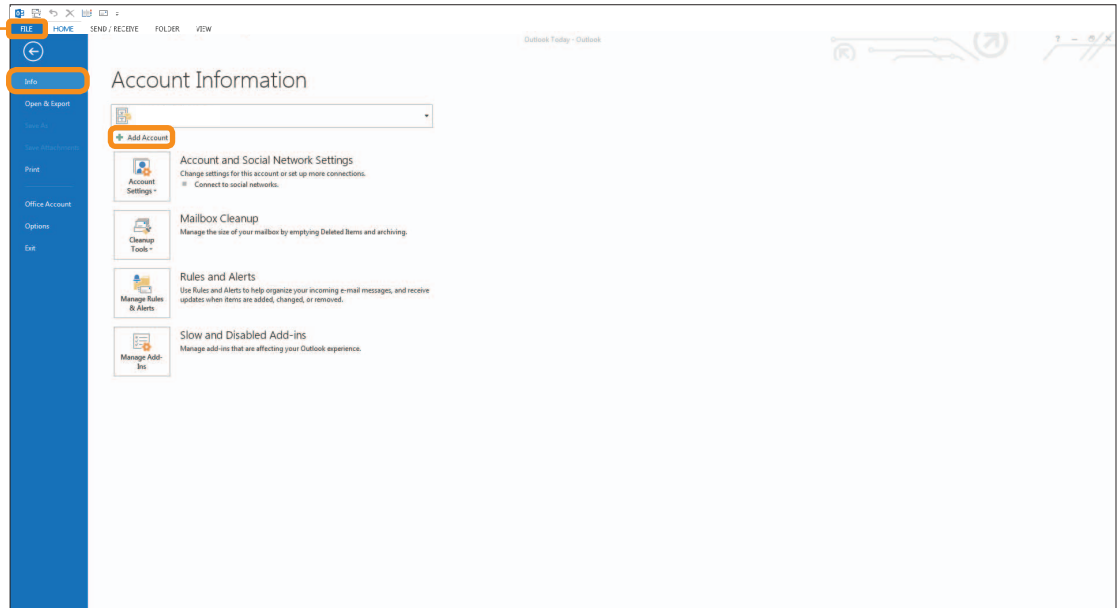


These instructions apply to Microsoft Outlook 2013, other versions will be similar.

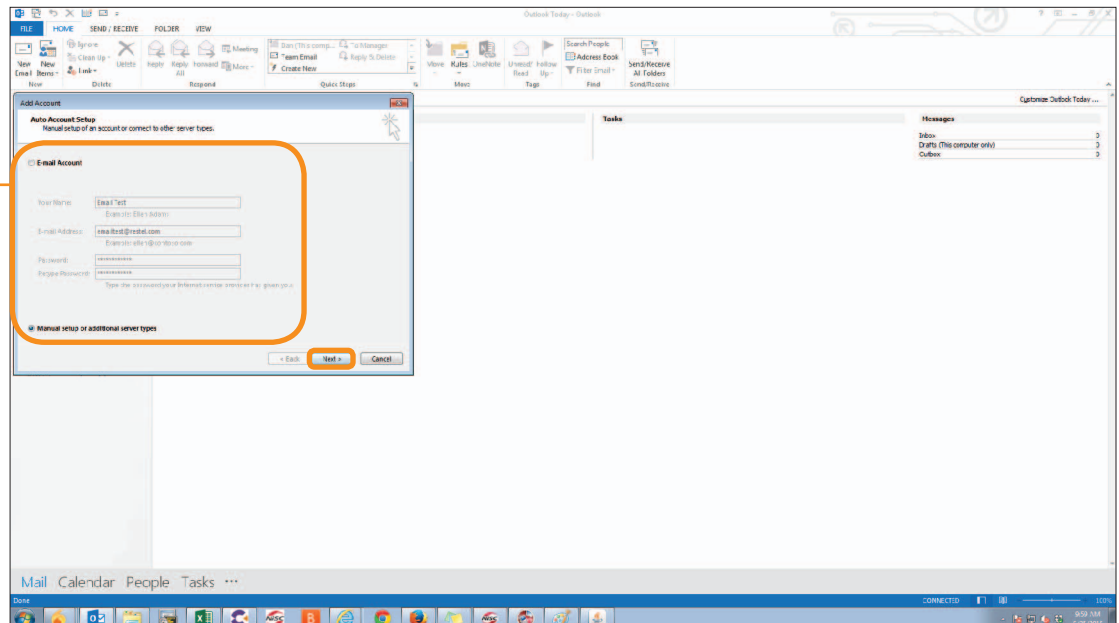
## STEP 1

- Open Outlook
- Select **File**
- Select **Info**
- Select **Add Account** to create a new account.



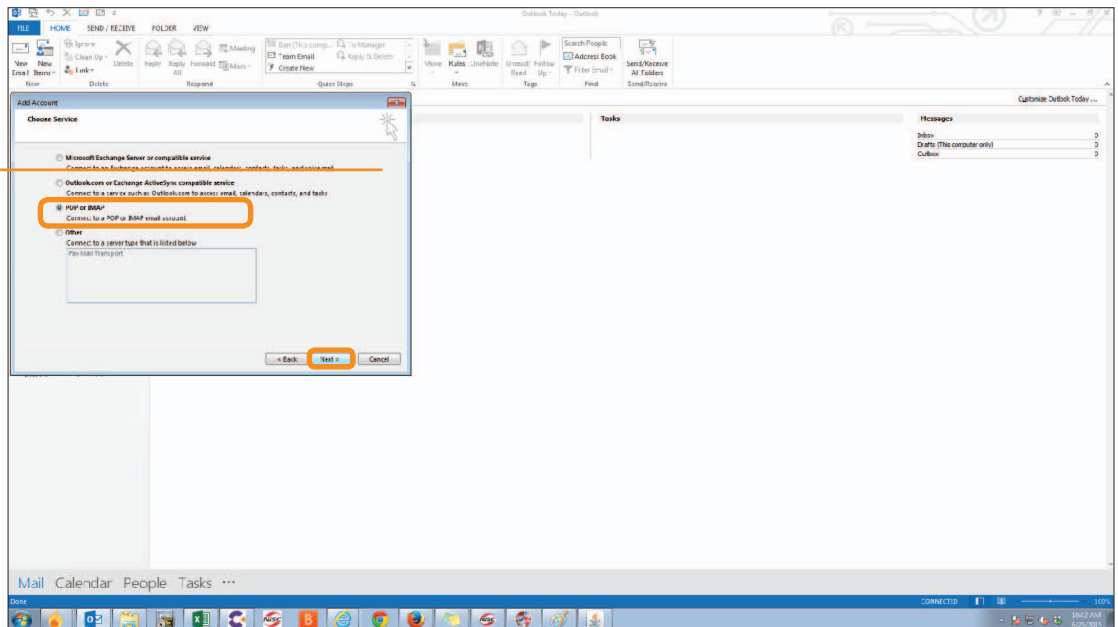
## STEP 2

- Fill in **Name**
- Fill in **Email Address**
- Fill in **Password**
- Select **Manually setup or additional server types**
- Select **Next**



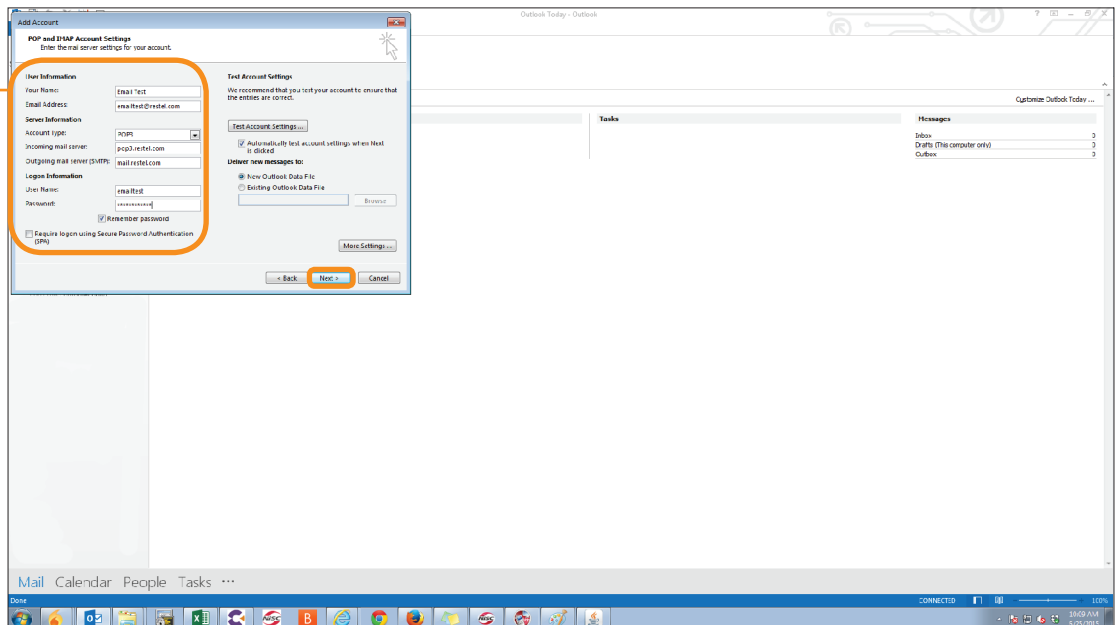
## STEP 3

- Select **POP** as Server Type
- Select **Next**



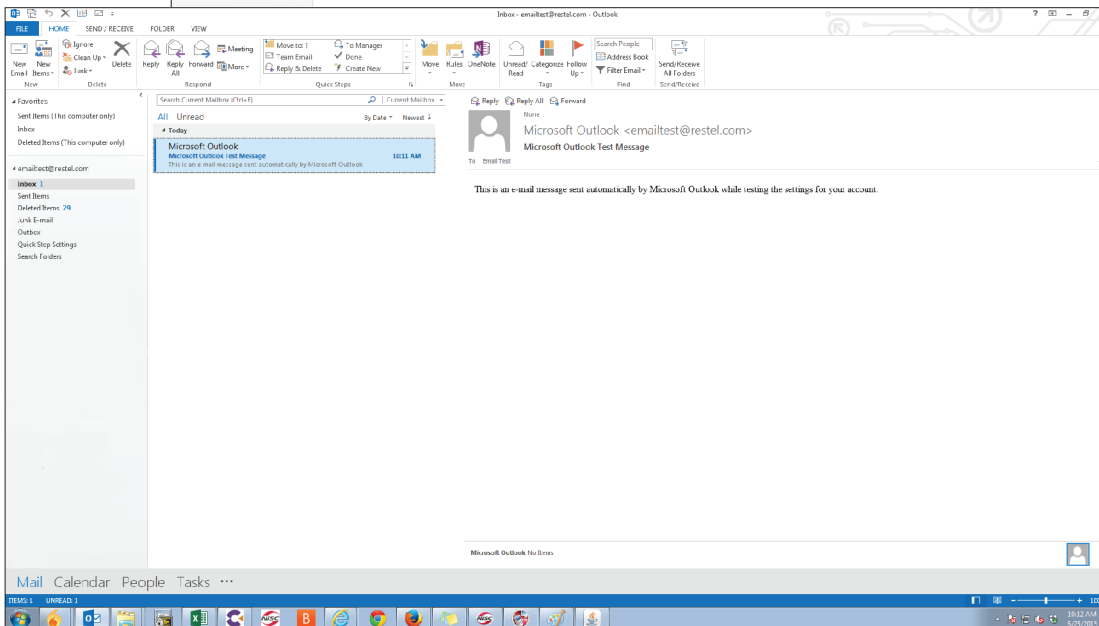
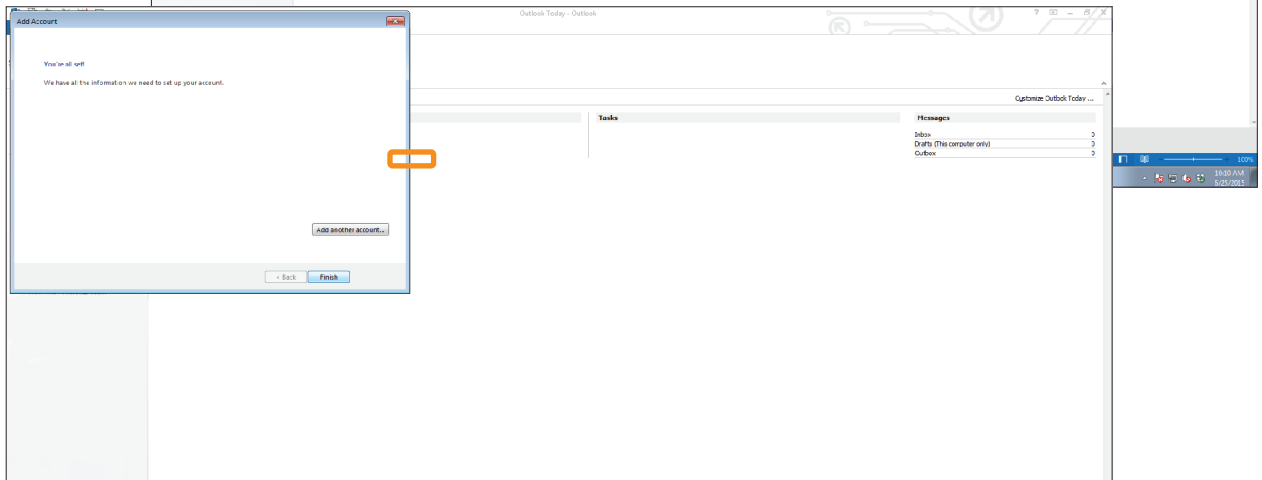
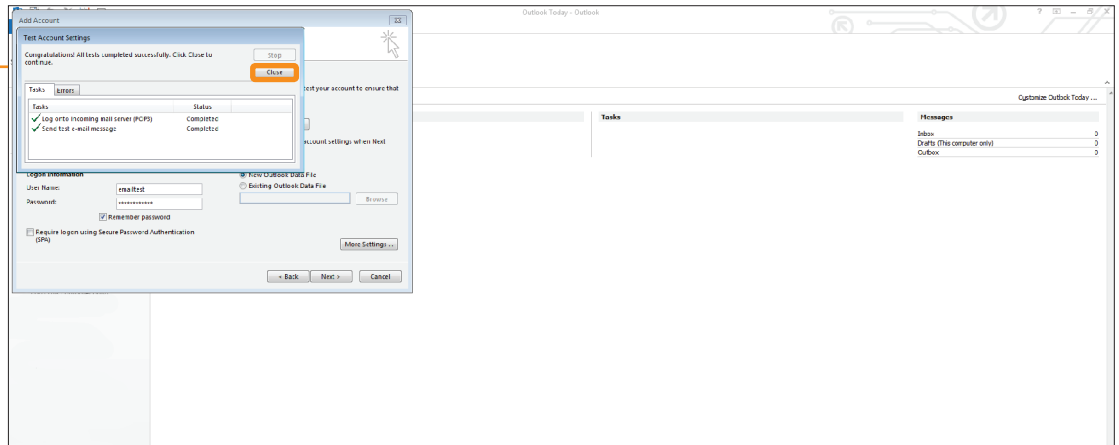
## STEP 4

- Fill in Incoming Server Address: **pop3.restel.com**
- Fill in Outgoing Server Address: **mail.restel.com**
- Enter **User Name & Password**
- Select **Next**



## STEP 5

- Your account is now setup
- Select **Close**
- Select **Finish**
- You will receive an email to confirm in your inbox.



If you are having trouble with setting up an email account on your device after completing these instructions, contact the IT department at RTC by calling 701-862-3115 or by emailing [internethelp@restel.com](mailto:internethelp@restel.com)