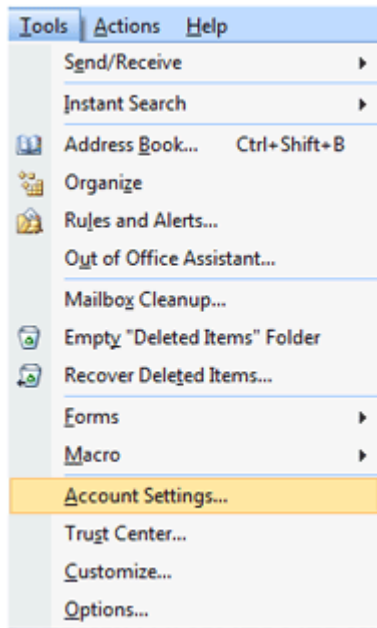
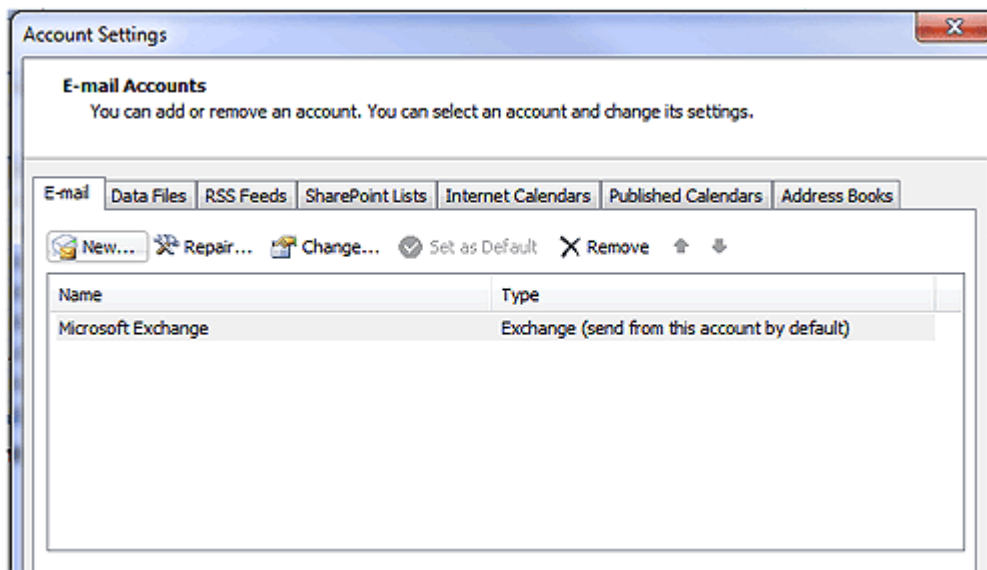


## Setting up your new YourLink email account in Microsoft Outlook

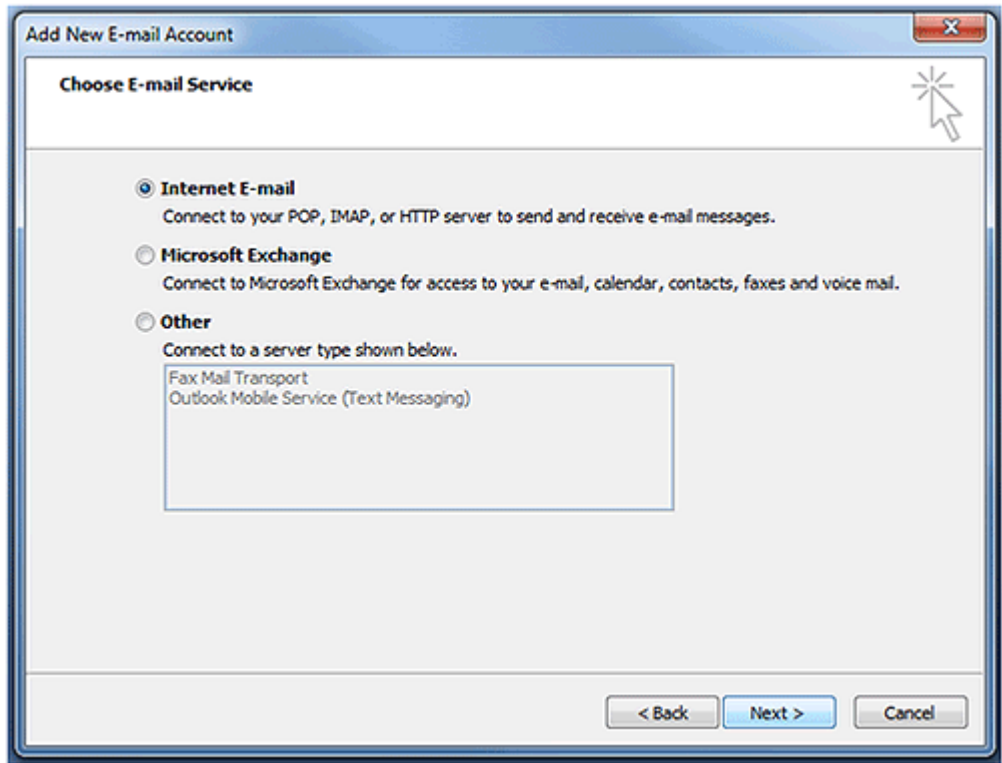
1. If you haven't setup an account on your system before a window will pop up to guide you through your setup, please skip to step 3. If you already have an account setup other then a YourLink email account click: "Tools" -> "Account Settings..."



