

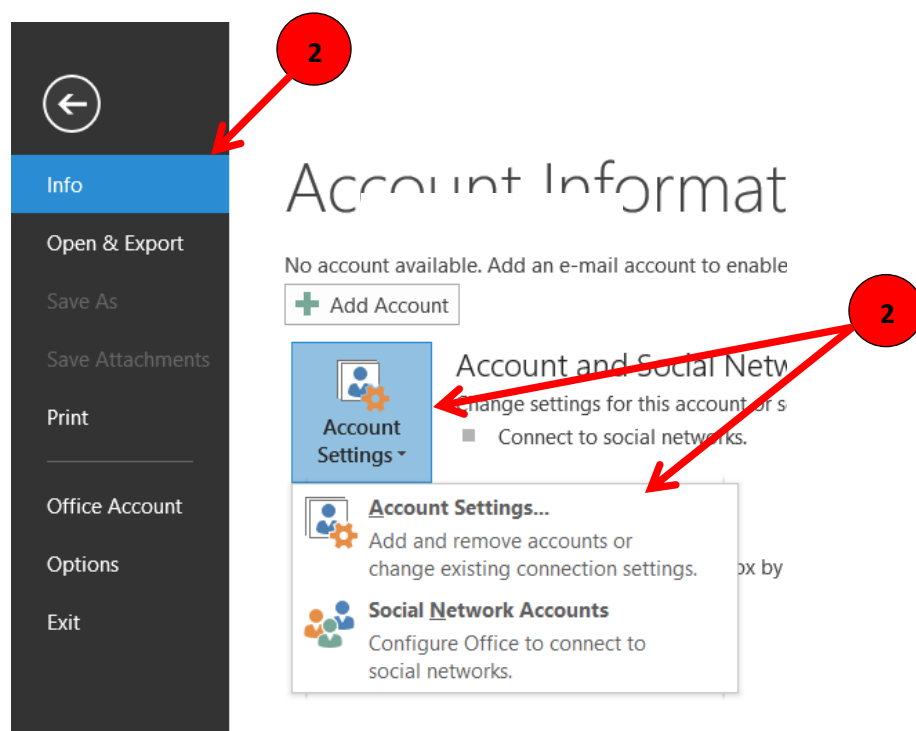


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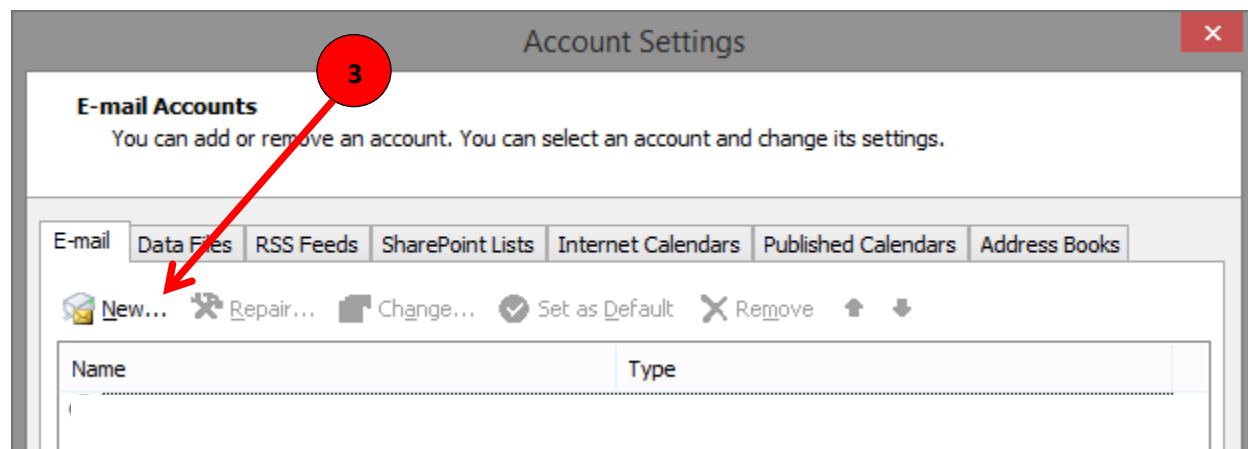
## RVUSA E-mail Setup - Microsoft Outlook 2013

*If you are setting up Outlook 2013 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.



