

## Email Settings

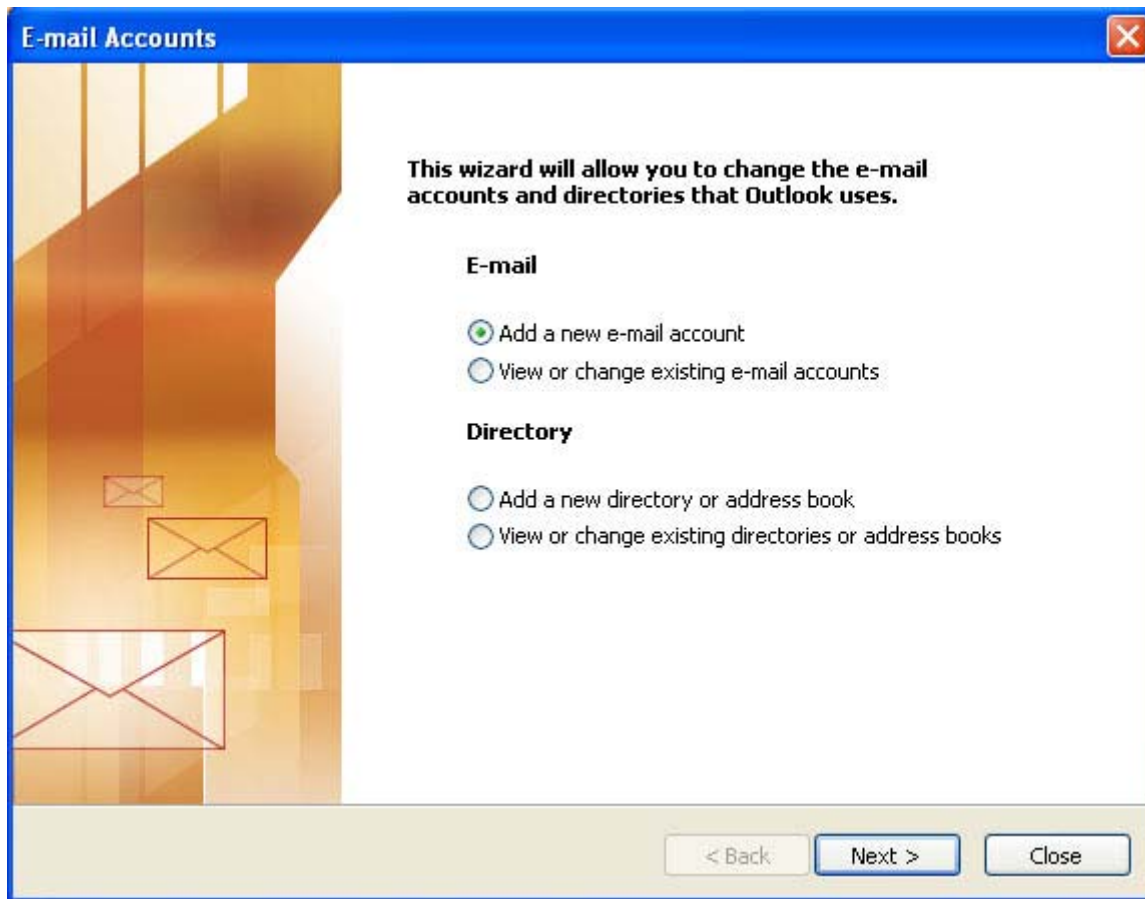
POP3 (Incoming): Check your host for more information  
SMTP (Outgoing): **ISP** (e.g. mail.bigpond.com)

Username: Your Email Address (e.g. sales@saucesdesign.com.au)

*Note: It is important that your username and email address are the same – your username is not just simply 'sales, its 'sales@saucesdesign.com.au' (for example) Entering only 'sales will cause the validation process to error.*

