

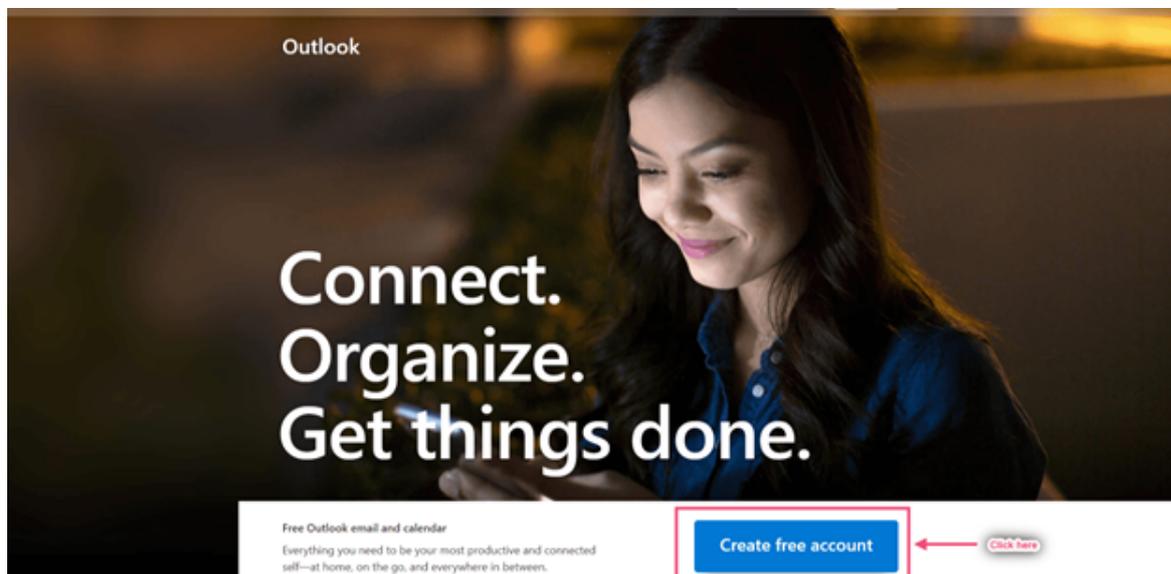
How to migrate your Cablerocket email account to Outlook

Step 1

Click on the following link: <https://outlook.live.com/> or copy and paste the link into the internet browser of your choice?

