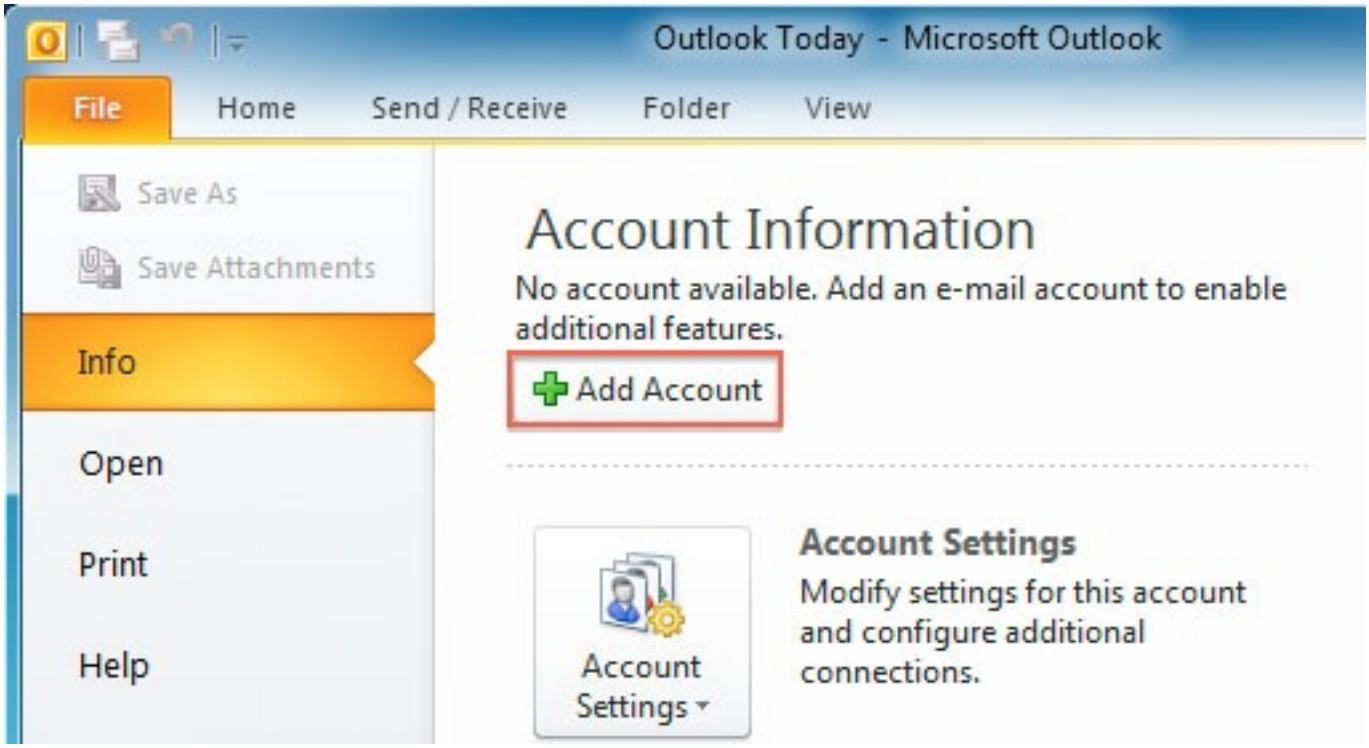
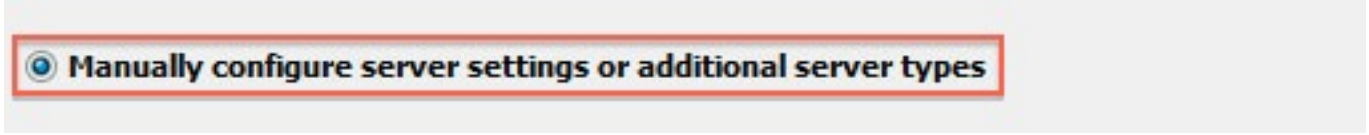
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How to Setting up Email Account on Microsoft Outlook?

1). Click on the File tab, select Info, and then click on the Account Settings button and select Account Settings.



2). Click on New to add your Hover email address. Outlook : Select POP3 or IMAP3 and click **Next**.

