

# HOW TO SET UP AN EVCOHS.COM ACCOUNT IN OUTLOOK

2007 AND 2010

TO BEGIN:

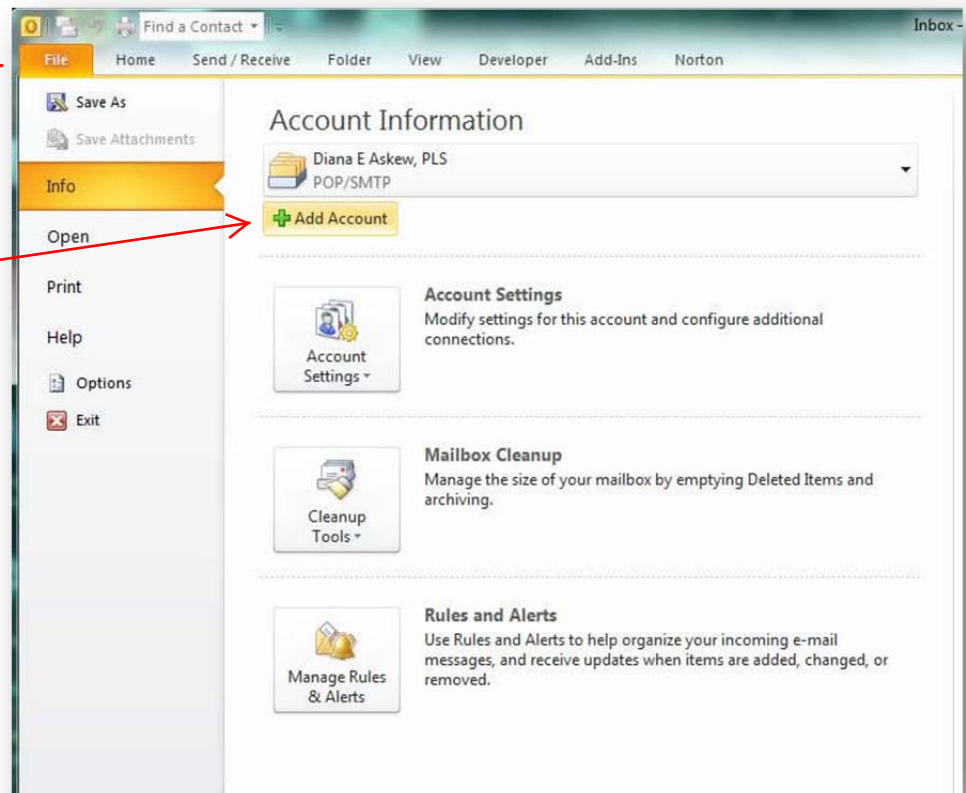
Open **Microsoft Outlook 2010**

**Important Notice:** Please read this document COMPLETELY before starting your set up. The default email account setup for Outlook 2007 and 2010 is IMAP. IMAP basically allows you to use your email program to view the emails on the mail server. The emails are not downloaded onto your computer, so they are not removed from the mail server. Due to the limitations on the size of an evcohs.com email account on the mail servers, an IMAP account will fill up quickly and will need constant attention to keep it below the allowable storage limits. *If the storage limits are exceeded, your emails will start to bounce.* We strongly suggest setting up a POP email account to avoid possible problems later. For this reason, **do not use the Auto Account Setup option and follow the Manual Setup as detailed below.**

For more information about **Outlook 2010**, click this link <http://office.microsoft.com/en-us/outlook-help/outlook-help-and-how-to-FX101816808.aspx>

Choose the **File** tab

Then click **Add Account**



**DO NOT ENTER ANYTHING  
INTO THIS SCREEN**

Click the option to **Manually  
configure server settings or  
additional server types**

Then click **Next**

**Add New Account**  
Auto Account Setup  
Connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

Text Messaging (SMS)

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

**Add New Account**  
Choose Service

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)  
Connect to a mobile messaging service.

