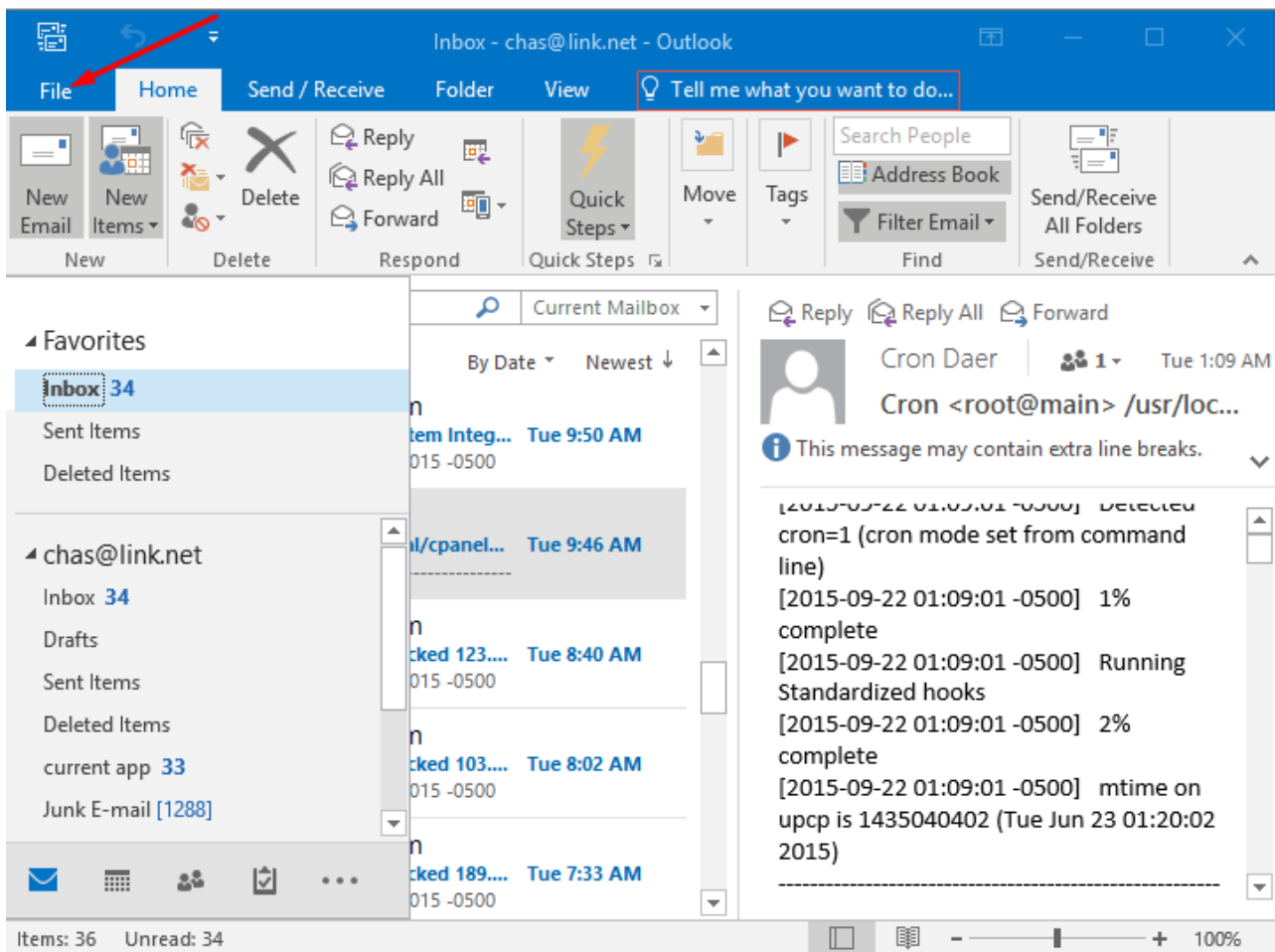


## How to set up an e-mail account on Outlook?