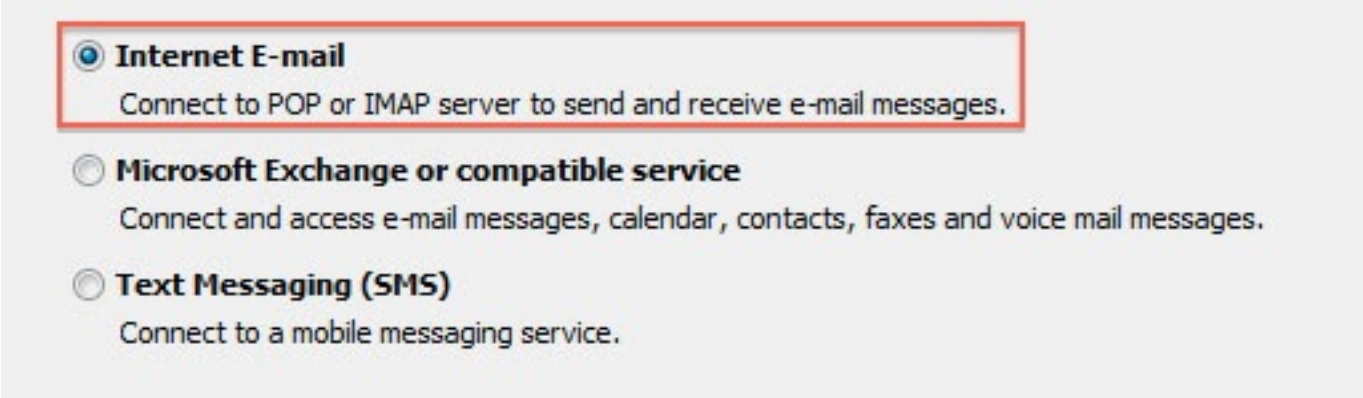
3.) Check the box for “Manually configure server settings or additional server types” & then click **Next**.



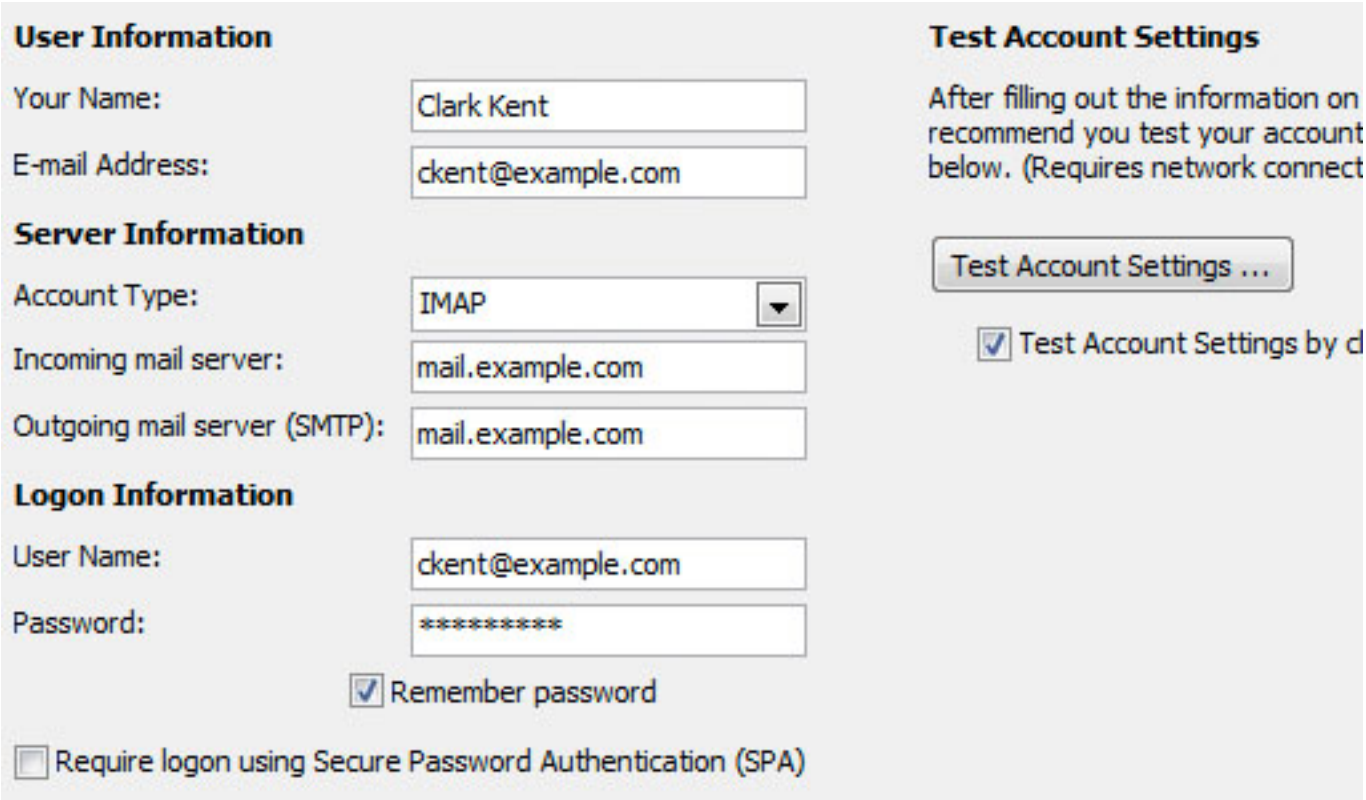
4.) Put the bullet next to “Internet E-mail” then click Next.

