

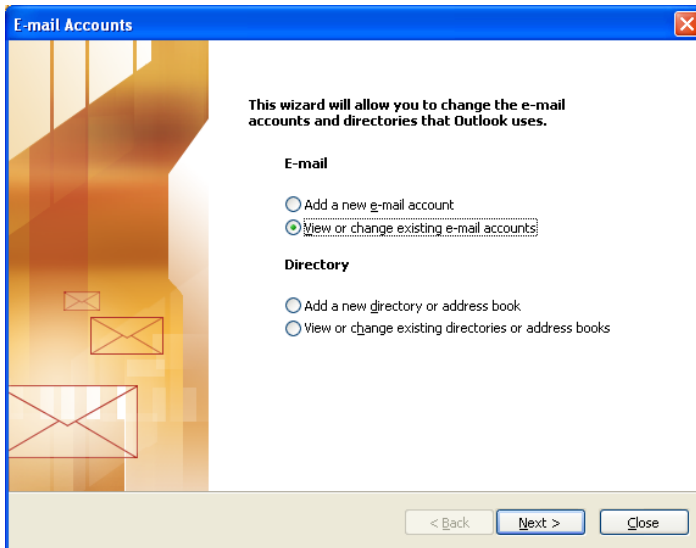
## Kershaw County School District POP email setup using Bellsouth.net internet (DSL)

To change or add your email settings, follow these settings:

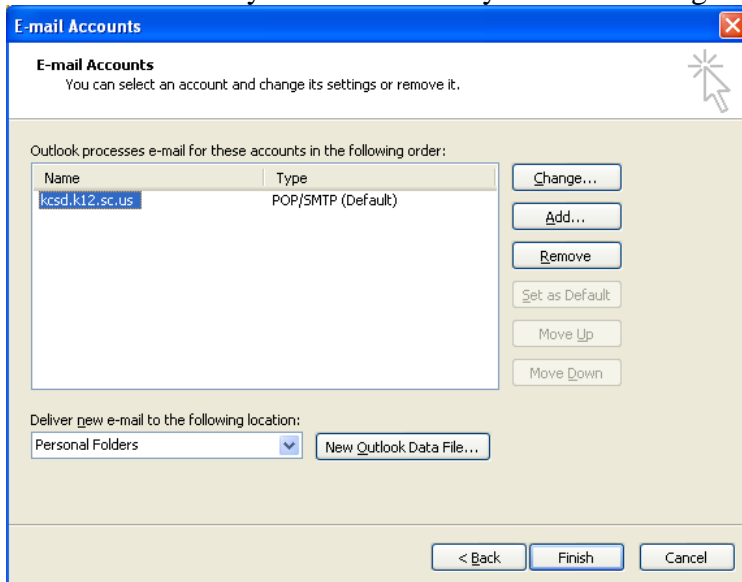
Open outlook.

Under the tools menu select E-mail Accounts

Select view or change existing e-mail accounts and click next



Select the account you want to modify and click change or add the new account



Enter your information below:

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The window title is 'E-mail Accounts' and it has a help icon and a close button. Below the title bar, there is a sub-header 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' with an envelope icon. The settings are organized into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' includes 'Your Name' (Mary Crayne) and 'E-mail Address' (craynem@kcsd.k12.sc.us). 'Server Information' includes 'Incoming mail server (POP3)' (kcsd.k12.sc.us) and 'Outgoing mail server (SMTP)' (mail.bellsouth.net). 'Logon Information' includes 'User Name' (craynem@kcsd.k12.sc.us), 'Password' (masked with asterisks), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' includes a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

**E-mail Accounts** ? X

**Internet E-mail Settings (POP3)**

Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

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

Click more settings

Here is what your internet e-mail settings should look like:

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The window title is 'Internet E-mail Settings' and it has a close button. The 'General' tab is active, and there are other tabs: 'Outgoing Server', 'Connection', and 'Advanced'. The 'Mail Account' section has a text box containing 'kcsd.k12.sc.us' and a note: 'Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"'. The 'Other User Information' section includes 'Organization' (KCSD) and 'Reply E-mail' (craynem@kcsd.k12.sc.us). At the bottom, there are 'OK' and 'Cancel' buttons.

**Internet E-mail Settings** X

General | Outgoing Server | Connection | Advanced

**Mail Account**

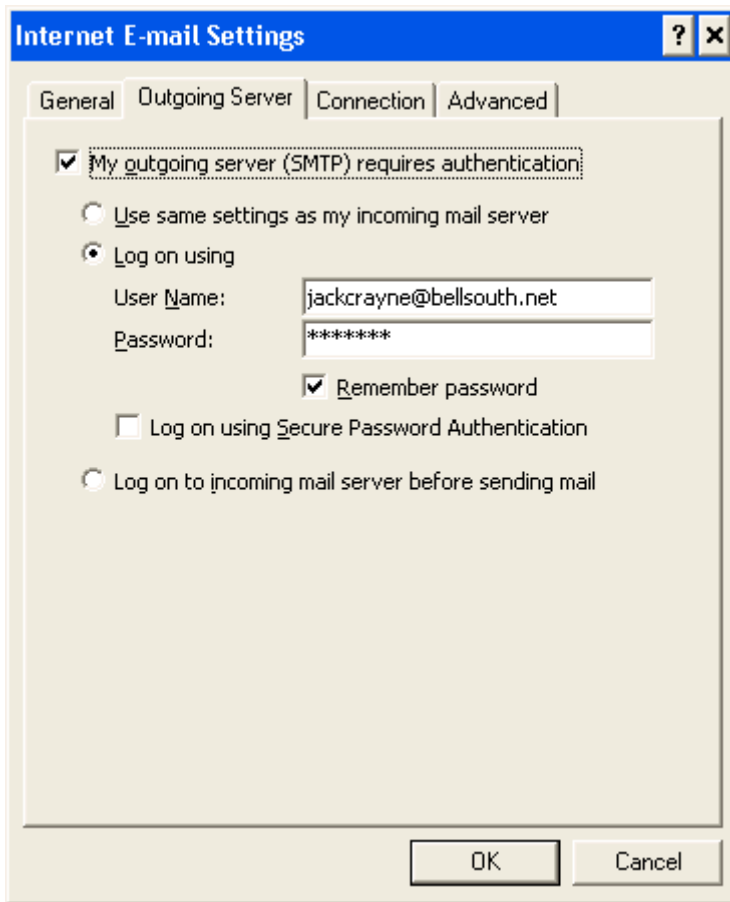
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

**Other User Information**

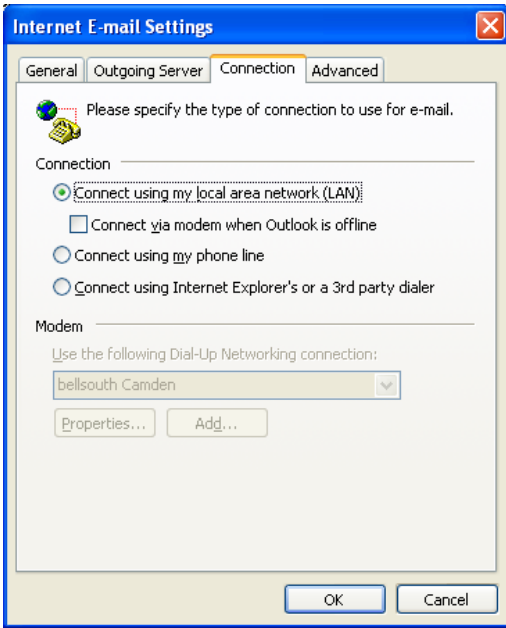
Organization:

Reply E-mail:

The outgoing server should look like this. Use your own bellsouth.net user name and password:



The connection tab should look like this:



The advanced tab should look like this:

