everything is correct, including spelling. If the problems still persist please call us at 702-784-0017 or e-mail us at [support@websitecenter.com](mailto:support@websitecenter.com) and provide us in detail on what you are experiencing.