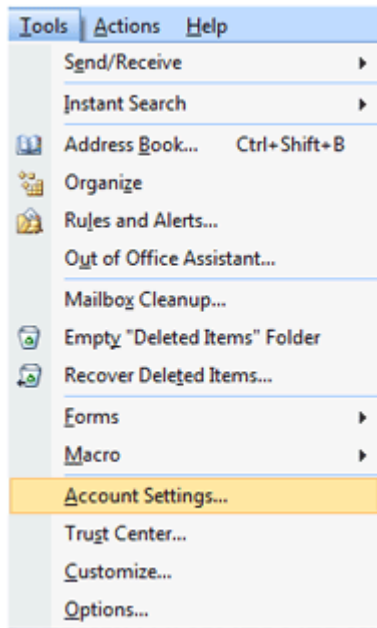
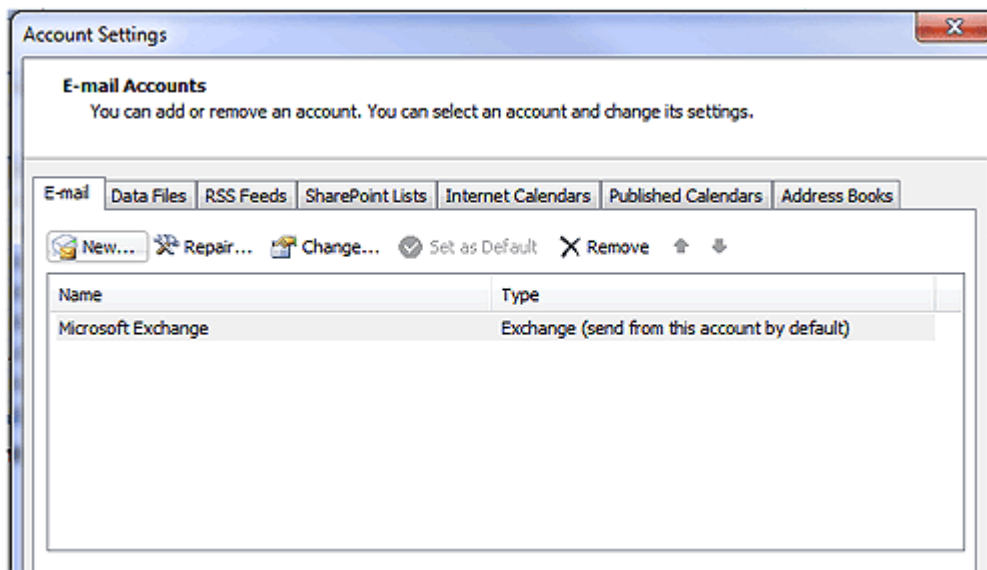