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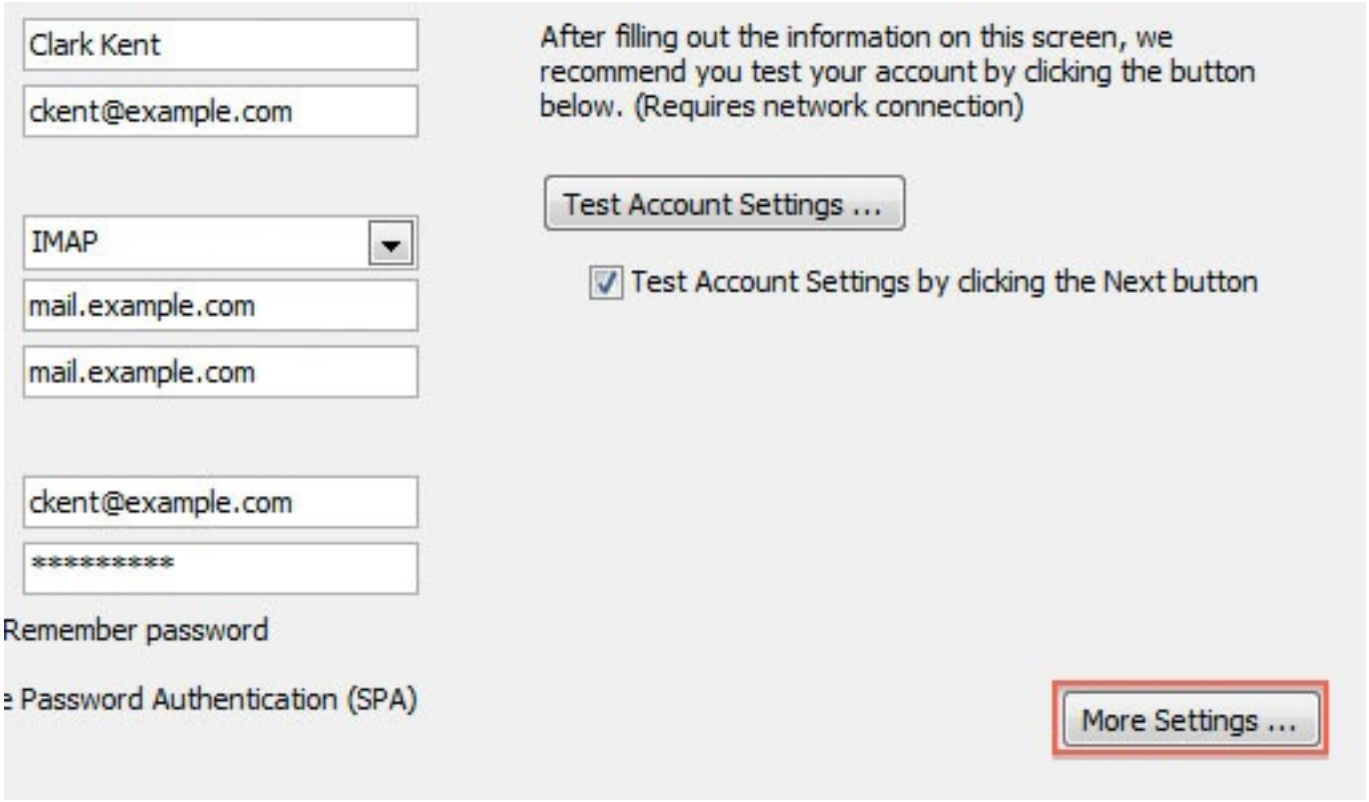


5.) Type in Your Name/E-mail Address, Incoming/Outgoing mail servers, User Name/Password

