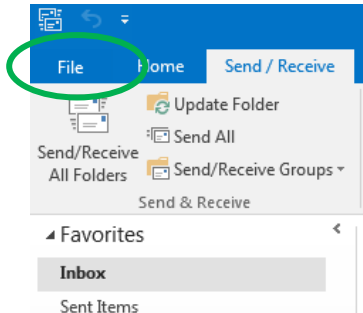
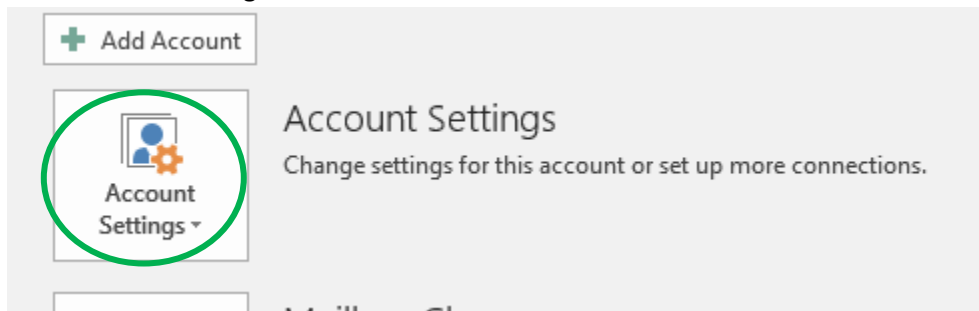


