



HOW TO SET UP AN EVCOHS.COM ACCOUNT IN OUTLOOK

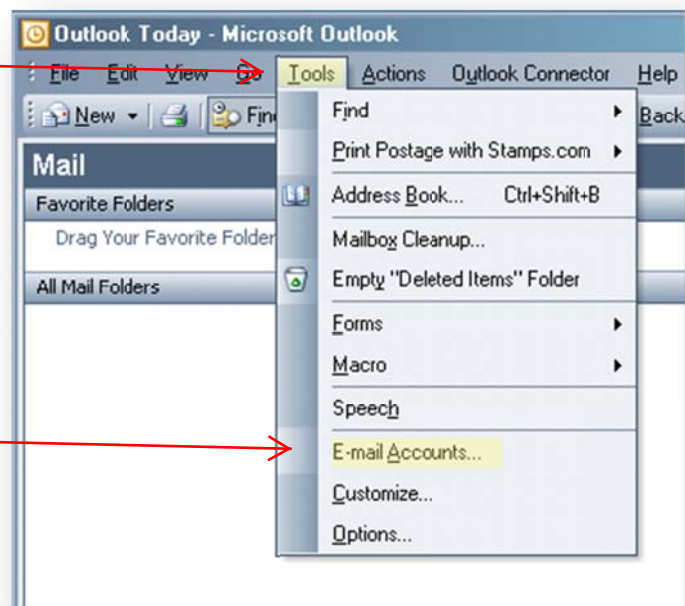
2003

TO BEGIN:

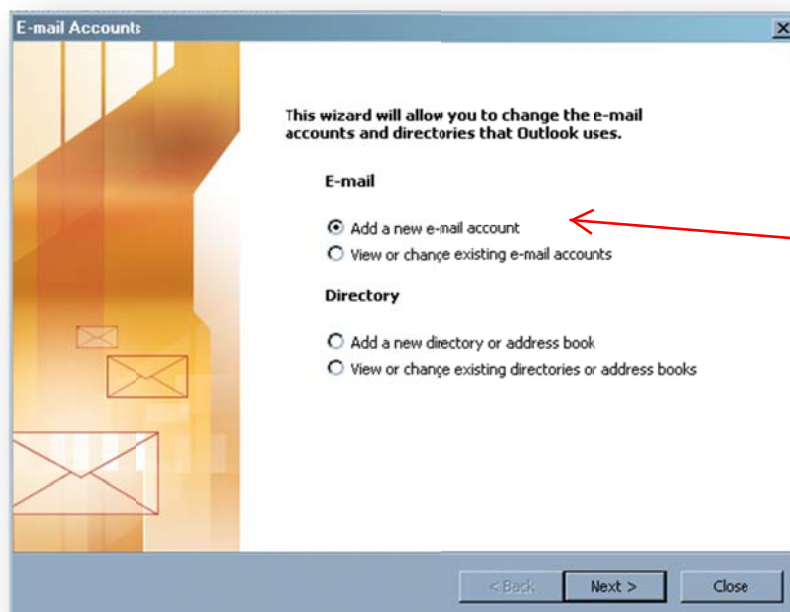
Open **Microsoft Outlook**

For more information about **Outlook 2003**, click this link: <http://support.microsoft.com/ph/2520>

