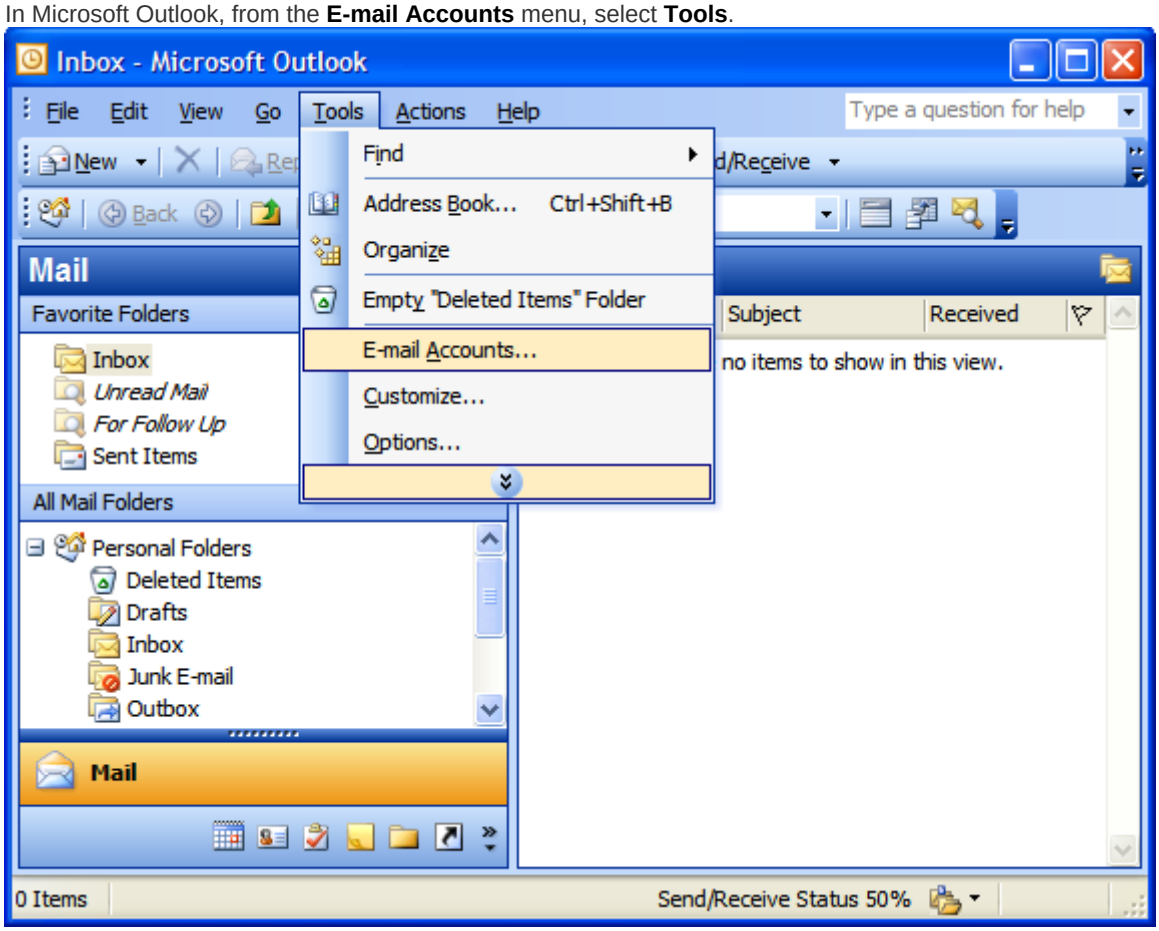
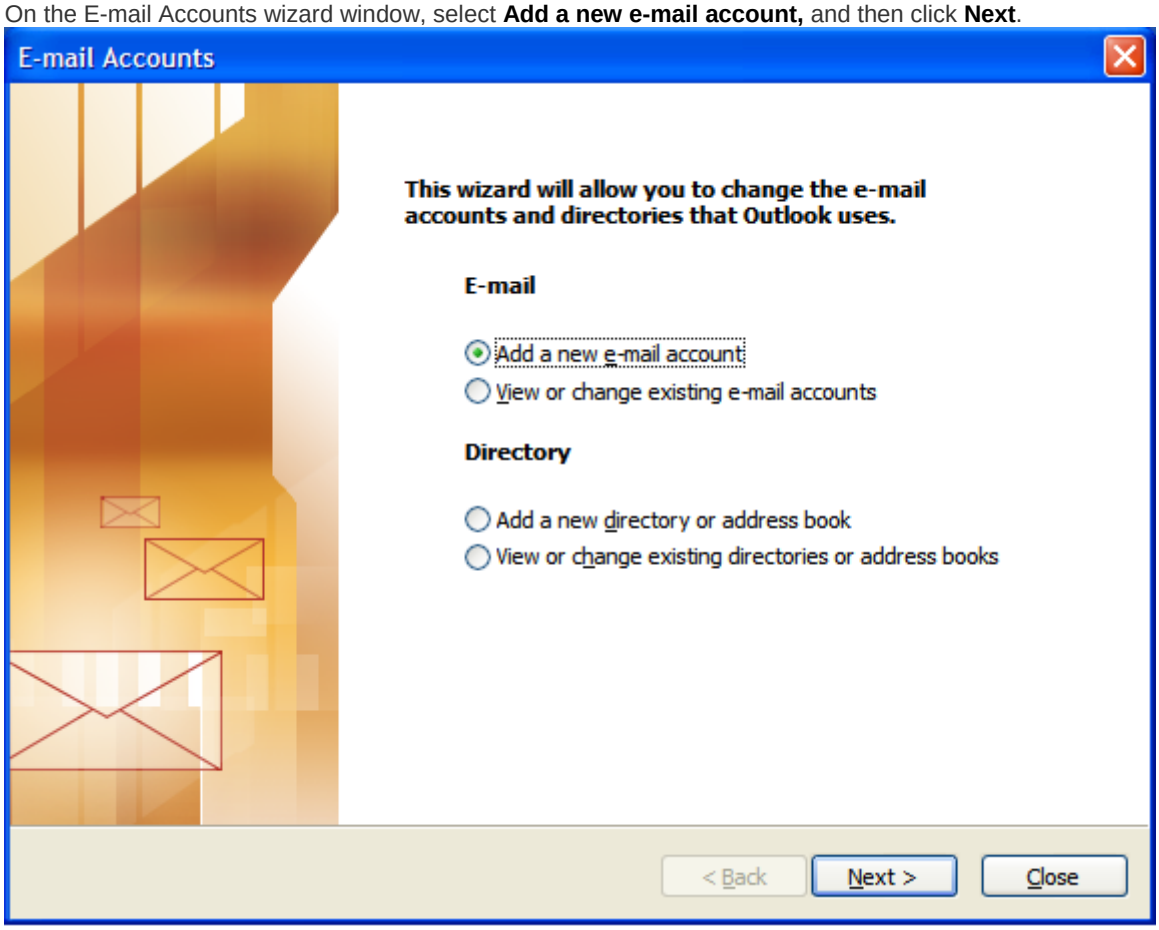
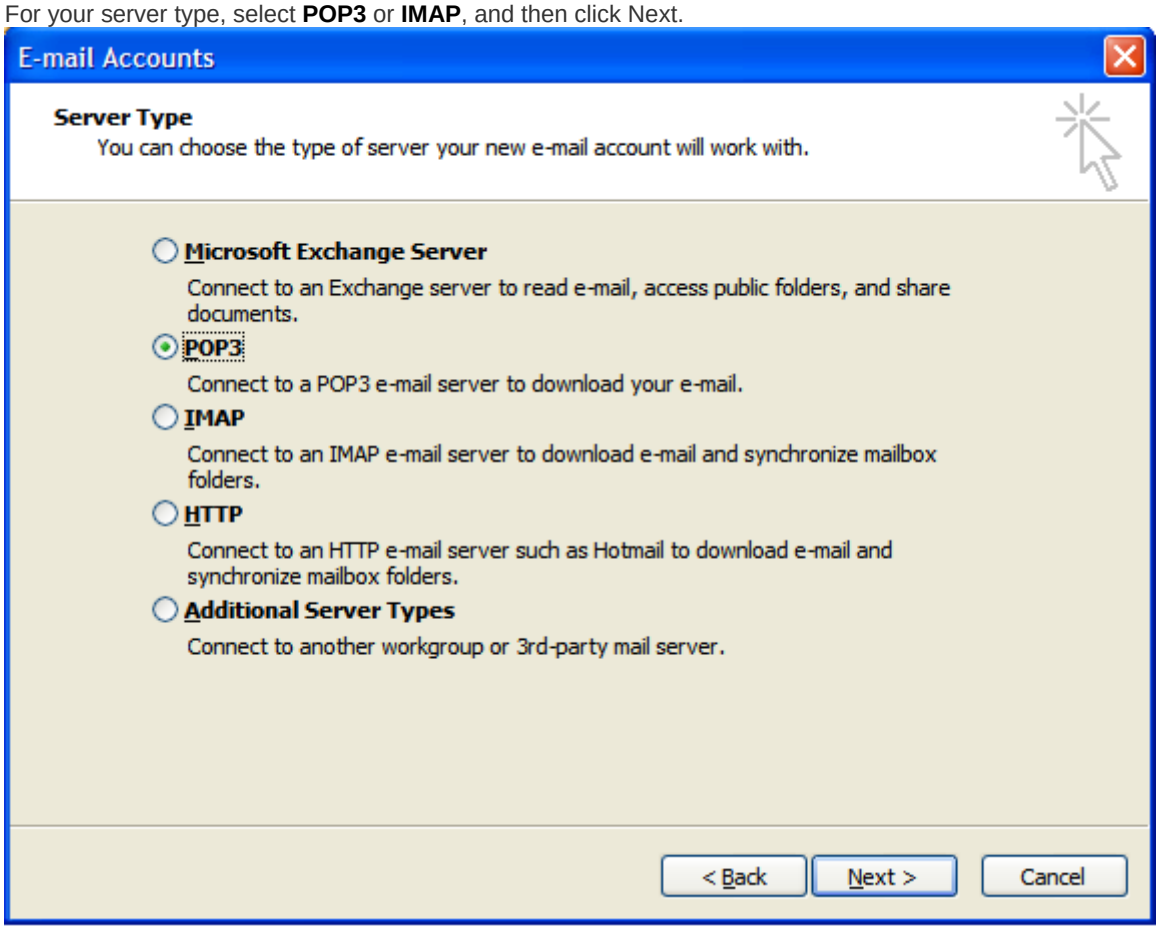
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account,** and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

