



## EMAIL SET-UP WITH OUTLOOK

|          | <i>Example</i>             | <i>My Email</i> |
|----------|----------------------------|-----------------|
| Username | <i>sample@mydomain.com</i> |                 |
| Password | <i>example</i>             |                 |

Please substitute the username and password that have been sent to you.

Open Outlook; click on **Tools** (top bar).

Select **Account Settings** from the drop down menu.

Select **Email** tab; then select **New**.

Select **POP3**; click **Next**.

Enter the following information:

- Your name: your choice
- Email address: *sample@mydomain.com*
- Password: *example*; re-enter password, then click **Next**.

If the test is NOT successful, select **Next** to continue with an unencrypted connection. If email configuration is now successful, click on **Next**, then **Finish**.

If there are still issues, call 443-249-0610 for assistance.

## WEBMAIL

To access your email from any computer:

- Open the web browser.
- Enter *mydomain.com/webmail* in the address bar.
- Now enter your FULL email address (username) and password.

**PLEASE SAVE FOR FUTURE REFERENCE.**