Other  
Connect to a server type shown below.  
Fax Mail Transport  
Microsoft Outlook Hotmail Connector

< Back   Next >   Cancel

Click the option **Internet E-mail**

Then click **Next**

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  
 Pick **POP3** as the **Account Type:**  
 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  
 Leave the Log on using Secure Password Authentication (SPA) **unchecked**

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 @. If you don't know your email password, contact EvCo technical support at 303-674-5700 X3.

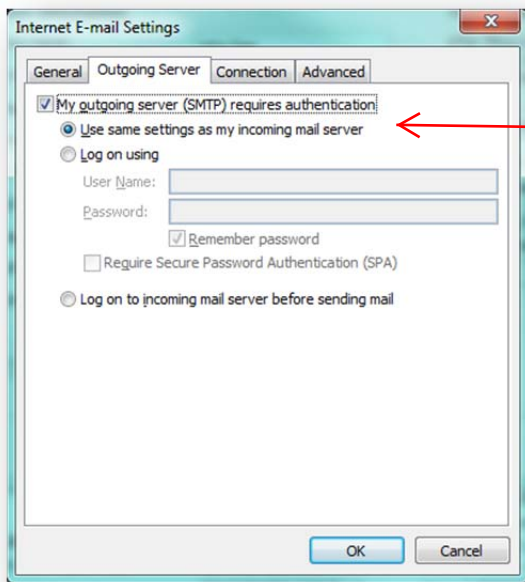
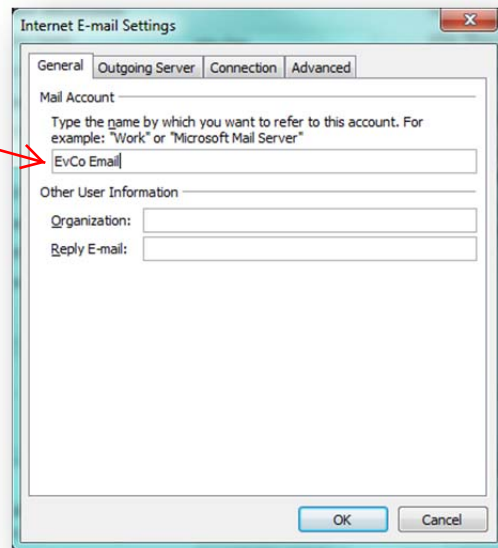
Click **Remember password** if you want Outlook Express to log you on automatically. If you don't want anyone else to have access to your email, do not check the box. You will need to enter your password every time you open Outlook Express

Check the box next to **Test Account Settings by clicking the Next button**

If you want a separate Outlook Data file from your other accounts, click **New Outlook Data File**. This will separate email from one account from another account so they don't all come into the same inbox.

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**

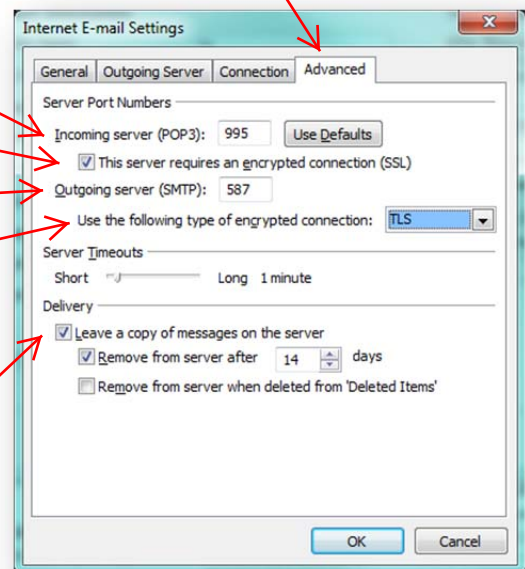
Enter **995** into the **Incoming server (POP3):** text box

Check **This server requires an encrypted connection (SSL)**

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

Pick **TLS** next to **Use the following type of encrypted connection:**

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**



YOUR NEW EMAIL  
ACCOUNT WILL SHOW IN  
YOUR MAIL ACCOUNTS.