Your email address.

User Name

Your email address, again.

Password

Your email account password.

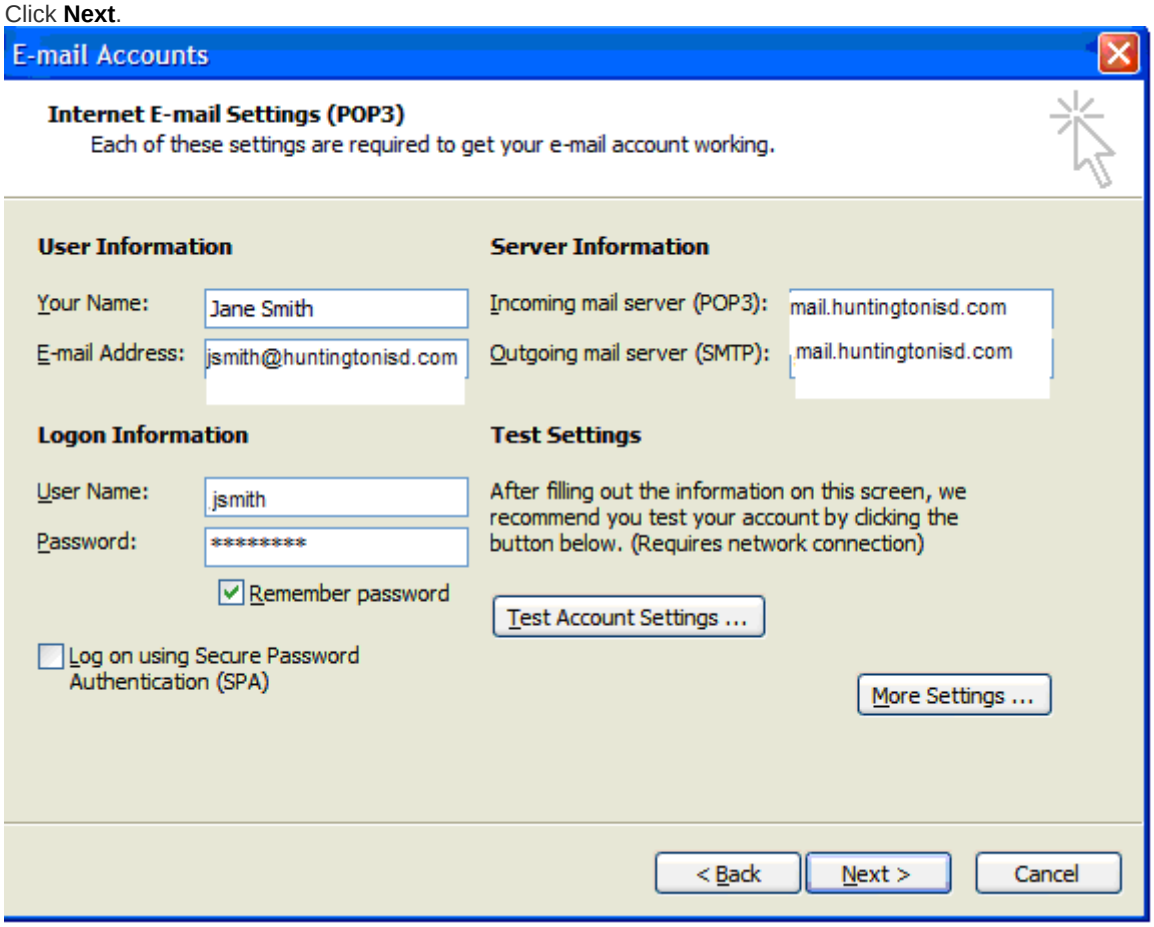
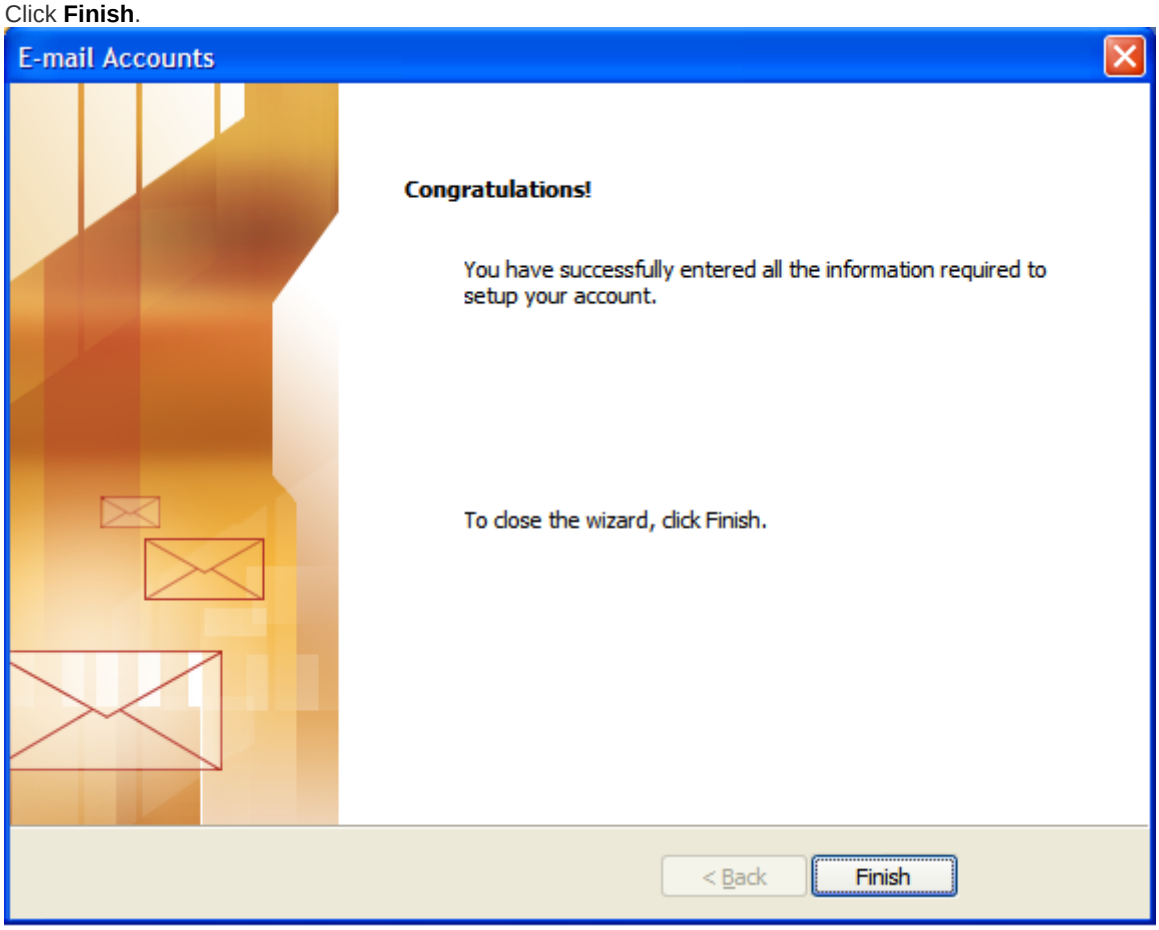
Incoming mail server (POP3)

Mail.huntingtonisd.com

Outgoing mail server (SMTP)

Mail.huntingtonisd.com

5. Click **Next**.


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:
Jane Smith
E-mail Address:
jsmith@huntingtonisd.com
Server Information
Incoming mail server (POP3):
mail.huntingtonisd.com
Outgoing mail server (SMTP):
mail.huntingtonisd.com
Logon Information
User Name:
jsmith
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)
Test Account Settings ...
More Settings ...
< Back
Next >
Cancel

6. Click **Finish**.