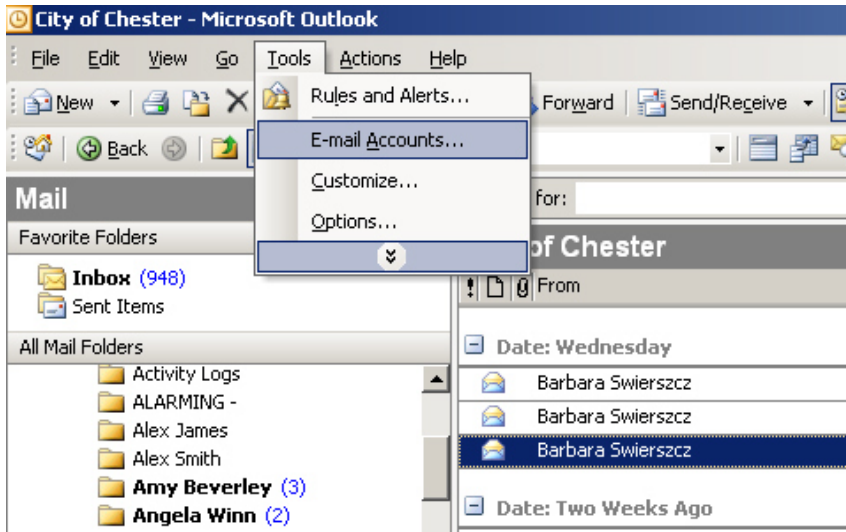


Instructions for setting up OUTLOOK email client for your City of Chester email account

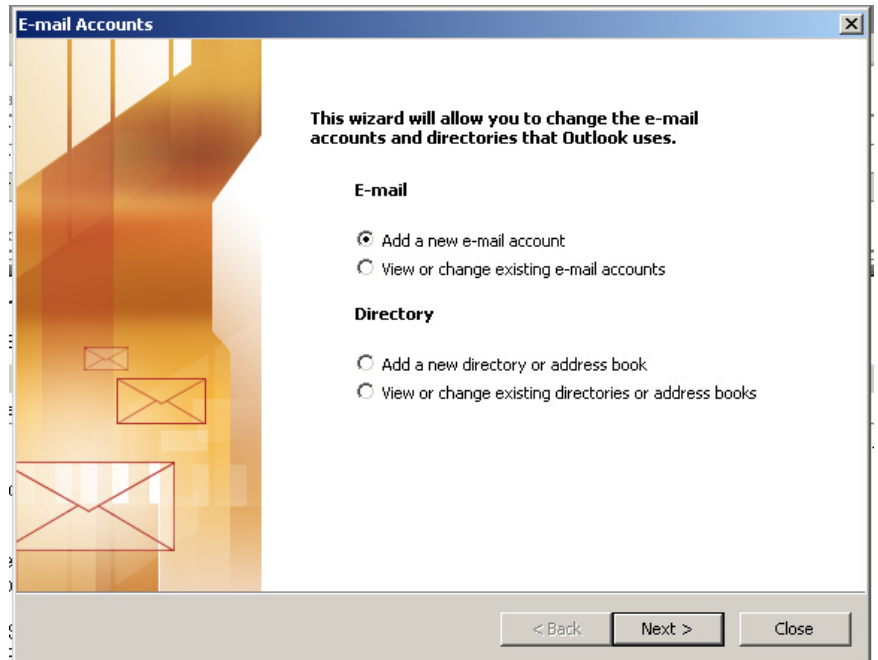
You may setup multiple email accounts using Microsoft Outlook or Outlook Express

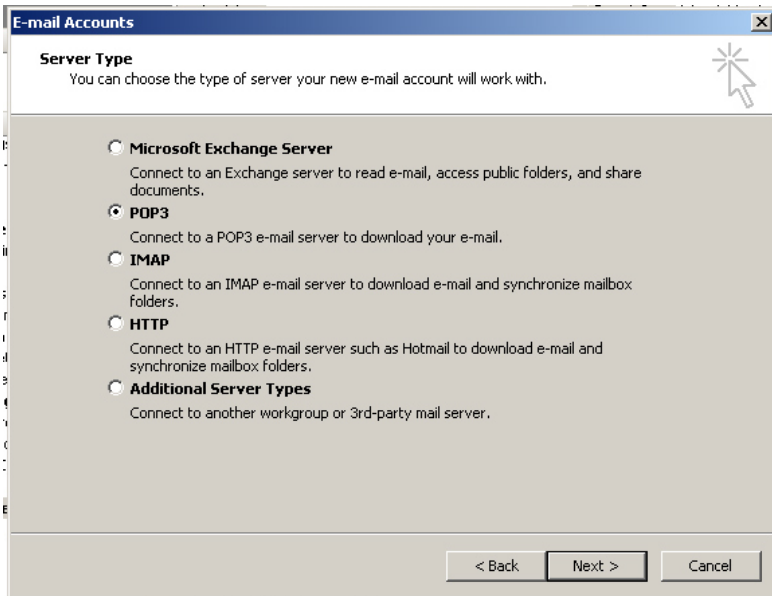
Start Outlook and click on “**Tools**” – “**E-mail Accounts**” –



You will see a window with options – choose “Add a new e-mail account”

Click NEXT button





Choose “POP3” for the type of server –

Fill in all of your information –
FULL NAME –
 For incoming mail server (POP3)
 and Outgoing mail server (SMTP)
 type: **chester.sc.gov**

for the username and password use
 your **CHESTER DOMAIN** login
 username and password.

Your CHESTER domain
 account name should be
 (first initial) and last name
ALL LOWECASE

**When you’ve filled in all
 of the information – click
 the “Test Account
 Settings” button
 It will let you know if
 there’s a wrong entry.
 Everything should check
 out “successful”**

