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RVUSA E-mail Setup - Microsoft Outlook 2016

If you are setting up Outlook 2016 for the first time, click Yes to setup a new account & skip to Step 4.

1. Click the **File** button at the top left corner of the Outlook window.
2. Click the **Info** button and select the first option, **Account Settings**.
3. In the Account Settings window, click on the **New** button.
4. Enter your email address
5. Click **Advanced options** and select **Let me set up my account manually**.
6. Click **Connect**.
7. Select **POP** and click **Next**.
8. Enter your email account information into the fields as follows:

Under Incoming mail

Server: **pop.rvusa.com**

Port: **995**

This server requires an encrypted connection (SSL/TLS): **Check this box**

Require logon using Secure Password Authentication (SPA): **Leave Unchecked**

Under Outgoing mail

Server: **smtp.rvusa.com**

Port: **587**

Encryption Method: **Auto**

Require logon using Secure Password Authentication (SPA): **Leave Unchecked**

9. Click **Next**
10. When prompted, enter your **password**
11. Check the **Save this password in your password list box** and then click **OK**.
12. Click **Finish**. Your email account is now ready for use.