

INSTRUCTIONS ON HOW TO SET UP YOUR POP EMAIL IN **OUTLOOK:**

1. With the program open, Click on **“Tools”** in your tool bar.
2. Click on **“Accounts”**
3. A new window will open. Click on **“Add”**
4. Next, click on **“Mail”**
5. Type in your name. Click **“Next”**
6. Type in your email address that you are needing. (yourname@yoursite.com)
7. Click **“Next.”**
8. In both, the POP and the SMTP server boxes type in: (yoursite.com) for incoming and outgoing. Make sure your spelling is correct!
9. Click **“Next”**
10. Your User name will already appear. Type in your password for that email name. If you do not know this, contact your Webmaster or host provider.
11. Click on **“Next.”**
12. Click on whatever connection choice is correct for you and then click on **“Next.”**
13. Click on **“Finish,”** Then close the window. You are now ready to write, send and receive your email.

Wait! There's More! Keep going.....

Outlook has a nifty feature that will allow you to send an ‘V-card’ (or Virtual Card) with all of your contact information on it if you wish to have that on each email you send out.

Here is how to set that up:

1. Go to “Tools,” click on “Options”
2. First tab showing on the window that opens up, should be “Preferences,” click on “Mail Format”
3. Click on “Signature Picker” then click on “New” A window will pop up where you can type in what ever you want on your signature. If you wish, you can click on the button at the bottom that says, “New v-card from Contact” this is where you can add the V-Card, which is a little attachment that people can add to their databases with your contact information on it. You can give them as much or as little information as you desire.
5. Then click on “New Contact” and add all your information.
6. Once that is added, click OK and you will be back at the window where you select who will be the v-card. Highlight your name and click on “Add.”
7. Click “Finish” > Then “OK” > Then in the “Signature Picker” window, select which signature you want as a default. From now on, all your emails will have your automatic signature and your V-card attached.

Whew! Hope that helps to get you started. You open your Outlook program and use it once you are connected to AOL or some other Internet Service Provider (ISP)

If you have any questions, drop me a line and I’ll see if I can help. Have fun!

Contact me at: Shannon@completedpeople.com or Shannon@creativevirtualoffice.com or Shannon@speakersvirtualoffice.com or Shannon@speakershelper.comor...well, you get the picture. Having your POP email connected to your web site can be great fun – and addicting if you have more than one site. (Good thing they all come to the same email program!)