

Step 1:

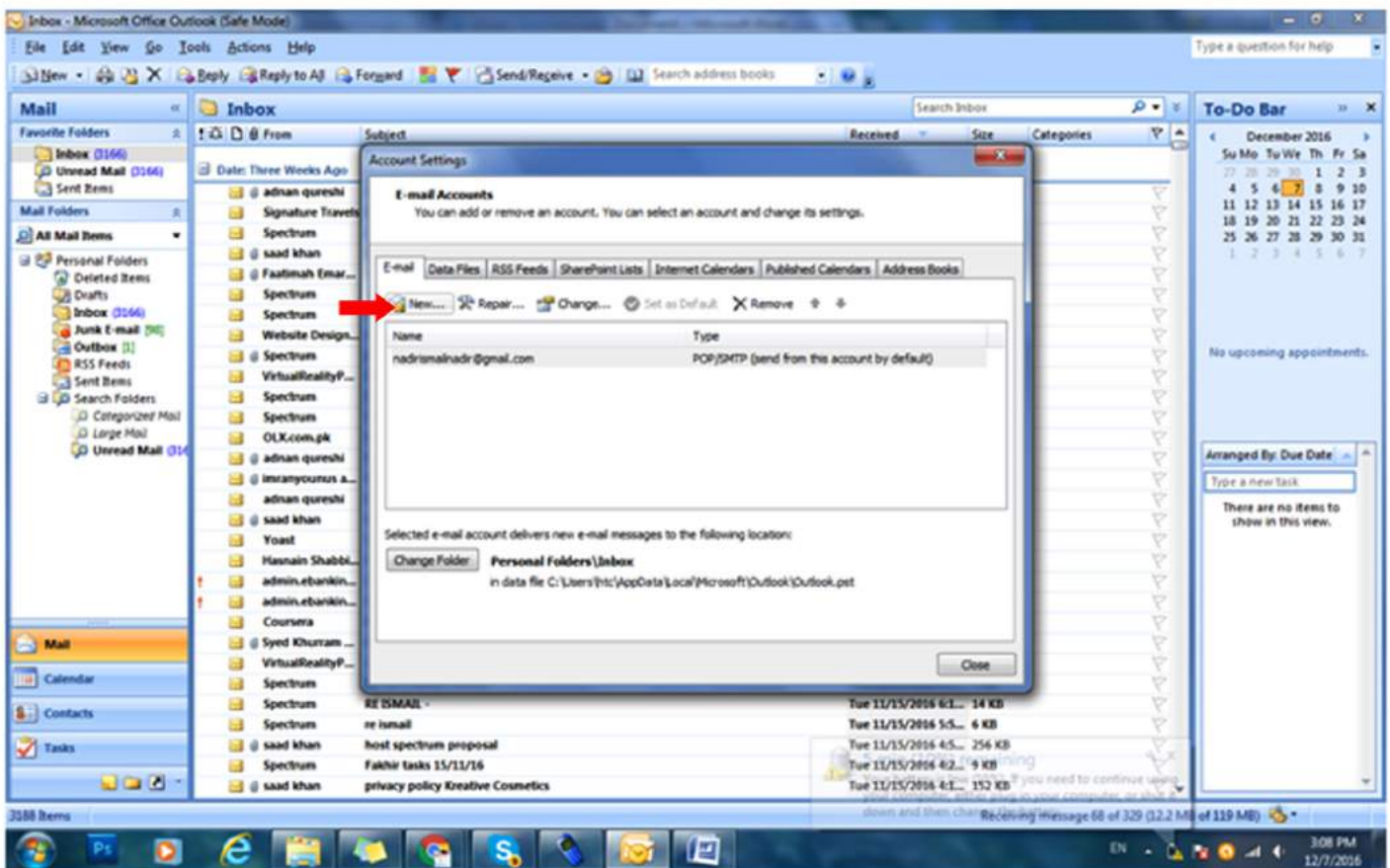
First go to the tab of **“Tool”**
Select **“Account Setting”**

The screenshot shows the Microsoft Office Outlook interface in Safe Mode. The 'Tools' menu is open, and 'Account Settings...' is highlighted. A red arrow points to the 'Tools' tab in the ribbon, and another red arrow points to the 'Account Settings...' option in the menu. The main pane displays a list of emails with columns for Received, Size, and Categories. The 'To-Do Bar' on the right shows a calendar for December 2016 and a task list.