Setting up your new YourLink email account in Microsoft Outlook

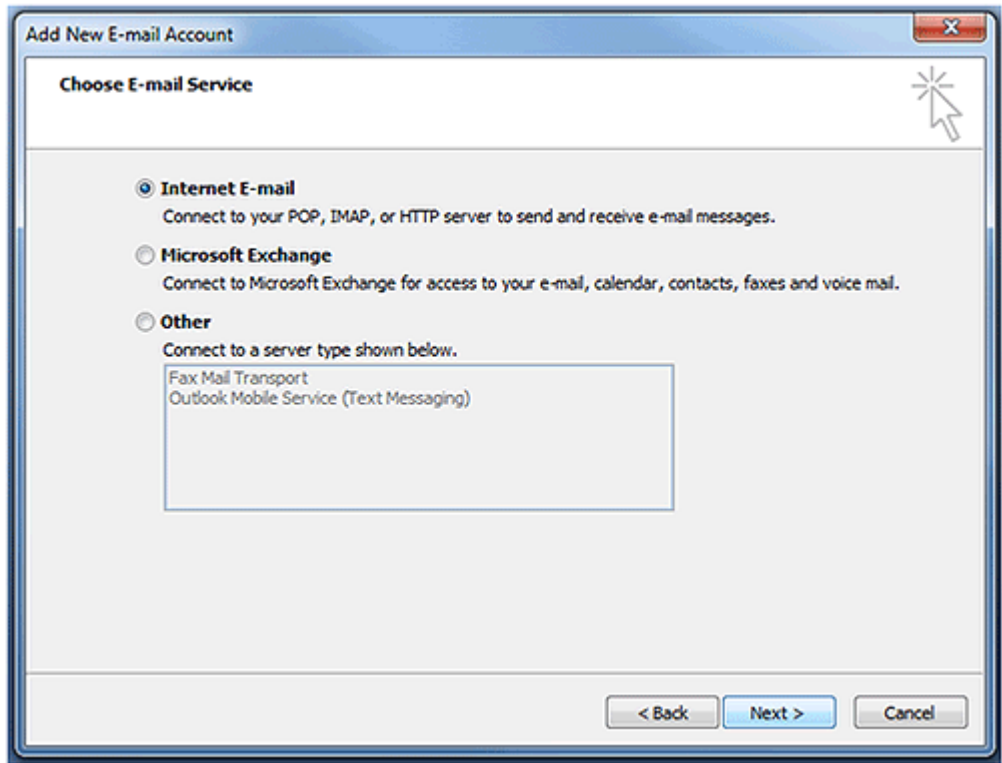
1. If you haven't setup an account on your system before a window will pop up to guide you through your setup, please skip to step 3. If you already have an account setup other then a YourLink email account click: "Tools" -> "Account Settings..."



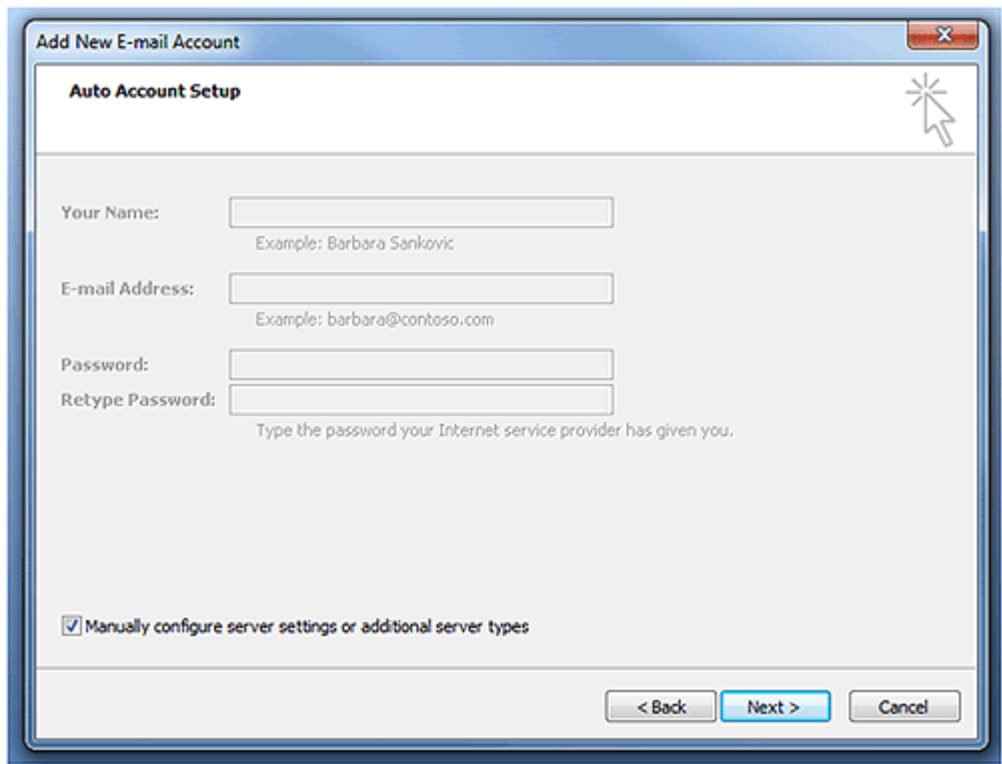
2. Click "New..." in the next window



3. Click "Next >" to indicate that you are setting up an internet email account



4. Check "Manually configure..." checkbox on the bottom left of the email box.



5. Enter your customer information

User Information

Your Name - will be displayed we a person receives and email

Email Address – corresponds with your rctvonline.net email address, if entered incorrectly your reply address will be incorrect

Server Information

Account Type – Select POP3

Incoming mail server – Set to mail.rctvonline.net, this is that server that houses all your emails

Outgoing mail server (SMTP) – mail.rctvonline.net, this is where emails will be sent to for delivery

Login Information

Username – rctvonline.net email address doubles as your username

Password - your email password.

