

## Setting up your email with your HOA Online Resource website

1. STEP ONE:  
Open your Outlook or Outlook Express (for the purposes of this demonstration, we are using Outlook Express), from the top select the **Tools** tab
2. STEP TWO:  
Select Accounts
3. STEP THREE:  
Select Add (Email Account)
4. STEP FOUR:  
Enter your Display name, this will be the name that appears in the from field of your email
5. STEP FIVE:  
Enter your HOA Online Resource website email address (ex: [you@yourhoa.com](mailto:you@yourhoa.com))
6. STEP SIX:  
Your incoming email server type is a POP3 Server. Your incoming email server is:  
**mail.yourhoa.com**  
Your outgoing email server (SMTP) is your ISP:  
(example: mail.comcast.net)  
Note: Some ISPs require server authentication, if yours does, you will have to configure that also
7. STEP SEVEN:  
Internet Mail Login: your e-mail username is your email address, your password is your password.

CONGRATULATIONS!!! YOUR EMAIL SHOULD NOW WORK!

If you have any problems, please contact HOA Online Resource at (603) 556-2775 and one of our customer care representatives would be happy to assist you.