Choose **Tools**



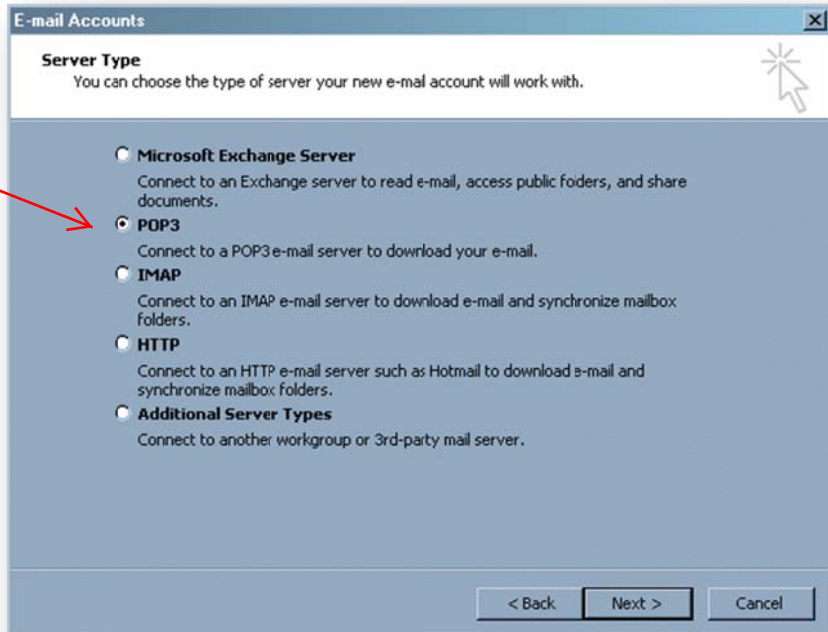
Then choose **E-mail Accounts**



Click the button next to **Add a new e-mail account**

Then click **Next**

Click the button next to **POP3**



Then click **Next**

Type **evcohs.com** into the **Incoming mail server (POP3)** text box. Note: do not add anything in front of **evcohs.com**

Type **evcohs.com** into the **Outgoing Mail server (SMTP)** text box. Note: do not add anything in front of **evcohs.com**

Type the *Name* that you want to use to identify yourself in the **Your Name:** text box (Example = John Doe)

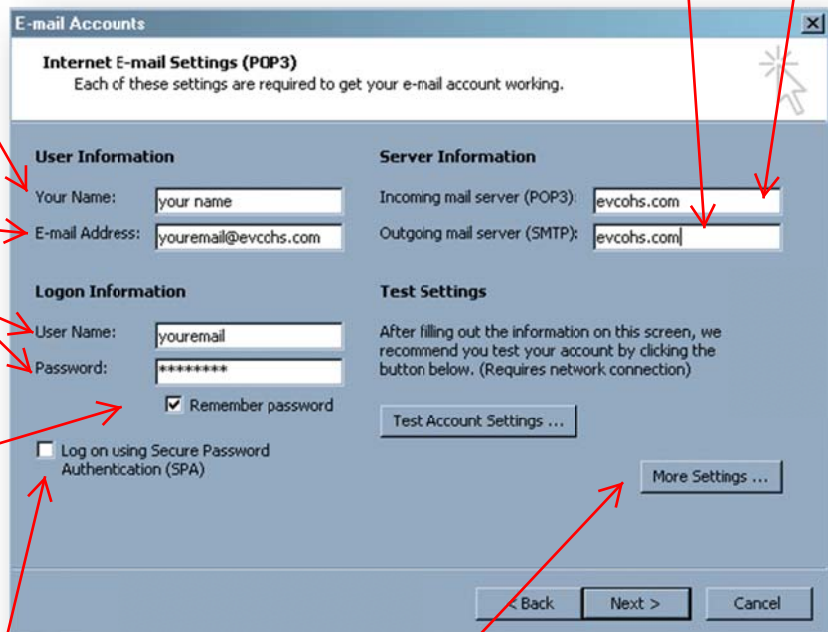
Type your full email address in the **E-mail Address:** text box

Type your **User Name** and **Password** into the text boxes. Your **User Name:** is the first part of your email address, or everything before the @.

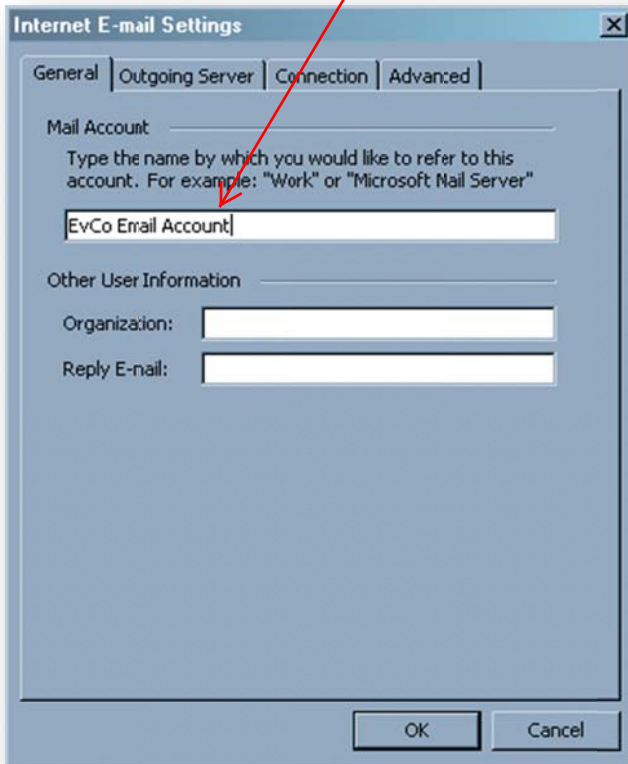
Click Remember password if you want Outlook Express to log you on automatically. If you don't want anyone else to have access to your email, do not check the box. You will need to enter your password every time you open Outlook Express