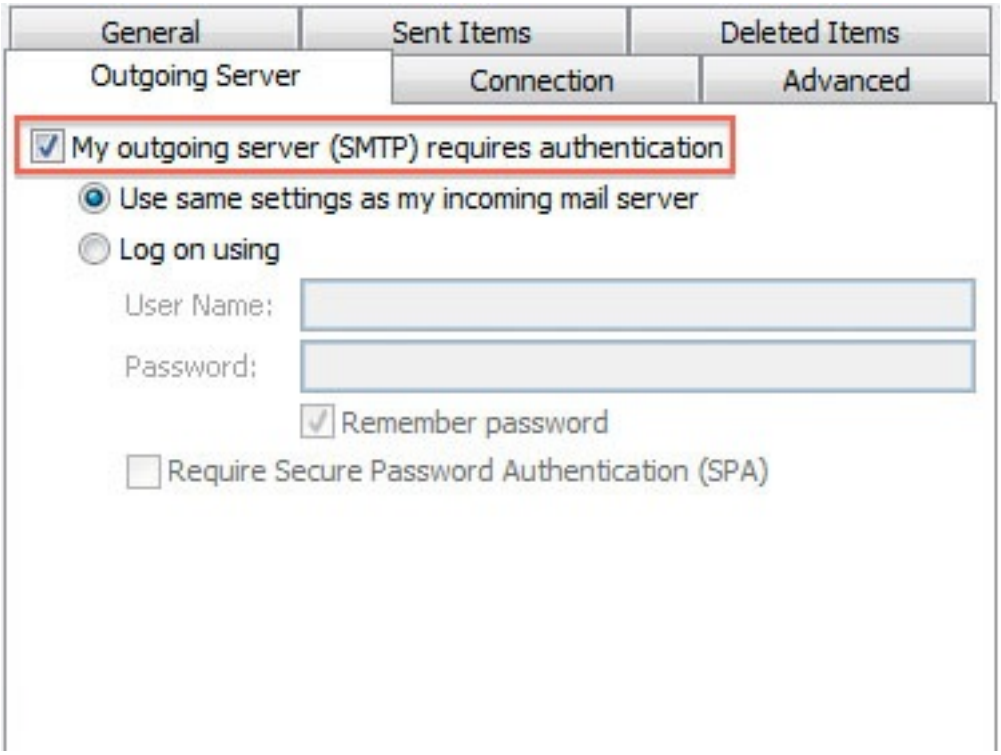


6.) Click the More Settings button.

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7). On the Outgoing Server tab put a check mark next to “My outgoing server (SMTP) requires authentication”
& then put the bullet next to “Use same settings as my incoming mail server”.

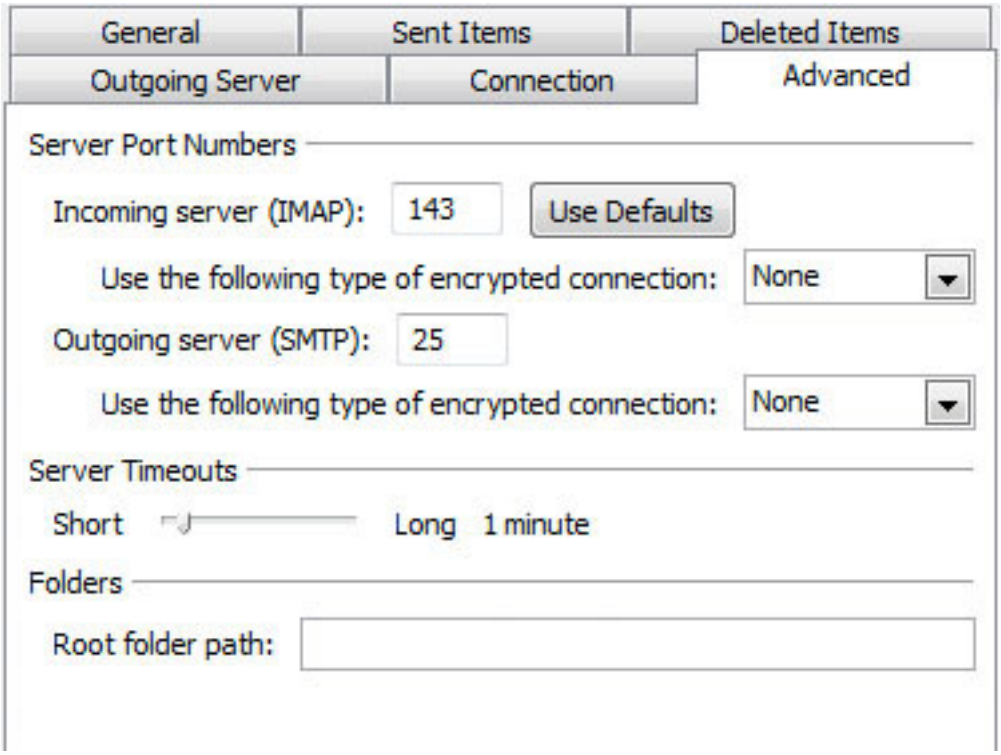


8.) On the Advanced tab change the Outgoing server (SMTP) port to 587, change the encrypted connection to None & then click OK. T ick on Leave a copy of