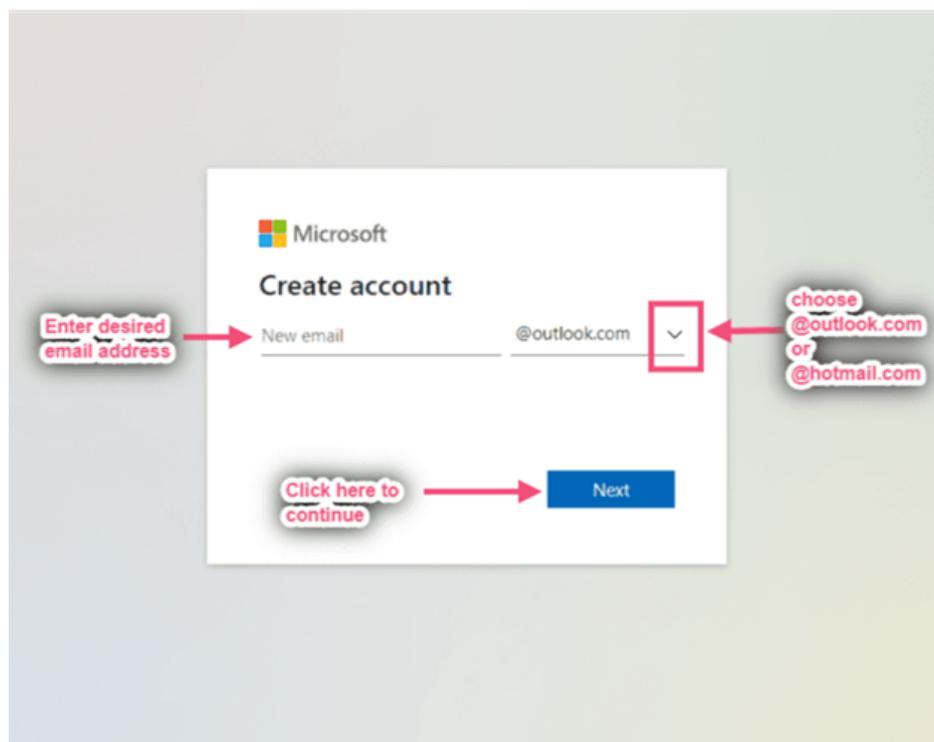
Step 2

Click or tap on the blue 'Create free account' button at the bottom of the screen.



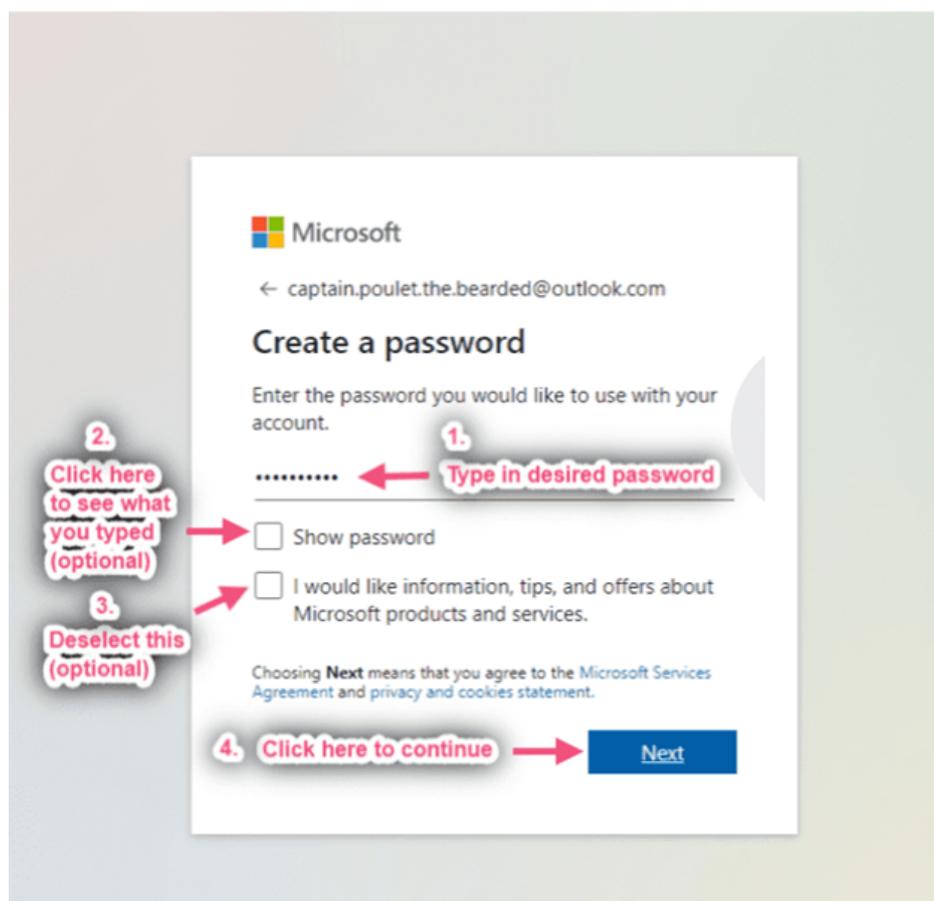
Step 3

1. Enter in your desired email address in the field titled 'New Email' (note you can choose either @outlook.com or @hotmail.com in the drop down at the end of the line)
2. Click or tap on 'Next' to continue



