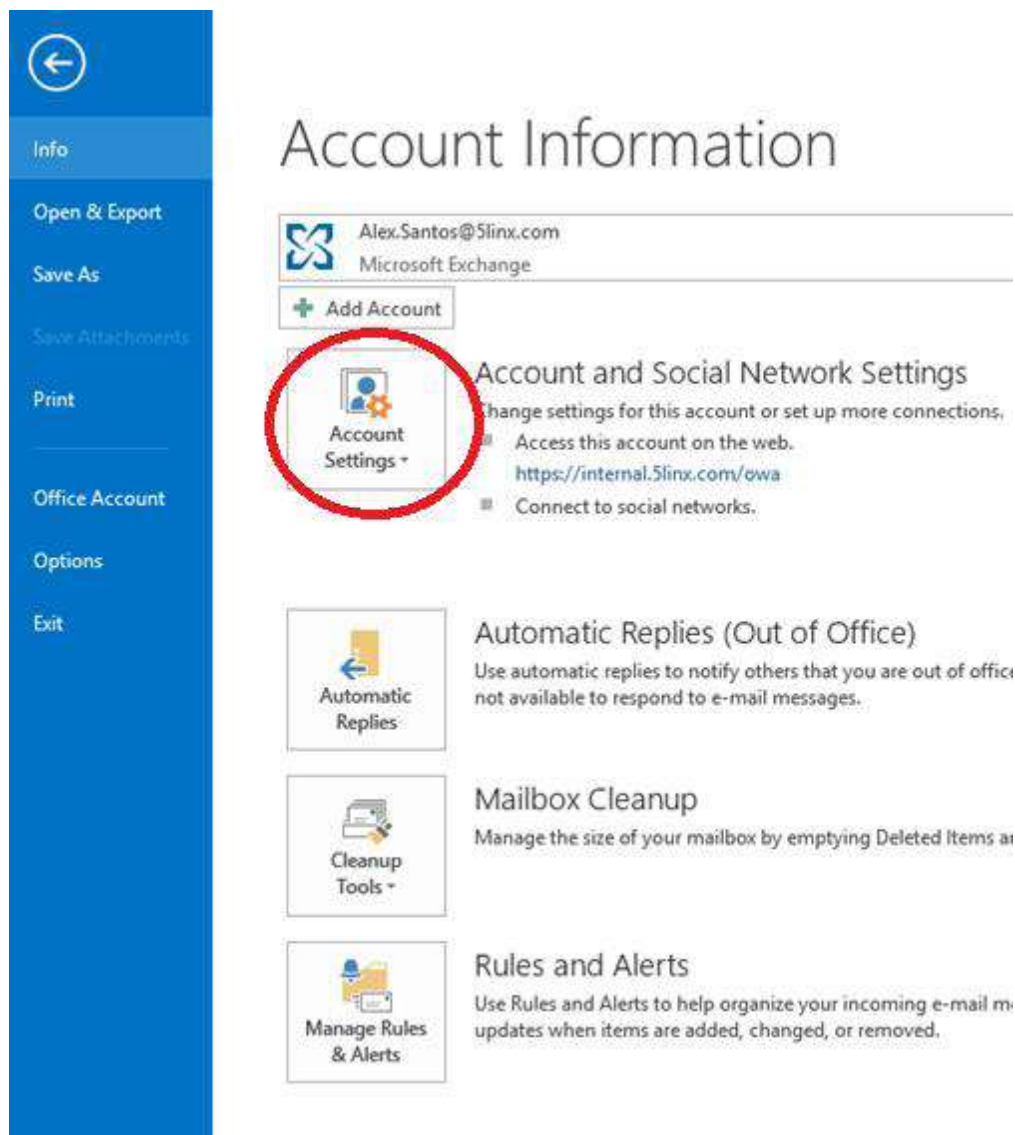


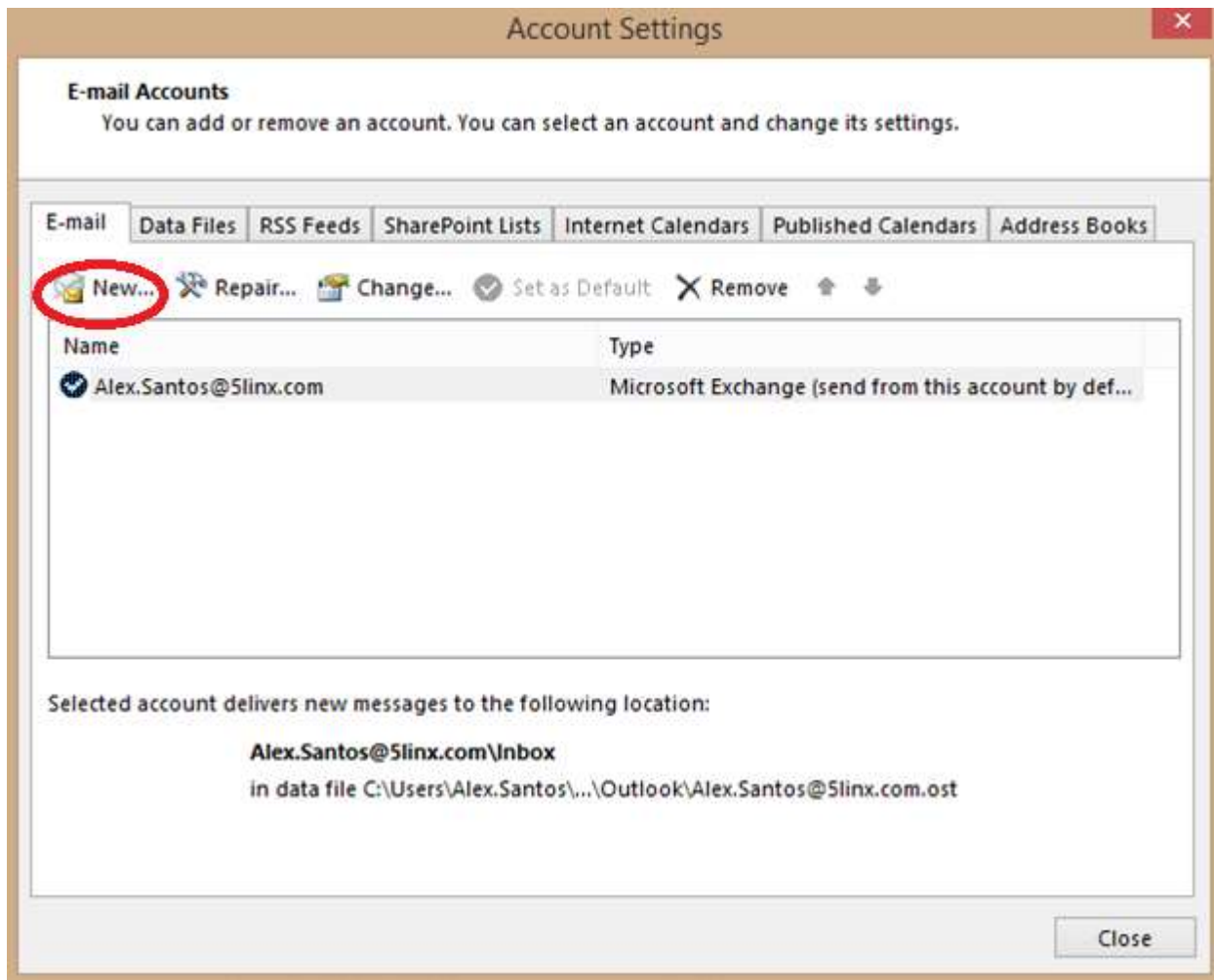
# Adding a 5LINX.net email account to Microsoft Outlook

Some Representatives may wish to add their 5LINX.net email to their Outlook account. This will allow them to view their business emails from one central location. Below are instructions to complete this task.

