

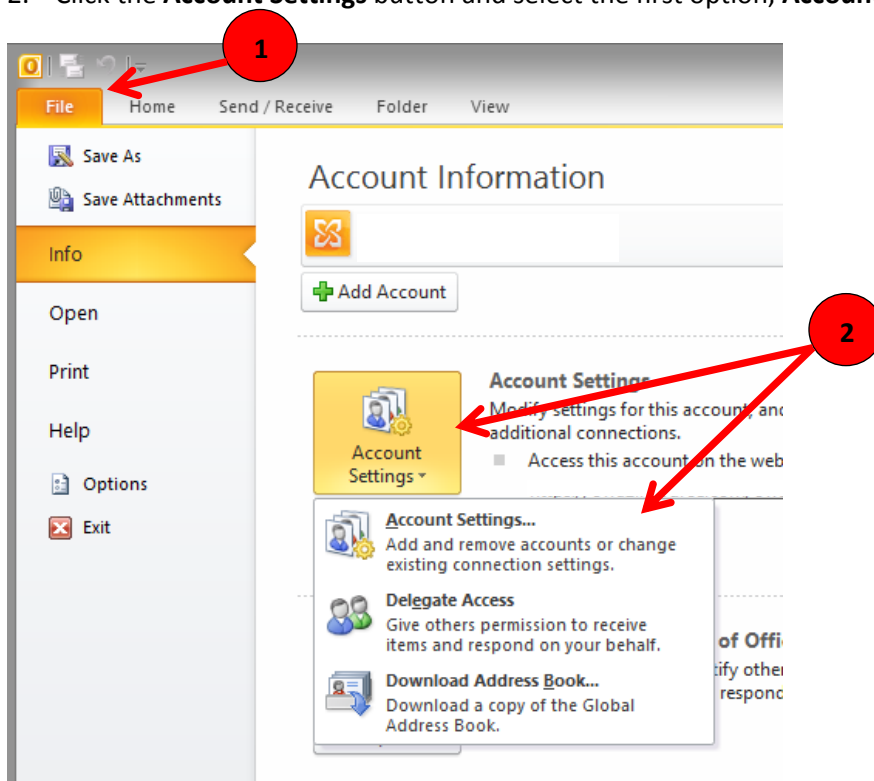


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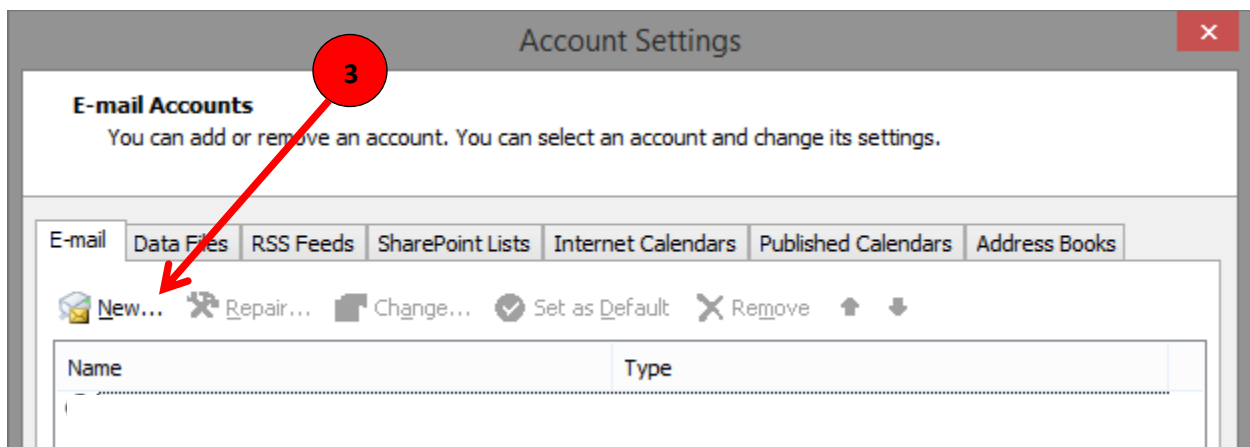
## RVUSA E-mail Setup - Microsoft Outlook 2010

*If you are setting up Outlook 2010 for the first time, select to add new account & skip to Step 4.*

1. Click the **File** button at the top left corner of the Outlook window.
2. Click the **Account Settings** button and select the first option, **Account Settings**.



