

# Burlington Telecom

## How to setup and configure email - Microsoft Outlook

Burlington Telecom offers up to seven email accounts so everyone in your household can have their own email address. These instructions detail the procedure for setting up and configuring Microsoft Outlook for use with Burlington Telecom e-mail.

### **Setting up your e-mail**

Your Burlington Telecom email accounts are setup as **username@burlingtontelecom.net**. Email accounts must be in all lowercase letters and can contain numbers, dashes, underscores and periods. User names must be at least 3 characters long.

Your primary email account will set up when you place your initial service order. However, should you ever need to setup an email account in an email client manually, the following settings should be used.

### **Email Client Settings**

Username: [your username]

Password: [your password]

### **Incoming (POP3)**

Server: mail.burlingtontelecom.net

### **Outgoing (SMTP)**

Server: mail.burlingtontelecom.net

You can access your email from any Internet connection by signing into **webmail.burlingtontelecom.net**.

Step 1: Open Microsoft Outlook, select Tools, and then E-mail Accounts (Figure 1).

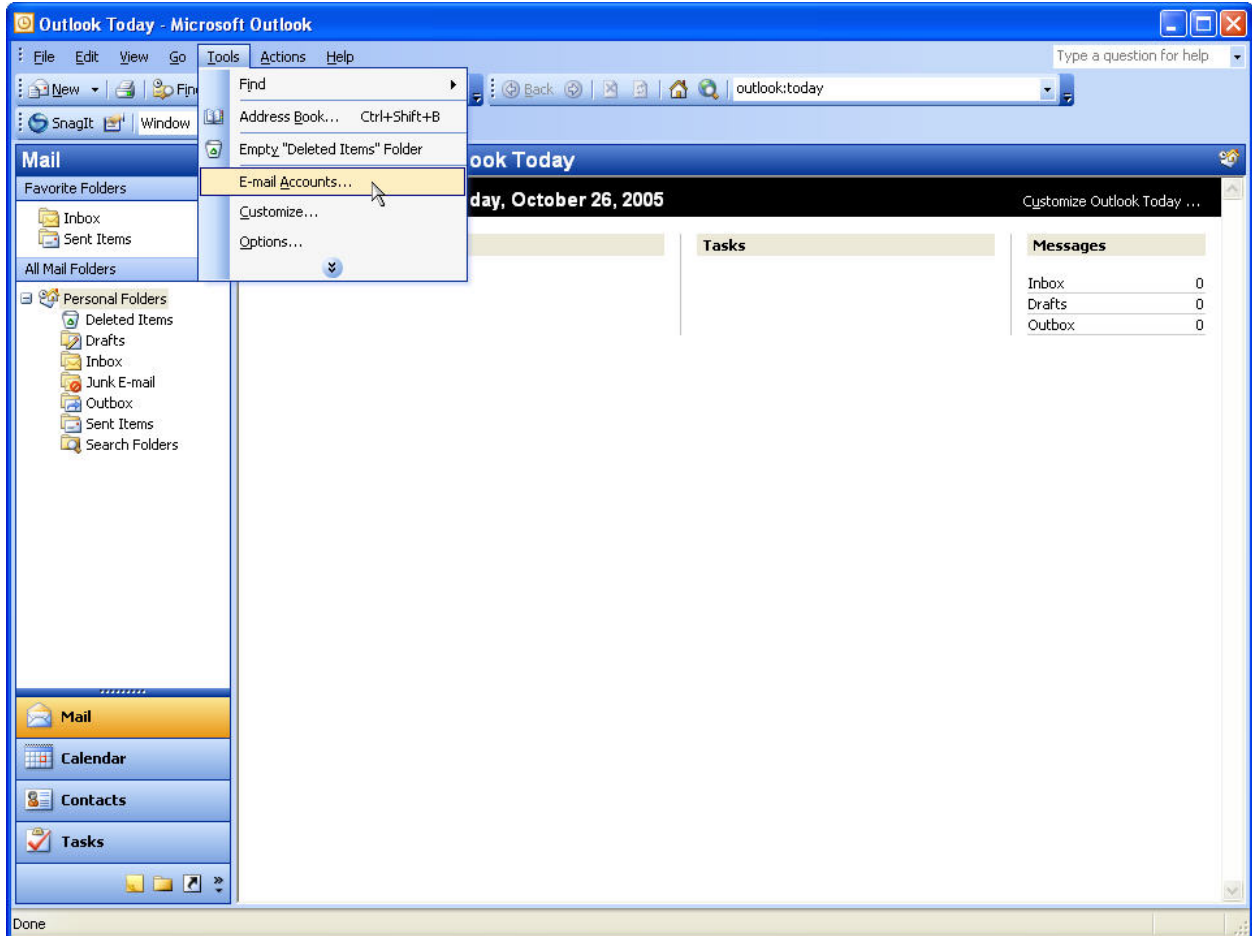
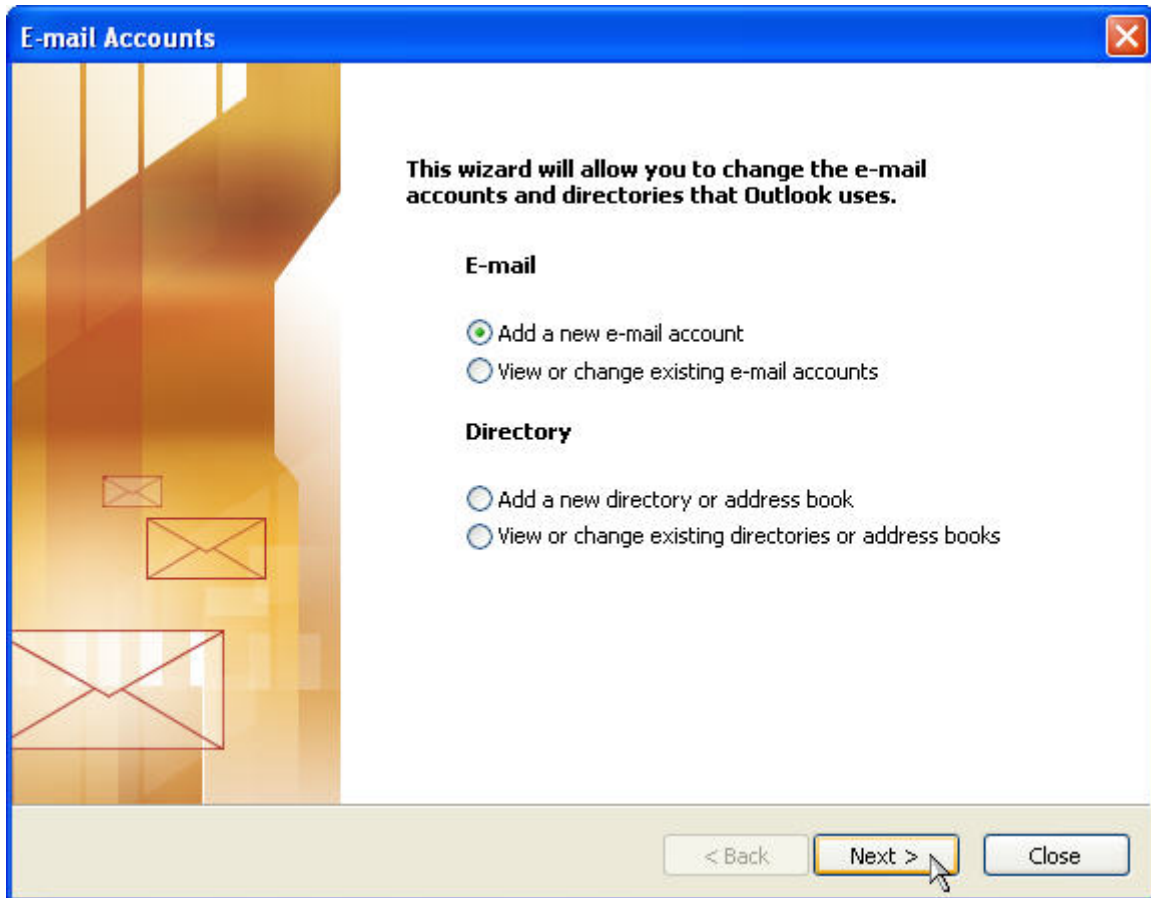


