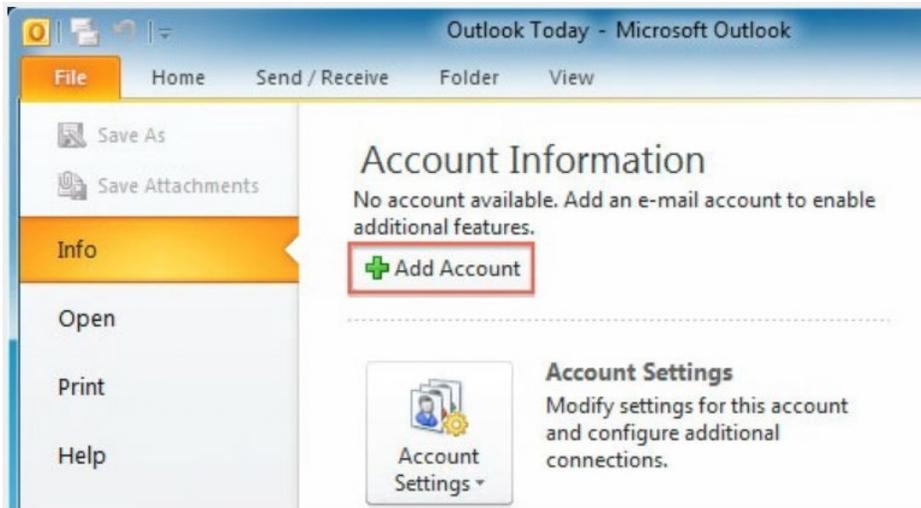


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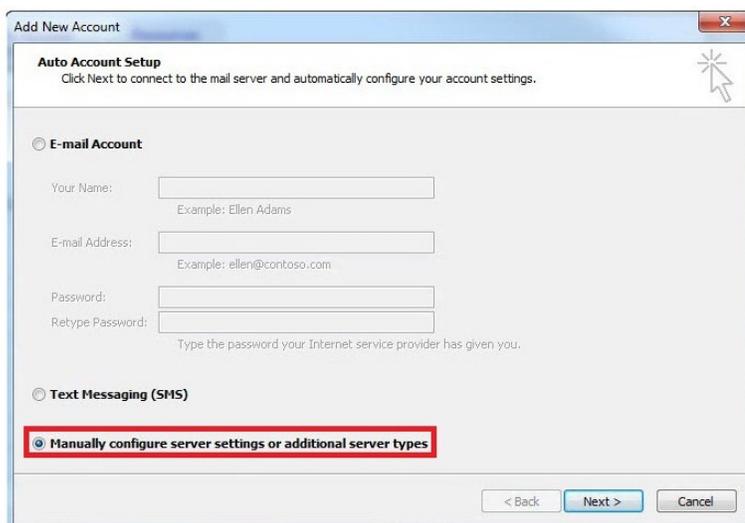
## Outlook 2010/2013 Mail Configuration

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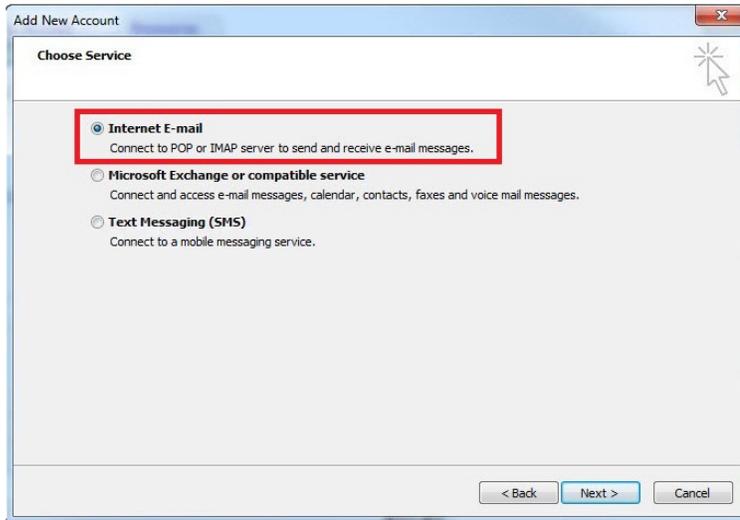
1. Open Outlook 2010/2013 from your start menu.
2. On the top left, click the **File** menu tab and select **Info**.