3. In the **Account Settings** window, click on the **New** button.



4. Select **Manually configure server settings or additional server types** and click **Next**.
5. Select **Internet E-mail** 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**

**Add New Account** [Close]

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

**User Information**

Your Name: [Text Box] **A**

E-mail Address: [Text Box] **B**

**Server Information**

Account Type: [Dropdown: POP3] **C**

Incoming mail server: [Text Box] **D**

Outgoing mail server (SMTP): [Text Box] **E**

**Logon Information**

User Name: [Text Box] **F**

Password: [Text Box] **G**

Remember password

Require logon using Secure Password Authentication (SPA) **H**

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[Test Account Settings ...]

Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

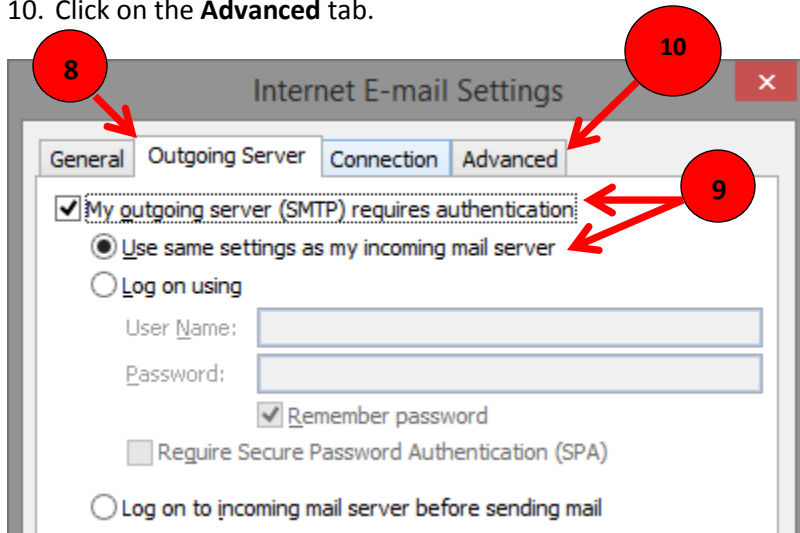
Existing Outlook Data File

[Text Box] [Browse]

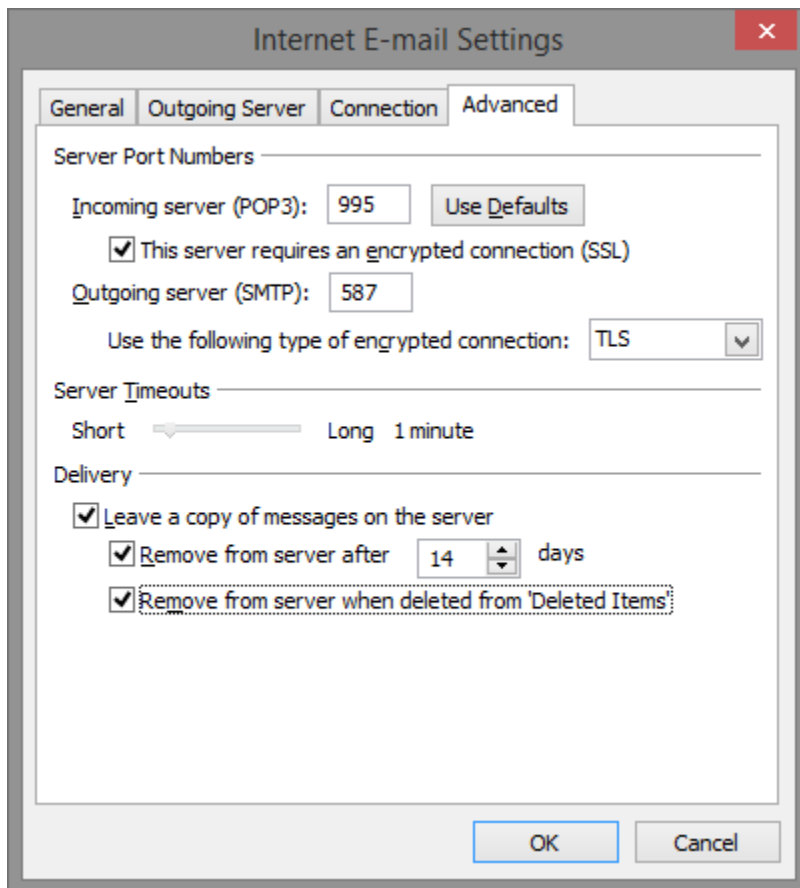
**7** [More Settings ...]

[< Back] [Next >] [Cancel]

- In the **Internet E-mail Settings** window, click the **Outgoing Server** tab.
- 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**.
- Click on the **Advanced** tab.



- 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.



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