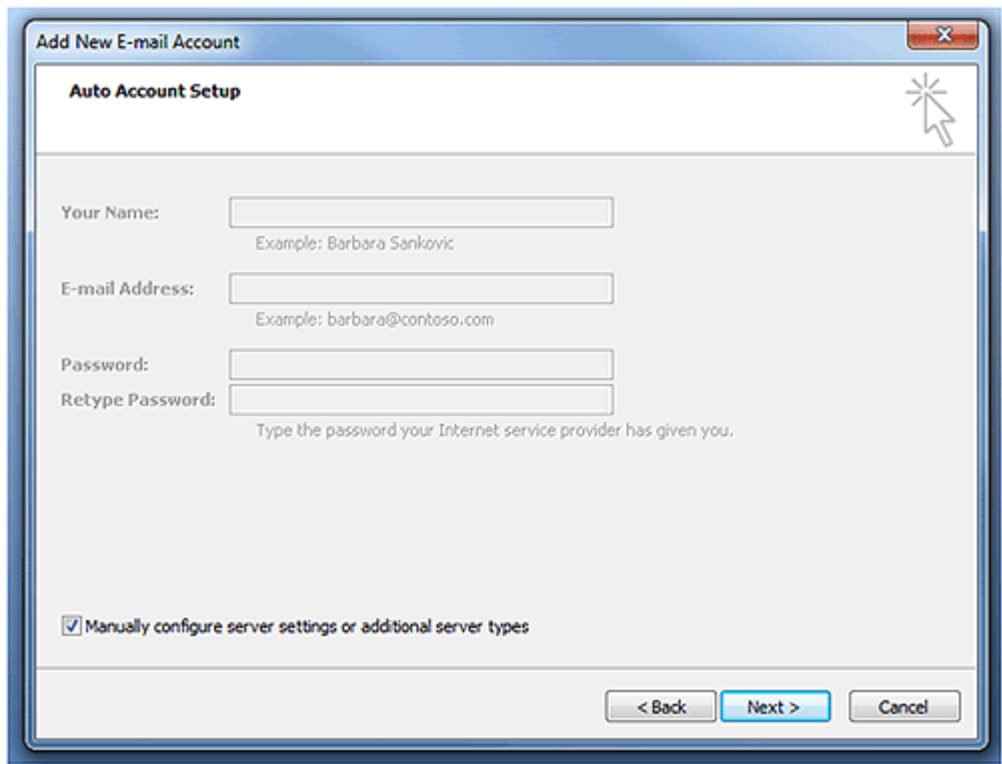
2. Click "New..." in the next window



3. Click "Next >" to indicate that you are setting up an internet email account



4. Check "Manually configure..." checkbox on the bottom left of the email box.



5. Enter your customer information

### User Information

Your Name - will be displayed we a person receives and email

Email Address – corresponds with your coppervalley.ca email address, if entered incorrectly your reply address will be incorrect

### Server Information

Account Type – Select POP3

Incoming mail server – Set to mail.coppervalley.ca, this is that server that houses all your emails

Outgoing mail server (SMTP) – mail.coppervalley.ca, this is where emails will be sent to for delivery

### Login Information

Username – coppervalley.ca email address doubles as your username

Password - your email password.

