



Configuring Outlook/Outlook Express

To configure Microsoft Outlook or Outlook Express to work with a 3000K-provided email account, follow these steps.

1. Open your Outlook/Outlook Express.
2. In the top menu bar, select “Tools -> Accounts.”
3. Select the “Add” button on the right side and choose “Mail.”
4. In the “Display Name” field, enter your name. Click “Next.”
5. In the “Email Address” field, enter the email address given to you by 3000K. Click “Next.”
6. In “My Incoming Mail Server is...”, select POP3.
7. In the “Incoming Mail (POP3, IMAP or HTTP) server” field, enter mail.yourdomain (for example, mail.3000k.com or mail.redcross.org).
8. In the “Outgoing Mail (SMTP) server” field, enter relay.yourdomain (for example, relay.3000k.com). Click “Next.”
9. In “Account Name,” enter the username for the email account given to you by 3000K. This name is the part of your email address prior to the @ sign. So, if your address is bob@3000K, bob is your username.
10. In the “Password” field, enter the password supplied to you by 3000K in the password field.
11. Click “Finish.”

Now you're ready to start receiving email at your new 3000K-provided email address!

If you have further questions, please contact 3000K at support@3000k.com or 508-754-6797.

Visit us online at www.3000k.com