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Outlook Email Set Up Instructions

Set Up a Outlook E-Mail Account

Setting up Outlook is easy if you have the right information. You will need to look through the information you got from your Internet Service Provider or Website hosting company or give them a call and find out the following information. Once you have it, you are ready to set up Outlook.

- Account type (from hosting company)
- Account name (from hosting company)
- Domain name (from hosting company)
- Account password (from hosting company)
- Incoming mail settings (from hosting company)
- Outgoing mail settings (from Internet Service Provider)

Use this form to fill in what you need and save it for future reference.

Now you are ready to get started!

1. To set up a new email account in Outlook, go to **Tools**

2. Select **Email Accounts**

3. Select Add a New Email Account

4. Select **POP3** as the server type and continue

5. Fill in the next screen with the following details

Your Name: Display Name

Email Address: Your email address eg: username@yourdomain.com

Incoming Mail Server: mail.yourdomain.com eg: mail.info-link.com.au

Outgoing Mail Server: Contact you Internet Service Provider for this information.

If you are a Telstra BigPond customer this setting will be mail-hub.bigpond.net.au

Username: If your email address is username@yourdomain.com, type only username here (before the @ symbol)

Password: contact Info-Link if you require your password

6. Click on Test Account Settings to check your setup - you should see a list of "successful" test results.

7. Click on **Next** and then **Finish** completing the wizard.