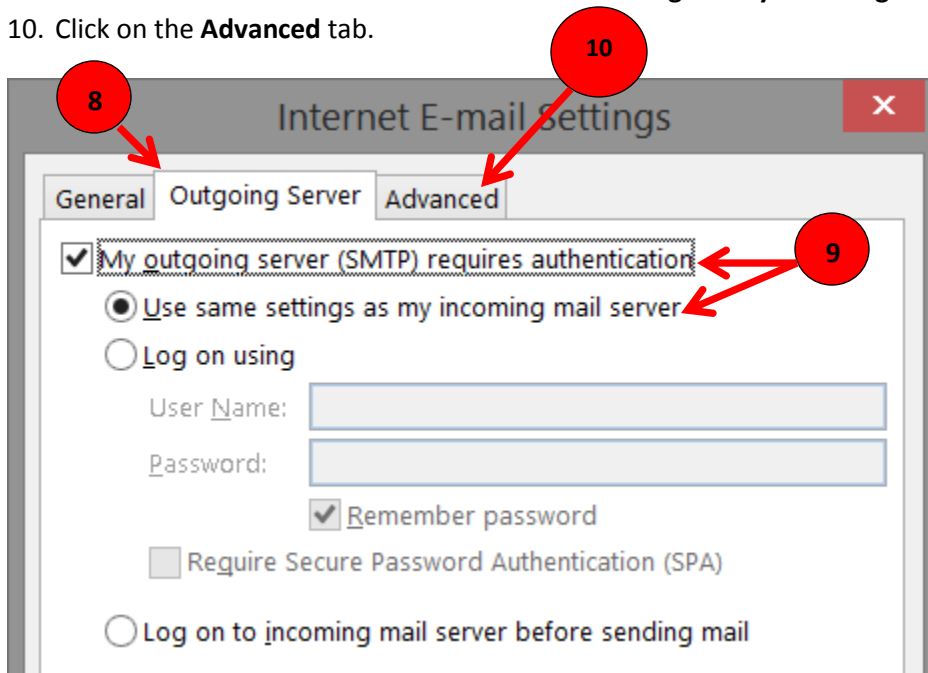
4. Select **Manual setup or additional server types** and click **Next**.
5. Select **POP or IMAP** and click **Next**.
6. Enter your email account information into the fields as follows: (See red letters in graphic below.)
  - A. Your name as you would like it displayed to message recipients.
  - B. Full email address
  - C. Select POP3
  - D. pop.rvusa.com
  - E. smtp.rvusa.com
  - F. Full email address
  - G. Password for the email account
  - H. This option **must** remain unchecked.
7. Click **More Settings**

The screenshot shows the 'Add Account' dialog box with the following sections and fields:

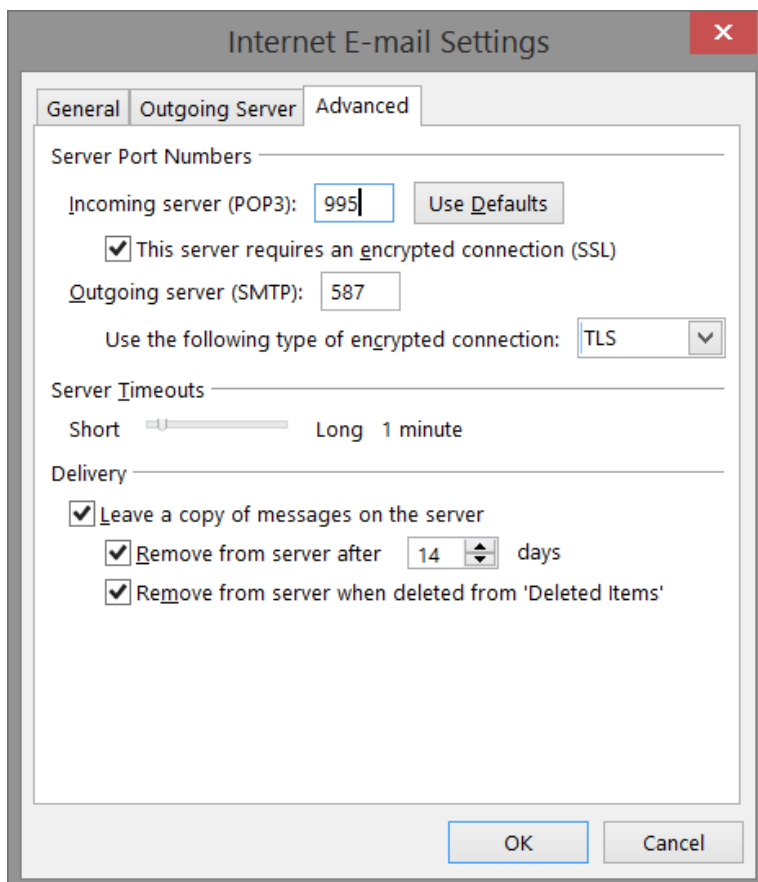
- POP and IMAP Account Settings**  
Enter the mail server settings for your account.
- User Information**
  - Your Name: [Text Field] **A**
  - Email Address: [Text Field] **B**
- Server Information**
  - Account Type: [Dropdown Menu] POP3 **C**
  - Incoming mail server: [Text Field] **D**
  - Outgoing mail server (SMTP): [Text Field] **E**
- Logon Information**
  - User Name: [Text Field] **F**
  - Password: [Text Field] **G**
  - Remember password
  - Require logon using Secure Password Authentication (SPA) **H**
- Test Account Settings**
  - We recommend that you test your account to ensure that the entries are correct.
  - [Test Account Settings ...]
  - Automatically test account settings when Next is clicked
- Deliver new messages to:**
  - New Outlook Data File
  - Existing Outlook Data File
  - [Text Field] [Browse]
- [More Settings ...] **7** (highlighted with a red circle and arrow)

At the bottom of the dialog box, there are three buttons: < Back, Next >, and Cancel.

8. In the **Internet E-mail Settings** window, click the **Outgoing Server** tab.
9. Put a check mark in the box next to **My outgoing server (SMTP) requires authentication** and make sure there is a dot selected next to **Use same settings as my incoming mail server**.
10. Click on the **Advanced** tab.



11. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab. Click **OK** when finished. This will return you to the **Add New Account** window.



12. Click on **Next** and **Finish**. Your email account is now ready for use.