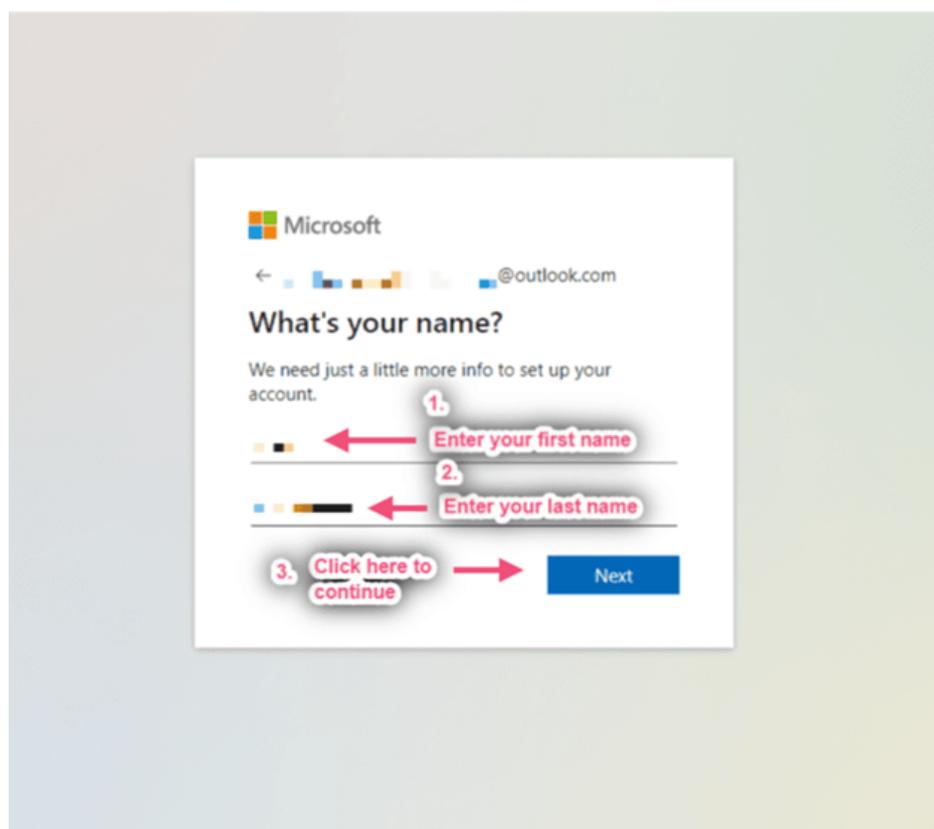
Step 4

1. Enter your desired password in the field indicated
2. Click or tap in order to select the box next to 'Show Password' to confirm your password does indeed match what you entered
3. Deselect (optional) the 'I would like information... ' box
4. Click or tap on the blue 'Next' button to continue



Step 5

1. Enter your first name
2. Enter your last name
3. Click or tap on 'Next' to continue



Step 6

1. Enter the country you live in
2. Enter your birthdate as indicated
3. Click or Tap 'Next' to continue

Microsoft

← @outlook.com

What's your birth date?

We need just a little more info to set up your account.

