



## Setting up your WaveNetworks Email in Outlook

### The important information to know about setting up your email is.

Your incoming mail server is: [imap.wavenetworks.com](mailto:imap.wavenetworks.com) or [pop.wavenetworks.com](mailto:pop.wavenetworks.com)  
Your outgoing mail server is: [smtp.wavenetworks.com](mailto:smtp.wavenetworks.com)

Your mail server **DOES** require authentication:

User name is : Your **FULL EMAIL ADDRESS** (i.e. [support@wavenetworks.com](mailto:support@wavenetworks.com))  
Your password: the password you created with the email in the wave networks domain manager console.

### **ADVANCED** or **MORE SETTINGS**

Outgoing mail server:

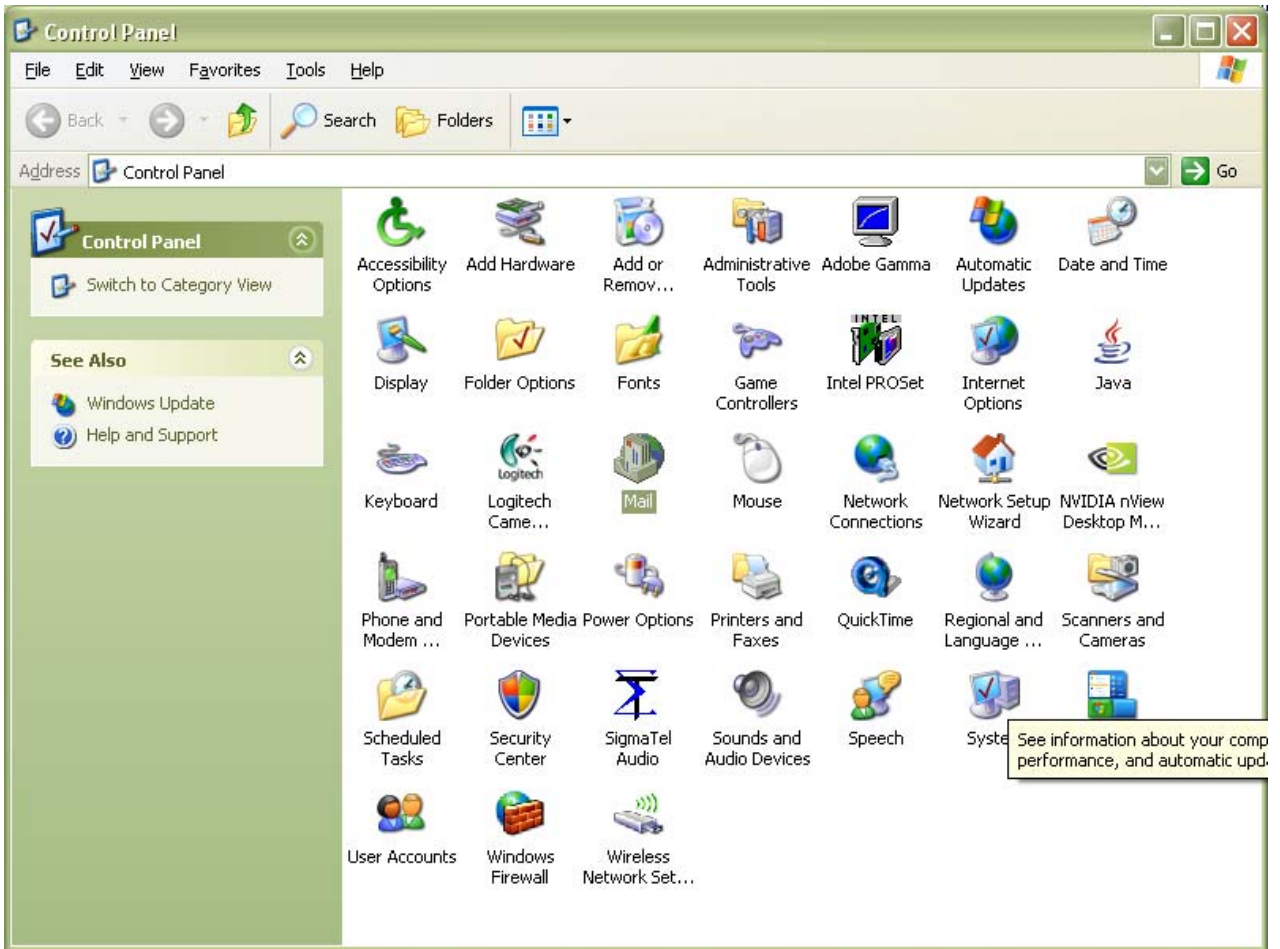
Your outgoing mail server requires authentication.  
You can use the same password as your incoming mail server.