From Outlook File tab, select the “Account Settings” button



From the Email tab, select “New” to set up the new mailbox



**Enter the intended 5LINX.net email account and select the “Manual Setup or Additional Server Types”**

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back    Next >    Cancel

Enter the specific 5LINX.net email account information including the 5LINX mail server name (mail.5LINX.net)

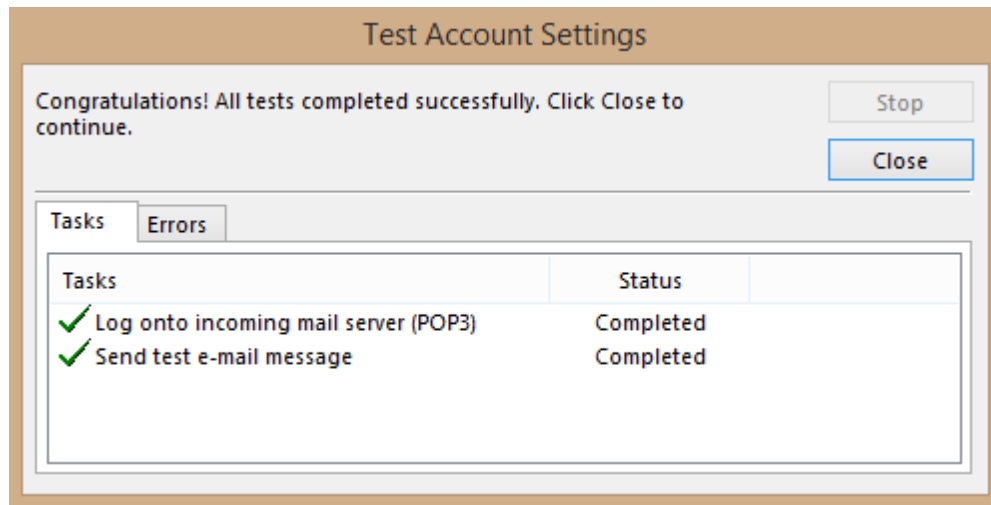
The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. The main content area is titled 'POP and IMAP Account Settings' and includes the instruction 'Enter the mail server settings for your account.' A help icon (a star with a cursor) is located in the top right of the main area.

The settings are organized into several sections:

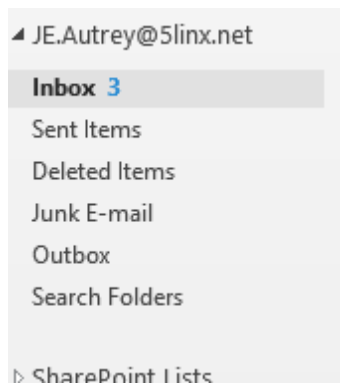
- User Information:** 'Your Name:' and 'Email Address:' both have the text 'JE.Autrey@5linx.net' entered in their respective text boxes.
- Server Information:** 'Account Type:' is set to 'POP3' in a dropdown menu. 'Incoming mail server:' and 'Outgoing mail server (SMTP):' both have 'mail.5linx.net' entered in their text boxes.
- Logon Information:** 'User Name:' has 'JE.Autrey@5linx.net' and 'Password:' has '\*\*\*\*\*' entered in their text boxes. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A message states 'We recommend that you test your account to ensure that the entries are correct.' Below this is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** There are two radio button options: 'New Outlook Data File' (which is selected) and 'Existing Outlook Data File'. Below these is a text box and a 'Browse' button.

At the bottom right of the main area is a 'More Settings ...' button. At the very bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

## Test your request



**Your mailbox is now set up for use on Microsoft Outlook 2013. Close the program and reopen. Your inbox should show all the new messages.**



**Perform some test communications to ensure 5LINX.net emails are being displayed in Outlook.**