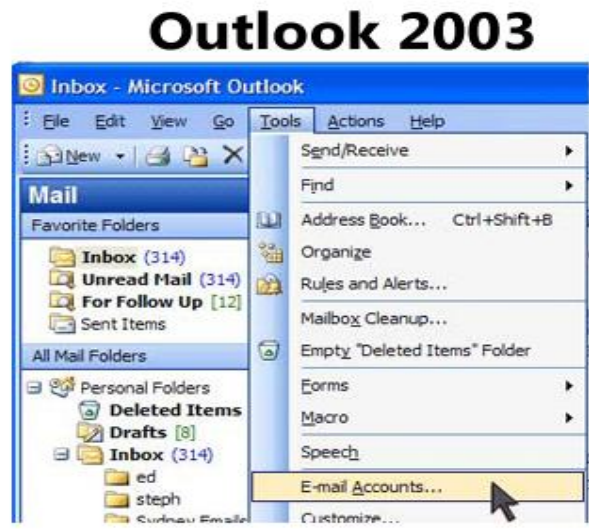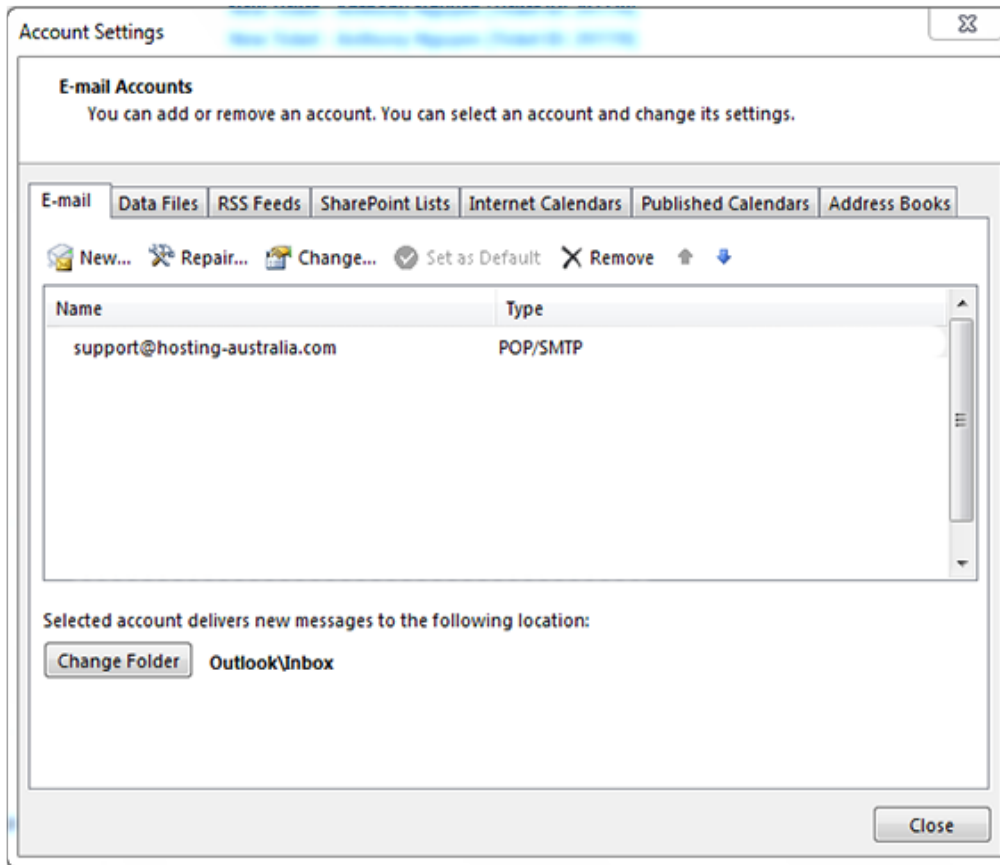# OUTLOOK MAIL

CHECK SETTINGS

1. Click on Account Settings. Depending on which version of outlook you have, this may be under TOOLS from the horizontal toolbar(Outlook 2003), or under the Orange File Button (2010) or Blue File Button (2013). See below :

2. From the Account Setting window, double click on the account you wish to check settings for, in the below screen shot, we would double click on SUPPORT@HOSTING-AUSTRALIA.COM from the list, if you have more than one account, choose the applicable one that you wish to check settings for.

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove ↑ ↓

Name	Type
support@hosting-australia.com	POP/SMTP

Selected account delivers new messages to the following location:

Change Folder | Outlook\Inbox

Close

3. You will be shown a window similar to below, please check all settings are as outlined in Step 3.1 (Below)

3.1. The settings in the Email Setting Window should be as below :

    3.1.1.**YOUR NAME** – This is what will show up in the inbox of people you send mail too. Be sure to use correct punctuation and spelling.

