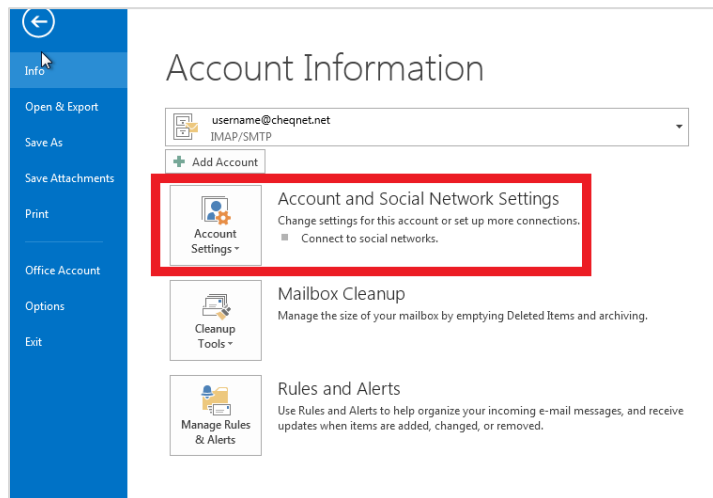# Setting up email in Microsoft Outlook 2013

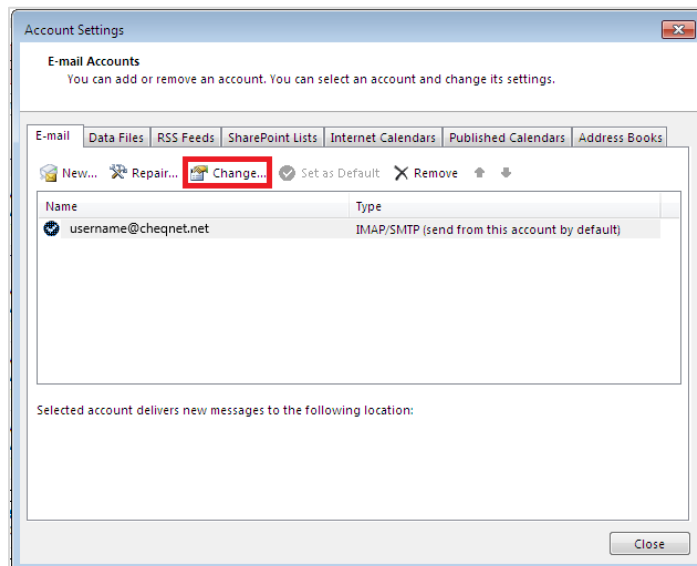*The following steps will assist you in setting up your email access in Microsoft Outlook 2013.*

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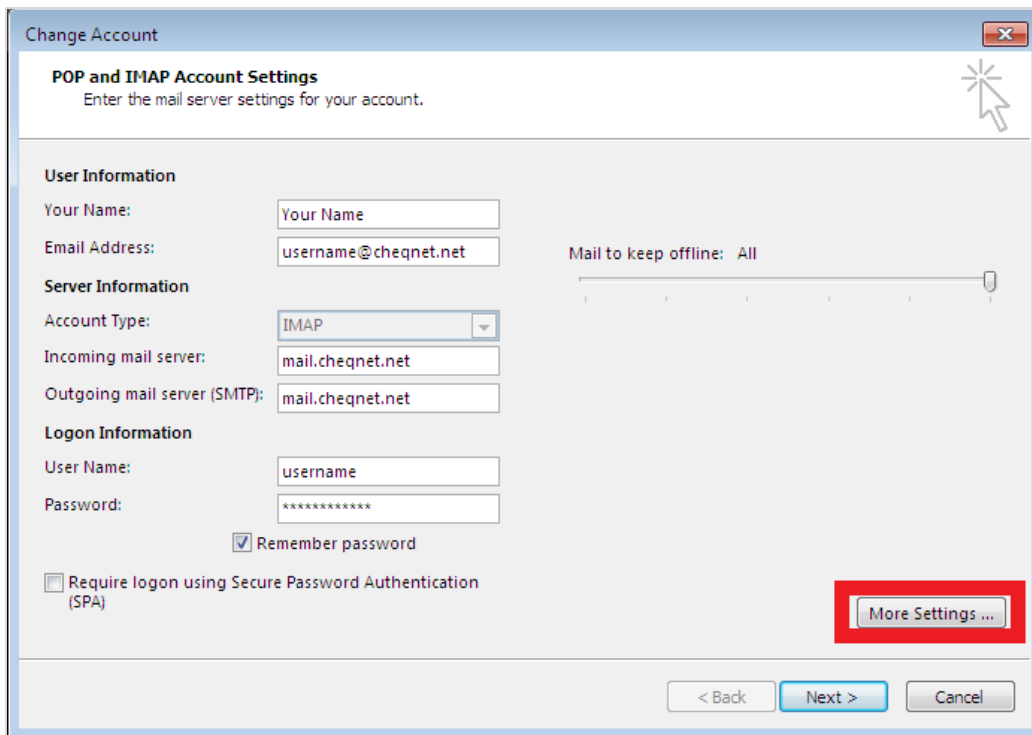
Outgoing mail server (SMTP): mail.cheqnet.net

