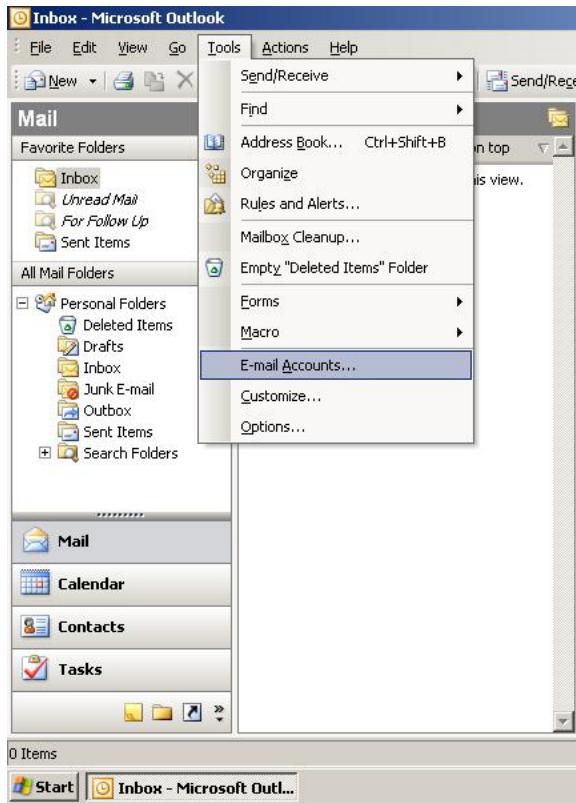
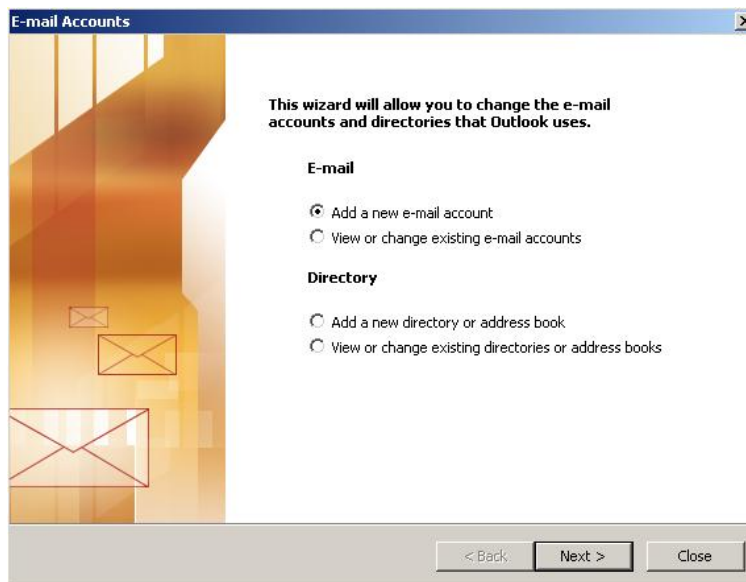


## Set up your Outlook to work with HTC Email powered by Google™

1. Open your Outlook
2. Click on the **Tools** menu
3. Select **E-mail Accounts**



4. Select **Add a new e-mail account**
5. Click on **Next**



6. Enter **User Information** as indicated below
7. **Your Name:** enter the name you want to display on emails you send
8. Enter your **E-mail Address** including @sccoast.net
9. Enter the **Password** as provided by HTC (must be a combination of at least 8 alpha and numeric characters)
10. Check box at **Remember password** if you want your Outlook account to remember your password
11. Enter **Server Information** as indicated below
12. Enter your Incoming mail (POP3) as: **pop.gmail.com**
13. Enter your Outgoing mail (SMTP) says: **smtp.gmail.com**
14. Click **Next**

**E-mail Accounts** [X]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

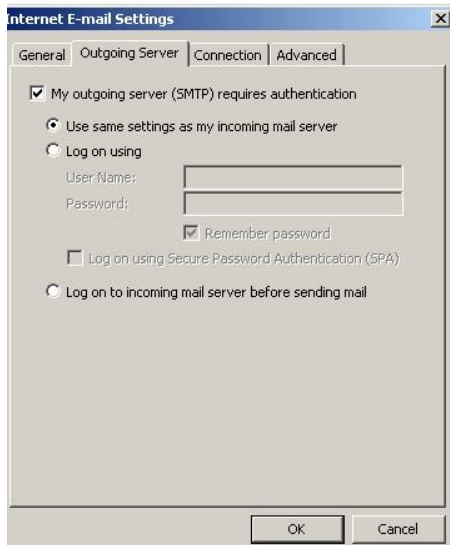
Log on using Secure Password Authentication (SPA)

**Test Settings**

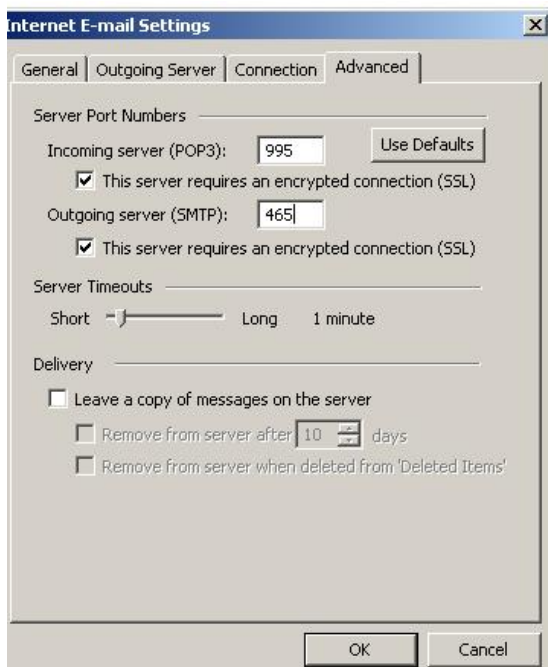
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back    Next >    Cancel

15. Click on the **Outgoing Server** tab
16. Place a **check mark** in the box next to **My outgoing server (SMTP) requires authentication**
17. Select **Use same settings as my incoming mail server**
18. Click **OK**



19. Click on the **Advanced** tab
20. *Do this now!* Place a **check mark** in the box next to "This server requires a secure connection (SSL)"
21. Make the Incoming server (POP3): **995**
22. *Do this now!* Place a **check mark** in the box next to "This server requires a secure connection (SSL)"
23. Make the Outgoing server (SMTP): **465**
24. Click **OK**



## 25. Click **Finish**