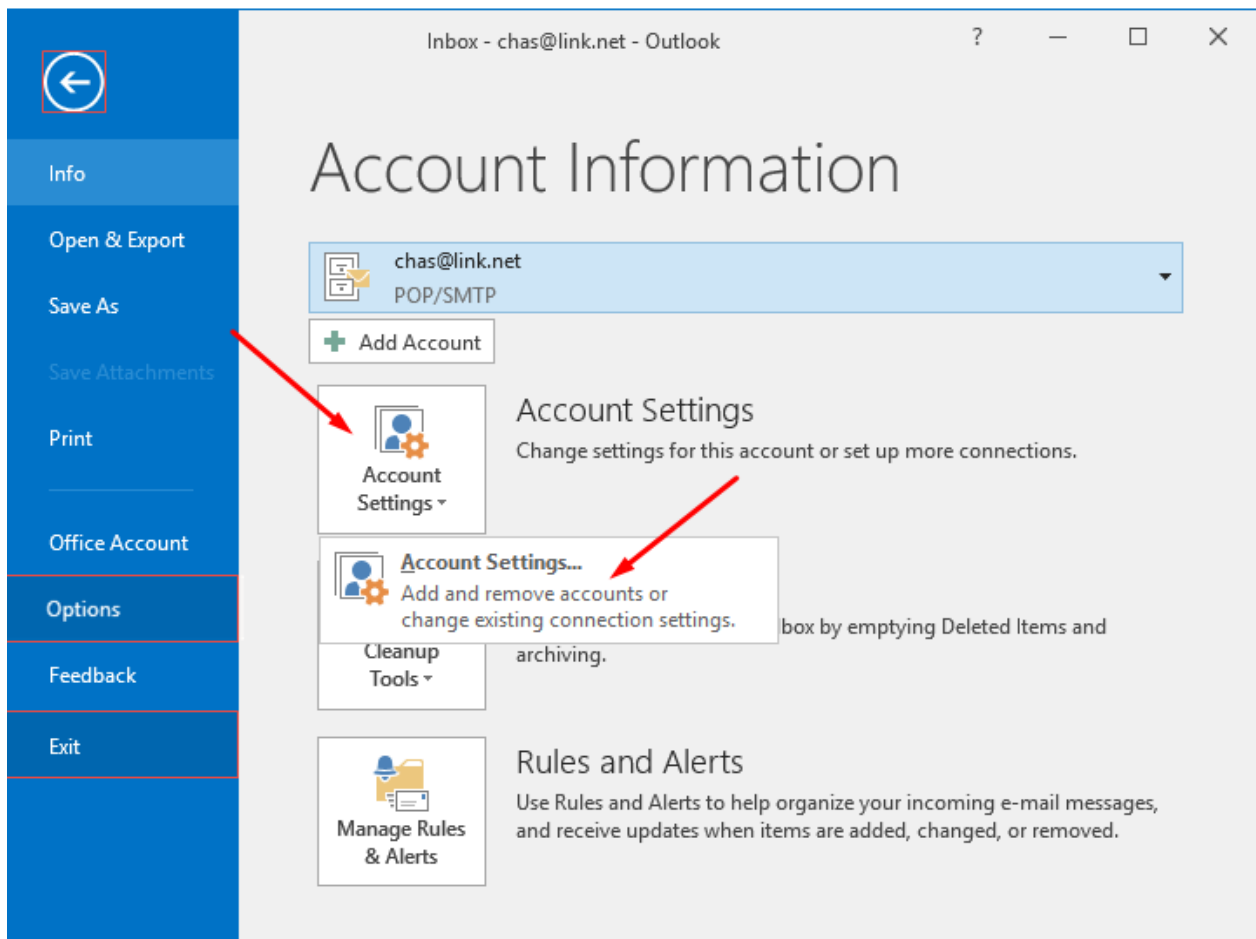
EGO users have the possibility to set up and synchronize eGO e-mail accounts on Outlook.

