

Outlook Email Settings

To add/modify an email account: Click **File**, then in the next window there is an “Add Account” button, and an “Account settings” button. Click the one that suits your needs. Double click the email account you are going to edit to enter the properties window.

The settings are as follows:

Incoming mail server type **POP3**

Incoming Server **mail.harewaves.net** Port 995 **SSL ON**

Email address user@harewaves.net **this is your email address**

Password Your email password

Outgoing Server **mail.harewaves.net** Port 2525

Encrypted connection Type **TLS**

Click - log in using clear text authentication

Click - My server requires authentication

Modify any settings that don't match the above entries.

To add a fresh account:

Click the “add Account” button

Enter your Name, Email Address and email password in the appropriate fields, and click next.

A window will pop up asking you to verify the server, User name, and password. **Change the user name to your email address**, **Add a check** to save password in your passwords list, click OK.

Click Finished

Make one adjustment: Open your mail box properties, Click **More Settings**, open the **Advanced** TAB

Under **Delivery** - add a check to “Remove from the server after 5 days” (change to this) so you don’t have mail filling up your mail box which can stop you from receiving mail. **Add a check to Remove from server** when Deleted from Deleted Items.

You can modify these account settings at any time by clicking File, Account settings, and then in the E- Mail Accounts window, double click the email account, and select More settings.