Country/region
Canada

Birthdate

Next

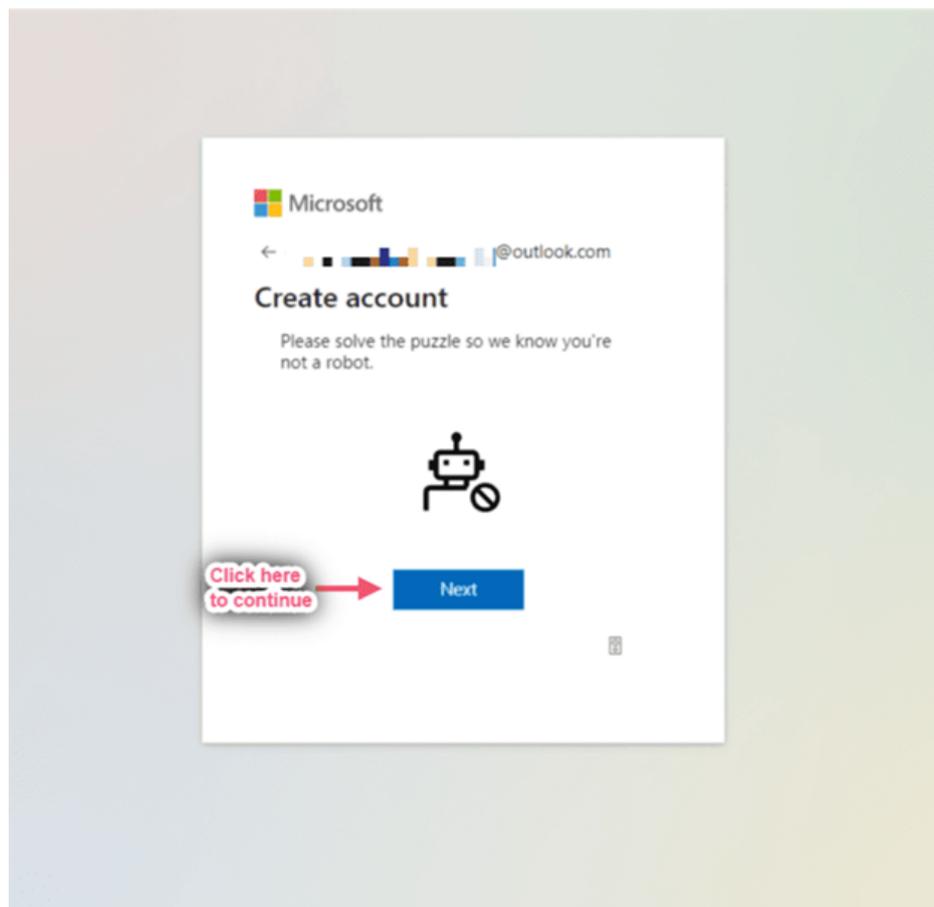
1. Enter your Country

2. Fill in these fields

3. Click Here to Continue

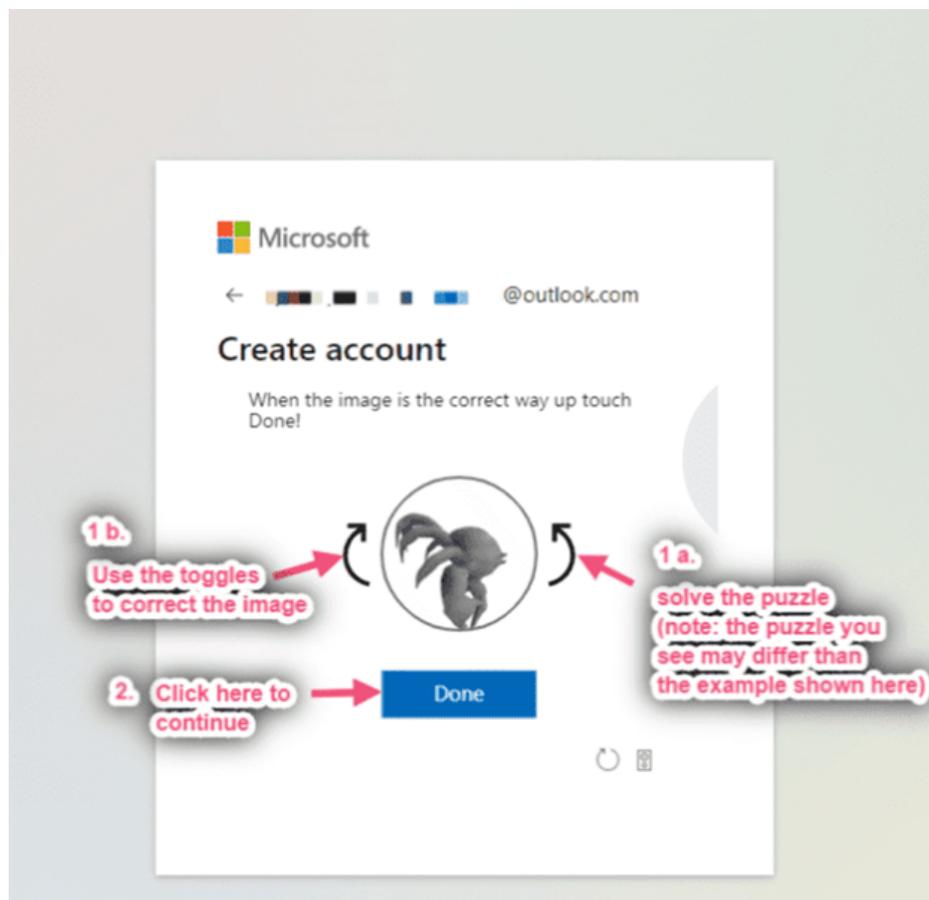
Step 7

Click or tap on the blue 'Next' button in order to load the next page