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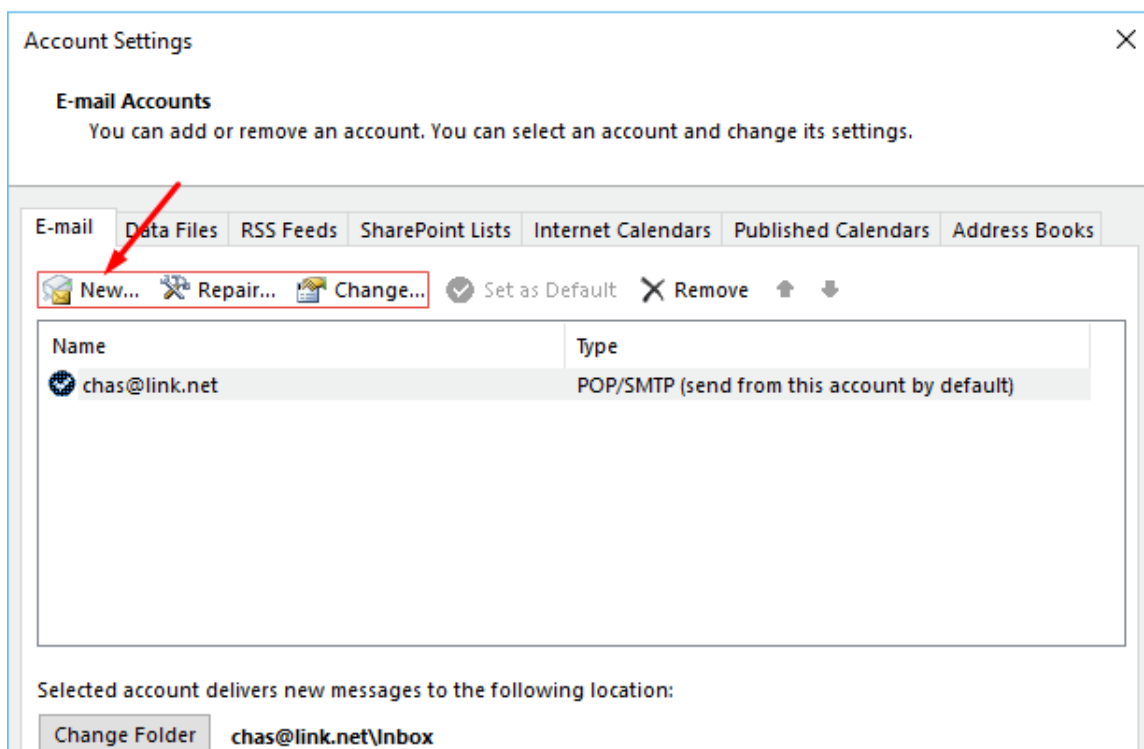
To do so, take the following steps:  
Open **'Outlook'** and select **'File'**:



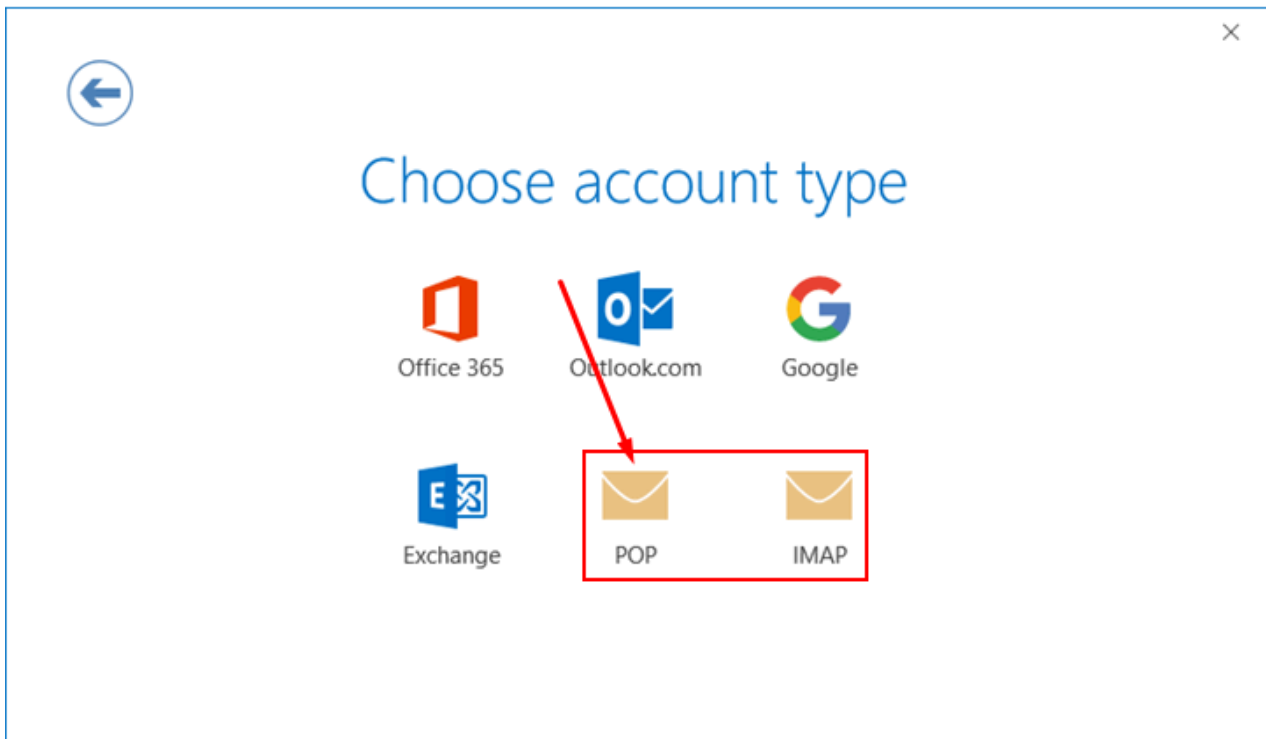
Then select **'Account Settings'**;



