

Vfast Email Support Microsoft Outlook Setup Guide



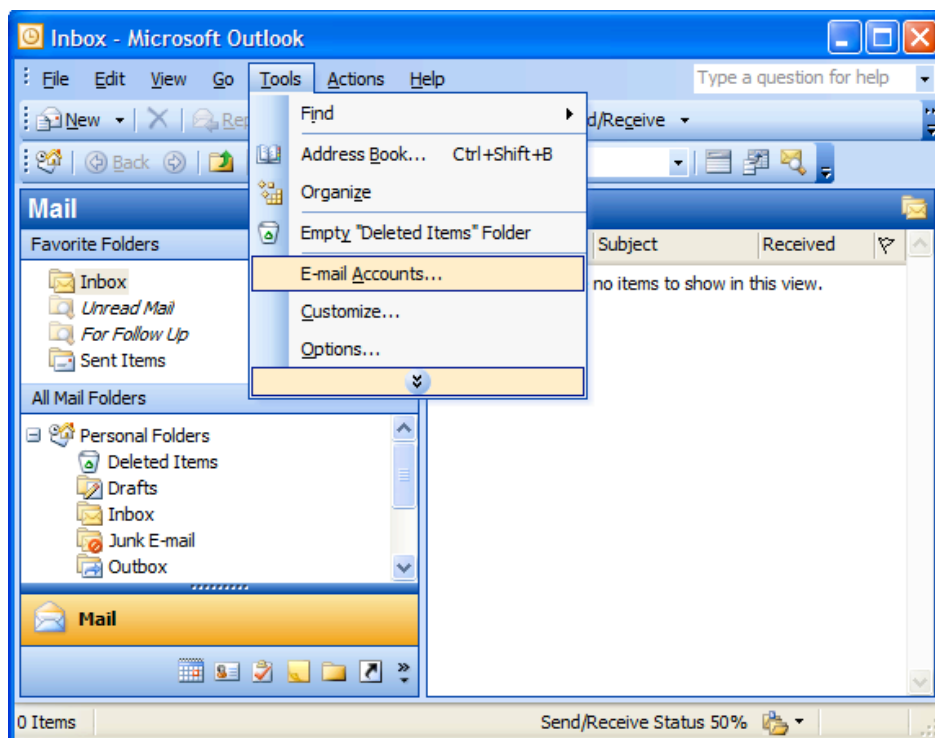
1. INTRODUCTION

This guide is to assist Vfast Ltd customers when setting up their Vfast email address on Microsoft Outlook.

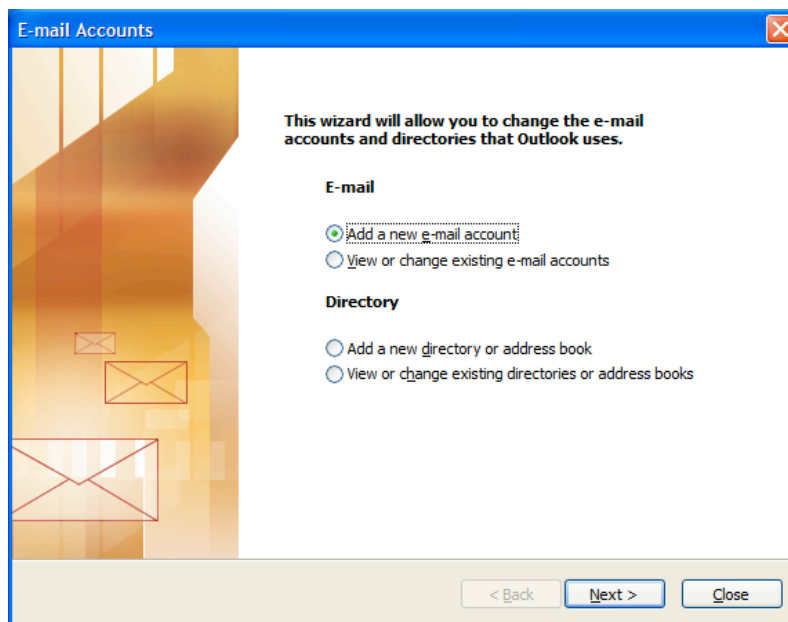
2. Setting Up Your POP3 or IMAP Vfast Email Address in Microsoft Outlook