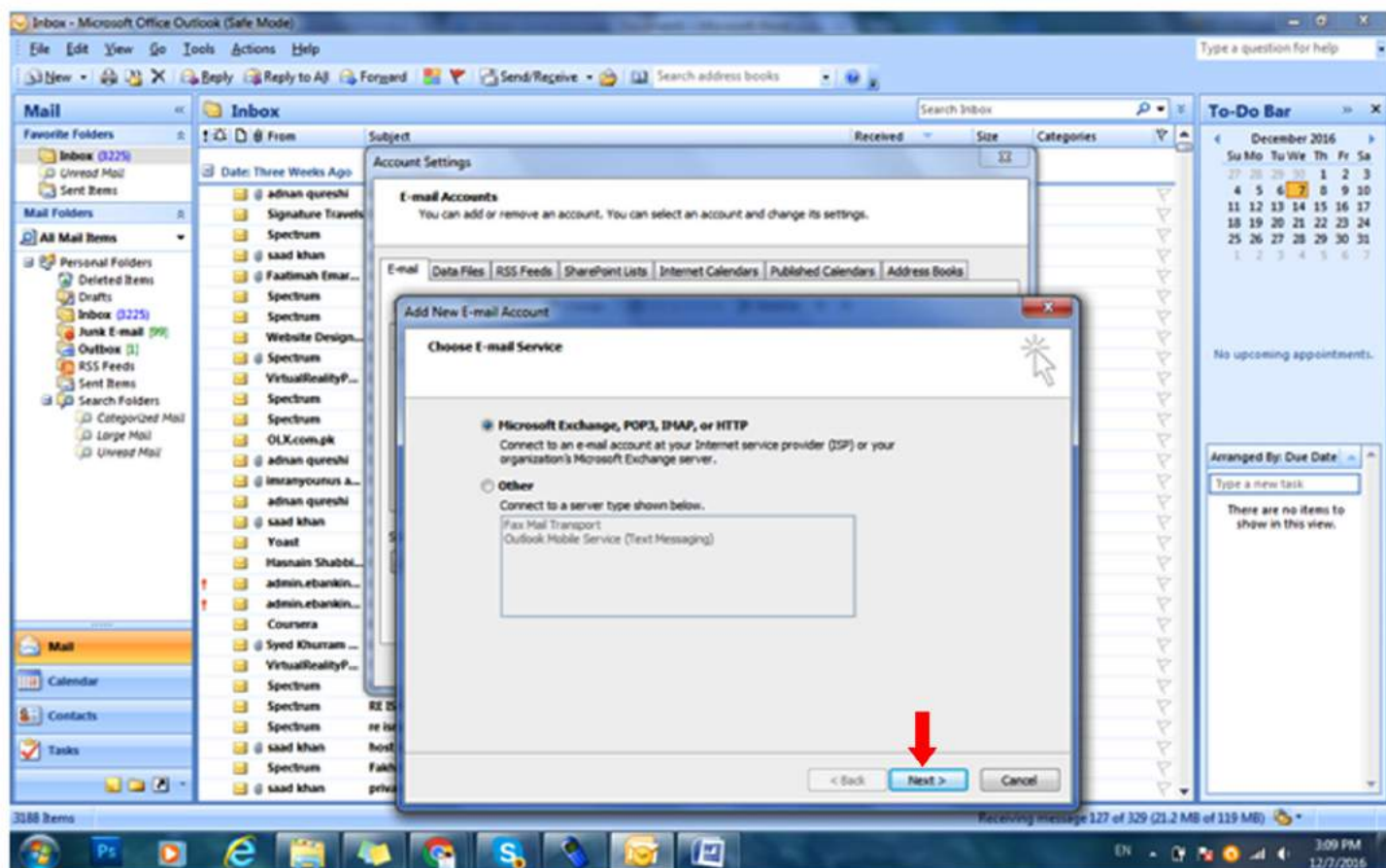
Received	Size	Categories	
Services Flyer	Wed 11/16/2016 5:...	895 KB	
Malam Jabba & Swat Tour Package	Wed 11/16/2016 4:...	513 KB	
	Wed 11/16/2016 4:...	4 KB	
	Wed 11/16/2016 4:...	57 KB	
	Wed 11/16/2016 4:...	27 KB	
	Wed 11/16/2016 4:...	4 KB	
	Wed 11/16/2016 4:...	10 KB	
	Wed 11/16/2016 3:...	267 KB	
	Wed 11/16/2016 3:...	1 MB	
	Wed 11/16/2016 3:...	13 KB	
	Wed 11/16/2016 2:...	7 KB	
	Wed 11/16/2016 2:...	11 KB	
	Wed 11/16/2016 1:...	20 KB	
	Wed 11/16/2016 1:...	3 MB	
	Wed 11/16/2016 1:...	53 KB	
	Wed 11/16/2016 1:...	12 KB	
	Wed 11/16/2016 12:...	29 KB	
	Wed 11/16/2016 10:...	22 KB	
	Wed 11/16/2016 10:...	371 KB	
	Wed 11/16/2016 7:...	17 KB	
	Wed 11/16/2016 6:...	17 KB	
	Wed 11/16/2016 3:...	114 KB	
	Tue 11/15/2016 11:...	88 KB	
	Tue 11/15/2016 7:5:...	19 KB	
	Tue 11/15/2016 6:3:...	5 KB	
	Tue 11/15/2016 6:1:...	14 KB	
	Tue 11/15/2016 5:5:...	6 KB	
	Tue 11/15/2016 4:5:...	256 KB	
	Tue 11/15/2016 4:2:...	9 KB	
	Tue 11/15/2016 4:1:...	152 KB	

Step 2:

Add New Account:



