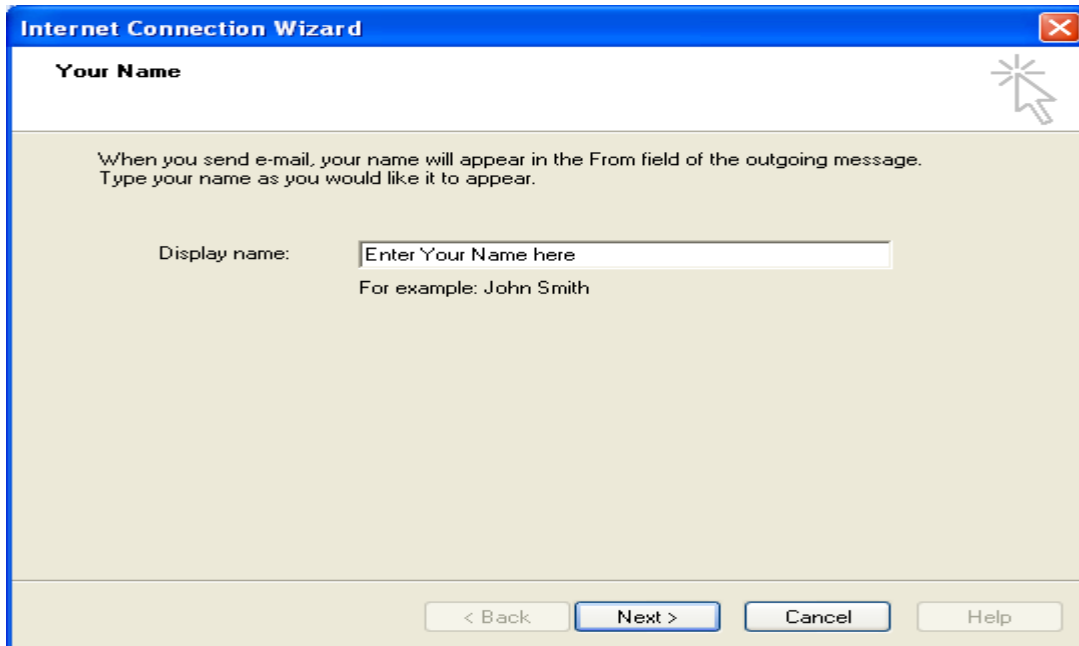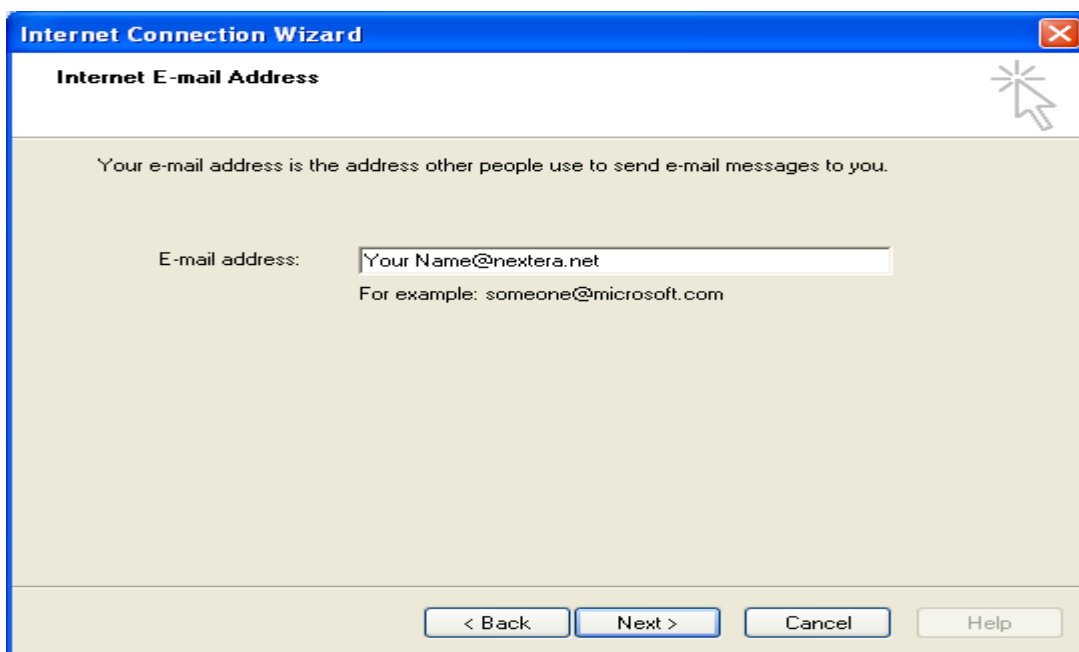- Open Outlook and click on **"Tools"** and then **"Accounts"**.
- Select **"Add"** and then **"Mail"**.
- Enter your "**Display Name**." This is the name that others will see in the "from" box when you send an e-mail. Click **NEXT**.

