Outlook email client configuration

Step 1: Open Outlook. Do not worry about any errors that you may receive.
Step 2: Go to "Tools" menu button at the top of the page and from the drop down menu select "Email Accounts". Under the "Email" section check the "add a new email account" button. On the next screen Outlook will ask for the server type, select POP3.

Step 3: This page is where you enter all of the email settings.

➢ Under **"User information"** enter the following:

"Your name": This is self explanatory, if not, step away from the computer and call for help.

"Email address": The email address provided to you by your CKS Wireless representative.

➢ Under **"Server Information"** enter the following: mail.ckswireless.com for both incoming and outgoing servers.

➢ Under **"Login Information"** enter the following:

"User Name": Your full email address. Example: new customer@ckswireless.com or whatever you chose for an email address.

"Password": The password that you chose when you chose your email address.

After these steps are completed, you will notice the more settings button on the lower right side of the window. Click on this button. This will open the "Internet Email Settings" window. Select the "Outgoing Server" tab an the top of this new window and do the following:

Check the "My outgoing server (SMTP) requires authentication" button and ensure that the "Use same settings as my incoming mail server" button is checked.

Then you may click the "OK" button and then the next button.

You should be able to send and receive email after this is completed.