

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**

< Back   Next >   Cancel

Select Manually Configure... then click next

**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.

< Back   Next >   Cancel

Select Internet E-Mail

**Change Account**

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

**User Information**  
Your Name: support Team - WEBSITECENTER  
E-mail Address: support@websitecenter.com

**Server Information**  
Account Type: POP3  
Incoming mail server: host3.websitecenter.net  
Outgoing mail server (SMTP): host3.websitecenter.net

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

**Test Account Settings**  
After filling out the information, we recommend you test your account settings below. (Requires network connectivity)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

**Buttons:** < Back, Next >, Cancel, More Settings ...

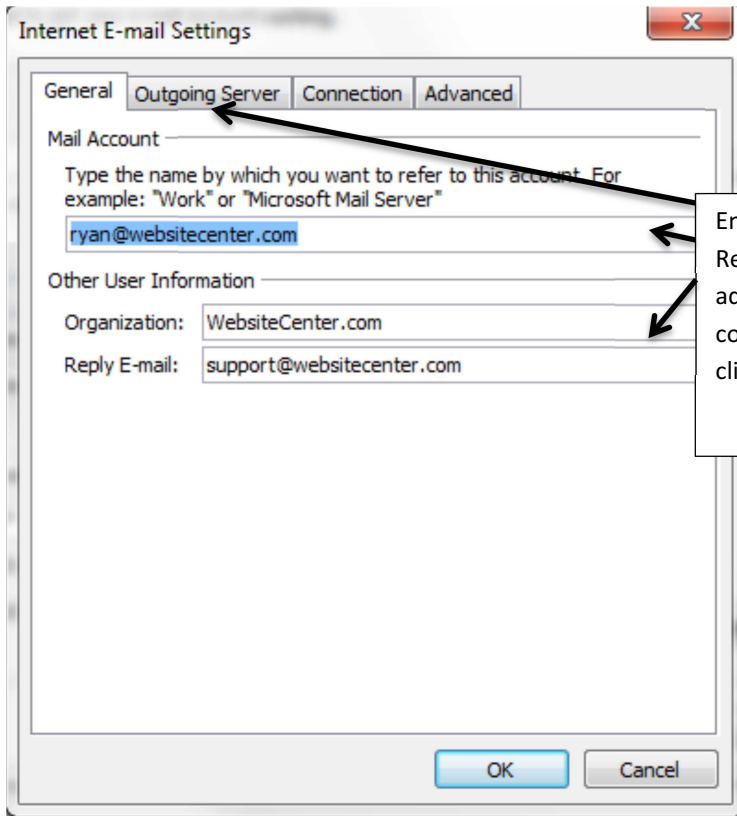
Choose POP3

Type your Name, Email Address here.  
The incoming and outgoing server is: Host3.websitecenter.net

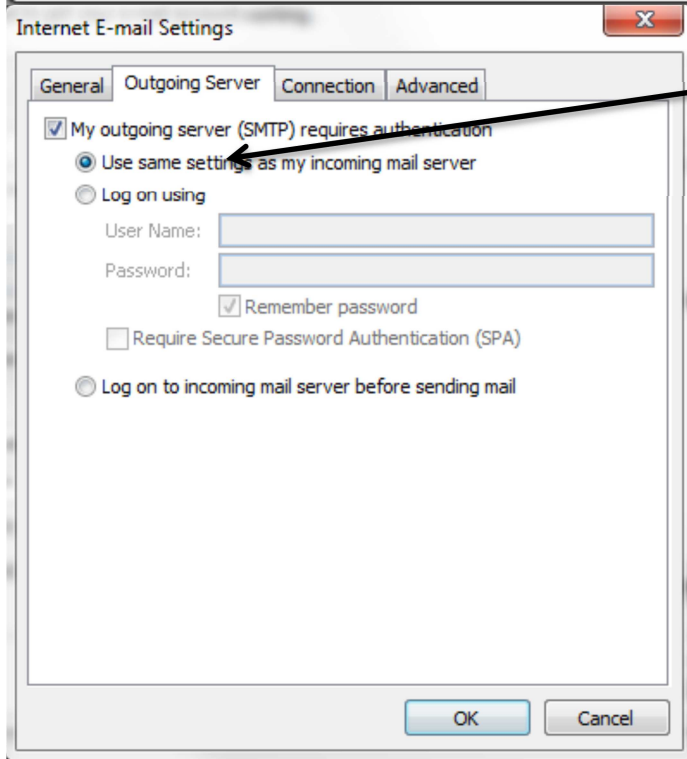
Make sure to type your full e-mail address as your username.

Not checked

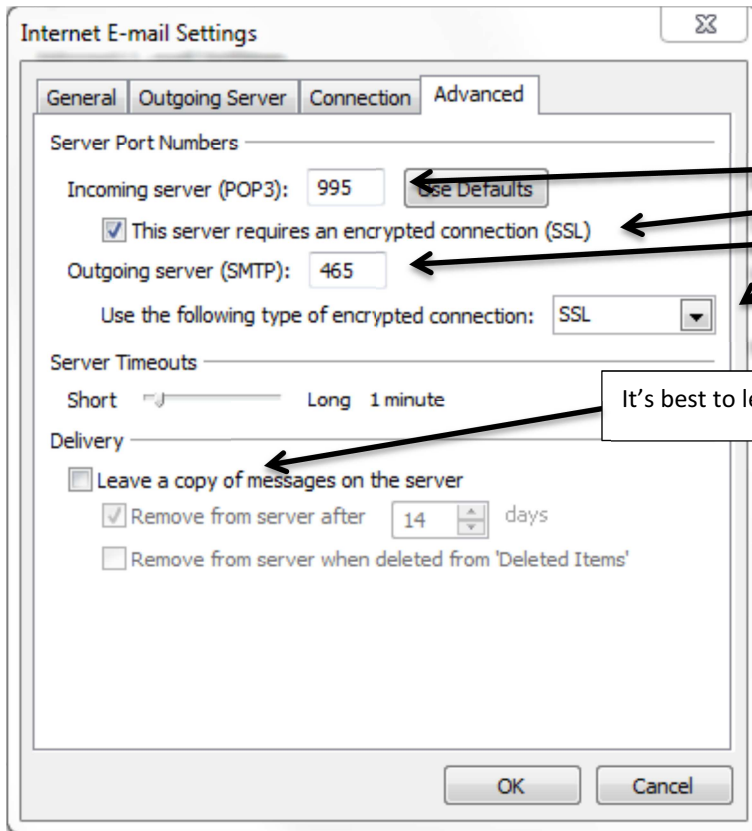
When done, click on "More Settings"



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 there is a check marked and the bullet selected. NOTE: This will not look the same on smartphones or other devices just make sure that Password Authentication is ON to make the outgoing email server work.



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

It's best to leave this blank.

When done, Click OK and then Next. Outlook will perform a test to makes sure everything is working properly. If the does not work or you experience any error, go through your settings and make sure everything is correct and spelled properly. If the problem persists please call us at 702-784-0017 or e-mail us at support@websitecenter.com and provide us in detail what you are experiencing.