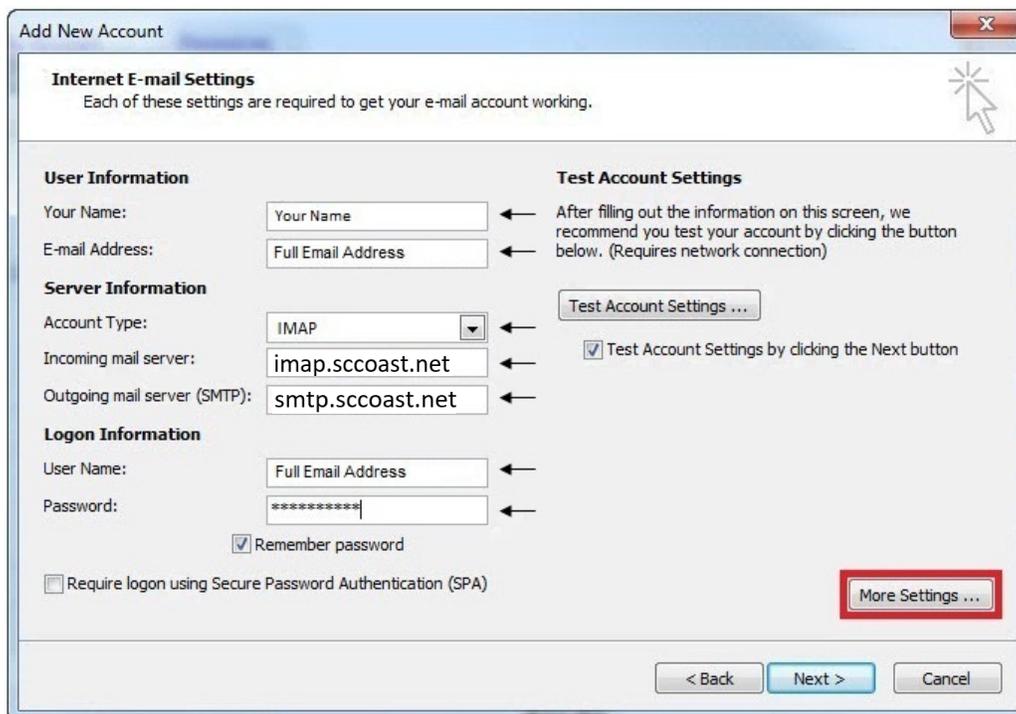
3. Under Account Information, click the **Add Account** button.



4. Select **Manually configure server settings or additional server types** and click **Next**.



5. On the Choose Service page, select **Internet E-mail** and click **Next**.



6. Provide the following information on the Internet E-mail Settings page.

Under **User Information**:

- In the **Your Name** box, enter a name to display when sending messages.

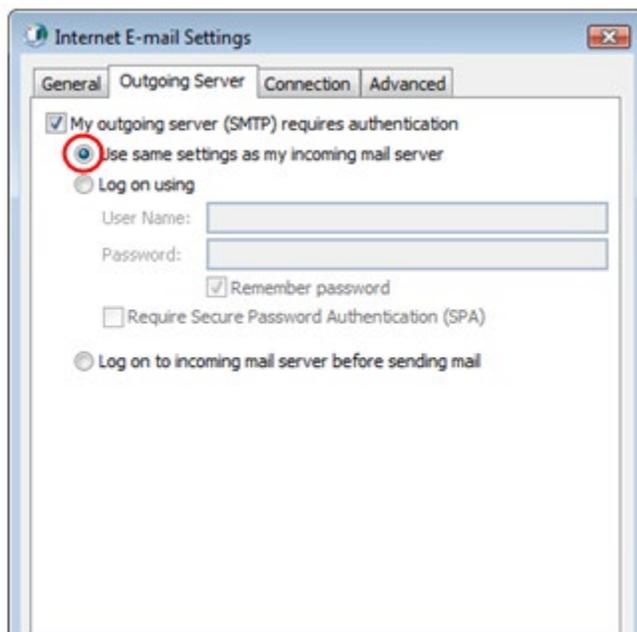
- In the **E-mail Address** box, enter your full sccoast.net email address.