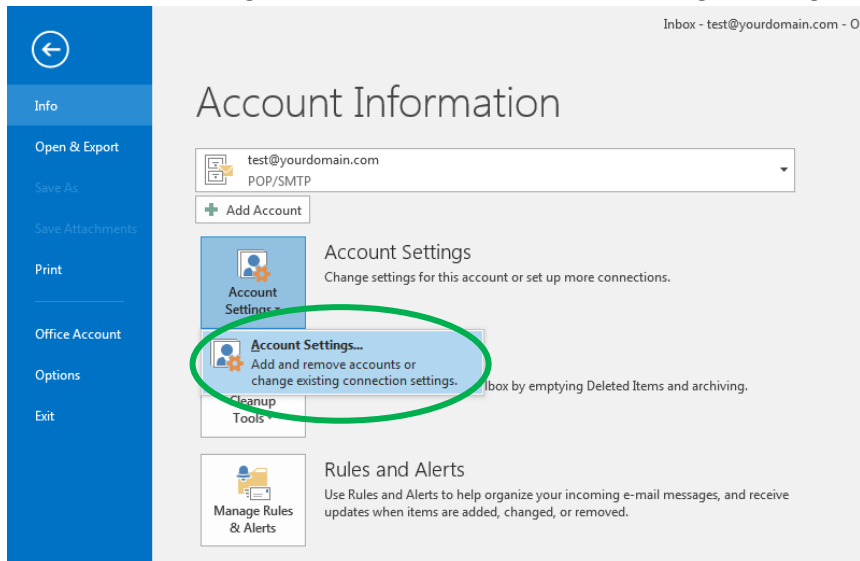
1. With Outlook open, click File



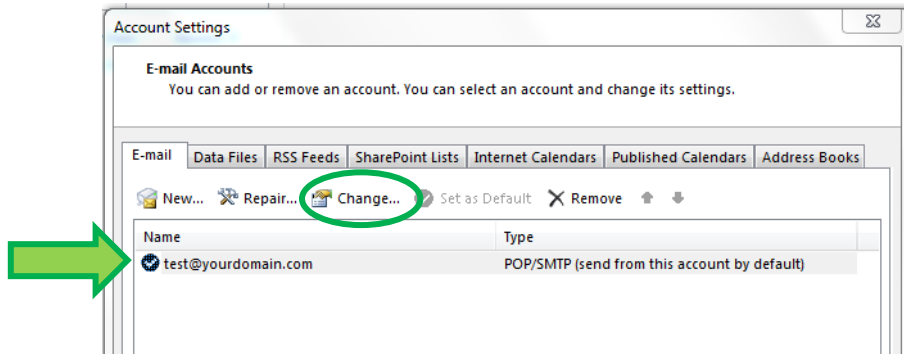
2. Click Account Settings



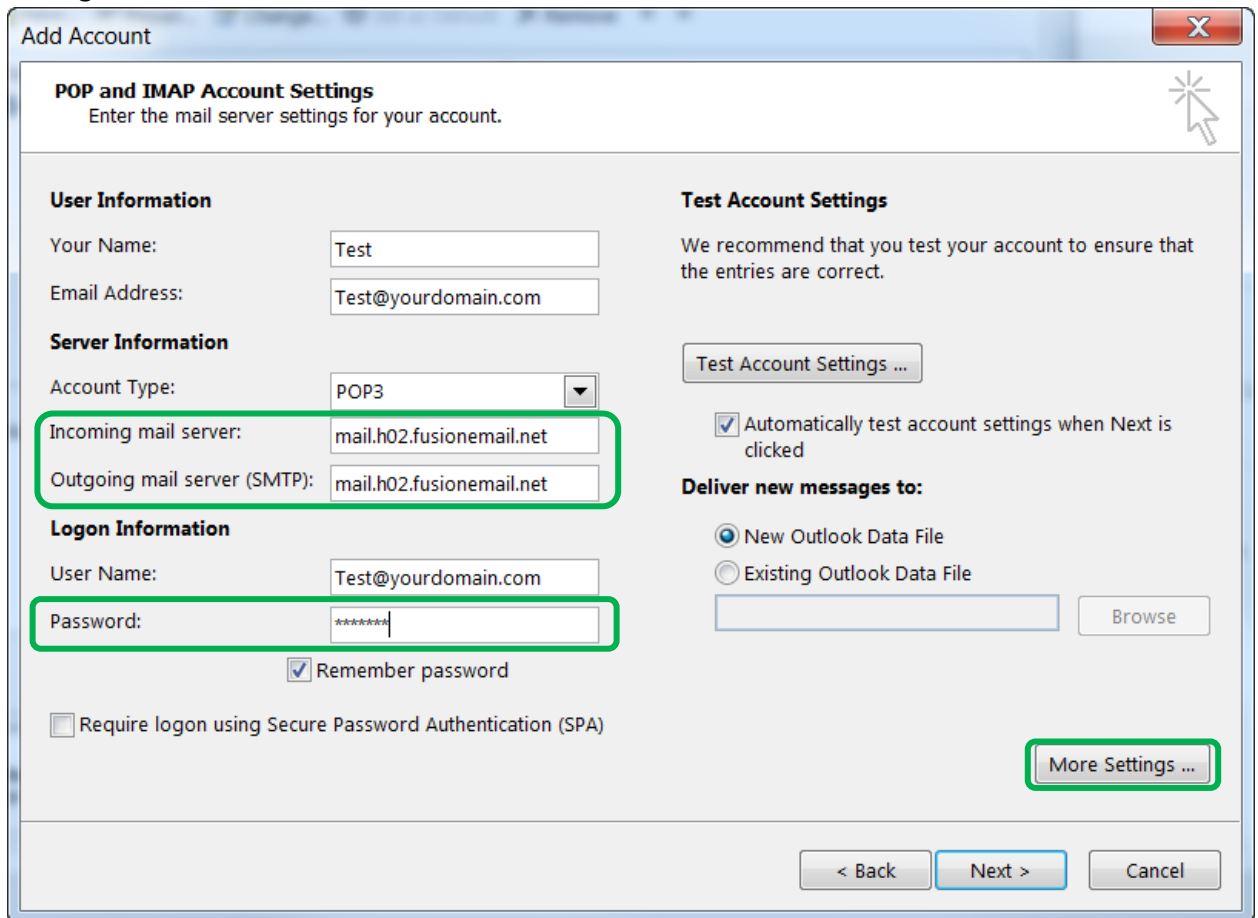
3. Click Account Settings...Add and remove accounts or change existing connection settings



4. Select your email account and click Change...

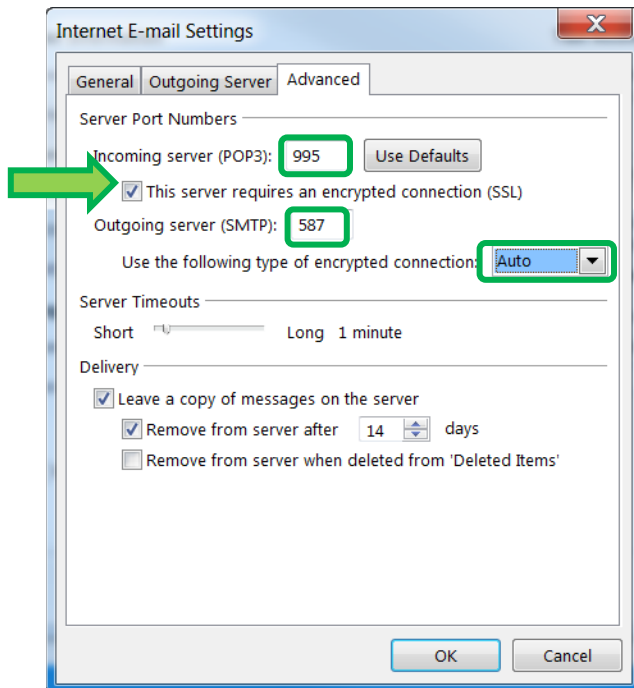


5. Change the Incoming mail server and Outgoing mail server (SMTP) fields to **mail.h02.fusionemail.net**, type the password that you set in the control panel, then click **More Settings...**