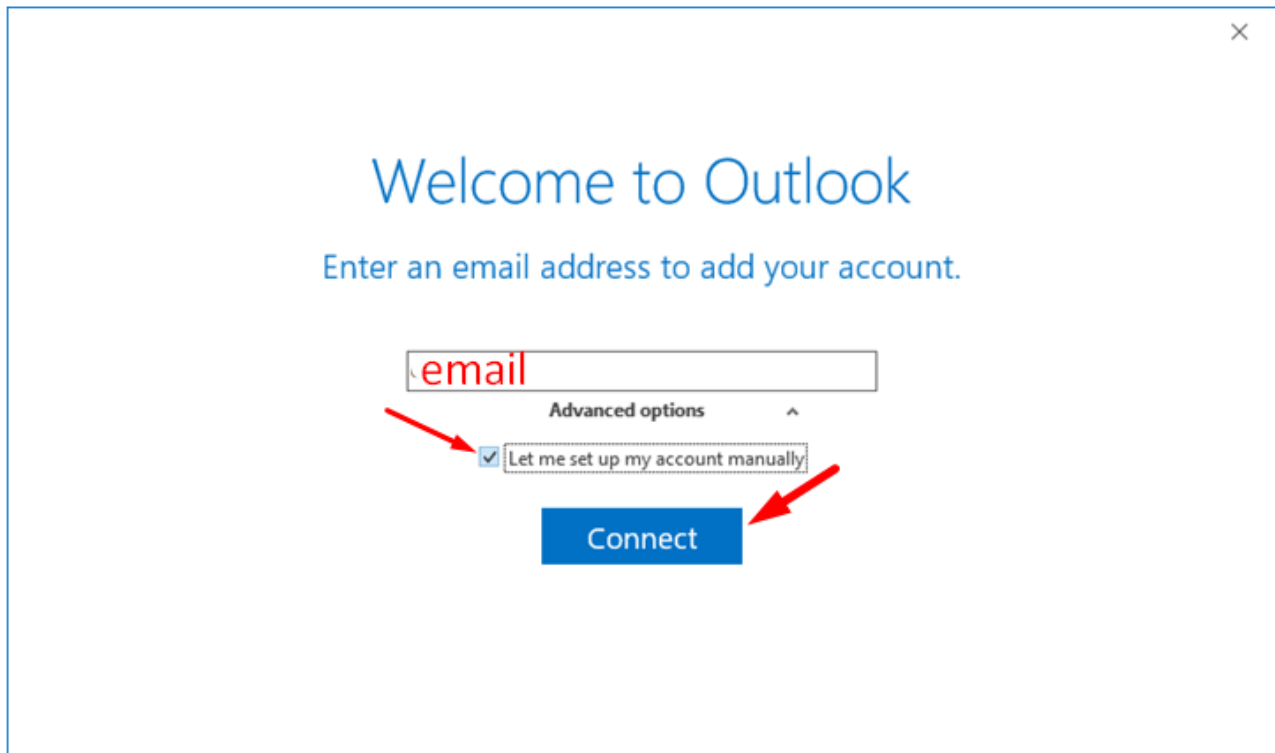
On the email tab, click **'New'** to create a new account or select an email account that already exists;



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)”**;

POP Account Settings for chas@anewone.com  
(Not you?)

Incoming mail  
Server  Port

This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)

Outgoing mail  
Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery  
 Use an existing data file

remover esta opção



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

## Adding chas@anewone.com

# We're getting things ready

Internet Email - chas@anewone.com

Enter your user name and password for the following server.

Server

User Name:

Password:

Save this password in your password list

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