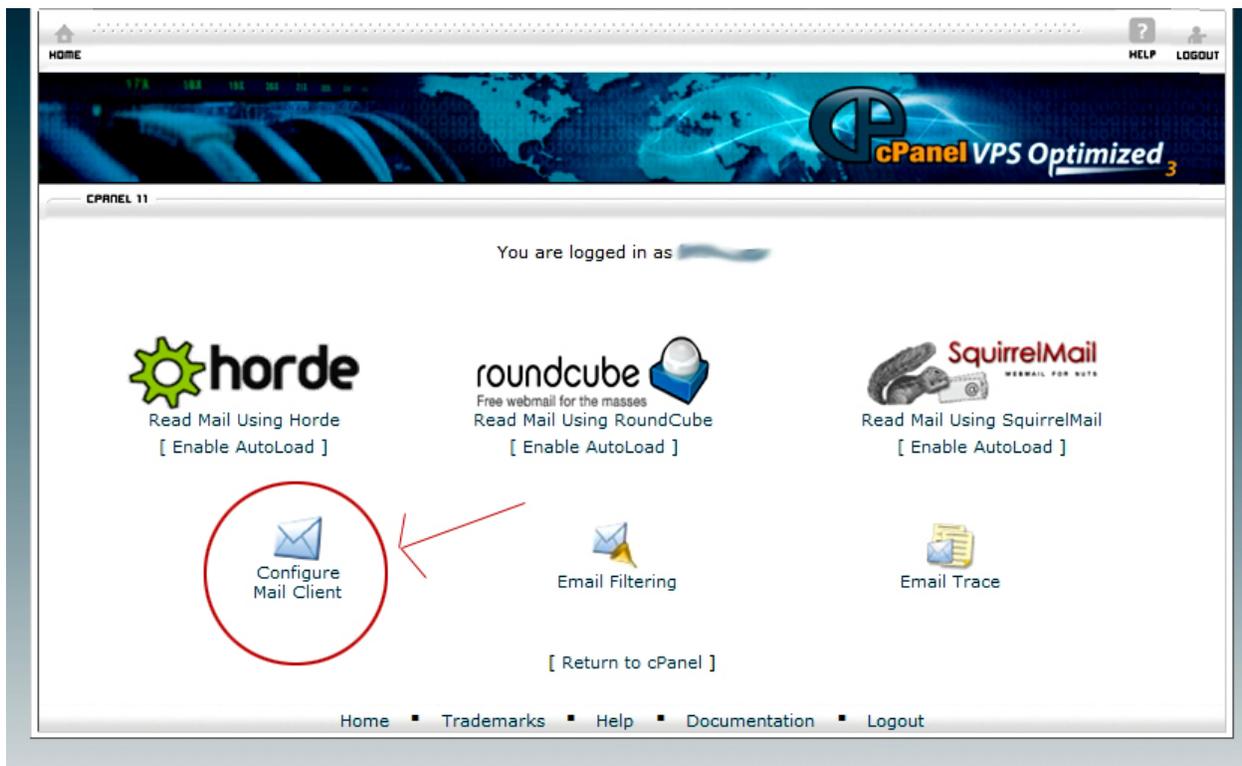


How to configure Outlook in cPanel

Configure an Email Client

This feature will automatically configure your email client to access your cPanel email address(es). An email client allows you to access your email account from an application on your computer. Outlook® Express and Apple® Mail are examples of email clients. To access this feature, click the *More* button corresponding to the appropriate email account.

 **Note:** You must already have an email client installed on your computer in order to automatically configure it using cPanel.



To configure your mail client:

1. Select and download the appropriate configuration file from the list.
2. Run the script file to automatically configure a mail client for the selected address.

When completed properly, your email client should open automatically and log into your email account(s).

 **Note:** If you wish to use an email client that is not listed in this interface, you will need to manually configure it. For more information on manually configuring an email client, review the documentation of the client you wish to use.

OR

If you have an email account set up on the server, you may want to configure Outlook or Outlook express to send/receive email from this email address. To configure Outlook to connect to your account, please do the following:

1. Open **Outlook express**
2. At the top in the menu, click "**Tools**"
3. Click the **accounts** link
4. Select the **mail** tab
5. Click the **add button**
6. Click **Mail**
7. In the Display name field, type the name you wish to associate with this email. This is only for your purposes. It doesn't matter what name you use in this field.
8. Click the "**Next**" Button
9. In the field to the right of "**E-mail address**" type the full email address including the domain name.
10. Click the "**Next**" Button
11. The incoming and outgoing server will always be mail.yourdomain.com unless your ISP requires you to use their outgoing mail server, or if the mail server is on a completely different server that your domain.
12. Type the incoming and outgoing mail server and click the "**Next**" Button
13. The account name will be the full email address. Provide this information the field to the right of "Account name"
14. In the password section type the password for the email
15. Click the "**Next**" Button
16. Then click **Finish**

you can click Send and receive and you can receive and send email.