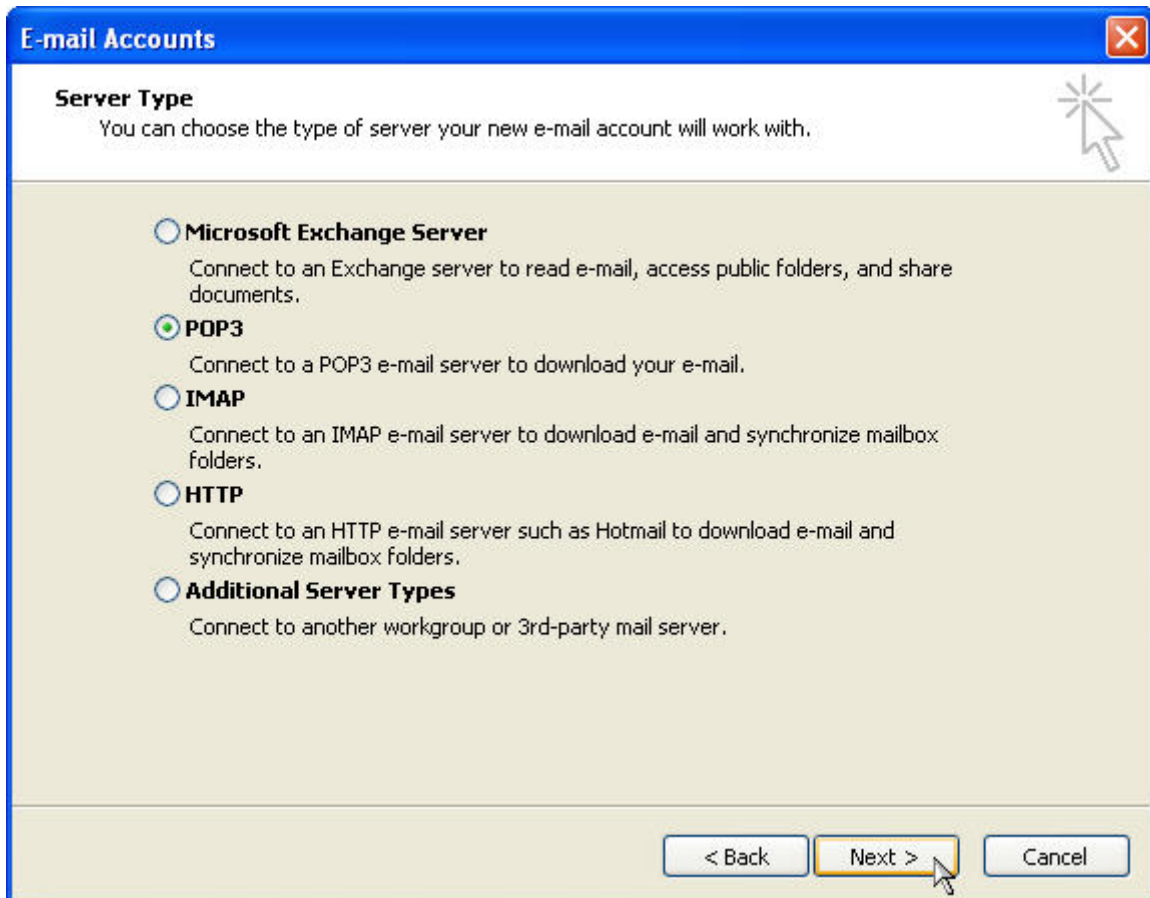
Figure 1

Step 2: The E-mail Accounts window will appear (Figure 2). Select the “Add a new e-mail account” option and then click “Next” button.