    3.1.2.**EMAIL ADDRESS** – your full email address, i.e. me@acmeproducts.com.au

   3.1.3.**ACCOUNT TYPE –** generally this will be pop3, however, Hosting Australia servers do support IMAP.

    3.1.4.**INCOMING & OUTGOING SERVER** – this will be **mail.[MYDOMAIN]**, where [mydomain] will equal the name of your email domain, aka whatever follows the @ symbol in your email address. For example, if your email address is **me@acmeproducts.com.au**, your incoming and outgoing server will be the highlighted section, i.e. **mail.acmeproducts.com.au**

   3.1.5.**USERNAME** – This will be your full email address.

    3.1.6.**PASSWORD** – This will be your password, as configured when creating your email address, or as supplied by Hosting Australian tech support.

4. Click on MORE SETTINGS

5. Click on the **OUTGOING SERVER** tab, and click **MY OUTGOING SERVER REQUIRES AUTHENTICATION.** Ensure the following option below is selected.
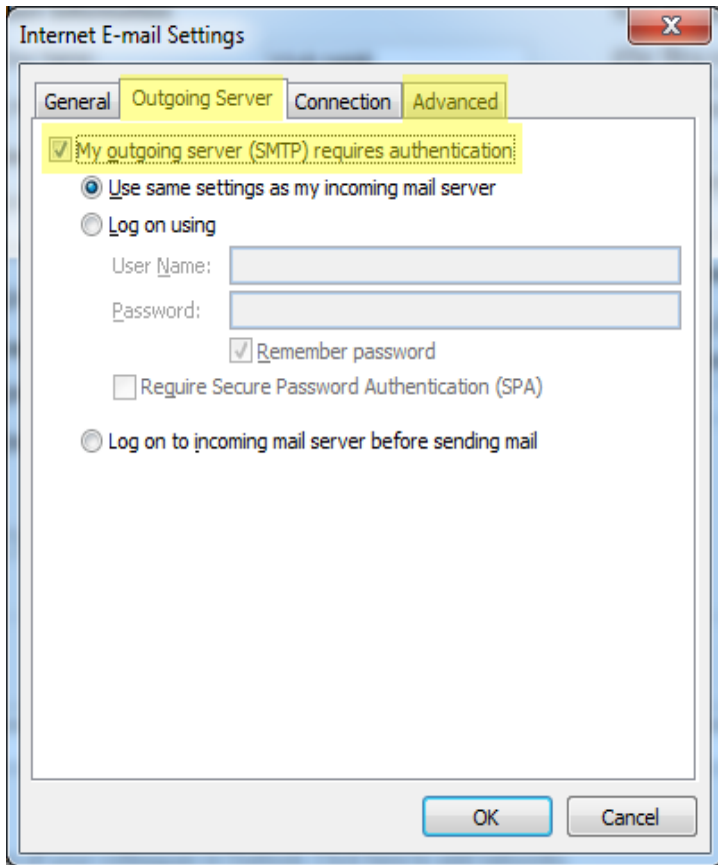
6. Click **ADVANCED** and change the outgoing port to 26. Click **OK**, and click **NEXT.**
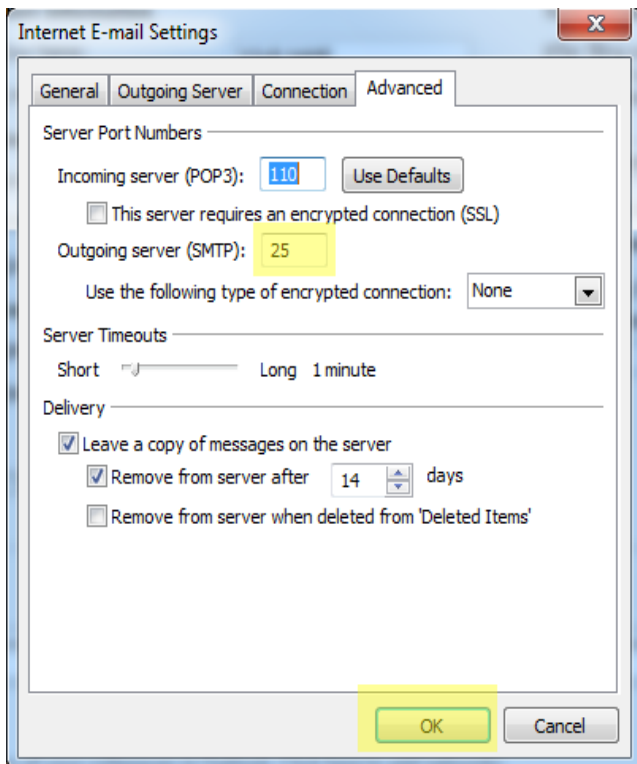
Check Complete – your mail should now work as normal