### **Step By Step**

If you haven't set up mail on your computer before you will want to go to, start > control panel

If you are setting up an additional email for outlook you can find the same screens under tools > email Accounts

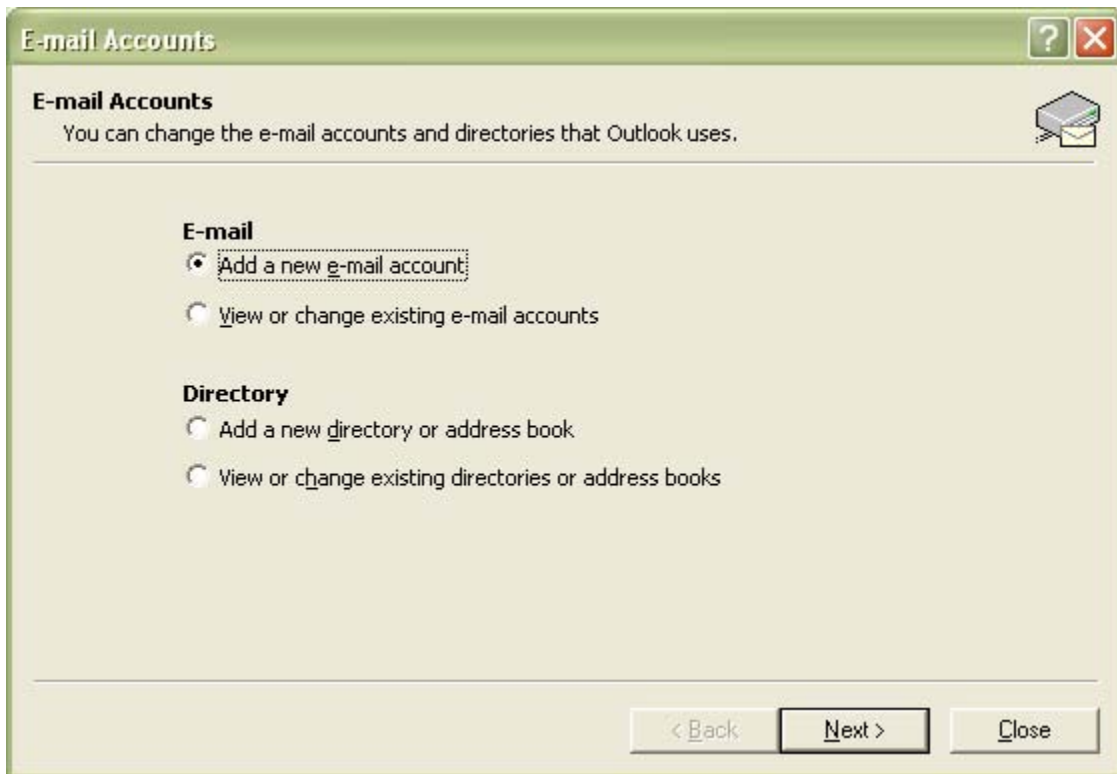
Otherwise you can find your email settings in outlook under Tools > Email Accounts