- Enter your E-mail address.

- Click **NEXT**.

- Now you will need to tell Outlook where to send and receive e-mail. Your incoming mail server will be "**POP3"**, unless instructed otherwise.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3 or IMAP) server:

smtp.nextera.net

An SMTP server is the server that is used for your outgoing e-mail.
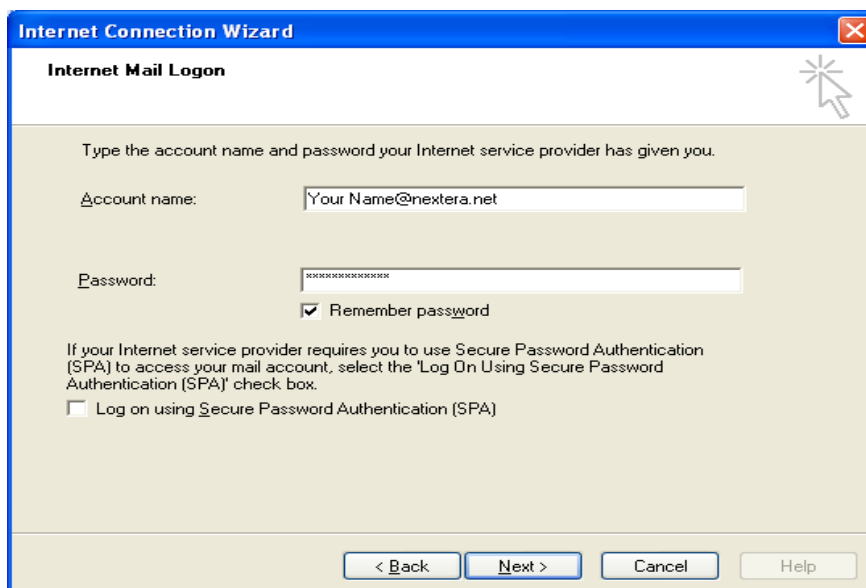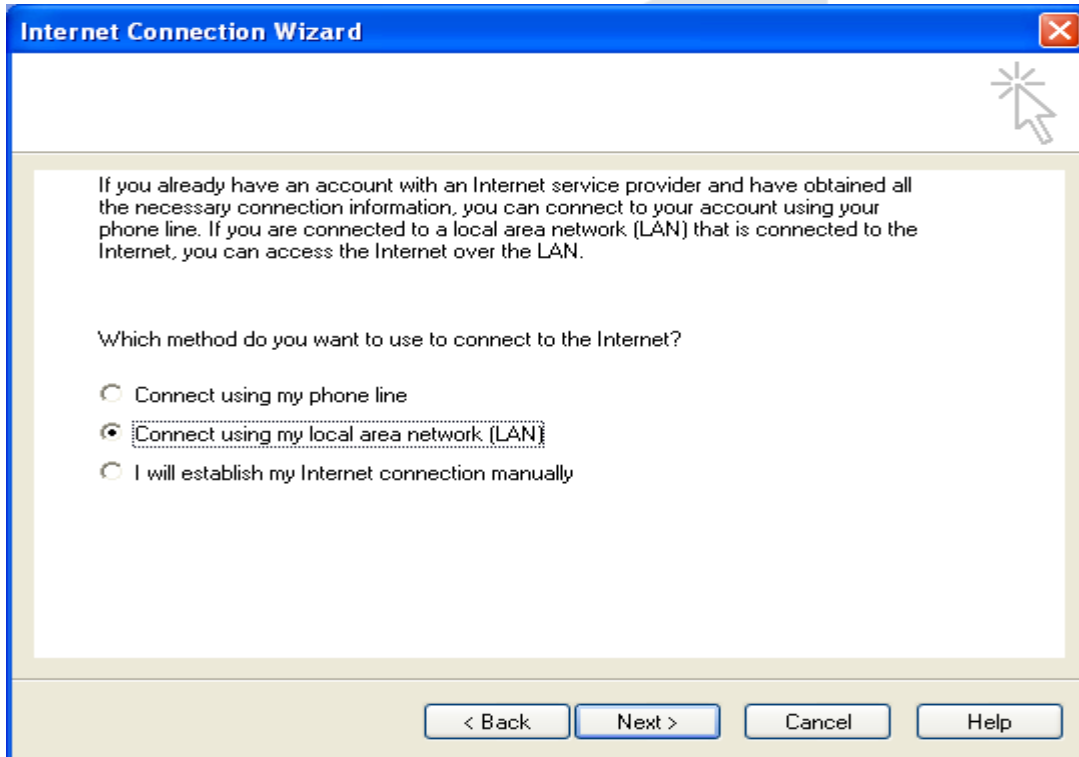
Outgoing mail (SMTP) server:

