



## **How to set up your email on Microsoft Outlook**

Website contact:

[support@innov8t.ie](mailto:support@innov8t.ie)

## Introduction to the your new Email Service.

Your new website is equipped with a new email system, All email accounts are separate and all users will need a user name and password to access their own personal email account. Please keep these passwords secure and ensure they are difficult to guess, in the event you forget your user name or password please contact [support@innov8t.ie](mailto:support@innov8t.ie) to get your account unlocked. Remember you are the only one with access to your email box, not even administrators can access your email box.

### Current enabled email boxes.

Address	Status	Type	Password
<a href="mailto:joe@joebloggs.ie">joe@joebloggs.ie</a>	Active	Business	testpassword

Non specified addresses will bounce to your main email address

**NOTE:** To change your passwords please contact Innov8t.

## How to set up your Email address with Outlook.

In Microsoft Outlook, Select the option **Tools**, then **Email Accounts**. In the new window that appears select the option, **Add a new email account** and click next.

In the next window select the option **POP3** and click next. The new window which has appeared now requires the following information, (please copy the details for the screenshot. *(Remember your password is welcome1)*)

When you have entered all of the below information, **select next**. Your new email account has now been configured!

**E-mail Accounts**

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

**User Information**

Your Name: Joe Bloggs  
E-mail Address: joe@joebloggs.ie

**Server Information**

Incoming mail server (POP3): mail.joebloggs.ie  
Outgoing mail server (SMTP): mail.joebloggs.ie

**Logon Information**

User Name: joe@joebloggs.ie  
Password: testpassword  
 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)

Test Account Settings ...  
More Settings ...

< Back   Next >   Cancel

## If you require help or further information

Contact: Support  
Email: [support@innov8t.ie](mailto:support@innov8t.ie)  
Or phone 041 68 71100

Website contact:

[support@innov8t.ie](mailto:support@innov8t.ie)