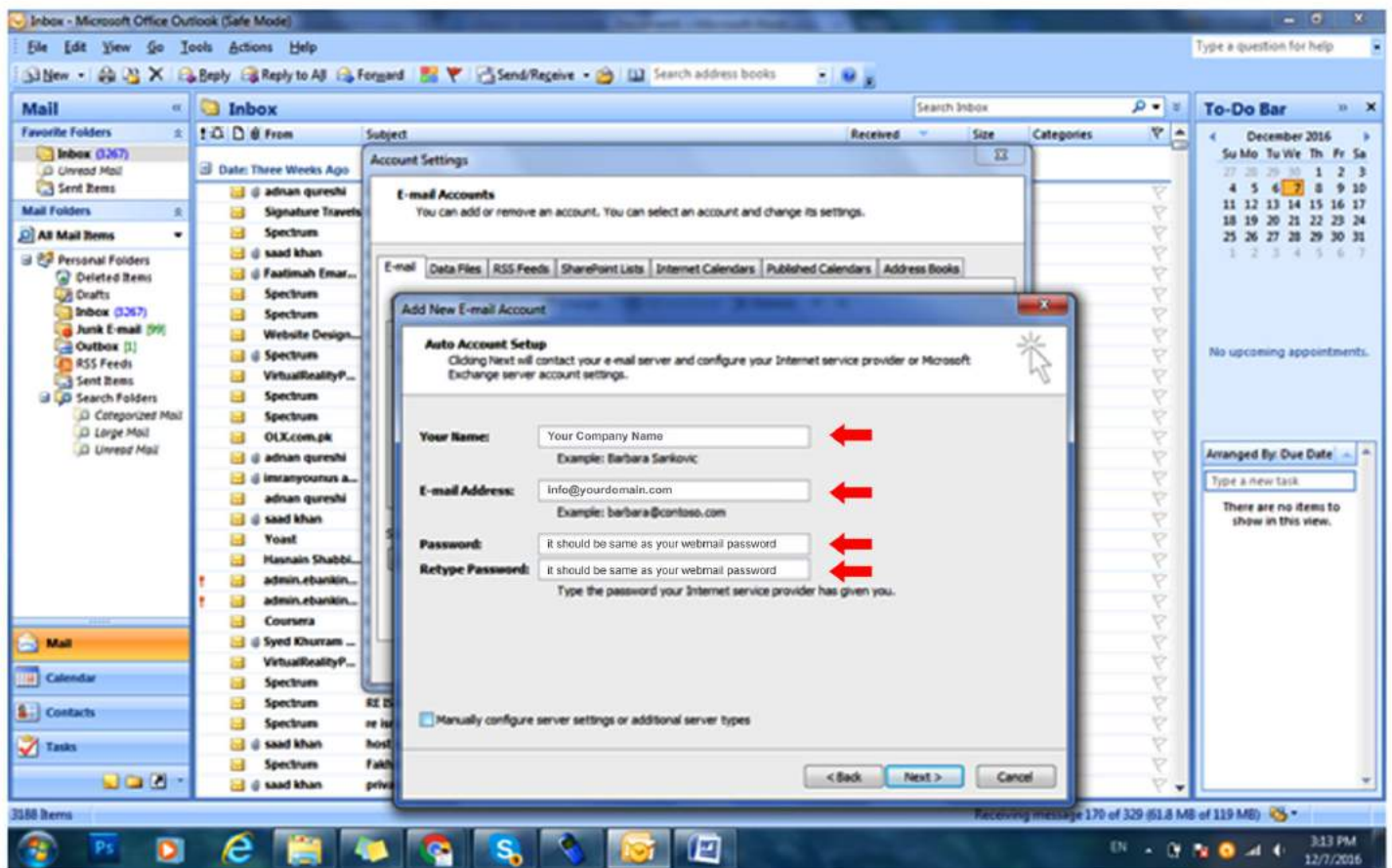
Step 3:



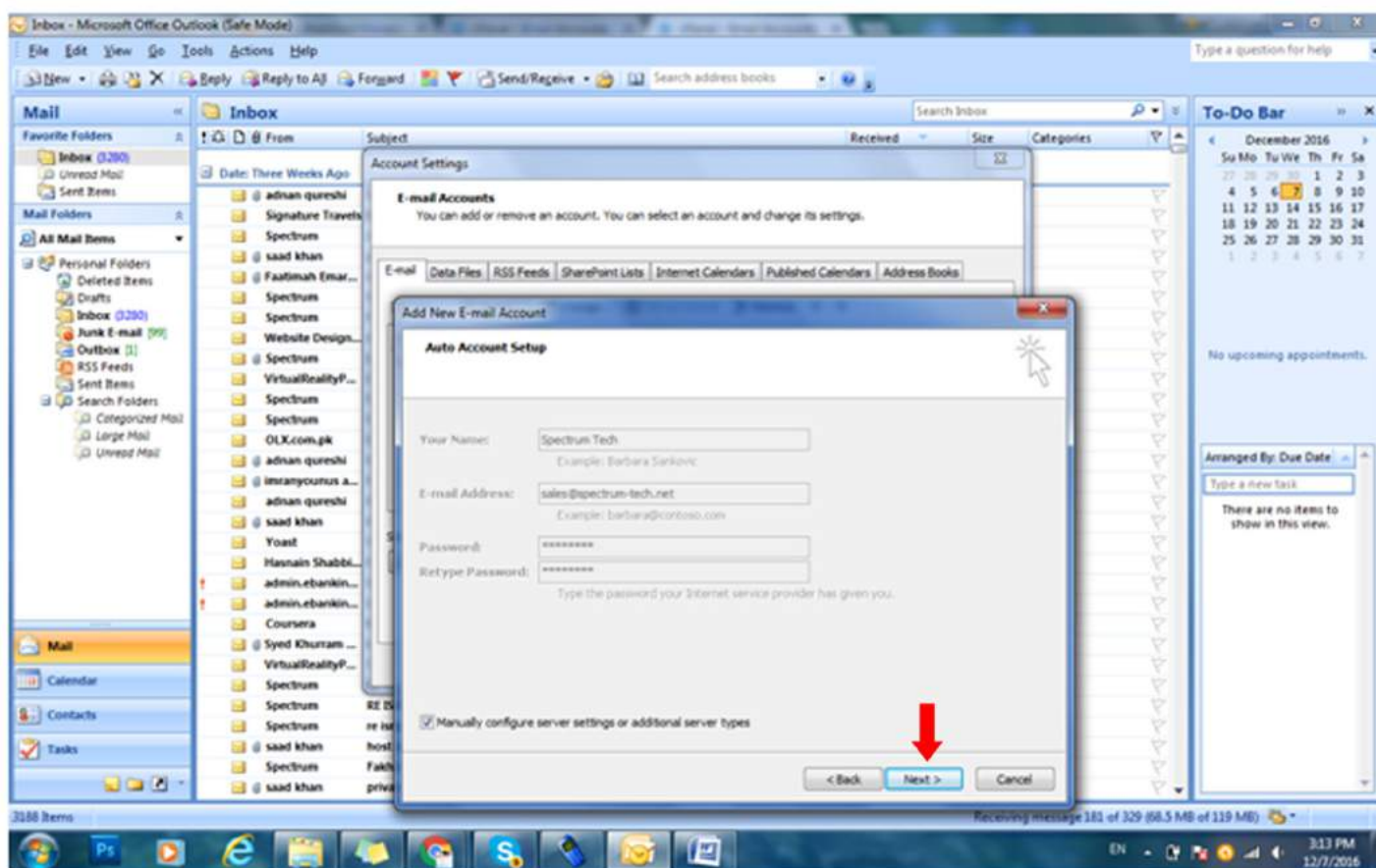
Step 4:

Enter your Company Name, Email Address and Password
(it should be same as your webmail password)

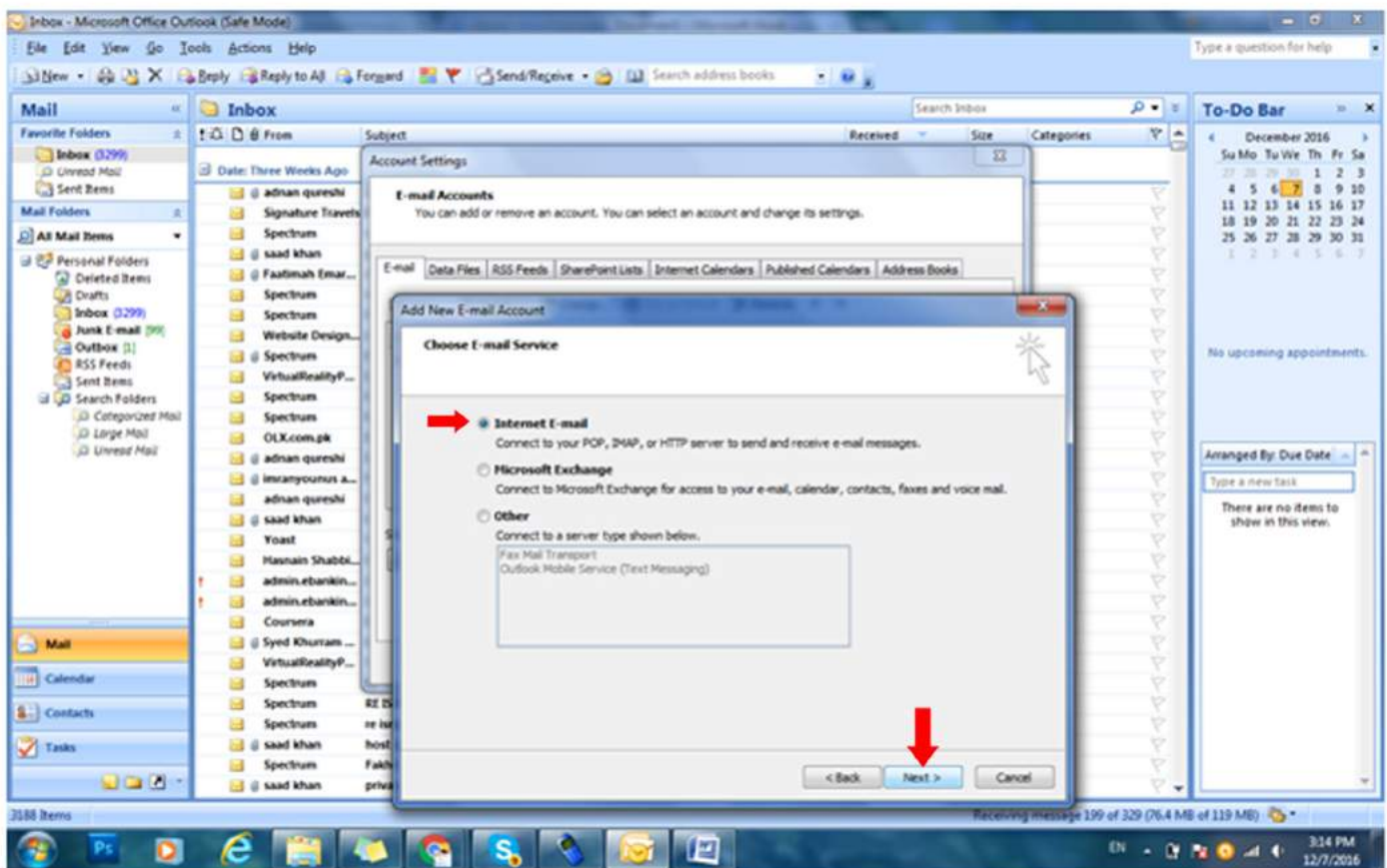
Click On **“Manual Configure Server Setting”**



Then Click **“Next Button”**



Step 5:



