1. From the File menu -> select Info -> then Account Settings.

2. In the Account Settings window select the E-mail tab and click “New.”
3. Do not enter any information in the **E-mail Account** section.
   - Select the "Manually configure server settings or additional server types" radio button and click **Next**.

4. Select **Internet E-mail** radio button and click **Next**.
5. Enter the following information:
   • **Your Name**: Enter your name as you want it to appear on outgoing messages.
   • **E-mail Address**: Enter your email address (e.g. myname@mydomain.com).
   • **Account type**: Select IMAP.
   • **Incoming mail server**: imap.emailhosting.com
   • **Outgoing mail server (SMTP)**: smtp.emailhosting.com
   • **Logon Information**: your email address and password
   • Click on **More Settings**.

6. On the **Internet E-mail Settings** window
   • Click on the **Outgoing Server** tab.
   • Check "**My outgoing server (SMTP) requires authentication**".
   • Select **Use same settings as my incoming mail server** radio button.
7. Click on the Advanced tab
   • Change your outgoing (SMTP) port from 25 to 2500.
   • Enter the word INBOX for the "Root folder path".

8. Click OK, Next and then Finish.
9. Once this is complete, go back to Tools -> Account Settings -> Double click on your account -> Click on the More Settings button.

10. Go to the Folders tab. Select the second radio button (“Choose an existing folder”). Expand the tree and select your Emailhosting Sent Items folder.

11. Click OK, Next and then Finish to complete the setup.