

Start Outlook, and on the **Tools** menu, click **E-mail Accounts**.

Select **Add New E-mail Account** and click next

For Server Type select **POP3** and click next

User Name = the name you want recipients to see e.g. John Smith

Email Address = your Scorch Email address in full e.g. [johnsmith@scorch.co.nz](mailto:johnsmith@scorch.co.nz)

User Name = your scorch email account name e.g. johnsmith@scorch.co.nz

Password = as indicated on Your Account Info sheet (or ask the Helpdesk on 0800 726 724)

Incoming mail server (POP3) = pop3.scorch.co.nz

Outgoing mail server (SMTP) = smtp.scorch.co.nz

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

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

If your version of Outlook is 2003 click on the **Test Account Settings** button , if there are any errors check for spelling mistakes or typing errors and test again.

Then for all Outlook versions, click **Next** then **Finish**.

Then click on send and receive to test you account.