Add New E-mail Account

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

User Information

Your Name: John Doe
E-mail Address: john.doe@rctvonline.net

Server Information

Account Type: POP3
Incoming mail server: mail.rctvonline.net
Outgoing mail server (SMTP): mail.rctvonline.net

Logon Information

User Name: john.doe@rctvonline.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

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

Test Account Settings ...

More Settings ...

< Back Next > Cancel

7. Click the "More Settings..." button at the bottom right of your screen.

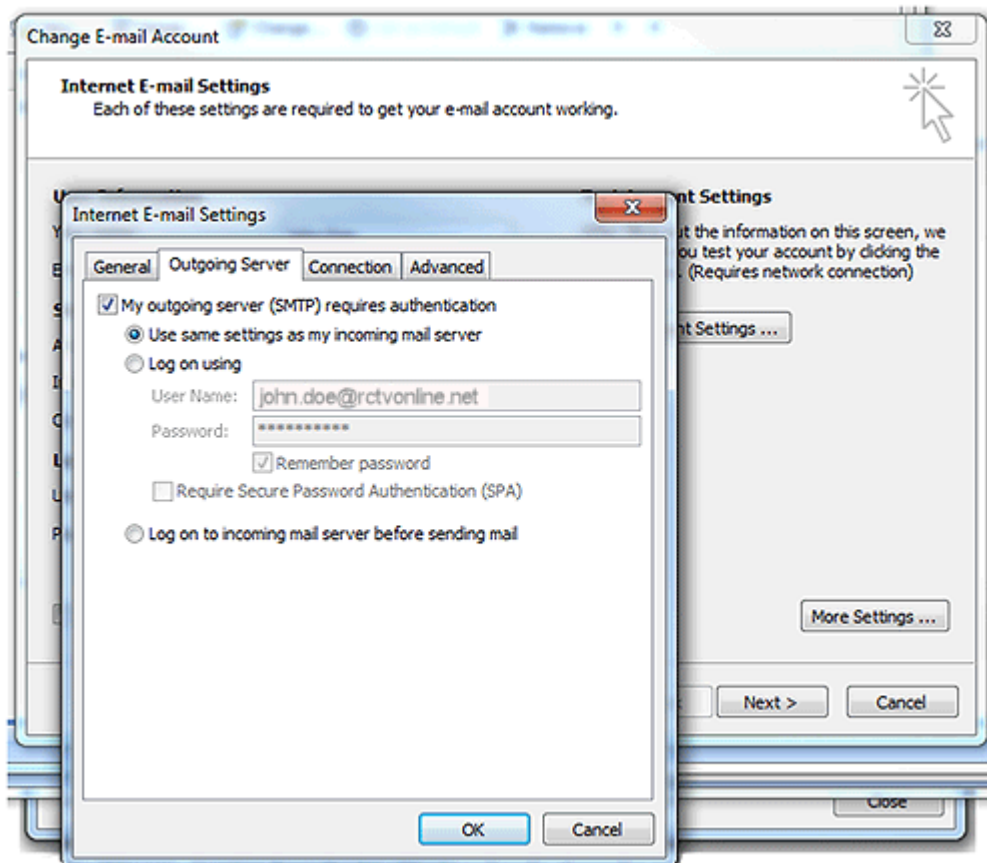
8. Select the "Outgoing Server" tab on the top of the window

9. Check the "My outgoing server (SMTP) requires authentication" check box

10. Enter the same information as your mail login into the "User Name" & "Password" fields

11. Click "Ok" to apply the changes and close the Settings window

12. Click "Next >"



Congratulations you have your YourLink email account setup through Microsoft Outlook

