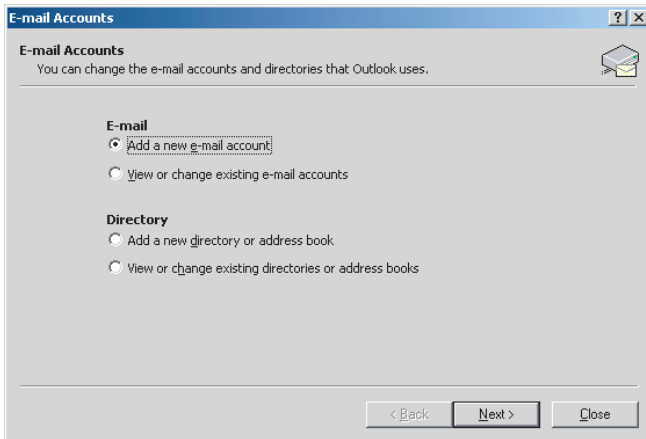
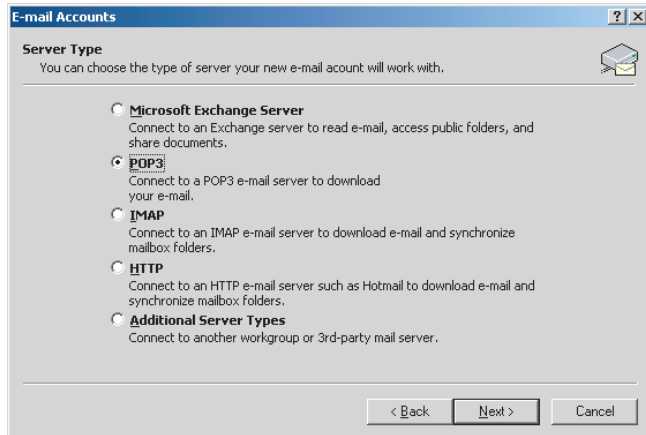
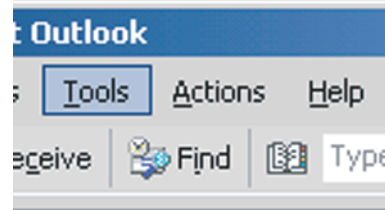


# How To Set Up Email in Outlook

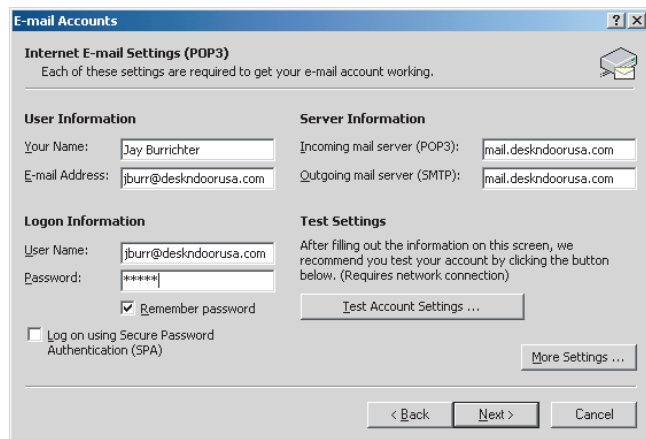
YourName@deskndoorusa.com



1. Open your Outlook Accounts Setup. (In the "Tools" menu, go to "Email Accounts".) Add a new e-mail account > NEXT



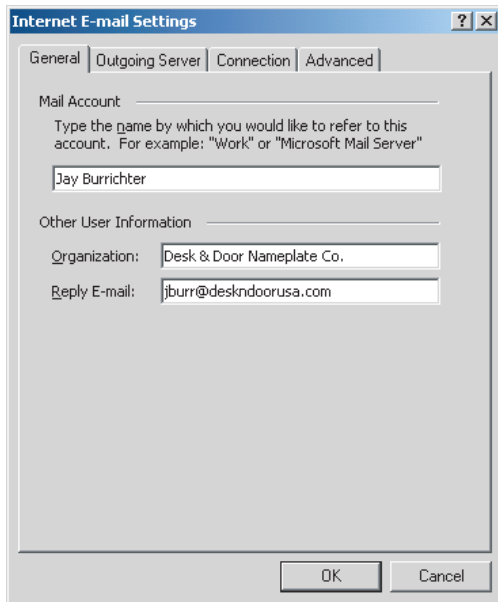
2. Server Type  
POP3 > NEXT



- 3A. Internet E-mail Settings
  - **User Information**  
Your Name > ie. **Jay Burrichter**  
E-Mail Address > ie. **jburr@deskndoorusa.com**
  - **Server Information**  
Incoming mail server (POP3) > **mail.deskndoorusa.com**  
Outgoing mail server (SMTP) > **mail.deskndoorusa.com**
  - **Logon Information**  
User Name > full email address  
ie. **jburr@deskndoorusa.com**  
Password > your personal password
  - **More Settings**  
At the bottom of this window, click on "More Settings"



YourName@deskndoorusa.com



### 3B. Internet E-mail Settings

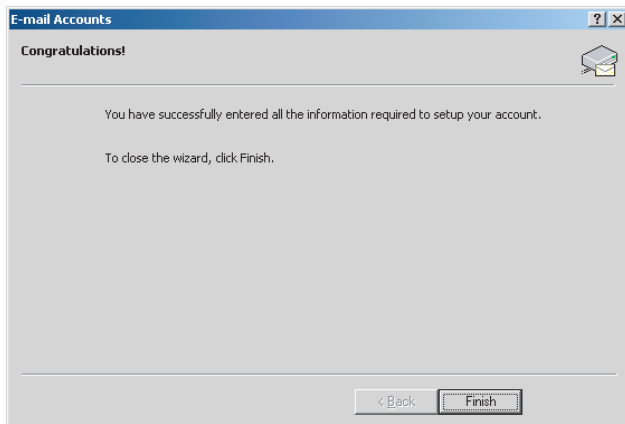
- **Mail Account**

If you have multiple email account used in Outlook, you can identify your Account Name ie. **Jay Burrichter, Work, Personal, etc.**

- **Other User Information**

Organization > **Desk & Door Nameplate Co.**  
Reply E-mail > ie. **jburr@deskndoorusa.com**

Click on **OK**.



### 4. Congratulations!

Click on **Finish**.

