Installation Guide to Outlook E-mail Client

Step 1 – Enable Outlook as Default E-mail Program

Launch Outlook, then click on **Options**.
In the **General** tab, enable **Make Outlook the default program for E-mail, Contacts, and Calendar**. Then click **OK**.
Step 2 – Add E-mail Account

Click, **Add Account**.
Enter your **Name**, **E-Mail Address**, and **Password** of the desired e-mail. Then click, **Next**.
Step 3 – Automatically Connect E-mail Account

Outlook will automatically detect the proper server settings. Click **Next** to continue.

If the automatic connection is successful, skip to Step 5.

If the automatic connection is unsuccessful, go to Step 4.
Step 4 – Manually Add E-mail Account

Click, Add Account (see Step 2). Then select, Manually configure server settings or additional server types. Then click, Next.

Select, Internet E-mail. Then click, Next.
Enter **Your Name**, **E-mail Address**, **Account Type**, **Incoming mail server**, **Outgoing mail server (SMTP)**, **User Name**, and **Password**.

![Add New Account dialog box](image.png)

**Note:** review your settings with the E-mail provider for the **Incoming mail server** and **Outgoing mail server (SMTP)**. For more information regarding incoming and outgoing mail server settings click here. If you are using a Microsoft Exchange server, please contact your IT professional for server settings.
Step 5 – Verify Outlook is Working Properly

Attempt to send and receive an E-mail in Outlook. E-mail functionality in the Shop Management should now work if Outlook is working properly.