To create and configure a new AOL e-mail account in the Outlook software:

 1. Launch the Microsoft Outlook software.

 2. Click the Tools menu, then click E-mail Accounts.

 3. Choose the Add a new e-mail account option by clicking it, then click the Next button.

 4. Choose the POP3 option by clicking it, then click the Next button.

 5. In the Your Name: box, type your name as you wish it to appear on outgoing e-mail.

 6. In the E-mail Address: box, type your AOL e-mail address.

 7. In the User Name: box, type your AOL screen name.

 8. In the Password: box, type your AOL password.

 9. In the Incoming mail server (POP3): box, type: pop.aol.com

 10. In the Outgoing mail server (SMTP): box, type smtp.aol.com.

 11. Click the More Settings button.

 12. Click the Outgoing Server tab.

 13. Click the My outgoing server requires authentication box to place a check mark in it.

 14. Choose the Use same settings as my incoming mail server option by clicking it, then click the Advanced tab.

 15. In the Incoming mail (POP3) : box, type 995 and check on SSL

 15. In the Outgoing mail (SMTP): box, type 587 and check None for encrypted connection

 16. In the Delivery section click the Leave a copy of each message on the server box to place a check mark in it, then click the OK   button.

 17. Click the Next button.

 18. Click the Finish button.