Under **Server Information**:

- Under **Account Type**, choose **POP** or **IMAP**. \*IMAP is recommended.
- In the **Incoming mail server box**, enter either **imap.sccoast.net** or **pop.sccoast.net**. \*IMAP is recommended.
- In the **Outgoing mail server (SMTP)** box, enter **smtp.sccoast.net**.

Under **Logon Information**:

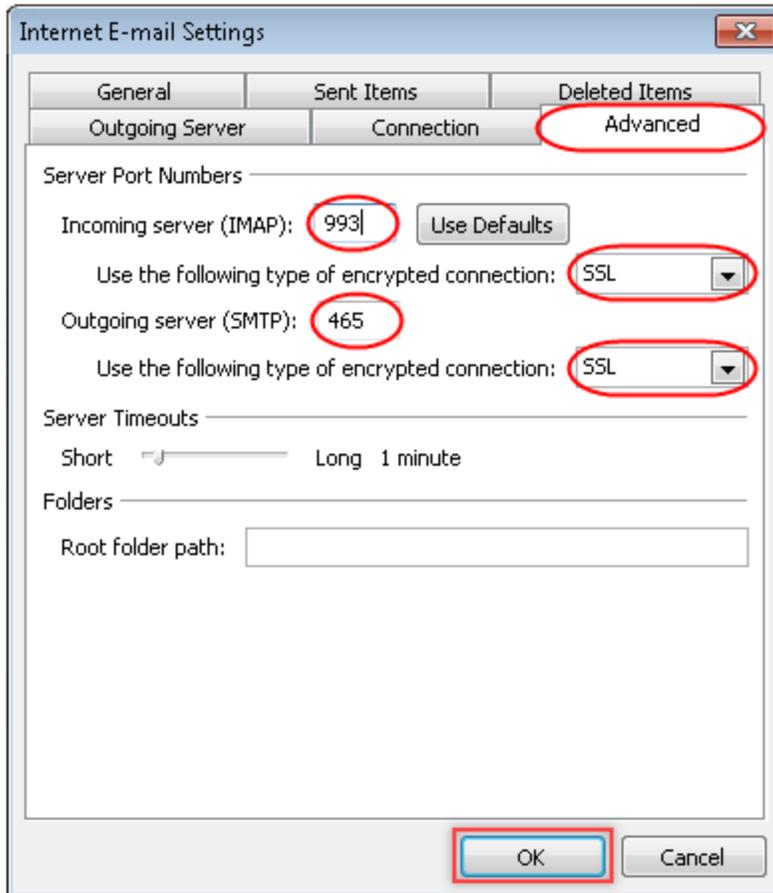
- In the **User Name** box, enter your full sccoast.net email address.
- In the **Password** box, enter your sccoast.net email password. To ensure Outlook will remember your password, verify the box next to **Remember password** is checked.
- At the bottom of the page, click **More Settings...**



7. Provide the following information in the Internet E-Mail Settings box:

- Select the **Outgoing Server** tab at the top.
- Place a checkmark next to **My outgoing server (SMTP) requires authentication**.
- Check **Use same settings as my incoming mail server**.

- Click the **Advanced** tab.



8. Enter the following settings under the **Advanced** tab:
  - Incoming Server: **993** for **IMAP** or **995** for **POP**. \*IMAP is recommended.
  - Use the following type of encrypted connection: Set to **SSL**.
  - Outgoing Server: Enter **465**.
  - Use the following type of encryption connection: Set to **SSL**.
9. Click **OK**, then **Next** and **Finish** to close the wizard. Outlook 2010 / 2013 is now configured to send and receive your emails.