The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". Inside, there's a section for "Internet E-mail Settings" with a note: "Each of these settings are required to get your e-mail account working." The settings are organized into four columns: "User Information", "Server Information", "Logon Information", and "Test Account Settings".

- User Information:** "Your Name:" field contains "John Doe"; "E-mail Address:" field contains "john.doe@coppervalley.ca".
- Server Information:** "Account Type:" dropdown is set to "POP3"; "Incoming mail server:" field contains "mail.coppervalley.ca"; "Outgoing mail server (SMTP):" field contains "mail.coppervalley.ca".
- Logon Information:** "User Name:" field contains "john.doe.coppervalley"; "Password:" field contains "\*\*\*\*\*". There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text box says "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below it is a "Test Account Settings ..." button.

At the bottom right is a "More Settings ..." button. At the bottom are three buttons: "< Back", "Next >", and "Cancel".

7. Click the "More Settings..." button at the bottom right of your screen.

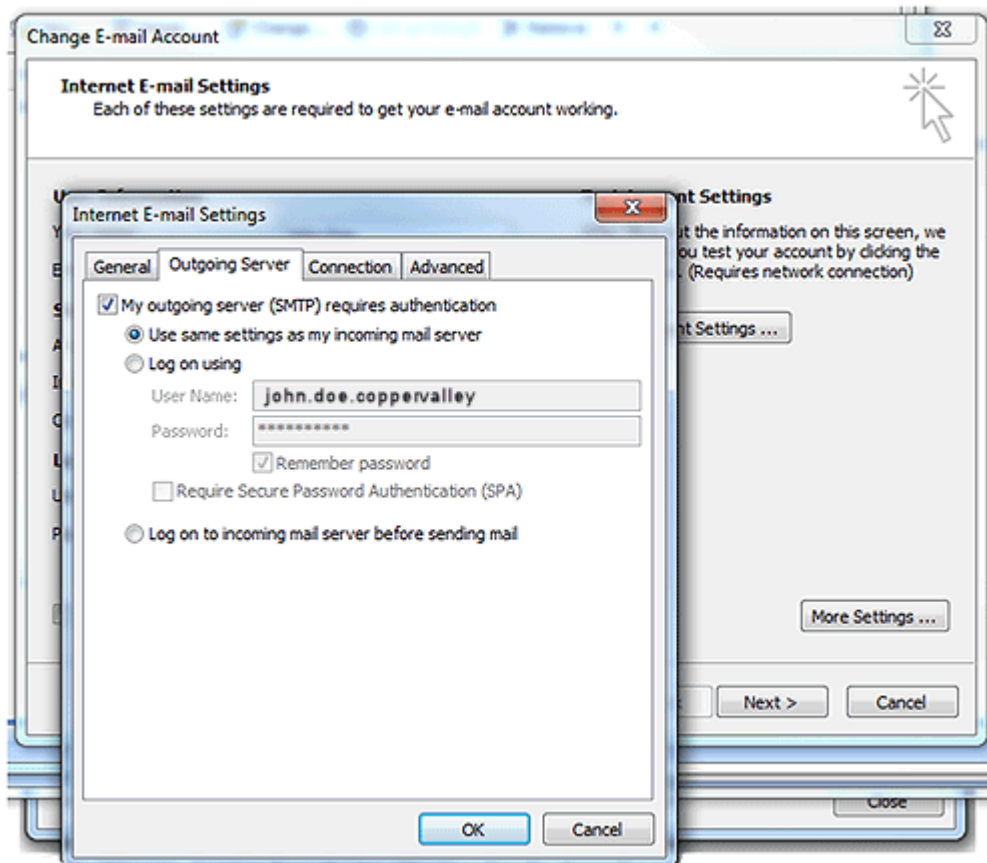
8. Select the "Outgoing Server" tab on the top of the window

9. Check the "My outgoing server (SMTP) requires authentication" check box

10. Enter the same information as your mail login into the "User Name" & "Password" fields

11. Click "Ok" to apply the changes and close the Settings window

12. Click "Next >"



Congratulations you have your YourLink email account setup through Microsoft Outlook

