

## How To Setup Outlook

Setup a new account like you would with any other Email program. Use the program you currently use like Outlook or Outlook Express.

You can receive Email two ways:

- a) We can forward the new email to an existing email.
- b) Pick up the mail directly from the website.

The best way is B as it prescans for virus and you don't have to pick it up from Shaw or whomever.

When setting up for option B, simply change the **incoming mail (POP3)** to **mail.yourdomain.com**. Your **outgoing mail remains the same**. If you were using Shaw it would be shawmail.

Whatever the account name is like [yourname@yourdomain.com](mailto:yourname@yourdomain.com) would be entered as **"yourname"** for the account name and the password would also be **"yourname"** to make it easy to remember. You have to enter the password as your setting up the account in the EPO.