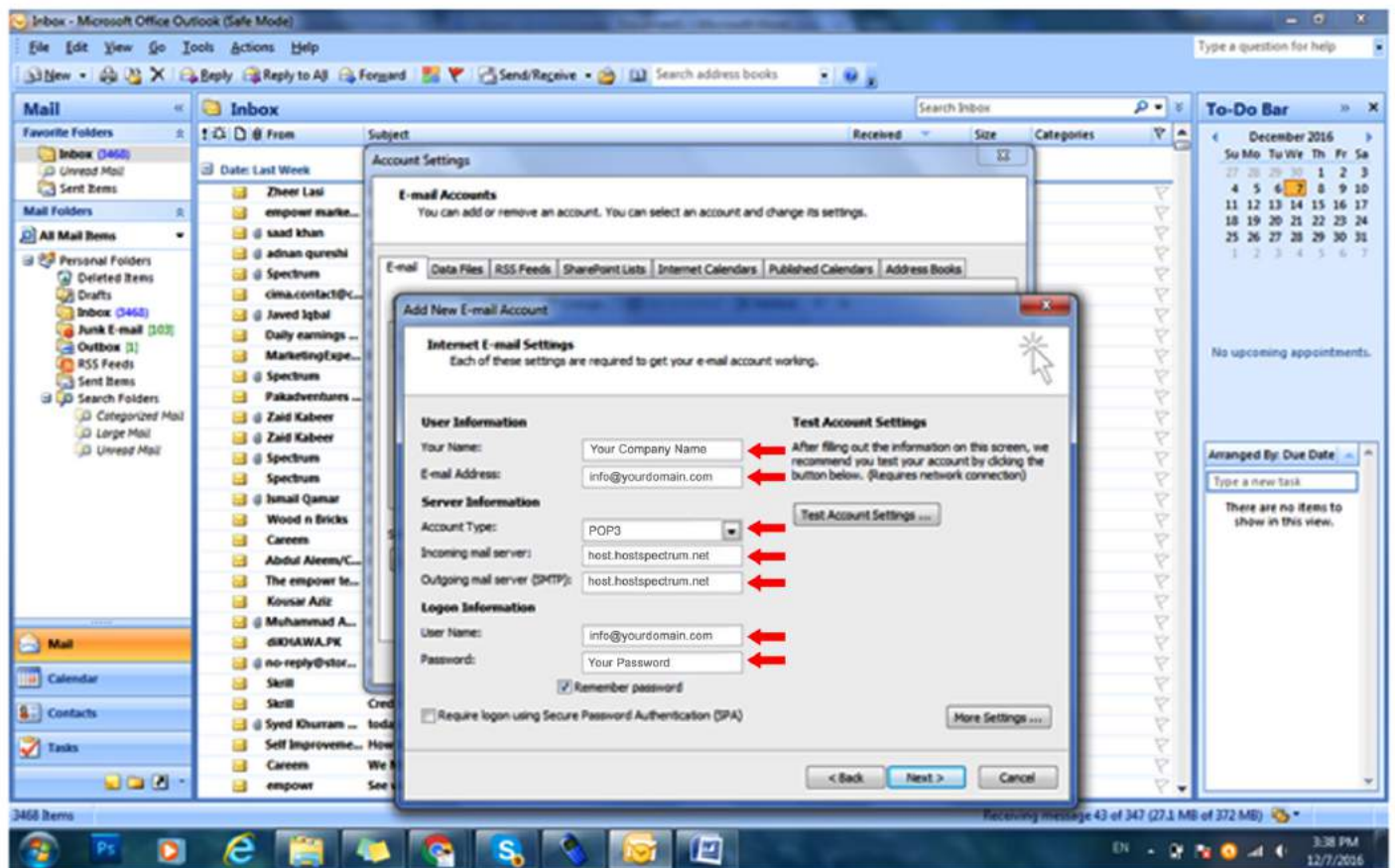
Step 6:

Enter Your Company Name, Email Address,
Select **“POP3”** from **“Account Type”**

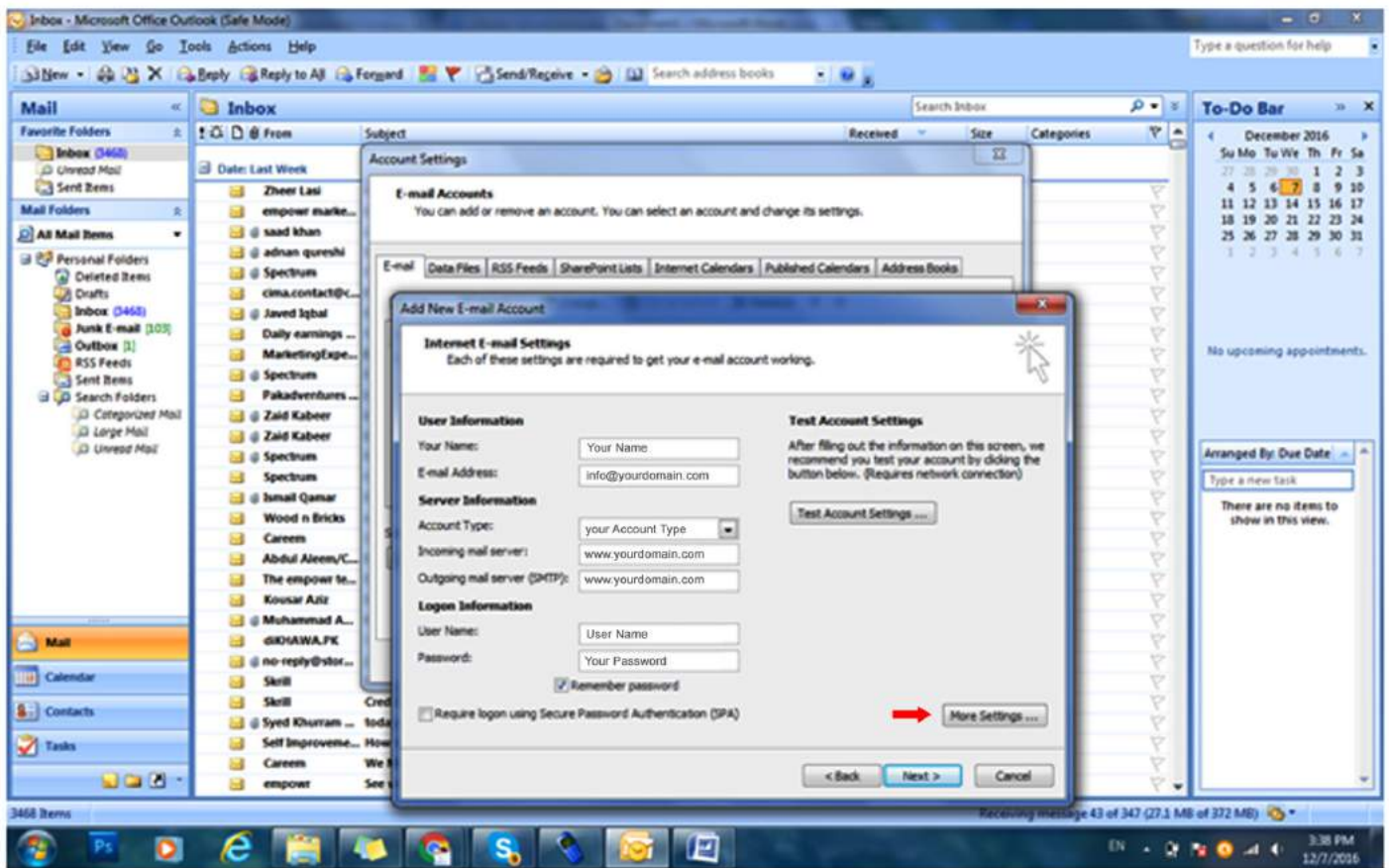
Incoming Mail Server: host.hostspectrum.net

