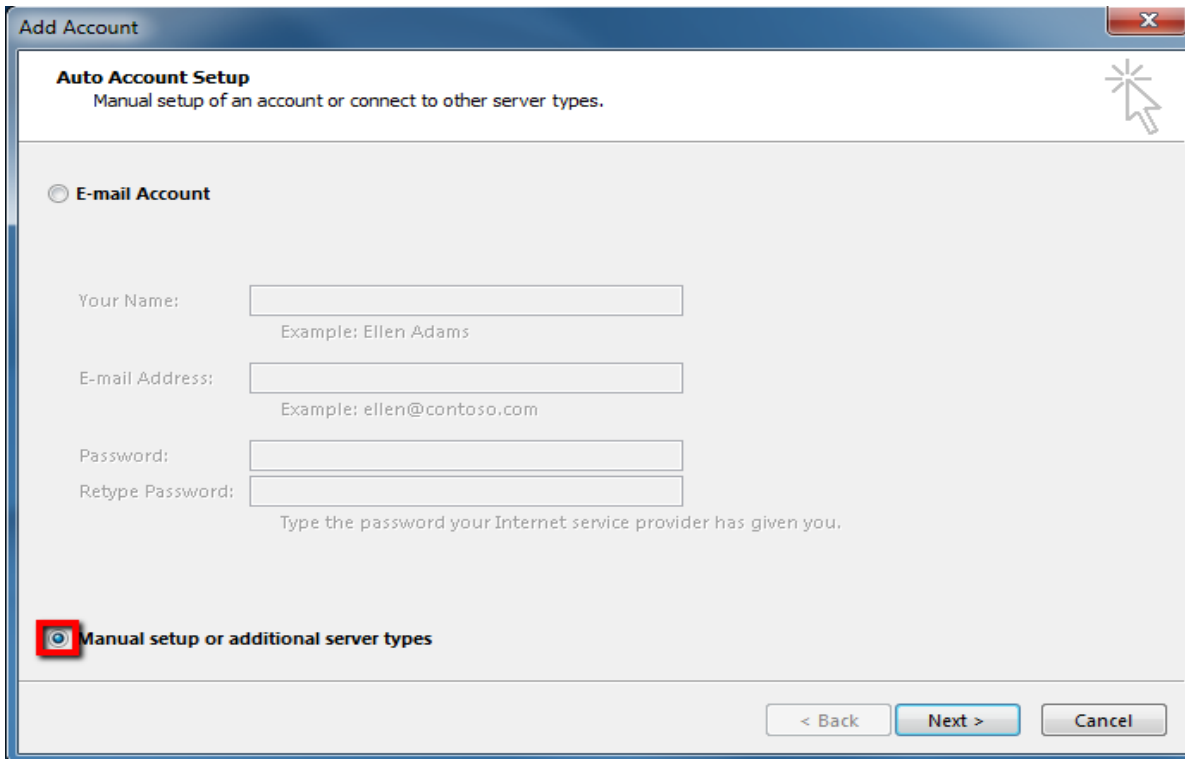


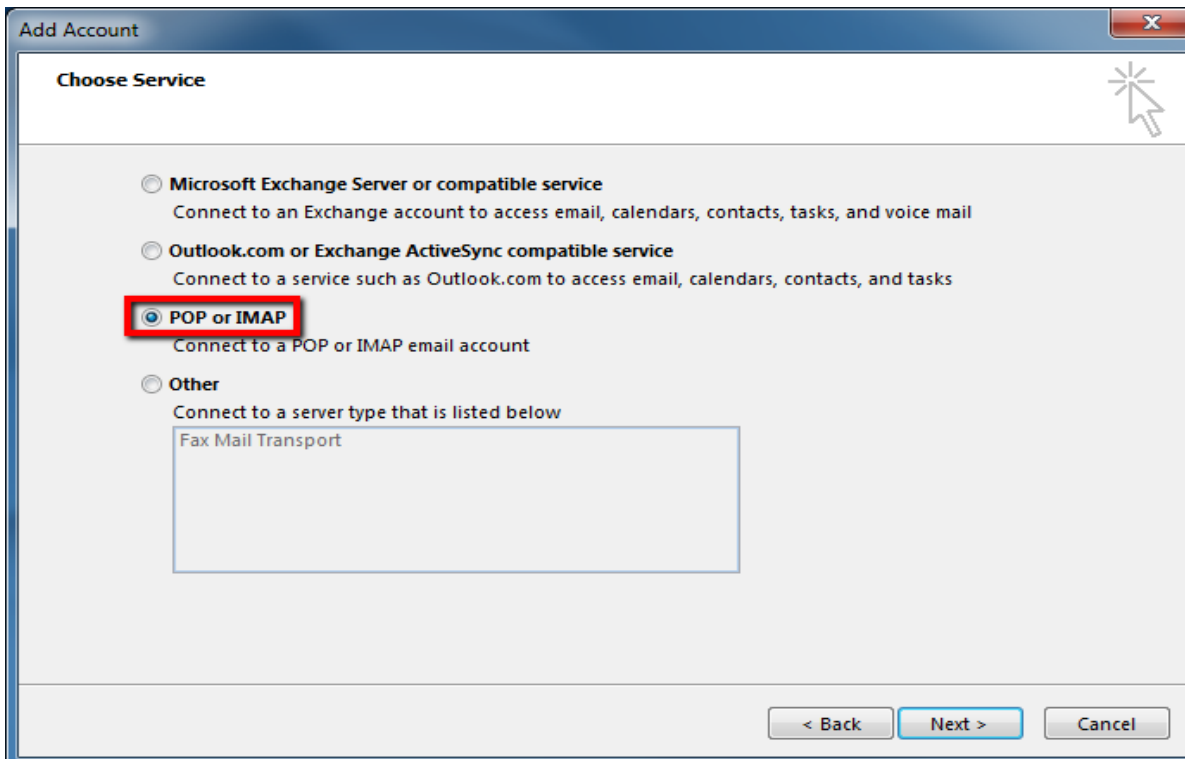
Setup Gaggle E-mail Accounts in Outlook 2013

1) Open outlook 2013, select new account and choose **Manual setup or additional server types**.



The screenshot shows the 'Add Account' dialog box in Outlook 2013. The title bar reads 'Add Account'. The main heading is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' and 'Manual setup or additional server types'. The 'Manual setup or additional server types' option is selected and highlighted with a red box. Below the radio buttons are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

2) Select **POP or IMAP** and click on next.



The screenshot shows the 'Add Account' dialog box in Outlook 2013, specifically the 'Choose Service' section. The title bar reads 'Add Account'. The main heading is 'Choose Service'. There are four radio button options: 'Microsoft Exchange Server or compatible service' (with description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'), 'Outlook.com or Exchange ActiveSync compatible service' (with description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), 'POP or IMAP' (with description 'Connect to a POP or IMAP email account'), and 'Other' (with description 'Connect to a server type that is listed below'). The 'POP or IMAP' option is selected and highlighted with a red box. Below the 'Other' option is a text input field containing 'Fax Mail Transport'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

- 3) Enter your name, gaggle email address, set account type to POP3
Incoming mail server : pop3.gaggle.net
Outgoing mail server (smtp) : smtp.gaggle.net
Logon information username : enter your full gaggle email address
Logon information password : enter your gaggle password
Click on more settings at the bottom right

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. The main heading is 'POP and IMAP Account Settings' with a sub-instruction: 'Enter the mail server settings for your account.' A mouse cursor is pointing at the top right of the dialog.

User Information

Your Name:

Email Address:

Server Information

Account Type: (dropdown menu)

