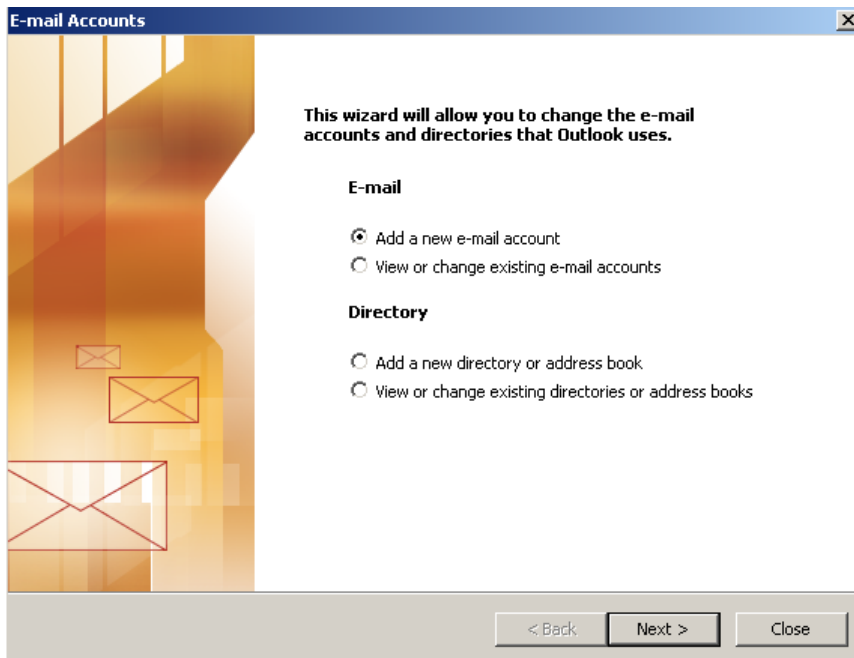
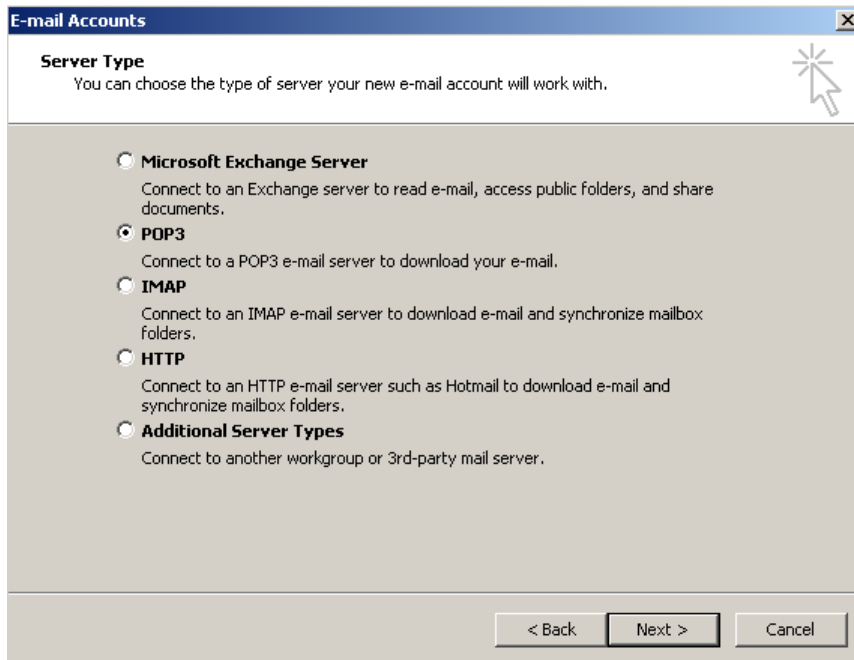


## Windows Outlook Setup

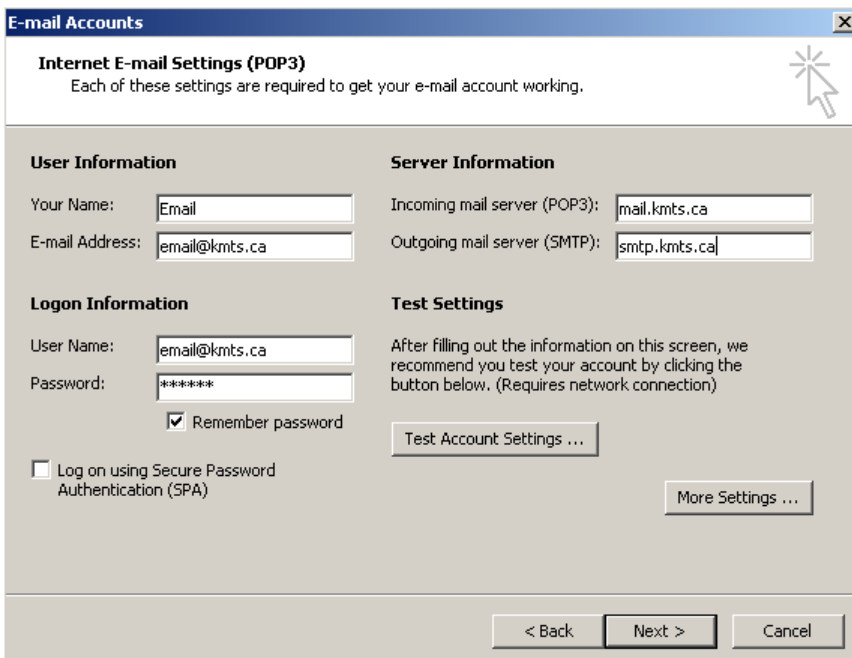
1. Open Outlook.
2. Go to the Tools menu, and then click E-mail accounts.
3. Select Add a new e-mail account, then Next



4. You now have the option of choosing which type of e-mail account you would like, KMTS uses POP accounts for our mail, so select POP mail, then Next.



5. Enter your full name and e-mail address, an example of your e-mail address is **email@kmts.ca**.
6. For the server information, type in **mail.kmts.ca** for incoming and **smtp.kmts.ca** for the outgoing mail servers.



7. Logon information for username, enter your username and include the **@kmts.ca** ( eg. **email@kmts.ca**) For Password, enter your e-mail password (case-sensitive).

8. Click Next, and then click Finish to complete the set-up.

You're Done!