smtp.nextera.net

< Back | Next > | Cancel | Help

- Click **NEXT.**
- Once you have connected to the e-mail server, it will need to verify who you are. Enter the full e-mail address in the "**Account Name**". You must use your full email address.
- Enter the password assigned to you. Passwords are important to keep unauthorized persons from using your e-mail account. If you would like Outlook to remember your password, select "**Remember password**". This will prevent you from having to enter it each time.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: Your Name@nextera.net

Password: ***************

☑ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

< Back | Next > | Cancel | Help

- Click **NEXT**.

▪ Select "**CONNECT USING MY LOCAL AREA NETWORK (LAN)"**.

▪ Click **"NEXT".**
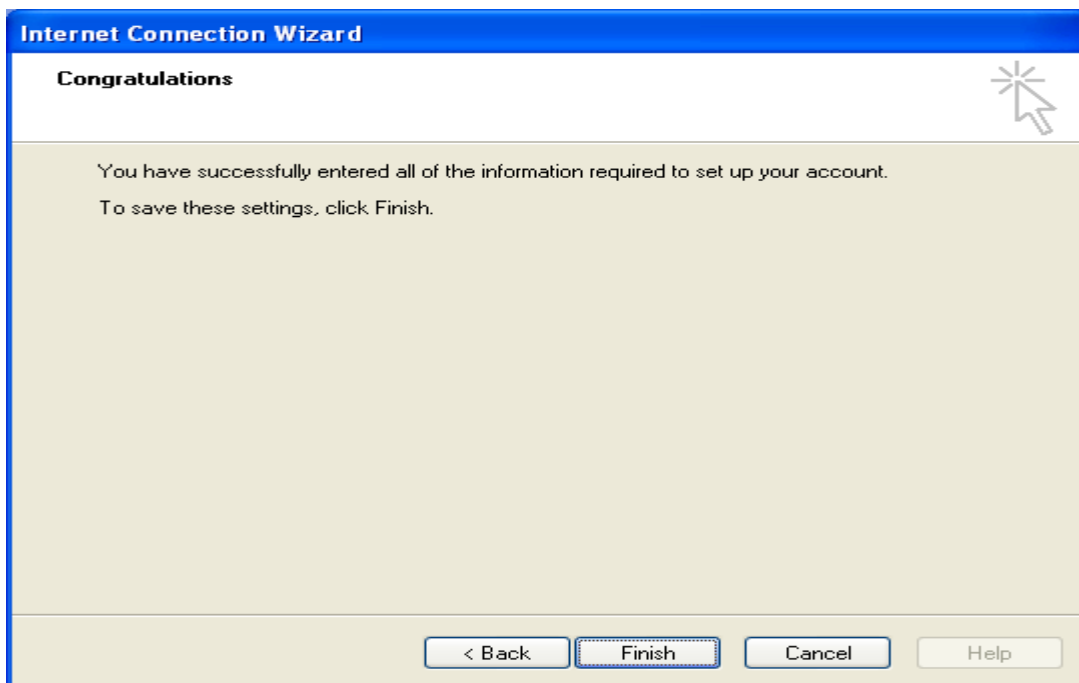
You have now successfully set up your email account! Select "**FINISH**".

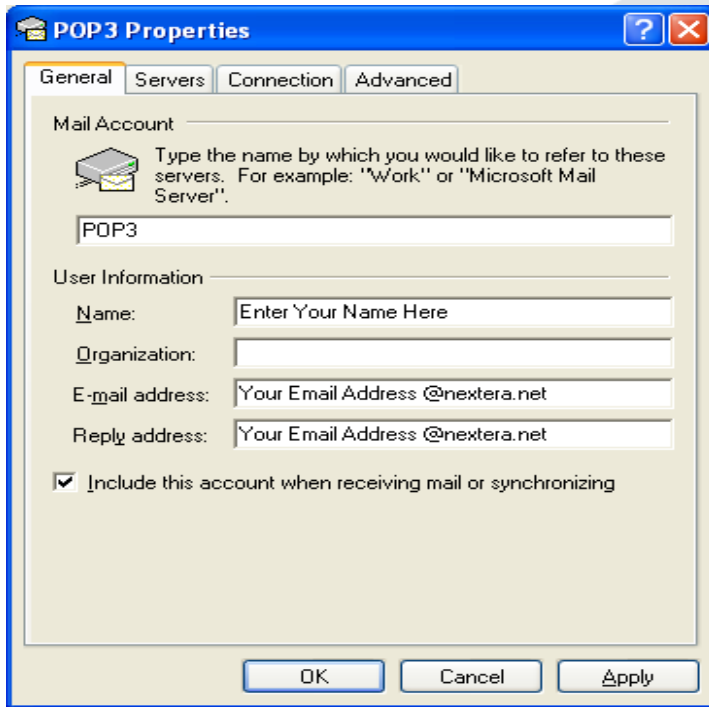▪ Now you will need to set up "**E-mail Account Properties**". You may want to select the e-mail account you just created and "Set is as Your Default" e-mail account, unless you have several e-mail accounts set up. Click "**PROPERTIES**".

On the "General" settings tab, you will want to complete the user information appropriately.

You may want to give your e-mail account a unique name that will help you distinguish it from any other e-mail account that you may have.

▪ Now click on the "**Servers**" tab.
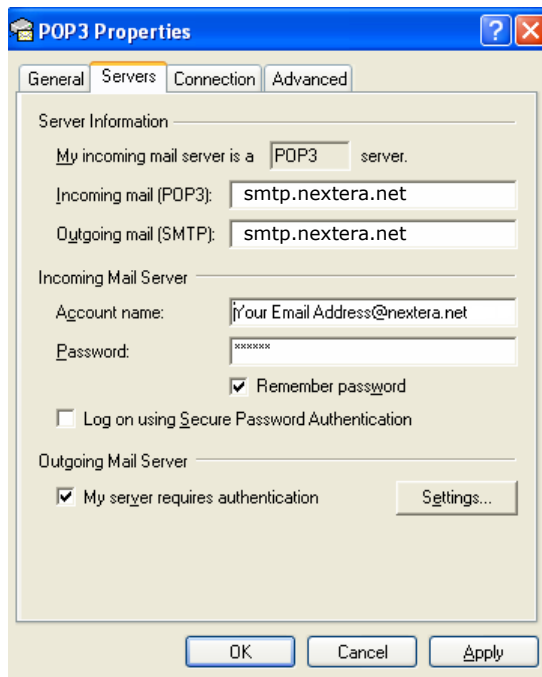
Under "Incoming Mail Server," The **Account Name** should be as follows:

Your Email Address@nextera.net

You must check the box that says, "**My server requires authentication".**

Click **"OK".**

You can now test sending and receiving e-mail with your new e-mail account.

Your e-mail set up is complete, now what?

Your Outlook e-mail program will send e-mail using the new account you just set up. It will receive or look for e-mail at both your new and old locations. Eventually your old domain name hosting company will discontinue or delete your domain name information from their servers and you will get an error message saying Outlook cannot find the e-mail server. At that time you can go into your "Tools" "Accounts" and delete the old e-mail account.

How can I remotely access my e-mail account?

Remote access to your e-mail account is available through the Internet webpage **webmail.nextera.net**. You must log on with your full e-mail address and password. There are many features available through this site in addition to accessing all your e-mails, such as vacation messaging, auto responders, passwords, personal and group calendars, just to name a few.

* * *

Feel free to contact Nextera at CustomerSupport@nextera.net or 218-818-6400 if you have any problems.