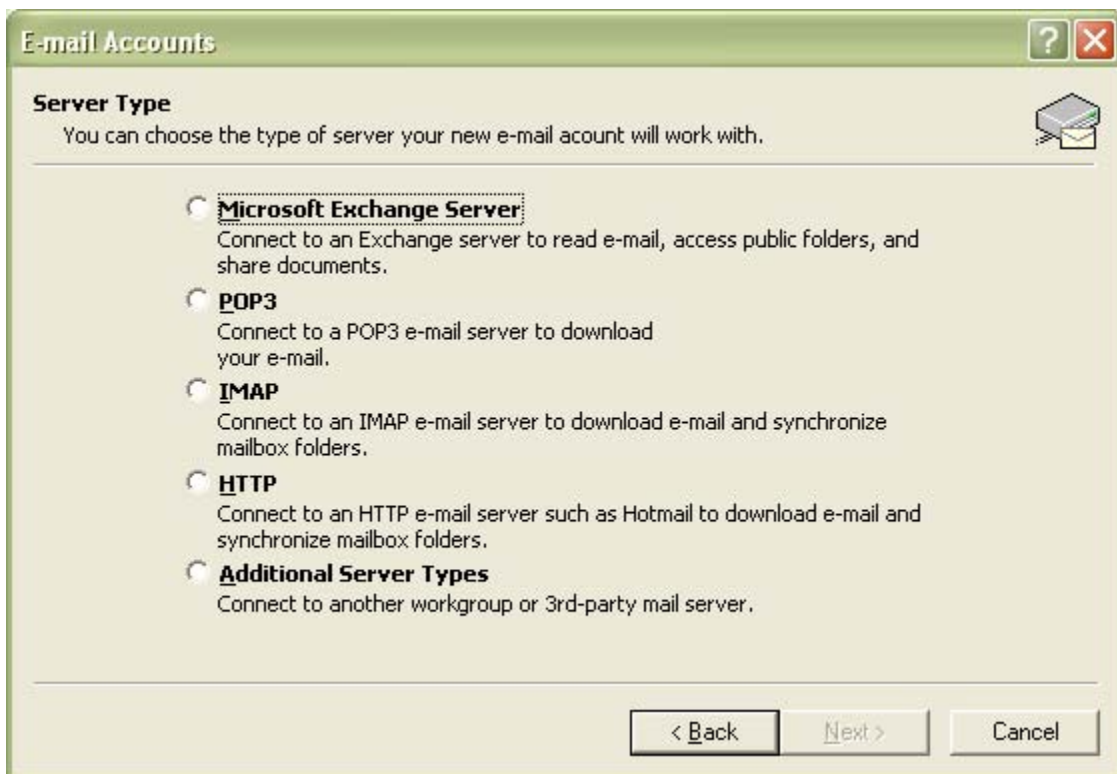
Select the mail icon



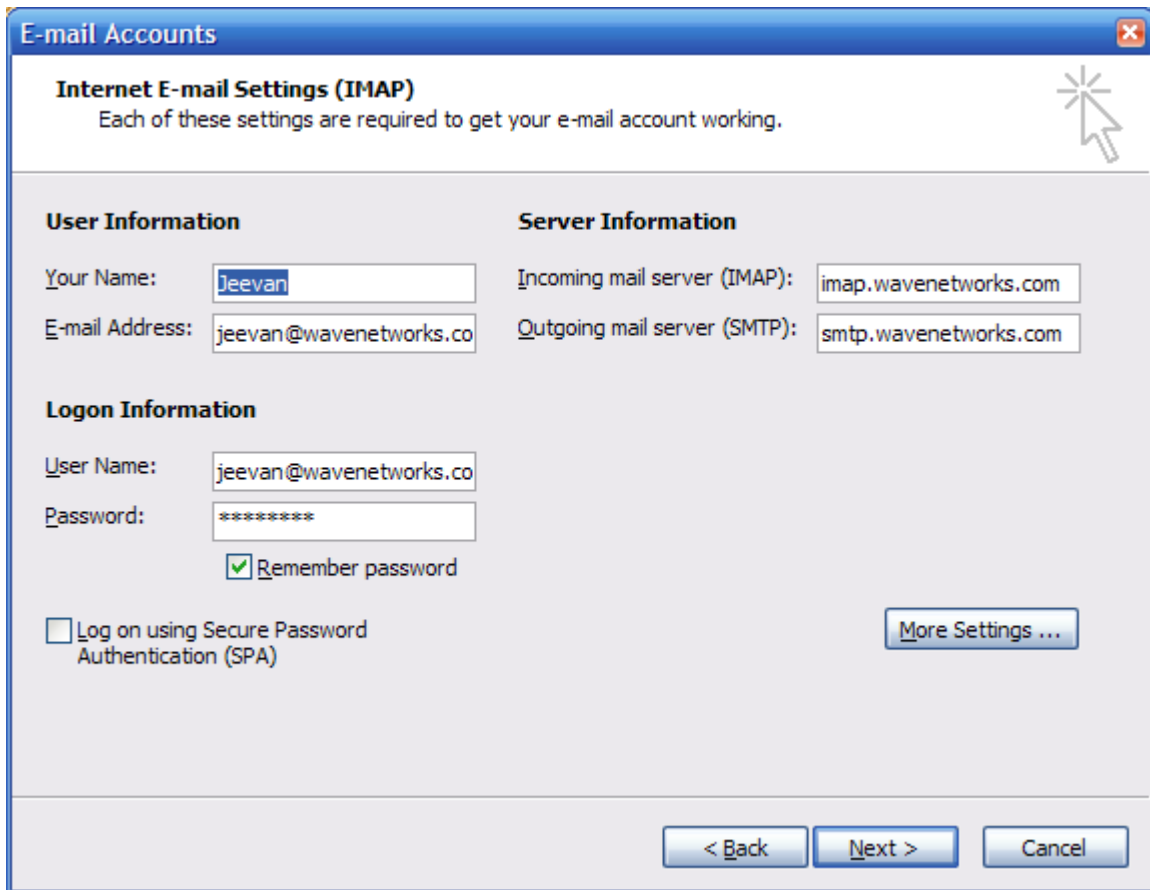
Select Email Accounts.



