

## How to set up an e-mail account on Outlook?

EGO users have the possibility to set up and synchronize eGO e-mail accounts on Outlook.

To do so, take the following steps:

Open 'Outlook' and select 'File':



## Then select 'Account Settings';



On the email tab, click **'New'** to create a new account or select an email account that already exists;

-mail       Deta Files       RSS Feeds       SharePoint Lists       Internet Calendars       Published Calendars       Address Books <ul> <li>New</li> <li>Repair</li> <li>Change</li> <li>Set as Default</li> <li>Remove</li> <li>Remove</li> <li>Name</li> </ul> Type         Name       Type       POP/SMTP (send from this account by default)         elected account delivers new messages to the following location:       Elected account delivers new messages to the following location:	E-mail Accounts You can add or remove an account. Yo	ou can select an account ar	nd change its settings.			
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If you are creating a new account the '**Add new Account**' window will pop up. Select '**Microsoft Exchange, POP3, IMAP**' or **HTTP** and click '**Next**;



Then, tick the **'Let me set up my account manually'** check box and click **'Connect'**;



Then enter port numbers **110 (POP3)** and **25 (SMTP)**. Also **remove** the option **"This server requires an encrypted connection (SSL/TLS)"**;

E	POP Account Settings for chas@anewone.com					
remover esta	Incoming mail Server webmail.egorealestate.com Port 110					
opçao	Require logon using Secure Password Authentication (SPA)  Outgoing mail Server webmail.egorealestate.com Port 25  Encryption method None					
	Require logon using Secure Password Authentication (SPA)  Message delivery  Use an existing data file Browse					
	Connect					

Lastly, click '**OK**' and '**Next**' to save the changes.

Adding chas@anewone.com								
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	Internet Email - chas@anewone.com X							
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				OK	Cancel			

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