Logon Information

Username: Your username

Password: Your password

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

Click on **More Settings**

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.
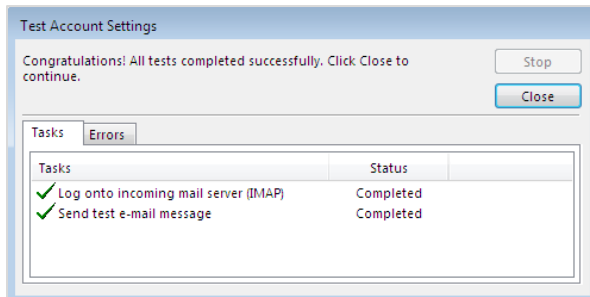
Click **OK.**
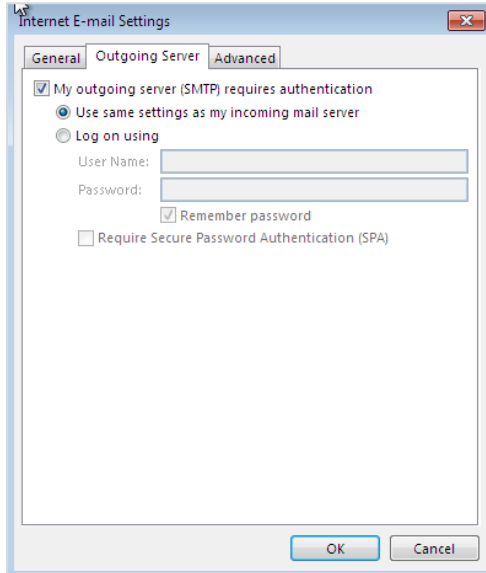
Click **Next.**
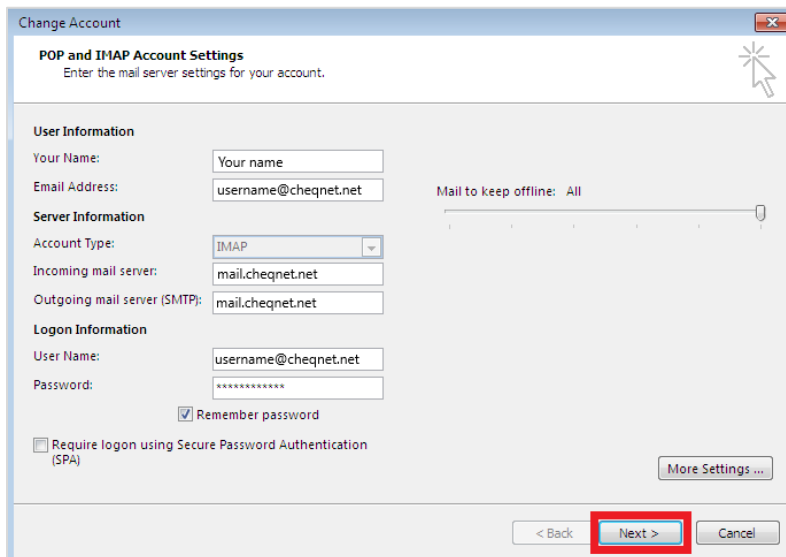
Click **Close.**

Click **Finish** and you are complete.