To Set Up Your E-mail Account in Microsoft Outlook

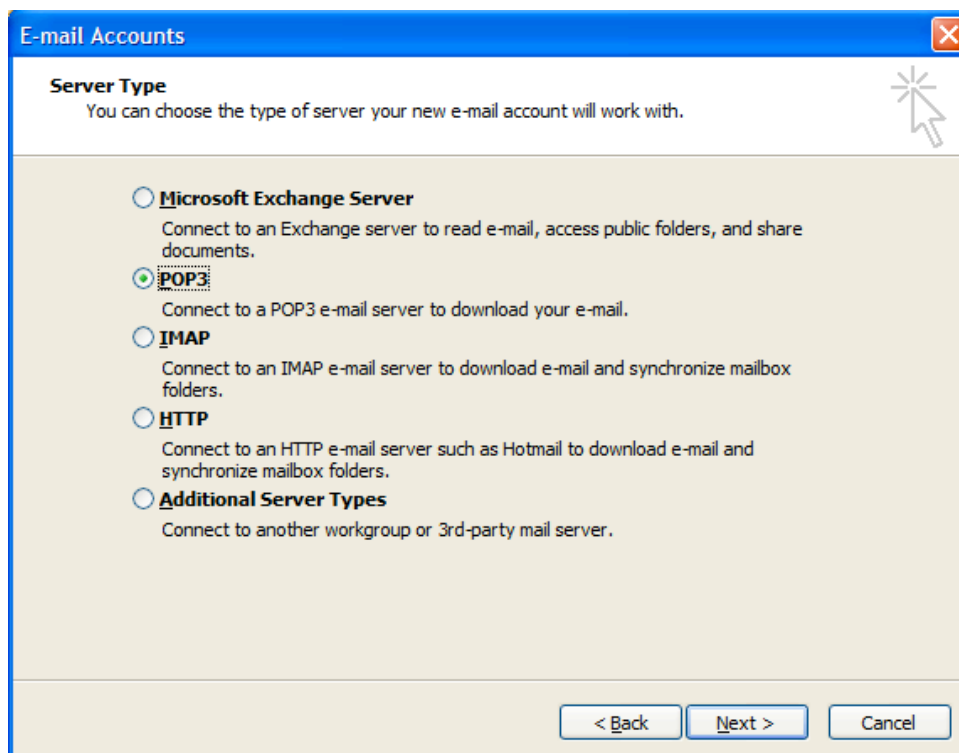
In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



on your server type, select **POP3** or **IMAP**, and then click **Next**.



On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your First and Last Name.

E-mail Address

Your **Vfast** email address.

User Name

Your **Vfast** email address.

Password

Your **Vfast** email account password.

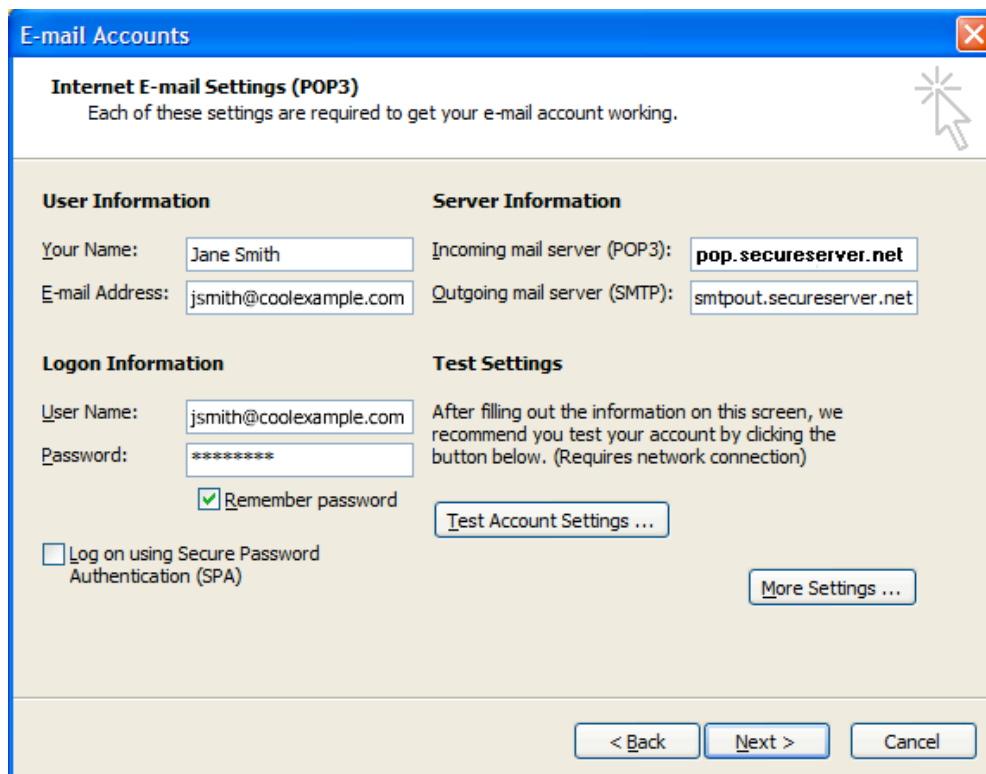
Incoming Mail Server (POP3)