Outgoing Mail Server: host.hostspectrum.net

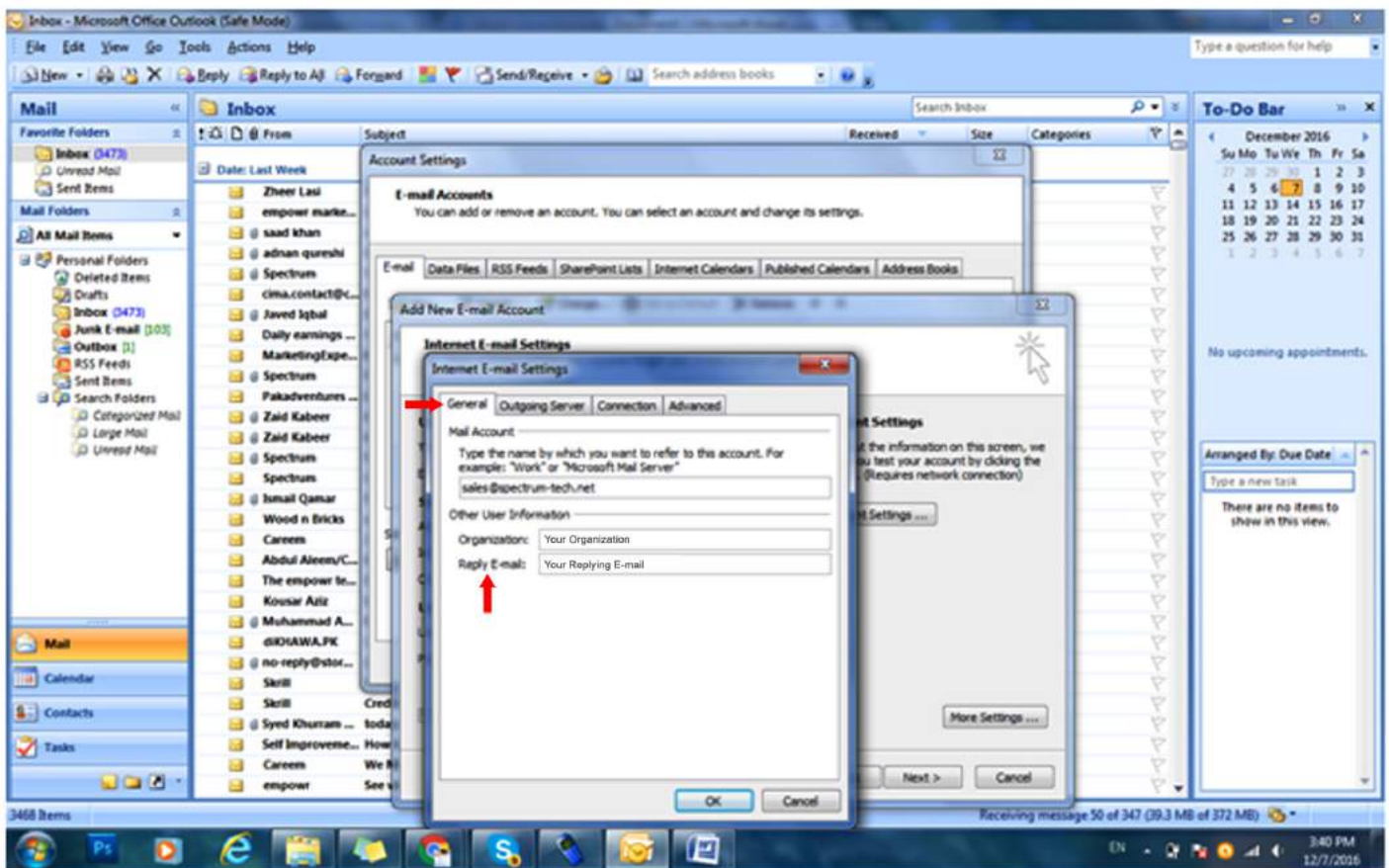
In User Name: type your Email Address



Step 7: Click on “More Settings”