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

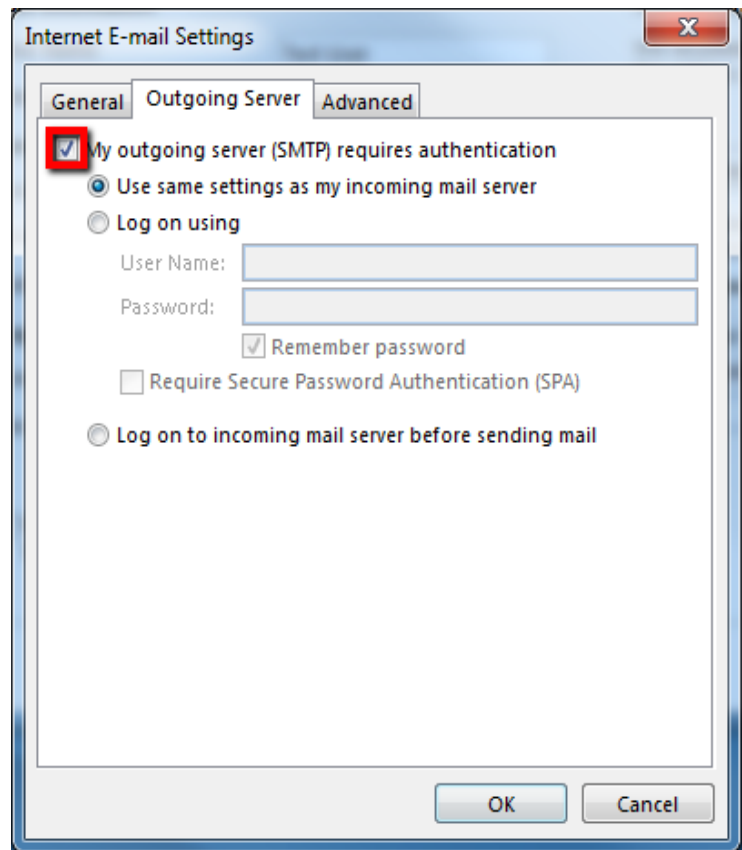
Existing Outlook Data File

(highlighted with a red box)

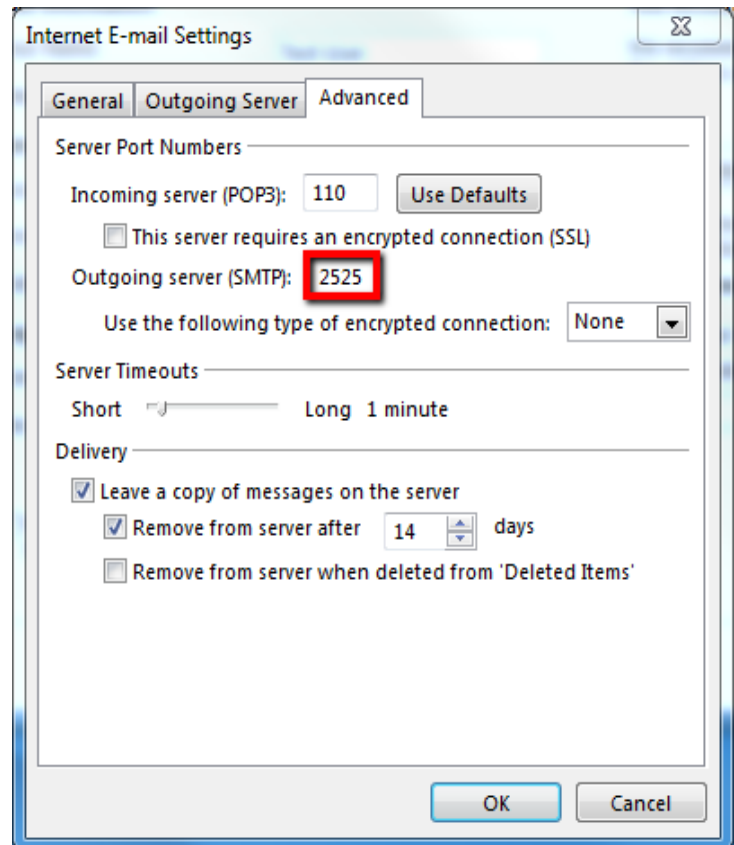
Navigation buttons at the bottom:

4) Click on the Outgoing Server Tab.

Check the box My outgoing server (SMTP) requires authentication.
Check the button Use same settings as my incoming mail server.
Check the button Use same settings as my incoming mail server.



5) Click on the advanced tab.
Change the outgoing server (SMTP) port to **2525**
Click on OK.



6) Click on finish and your account is now setup and ready to send/receive.

