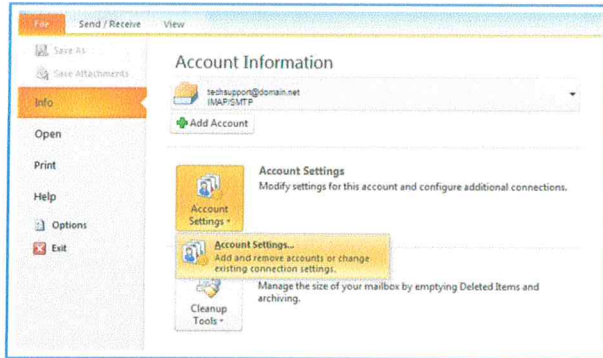


This guide will help you update your Outlook 2010 or 2013 email program to receive and send email using your new account settings

IMPORTANT: If you have not synchronized your account with the new system by logging in to the new webmail portal at mail.indytel.com, you will be unable to use the new settings below.

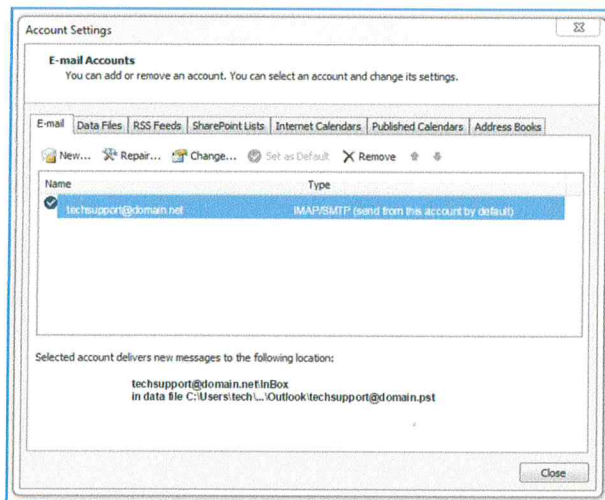
Step 1. Navigate to your Account Settings:

- Open Outlook 2010 or 2013
- Click the **File** menu, and then select **Info**
- In the **Account Information** window, click **Account Settings**, and then click **Account Settings** again from the menu that appears.



Step 2. Open the **Account Settings** window:

- Select your e-mail address (in the center of the window) to highlight it
- Click **Change...**



Step 3. Update Account Settings:

- Edit the **Incoming mail server** to: **in.indytel.com**
- Edit the **Outgoing mail server (SMTP)** to: **out.indytel.com**
- Ensure that the User Name is your **full email address (ex: myemail@indytel.com)** and that your Password is correct
- Click **Test Account Settings...**
- **Note:** If you receive an error, double-check that all steps were completed correctly and that your Internet connection is active
- When the test is successful, click **Next >**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: johndoe@domain.net

Server Information
Account Type: IMAP
Incoming mail server: see instructions
Outgoing mail server (SMTP): see instructions

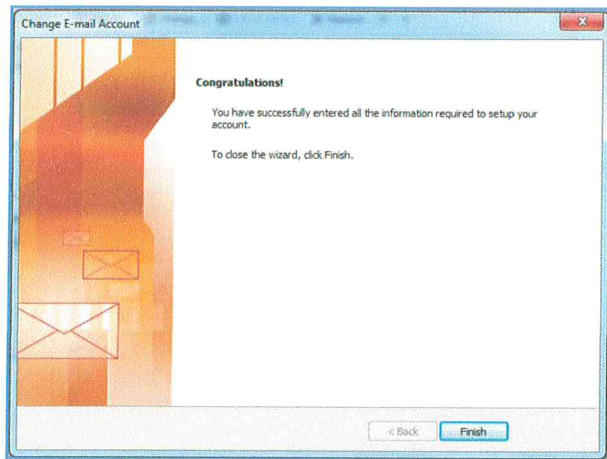
Logon Information
User Name: johndoe@domain.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Step 4. Once your account settings are confirmed by the system, you are finished! Click **Finish** to exit the setup window.



Congratulations, your Outlook 2010 email is now set up!