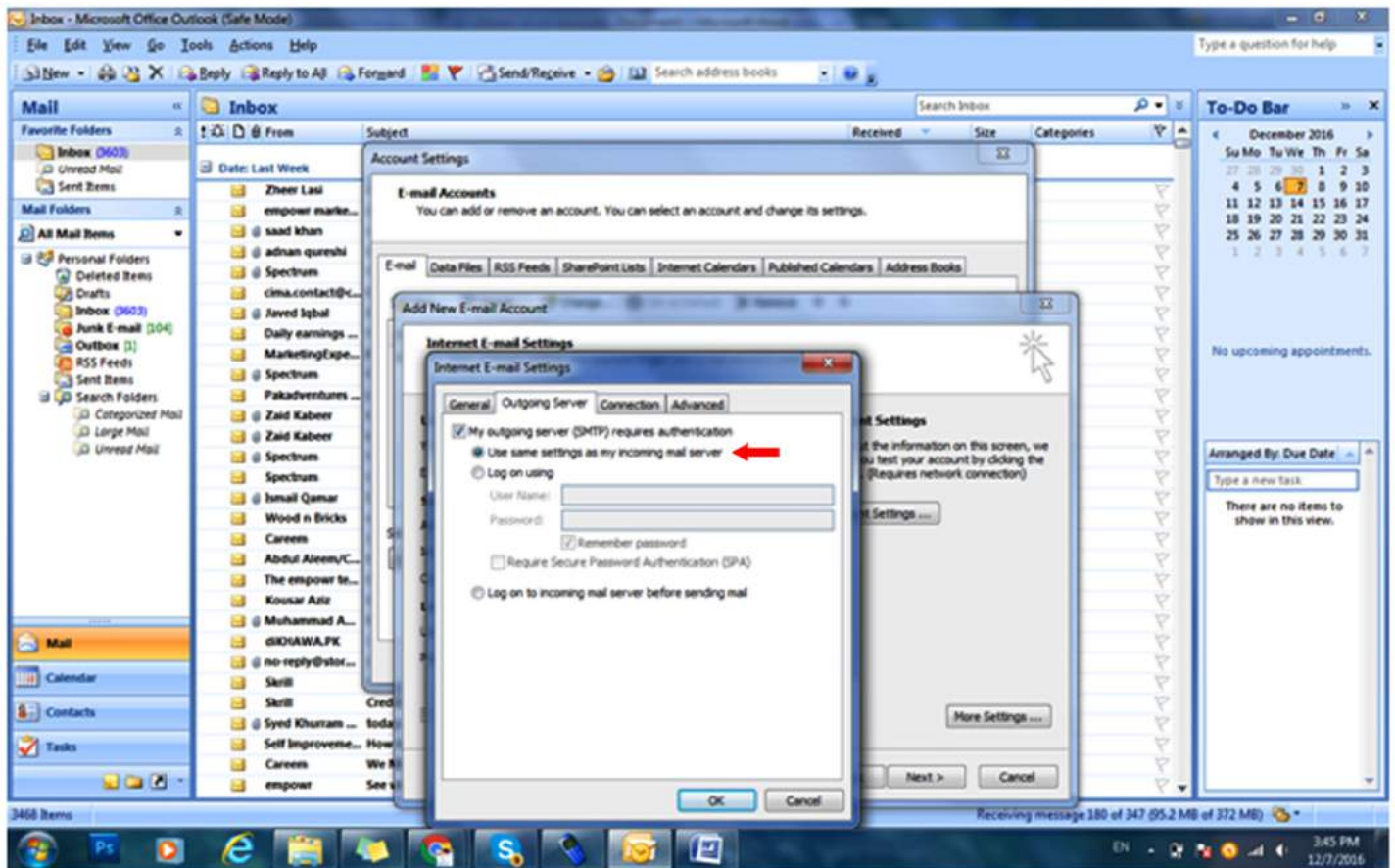


Step 8: Select your Reply Email



Step 9:

Check on “My outgoing Server SMTP requires authentication”



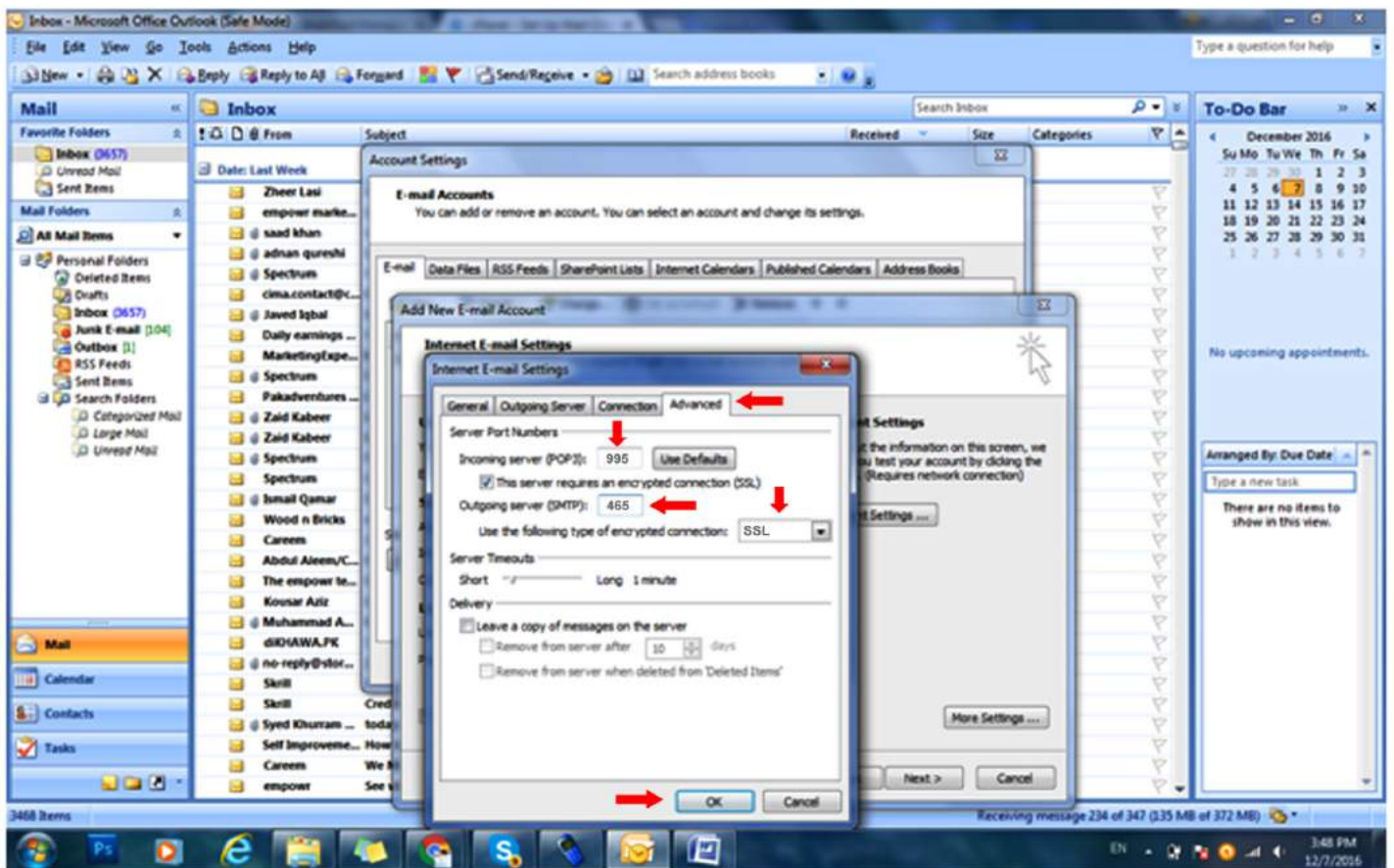
Step 10:

In “Advanced” Incoming Port: 995

SMTP: 465

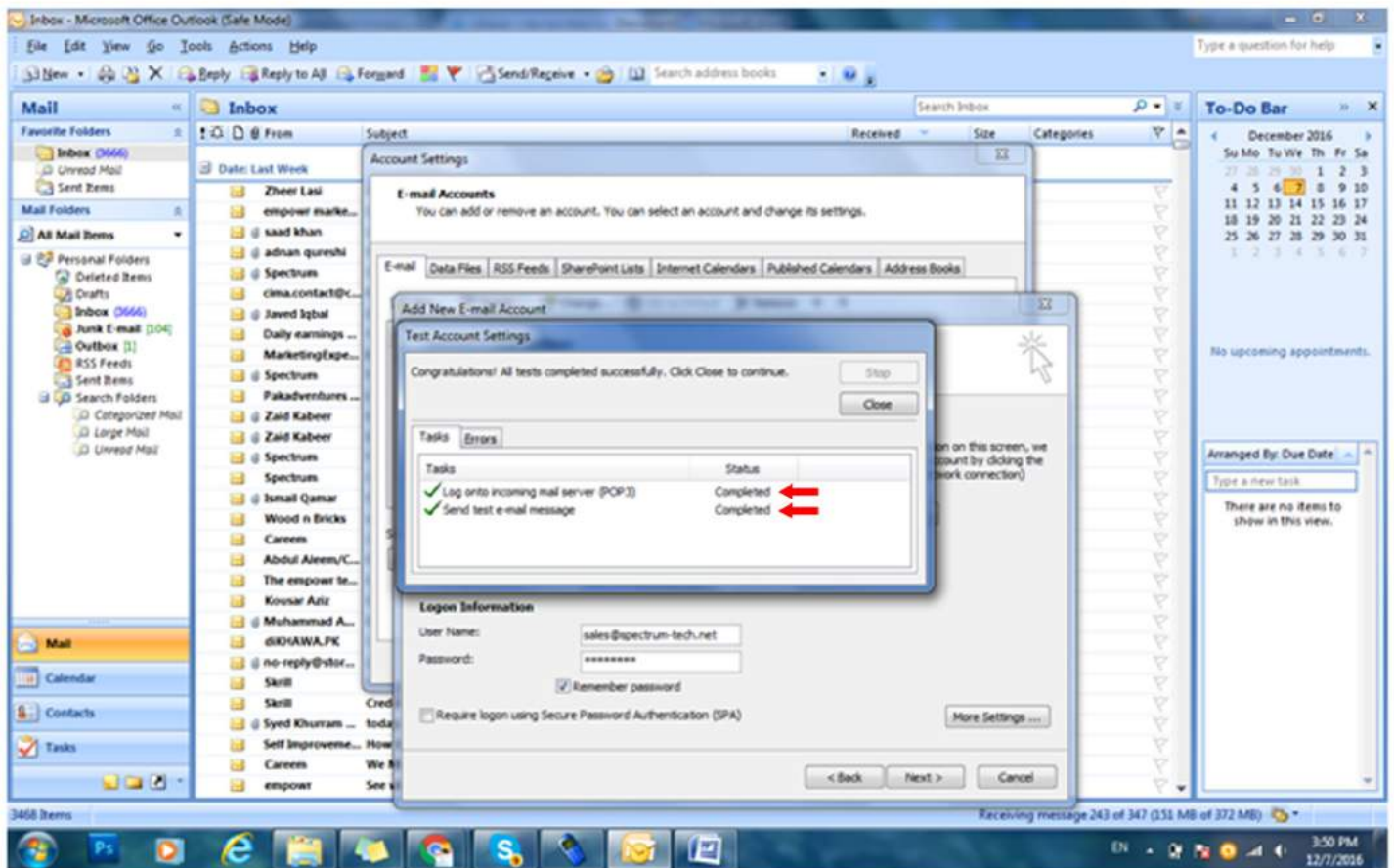
Select “SSL”

Then Click OK



Step 11:

Click on “Test Account Setting”



Step 12:

Click on Next
Then “Finish”

