



CALABASH REAL ESTATE

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Instructions for Setting up MS Outlook To Interface with Calabash Email

1. Open MS Office → MS Outlook.
2. Open new Profile.
3. Respond as prompted: Enter Name, email address ([userid@calabashrealtors.com](mailto:user@calabashrealtors.com)), password...
4. Select: Manually configure settings.
5. Select: Internet email .
6. Enter :
 - a. Name
 - b. Email address: `userid@calabashrealtors.com`
 - c. Server Information: POP3
 - d. Incoming Mail Server: `calabashrealtors.com`
 - e. Outgoing Mail Server: `smtp:calabashrealtors.com`
7. Select More Settings. Select Advanced tab.
 - a. Incoming server: 110
 - b. Outgoing server: 587
 - c. Delivery: choose desired option – leave email on server or delete after download.
8. Do not select Authentication or Encryption.