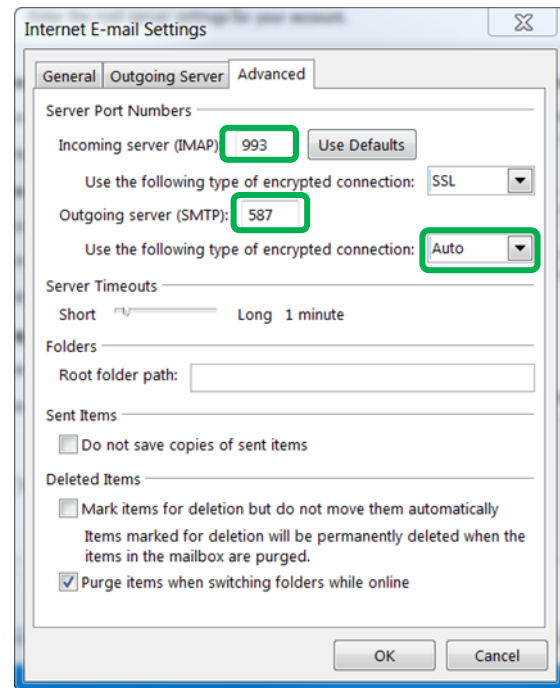


6. Click the Advanced tab.
 - a. For the incoming server port Select SSL encryption. This should automatically change the port number.
 - i. For POP accounts verify the Incoming server port is 995.
 - ii. For IMAP accounts verify Incoming server port is 993.
 - b. Select Auto encryption for the outgoing server (SMTP). The correct Outgoing server (SMTP) port is 587
 - c. Click OK

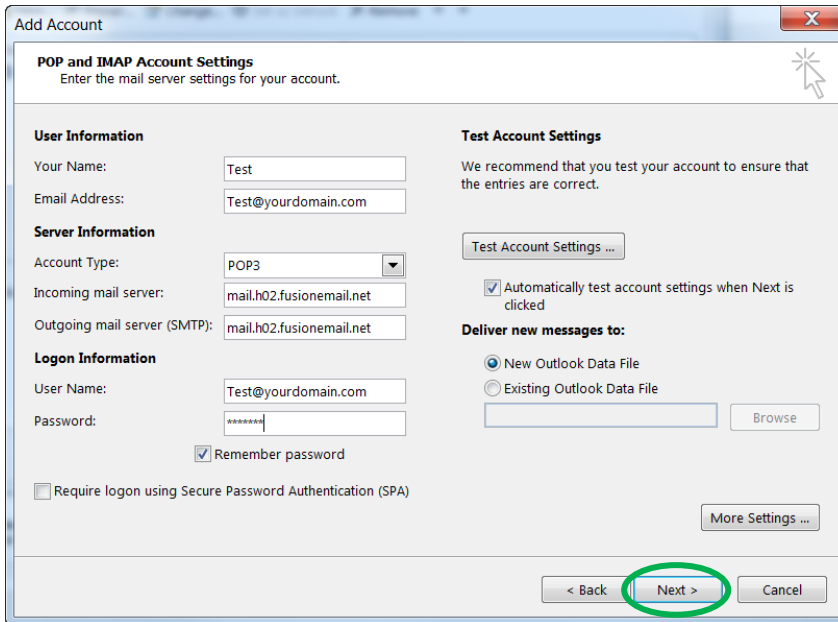
POP



IMAP



7. Click Next. By default this tests your email settings

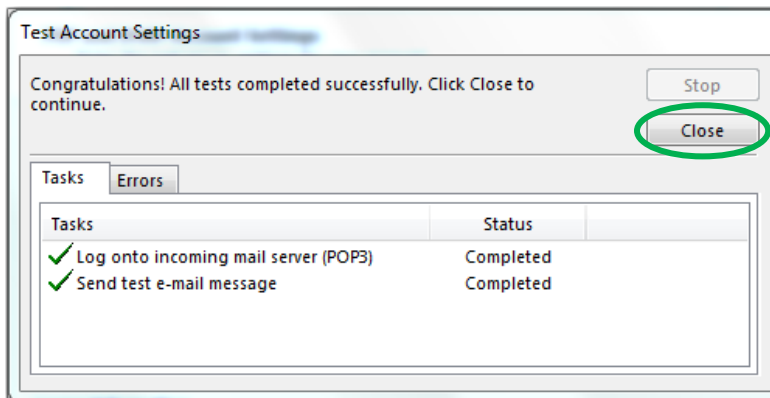


The screenshot shows the 'Add Account' dialog box with the following sections:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**: Your Name: Test; Email Address: Test@yourdomain.com
- Server Information**: Account Type: POP3; Incoming mail server: mail.h02.fusionmail.net; Outgoing mail server (SMTP): mail.h02.fusionmail.net
- Logon Information**: User Name: Test@yourdomain.com; Password: [masked]; Remember password; Require logon using Secure Password Authentication (SPA)
- Test Account Settings**: We recommend that you test your account to ensure that the entries are correct. Automatically test account settings when Next is clicked. Deliver new messages to: New Outlook Data File; Existing Outlook Data File

Buttons at the bottom: < Back, **Next >** (circled in green), Cancel.

8. Click Close



The screenshot shows the 'Test Account Settings' dialog box with the following content:

Congratulations! All tests completed successfully. Click Close to continue.

Buttons: Stop, **Close** (circled in green)

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

9. Once you see the following, click Finish. If you received errors when testing your email account, please double check the server names, password and encryption types that were updated during this procedure. It is also recommended to restart Outlook upon successful completion of these steps.

