

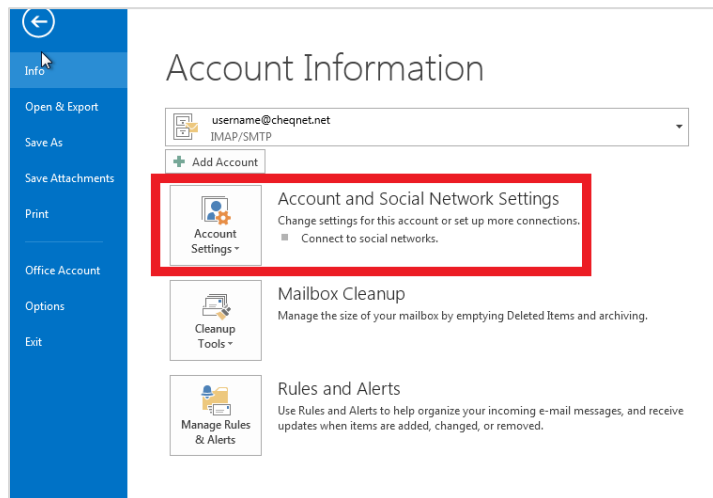
## Setting up email in Microsoft Outlook 2013

The following steps will assist you in setting up your email access in Microsoft Outlook 2013.

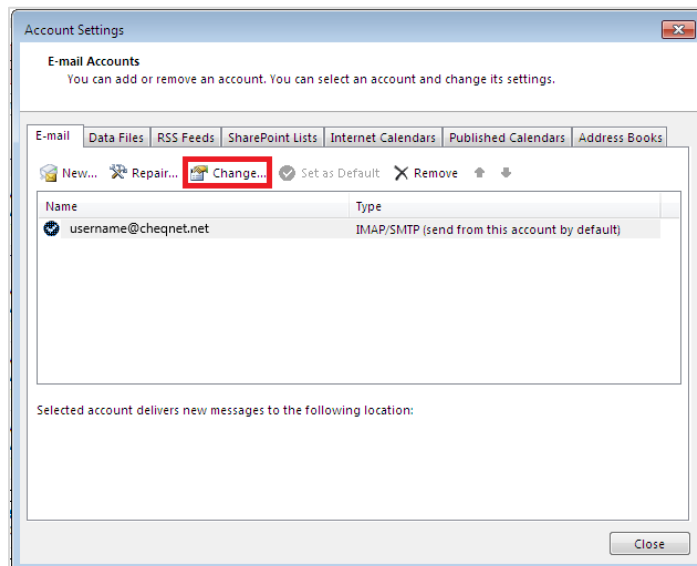
**Step 1:** Make sure you have the proper username and password.

**Step 2:** Open Outlook and click **File**

**Step 3:** Next choose **Account Settings**, then **Account settings** again.



**Step 4:** Make sure your email account is highlighted with a check mark next to it. If it is then click on **Change...**



**Step 5:** On this page make sure all the fields are filled out as shown below:

## User Information

**Your Name:** Your name

**Email Address:** Your email address

## Server information

**Account Type:** IMAP (May have to choose from a drop-down menu by click on the down arrow)

**Incoming mail server:** mail.cheqnet.net

**Outgoing mail server (SMTP):** mail.cheqnet.net

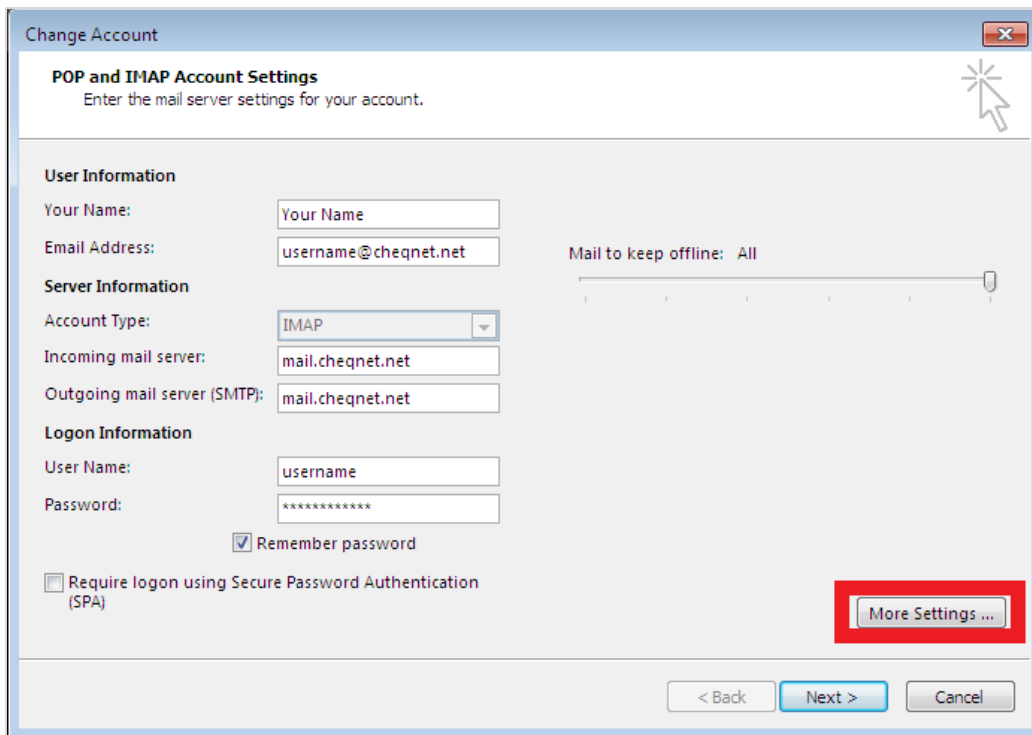
## Logon Information

**Username:** Your username

**Password:** Your password

Make sure the box for **Remember password** is checked.