Select add New email account and select next



Select IMAP as your mail server type



The screenshot shows a window titled "E-mail Accounts" with a sub-header "Internet E-mail Settings (IMAP)". Below the sub-header is the text "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The window is divided into three sections: "User Information", "Server Information", and "Logon Information".

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

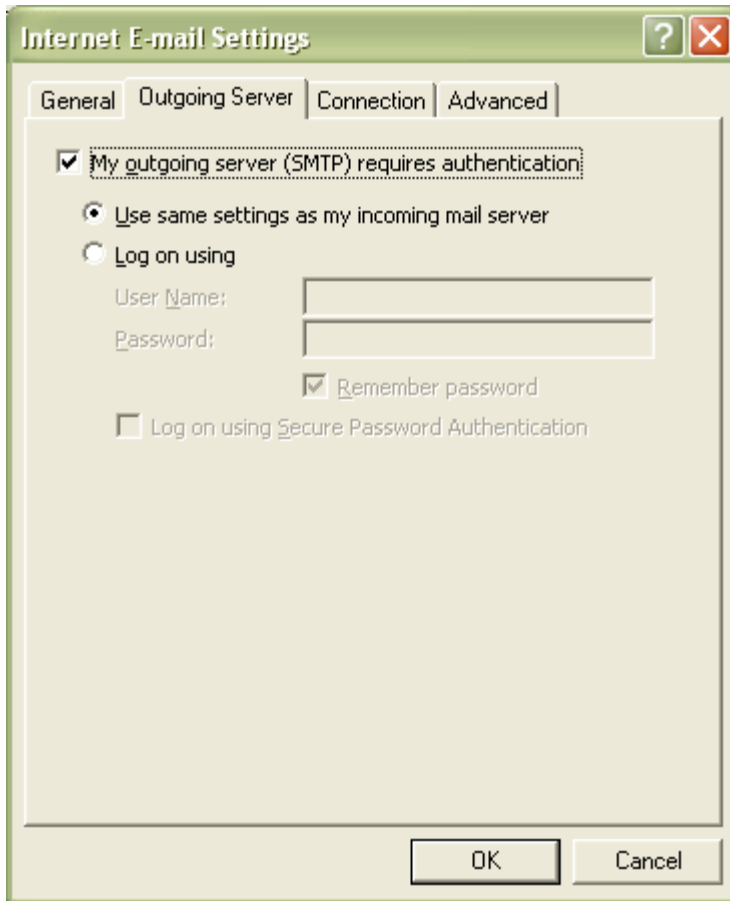
Password:

Remember password

Log on using Secure Password Authentication (SPA)

Fill in the information above with your information, and select more settings.

Select the outgoing Server tab on the top of the screen



Select My outgoing server SMTP requires authentication  
Use the same setting as incoming server

Select ok

Then select Finish

You should now have a mail folder in your folder list with your wavenetworks email

