

## Setting up email accounts with outlook

To add your email account to Outlook - Version 6.0 please open Outlook and then follow the below steps:

- Click 'Tools' then 'Account settings'
  - Click 'new' then 'next'
  - Tick box that says 'maunually configure server settings click 'Next', click 'Next' again
  - Type in your name, email address
  - Choose POP3 as the account type.
  - For the server names for both Outgoing and Incoming, type mail.your-domain-name.ext.  
e.g. mail.nswwebdesign.com.au
  - Type in your username e.g. info@nswwebdesign.com.au Also type in your password and click 'Next'.
  - Click 'Finish' on the Congratulations screen then close the window.
  - In Outlook, click 'Send/Receive'. All done
- If you are unable to connect to the smtp server, your ISP may be blocking port 25 from 3rd party use.
- 1) Go into 'Tools' and click 'Account settings'.
  - 2) Select the email address you are using and click on 'change'.
  - 3) Click the 'more settings' tab
  - 4) Click the advanced tab
  - 5) Replace 25 with 2626 for the outgoing (SMTP) port number, then click 'Save'.

For more information visit <http://office.microsoft.com/en-au/outlook-help/>

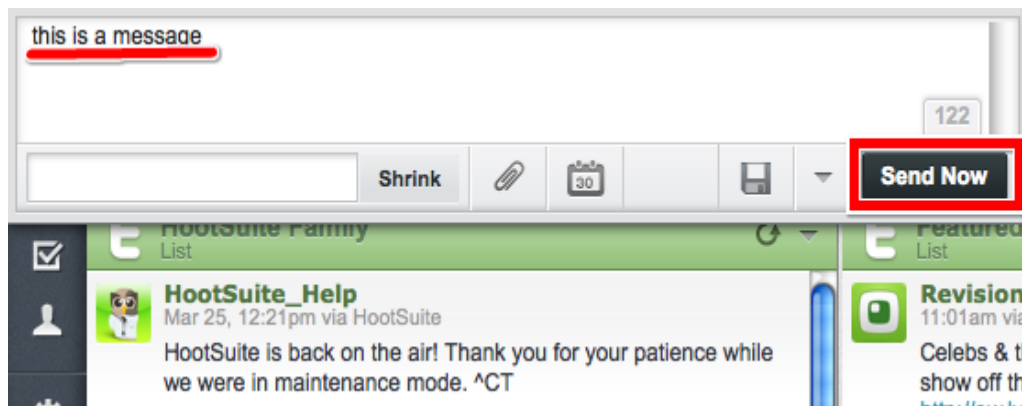
## HootSuite

Log into [www.hootsuite.com](http://www.hootsuite.com) using your user name and password

Username:

Password:

In the top left hand corner is where you compose messages, add attachments and choose which social network you wish to post to



To start posting updates. First, click inside the “Compose” field and type a message. Then, select a social network from the list on the right and click “Send Now”.

That’s it.

To check out additional features of Hootsuite visit <http://help.hootsuite.com/home>