### Tutorial

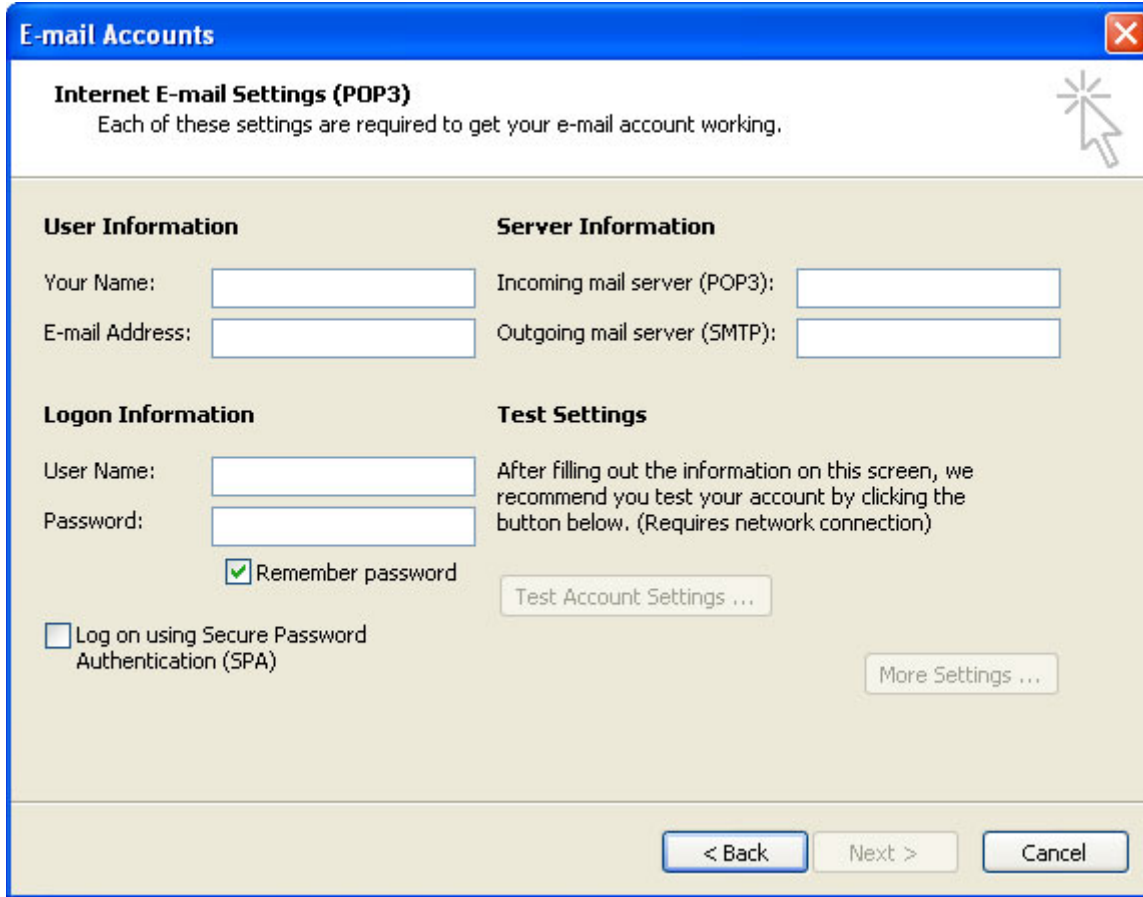
1. Open Microsoft Outlook
2. Click Tools > Email Accounts
3. The following page will load;



Click 'Add a new e-mail account'. Press Next.

4. Click 'POP3' from the next available options.

5. The following will appear;



The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar is a header section "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information" with fields for "Your Name:" and "E-mail Address:"; "Server Information" with fields for "Incoming mail server (POP3):" and "Outgoing mail server (SMTP):"; "Logon Information" with fields for "User Name:" and "Password:", a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; and "Test Settings" with a text block explaining the test button and a "Test Account Settings ..." button. At the bottom right is a "More Settings ..." button. At the very bottom are three buttons: "< Back", "Next >", and "Cancel".

- Your Name:** This field shows the name that is displayed when mail is sent.
- Email Address:** This is the email address displayed when mail is sent.
- Incoming mail server (POP3):** This field should always be set to your hosts details
- Outgoing mail server (SMTP):** This field should be set to your ISP (e.g. mail.bigpond.com)
- Username:** Make sure your username has the domain in it (e.g. @saucesdesign.com.au)
- Password:** Type in your Password

For further information please contact Sauce Design on (02) 63 600 022.