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messages on server as per your preference.***

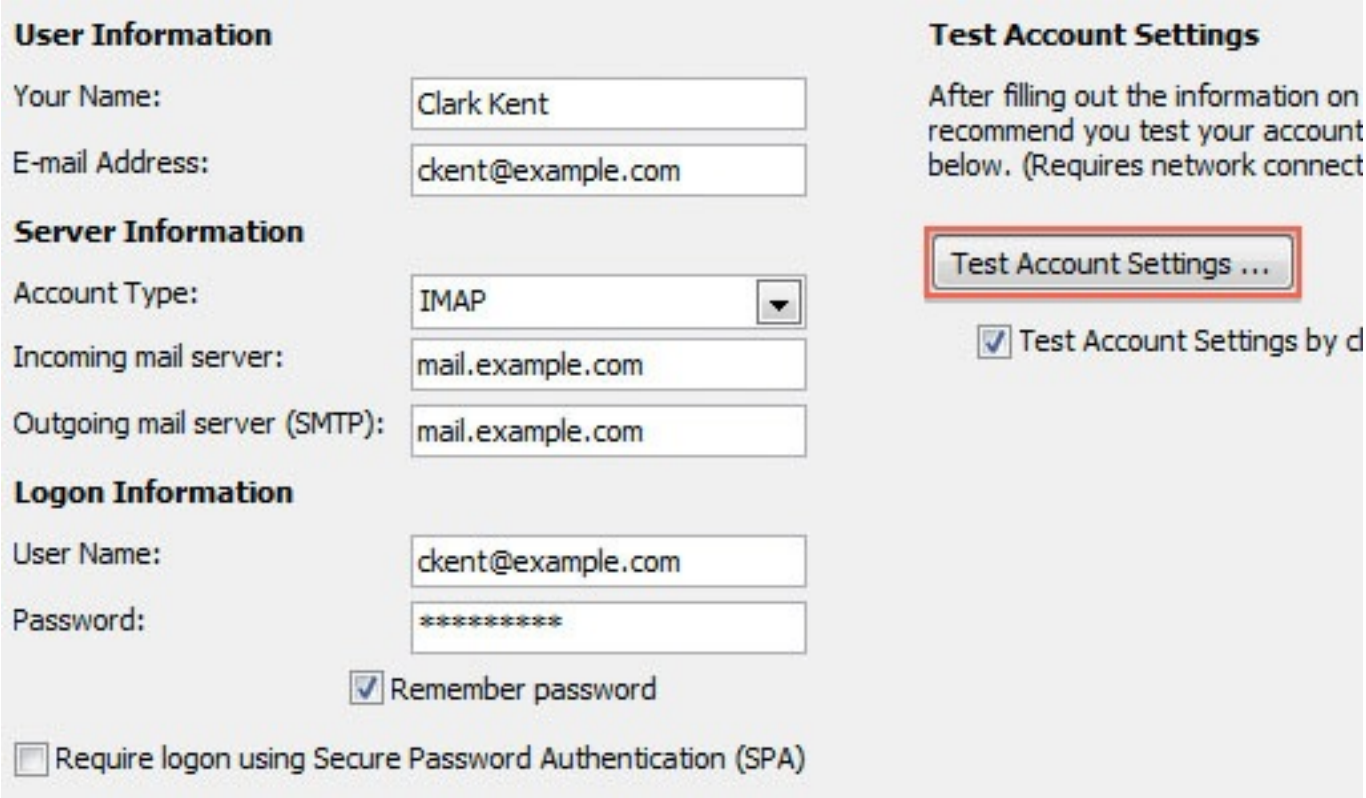
For POP configuration,
Incoming (POP) Server Port Number: 110
Outgoing (SMTP) Server Port Number: 587***For IMAP configuration,
Incoming (IMAP) Server Port Number: 143
Outgoing (SMTP) Server Port Number: 587



9.) Click on Test Account Settings to test the configuration Click Next.

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10.) Click Finish.
11.) Click Close.
12.) Click Send/Receive to get your mail.
You have successfully configured your Email Address to your Email Client ‘Outlook’.
You can try sending a Test Email and Test the Accounts Settings.

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