

Mail Server: Microsoft Outlook 2010

1. Open Outlook 2010
2. Select **"File"** tab
3. Select **"Accounts Settings"** box
4. Click on **"Account Setting"** in the pop-up
5. Select the **"Email"** tab
6. Double click on your email account
7. In the **INCOMING** POP3 Server box, change to: email.bitbroadband.com
8. In the **OUTGOING** SMTP Server box, change to: smtp.bitbroadband.com
9. Change "username" or "account name" to your *Buggs Island* email address
Ex: john123smith@bitbroadband.com
10. Click on the **"Advanced"** tab, and check the box next to **"This server requires an encrypted connection"** (SSL) under **INCOMING SERVER (POP3)**.
Enter 995 in the **"Incoming Server Box"**. (993 IMAP)
11. In the **"Outgoing Server Box"** (SMTP) enter 587 (463 IMAP).
12. Click **"Next"** and the program will test your settings. Once it has finished, click **"Close"**.
13. Click **"Finish"**