Click on **More Settings**



The screenshot shows a Windows-style dialog box titled "Change Account" with a close button (X) in the top right corner. Below the title bar, the text "POP and IMAP Account Settings" is displayed, followed by the instruction "Enter the mail server settings for your account." A mouse cursor is pointing at a help icon (a starburst) in the top right corner of the dialog's content area.

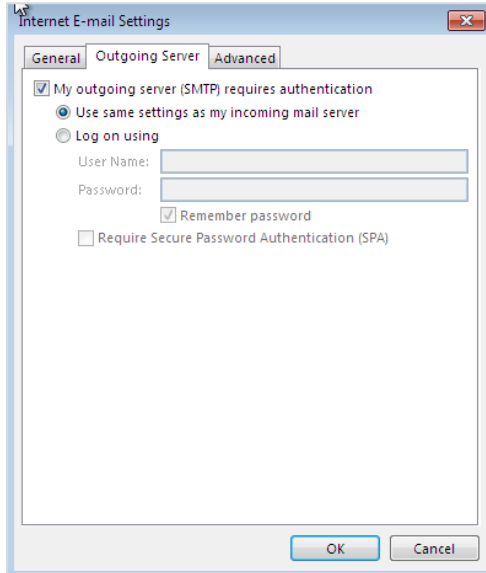
The dialog is divided into three main sections:

- User Information:** Contains a "Your Name:" label and a text box with "Your Name" entered. Below it is an "Email Address:" label and a text box with "username@cheqnet.net" entered. To the right of these fields is a "Mail to keep offline:" label with a slider control set to "All".
- Server Information:** Contains an "Account Type:" label and a dropdown menu with "IMAP" selected. Below it are "Incoming mail server:" and "Outgoing mail server (SMTP):" labels, both with text boxes containing "mail.cheqnet.net".
- Logon Information:** Contains a "User Name:" label and a text box with "username" entered. Below it is a "Password:" label and a text box with "\*\*\*\*\*" entered. Underneath the password field is a checked checkbox labeled "Remember password". At the bottom left of this section is an unchecked checkbox labeled "Require logon using Secure Password Authentication (SPA)".

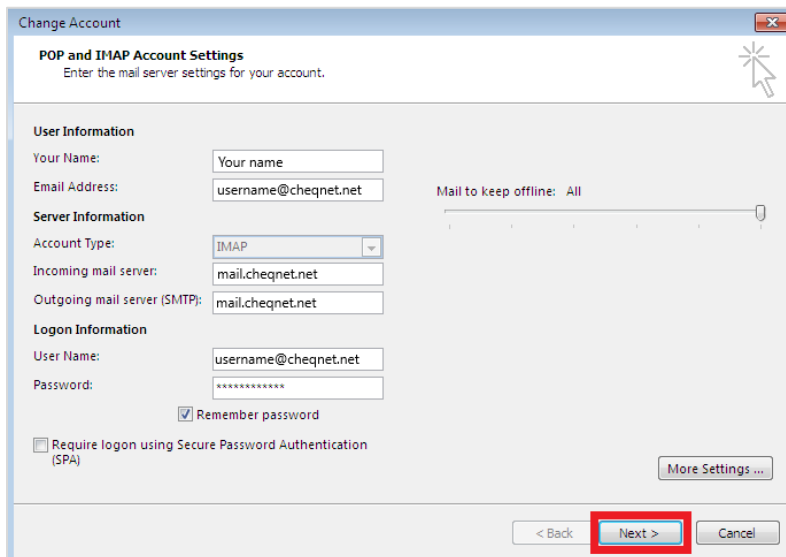
At the bottom right of the dialog, there is a button labeled "More Settings ..." which is highlighted with a red rectangular box. At the bottom center, there are three buttons: "< Back", "Next >", and "Cancel".

**Step 6:** Click on the **Outgoing Server** tab and verify the box for **My outgoing server (SMTP) requires authentication** is checked. And **Use same settings as my incoming mail server** is also checked.

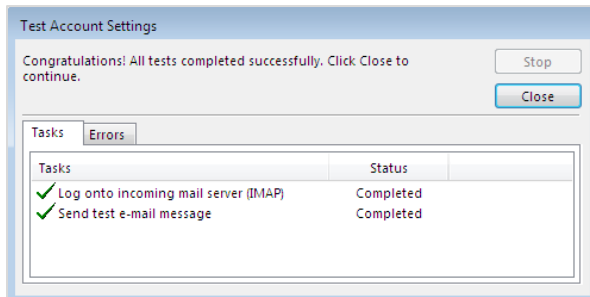
Click **OK**.



Click **Next**.



Click **Close**.



Click **Finish** and you are complete.