POP, mail.vfast.co.uk or IMAP, mail.vfast.co.uk

Outgoing Mail server (SMTP)

mail.vfast.co.uk

Click [More Settings](#)



E-mail Accounts

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

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.secureserver.net"/>
E-mail Address: <input type="text" value="jsmith@coolexample.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtpout.secureserver.net"/>
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@coolexample.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

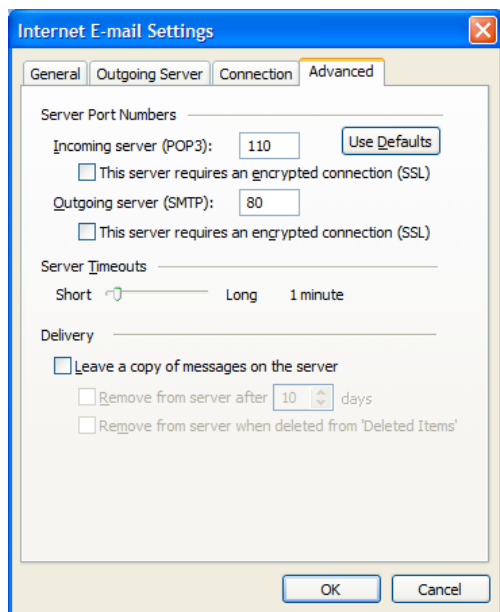
On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.

Select **My outgoing server (SMTP) requires authentication**.

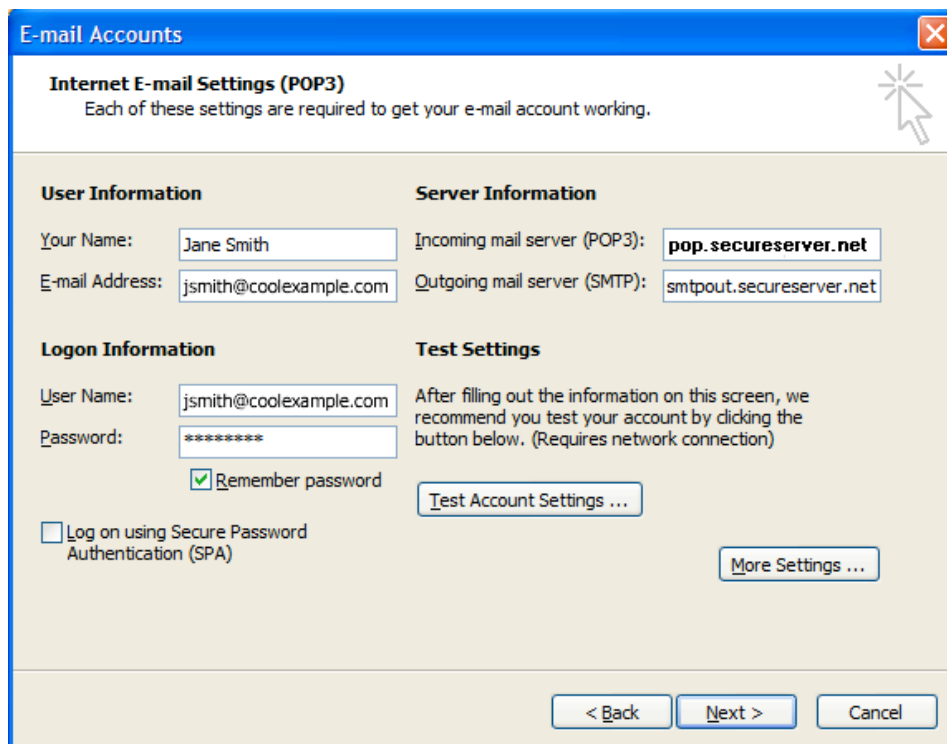
Select **Use same settings as my incoming mail server**

Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **25** or **587**.

Click **OK**.



Click **Next**



Click **Finish**

