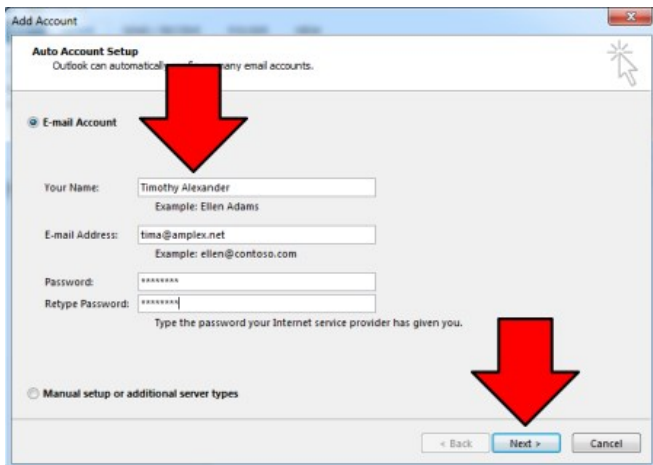


## Outlook 2010 / 2013 E-mail Setup

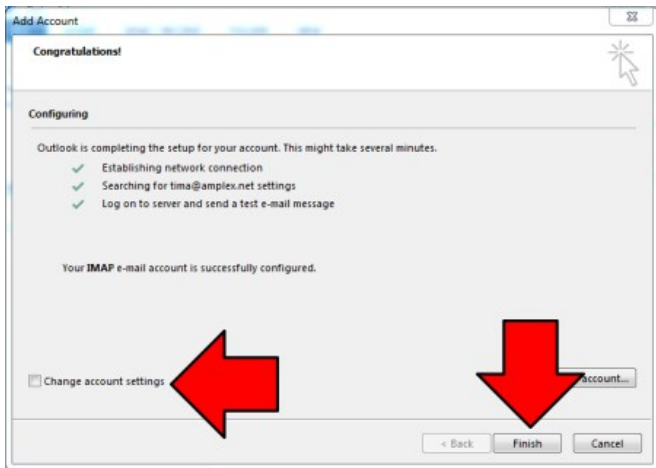
Setting up Microsoft Outlook 2010 or 2013 with your Amplex E-mail account is simple. To begin **open Outlook** and **click on the File** menu then **click Add Account**.



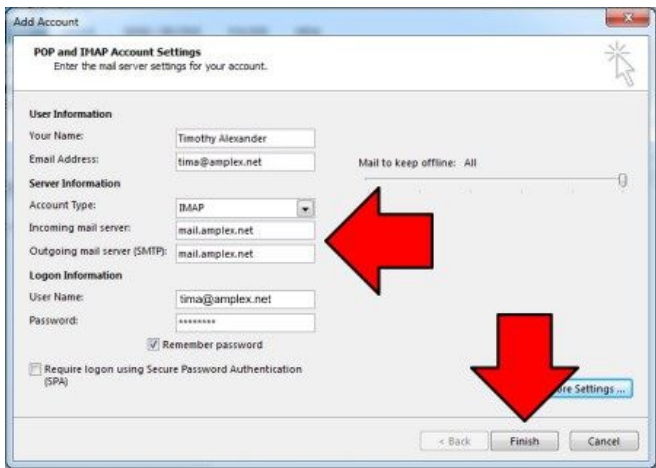
In the empty box next to Your Name **type your name** as you would like it to appear on e-mail you send. In the empty box next to E-mail address **type your Amplex e-mail address**. In the empty box next to Password **type your e-mail password**. In the empty box next to Retype password **type your e-mail password**. **Click Next** to allow Outlook to test and verify your e-mail settings.



Outlook should automatically detect your e-mail settings and say Congratulations. **Click Finish** to complete your e-mail setup. If you do not see Congratulations or outlook was unable to automatically detect your settings **click the check box next to Change account settings** and **click Next**.



In the box next to Account Type **choose IMAP** from the drop down list. In the box next to **Incoming mail server type mail.amplex.net**. In the box next to **Outgoing mail server (SMTP) type mail.amplex.net**. In the box next next to User Name **type your full e-mail address**. In the box next to Password **type your e-mail password**. Verify a **check mark** is in the box next to **Remember password** and click **Finish**.



You can now view your e-mail by opening Outlook.