

## Configure Outlook as your e-mail client to access your pop mail mailbox

First, login into your account at [www.accountsupport.com/controlpanel](http://www.accountsupport.com/controlpanel) using your username and password. Once you have logged in, follow the steps below.

You can configure Outlook as your e-mail client to access your pop mail mailbox.

1. Click on the **MailCentral** link located under the heading of "E-mail"
2. Click on the **Access** link, available for all eligible pop mailboxes.
3. Click **Get Setup Registry File**.
4. An outlooksetup.reg file is downloaded to your desktop. Please save this file.
5. Open or double-click the outlooksetup.reg file. A warning appears, notifying you that changes to your registry will occur if you proceed.
6. Click **OK** on the warning dialog, indicating that you wish to proceed. A registry warning is displayed, asking if you wish these new items to be added to your registry.
7. Click **Yes**. A dialog is displayed notifying you that the changes have been made.
8. Click **OK**.
9. Open Outlook. A dialog is displayed telling you that Outlook has detected a new account, and asking you if you wish to import it.
10. Click **Yes**. A Network Password dialog is displayed. The dialog shows the POP account information, and asks you to enter your password.
  - o **Server** - AccountSupport's server is listed
  - o **User** - the mailbox you are connecting to Outlook, such as **name@domainname.com** [replace with your info.]
  - o **Password** - enter the mailbox password (the password of the mailbox you are connecting from your Hosting Support account)
  - o **Save Password** - check this box so that Outlook can save your mailbox password
11. Click **OK**.

The incoming mail will appear in your Outlook Inbox.