**Figure 2**

Step 3: Under Server Type, select the “POP3” option and then click “Next” button. (Figure 3).



**Figure 3**

Step 4: Under Internet E-mail Settings (POP3), complete the User Information section using your username and password followed by the Server Information and Logon Information sections using the information contained in the beginning of this document (Figure 4).

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

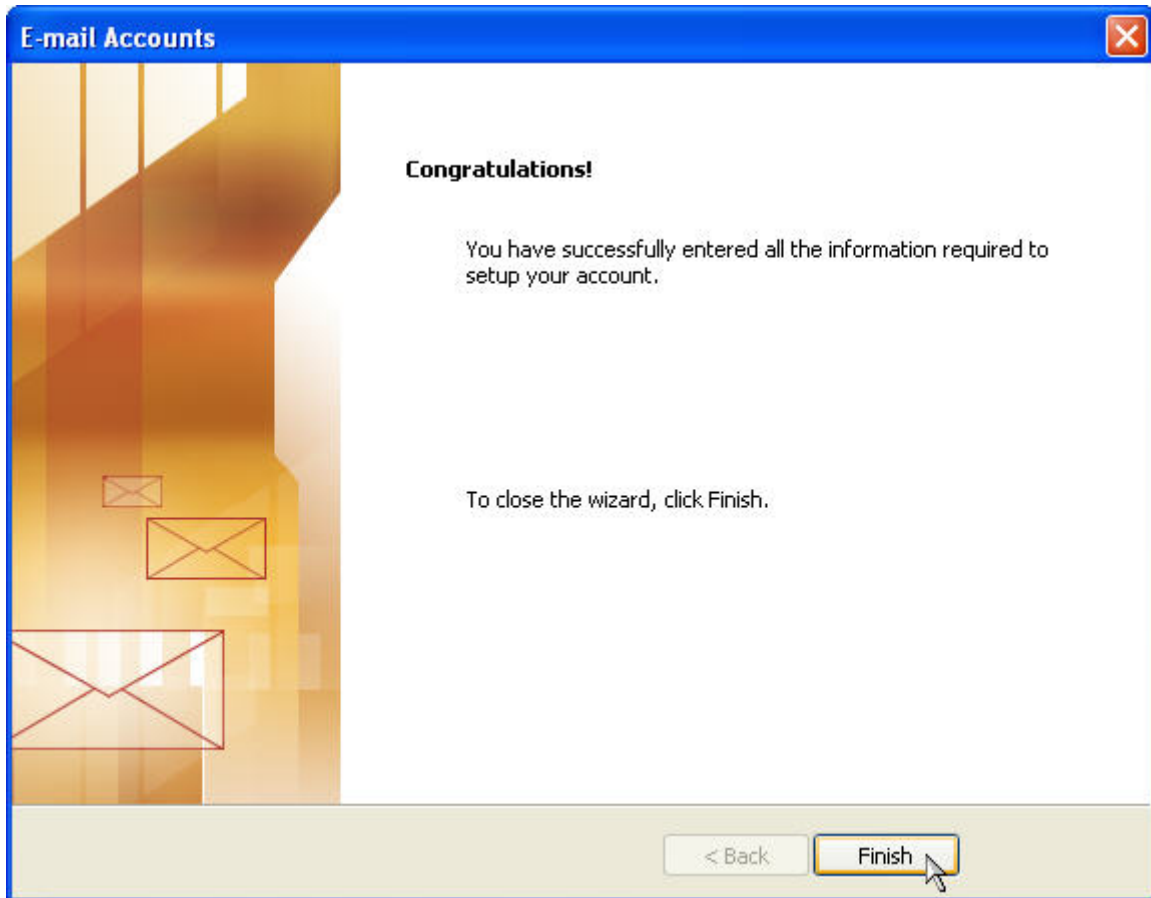
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Figure 4

Step 5: After configuring your email settings, click on the “Finish” button to complete setup of your e-mail account (Figure 5).



**Figure 5**

You have completed all of the steps required to setup Microsoft Outlook as your email client.