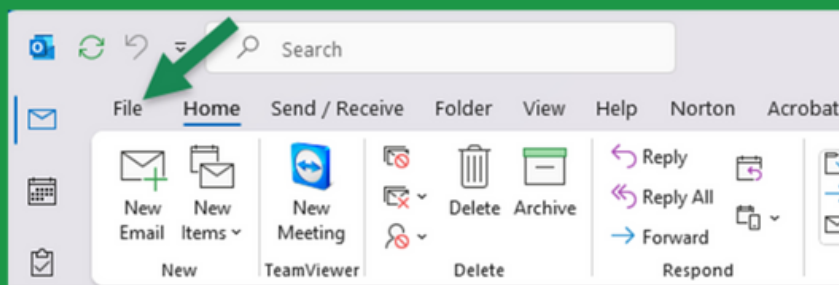


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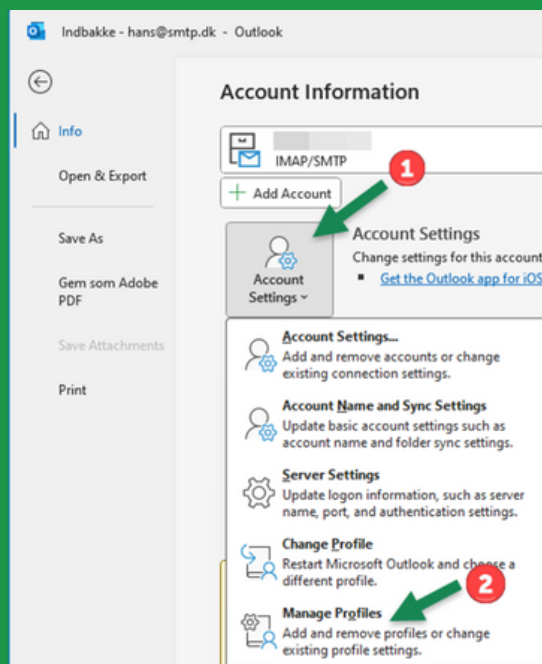
STEP 1

Open Outlook and click on "File".



STEP 2

Go to Account Settings and select "Manage Profiles"

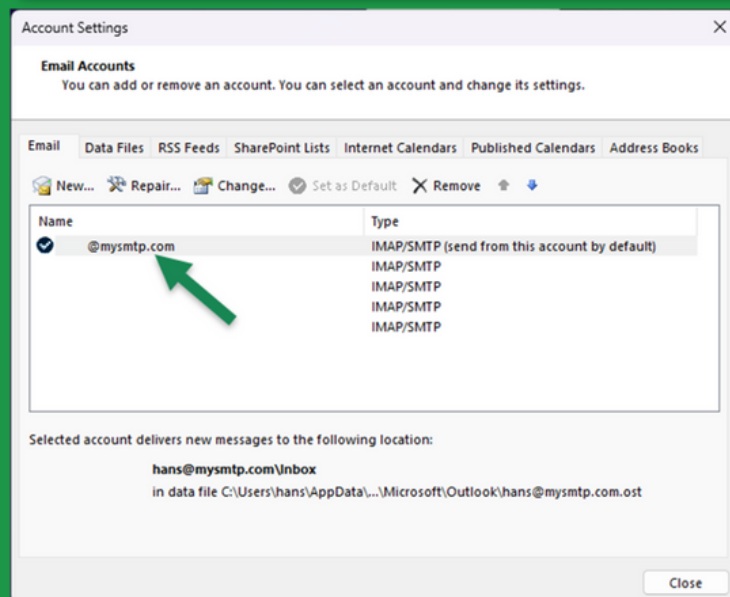
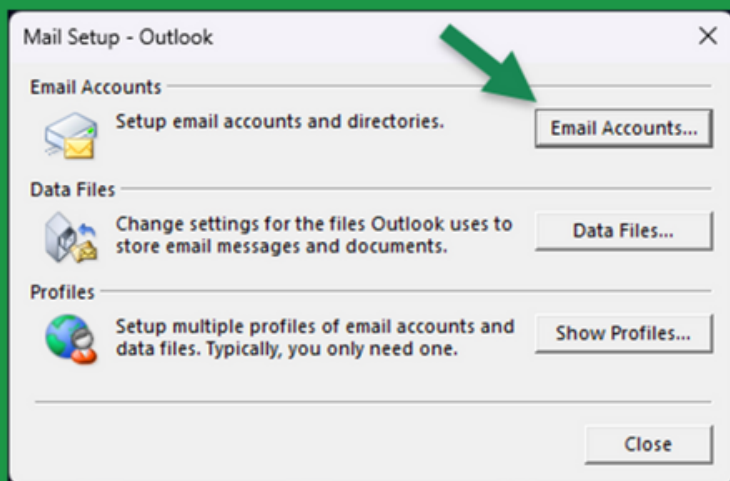


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STEP 3

Click on Email Accounts and double click on the email account you want to use with mysmtp.com



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STEP 4

Type `mail.mysmtp.com` in the field “Outgoing mail server (SMTP)”

Then click More Settings

A screenshot of the 'Change Account' dialog box in Outlook. The 'POP and IMAP Account Settings' section is active, showing fields for 'Your Name', 'Email Address', 'Account Type' (set to IMAP), 'Incoming mail server', and 'Outgoing mail server (SMTP)'. The 'Outgoing mail server (SMTP)' field contains 'mail.mysmtp.com'. The 'Logon Information' section has 'Remember password' checked. The 'Test Account Settings' section has 'Automatically test account settings when Next is clicked' checked. A red circle with the number '1' points to the 'Outgoing mail server (SMTP)' field, and a red circle with the number '2' points to the 'More Settings ...' button. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', and 'Help'.

STEP 5

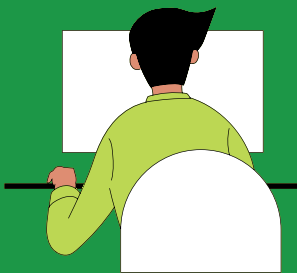
Click the “Outgoing Server” menu and check the following:

1. In the field “User Name”, insert the user email you have made in the SMTP account setup.
2. In the “Password” field insert the password you received in setup email or use the one made in the SMTP account set up.

Then click the advanced tab.

A screenshot of the 'Internet Email Settings' dialog box in Outlook, with the 'Outgoing Server' tab selected. The 'General' section has 'My outgoing server (SMTP) requires authentication' checked. The 'Log on using' section has 'User Name' set to 'username@mail.com' and 'Password' set to '*****'. The 'Remember password' checkbox is checked. A red circle with the number '1' points to the 'User Name' field, and a red circle with the number '2' points to the 'Password' field. A green arrow points to the 'Advanced' tab. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', and 'Help'.

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STEP 6

Set “outgoing server (SMTP)”
port to: 587

Set encryption to AUTO or
STARTTLS

Click Ok and go back to
account settings window and
click “Test account Settings...”