Leave the Log on using Secure Password Authentication (SPA) unchecked

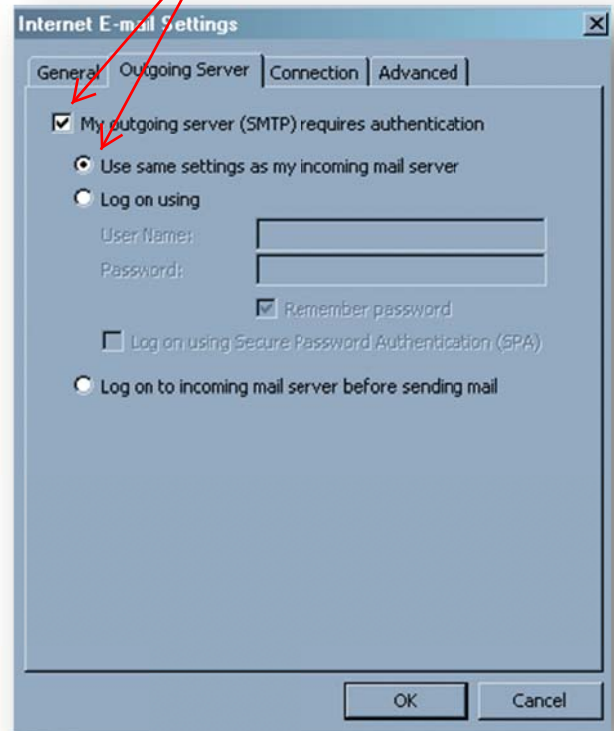
Then click the button that says **More Settings...**



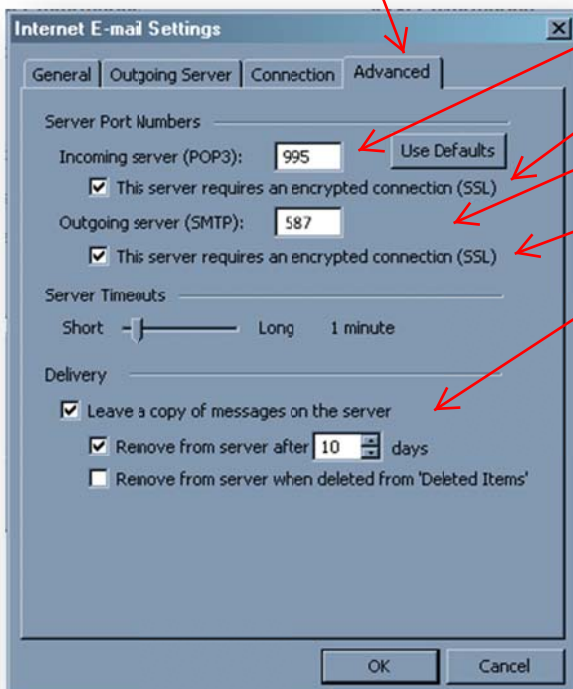
On the General Tab, type in a name that will identify this account from other accounts you may have



Click the **Outgoing Server** tab and make sure the settings look like this



Then Click the **Advanced Tab**



Enter **995** into the **Incoming mail (POP3):** text box

Check **This server requires a secure connection (SSL)**

Enter **587** into the **Outgoing mail (SMTP):** text box

Check **This server requires a secure connection (SSL)**

Note: If you retrieve mail from this account from more than one computer, click the Leave a copy of messages on server and choose the number of days to leave them on there before they are deleted. If this box is left as shown, your email will be deleted from the server the first time it is downloaded onto a computer or phone.

Then click **OK**

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
 E-mail Address:

Server information

Incomingmail server (POP3):
 Outgoingmail server (SMTP):

Logon Information

User Name:
 Password:
 Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

Click **Test Account Settings**

YOUR NEW EMAIL ACCOUNT
WILL SHOW IN YOUR MAIL
ACCOUNTS.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed