**EMAIL CONFIGURATION FOR OUTLOOK 2013**

**1.** Once you have Outlook open, click "File" on the top left.
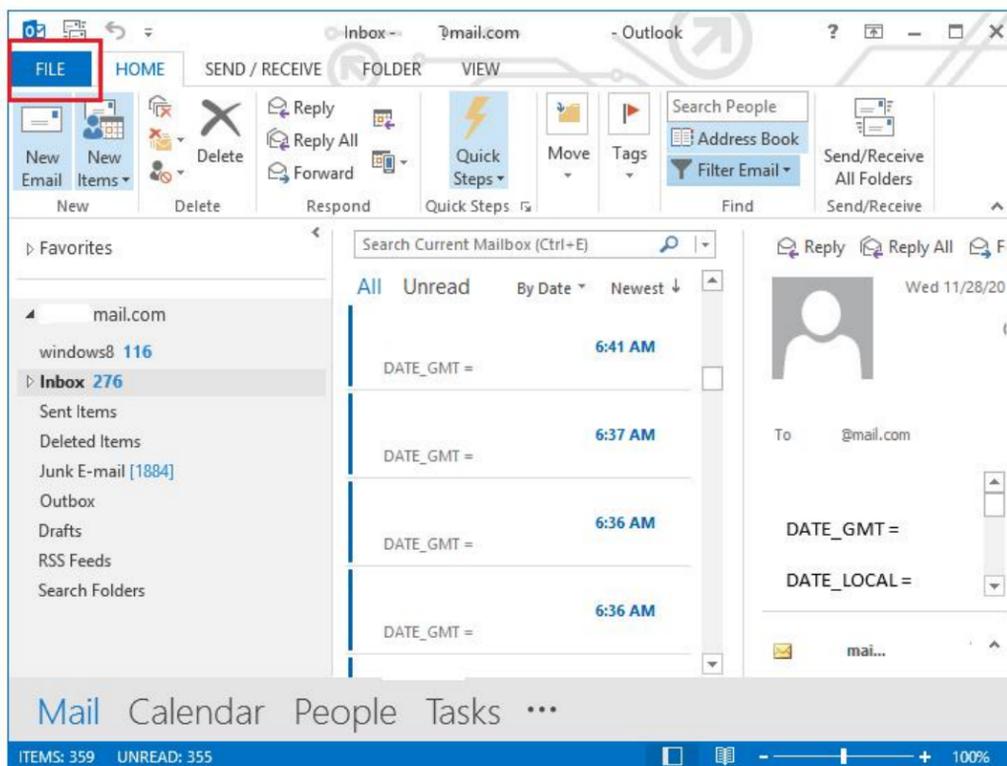


**2.** Under the "Info" tab, click "Add Account".
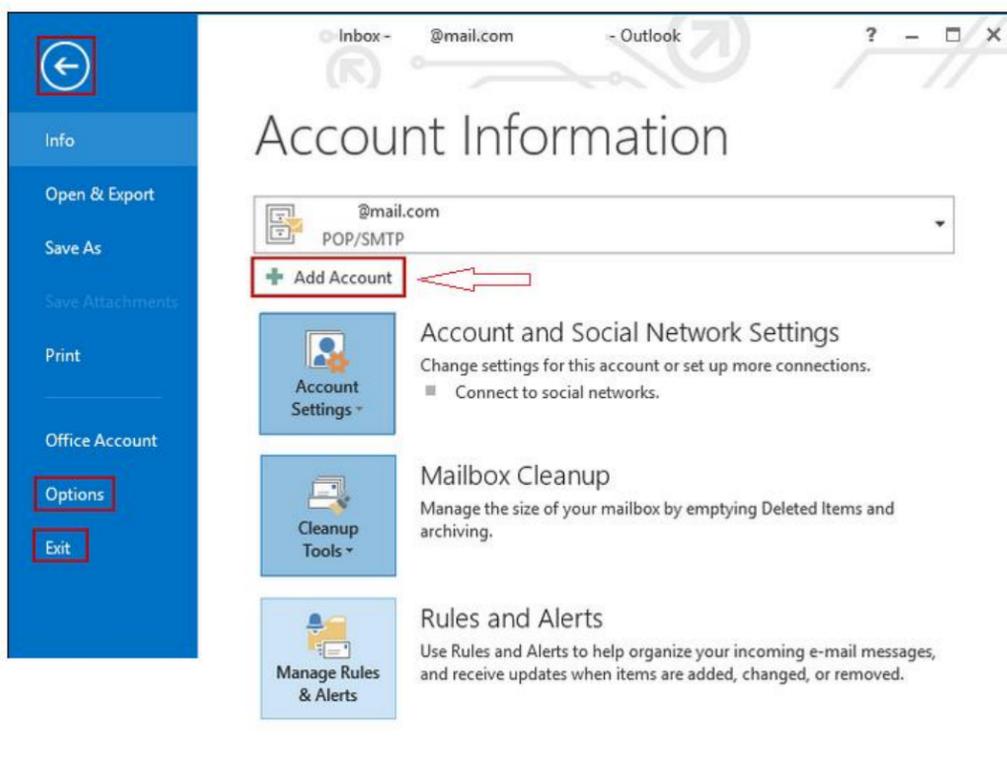


**3.** Select "Manual setup or additional server types", and then click "Next".
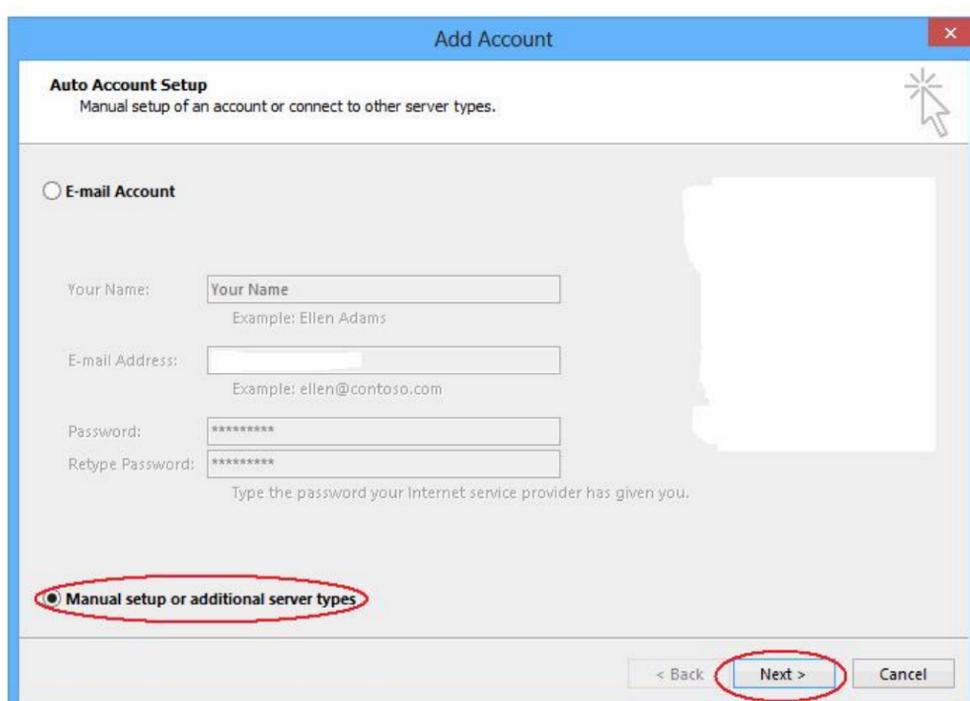
**4.** Select "POP or IMAP", and then click "Next".
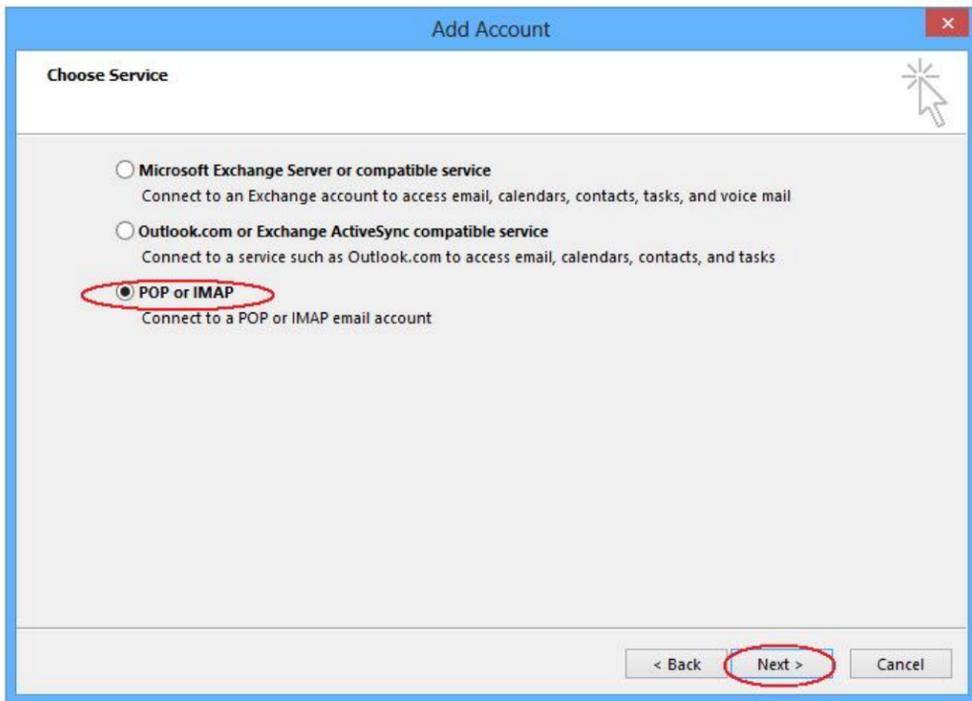


**5.** -Enter your name and BWIG email address.

-Under "Account Type", select "IMAP".

-For "Incoming" and "Outgoing mail servers, enter: mail.bwig.net

-Under "Logon Information", enter your BWIG email address and your BWIG email password.

-Then click "More Settings".



**6.** Under the "Outgoing Server" tab, select "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server". Click "OK".

**7.** Click "Next".



**8.** After the test completes, click "Close".



**9.** Click "Finish".