which will be a brief test to prove you are not a robot



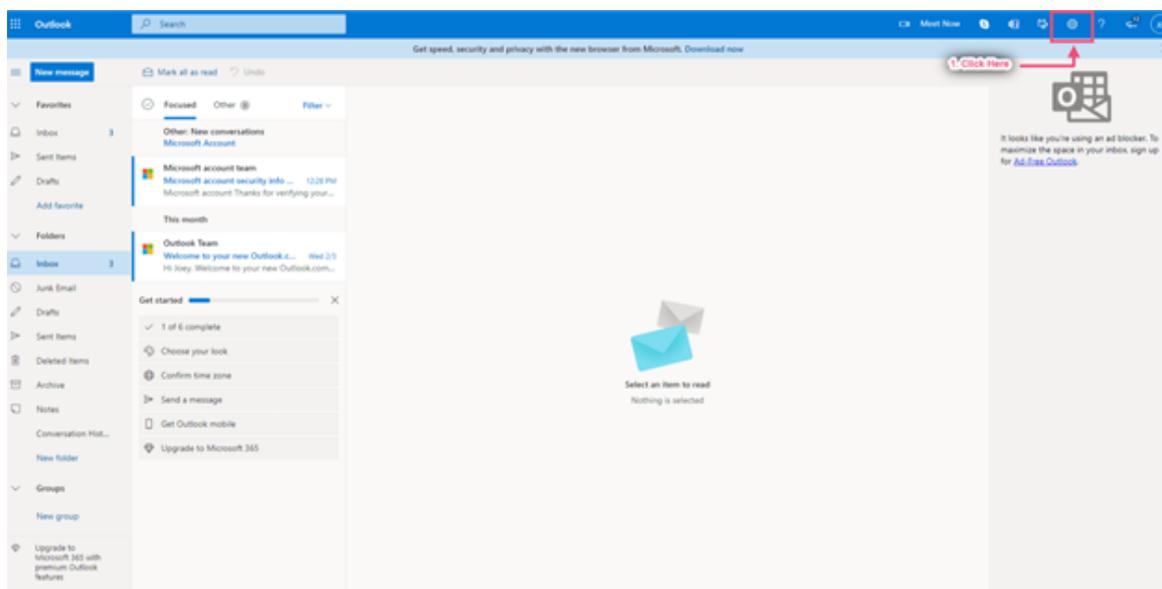
Step 8

1. Complete the test with whatever tools are provided (in this case toggle arrows used to correct the position of the crab)
2. Click on the blue 'Done' button to finish



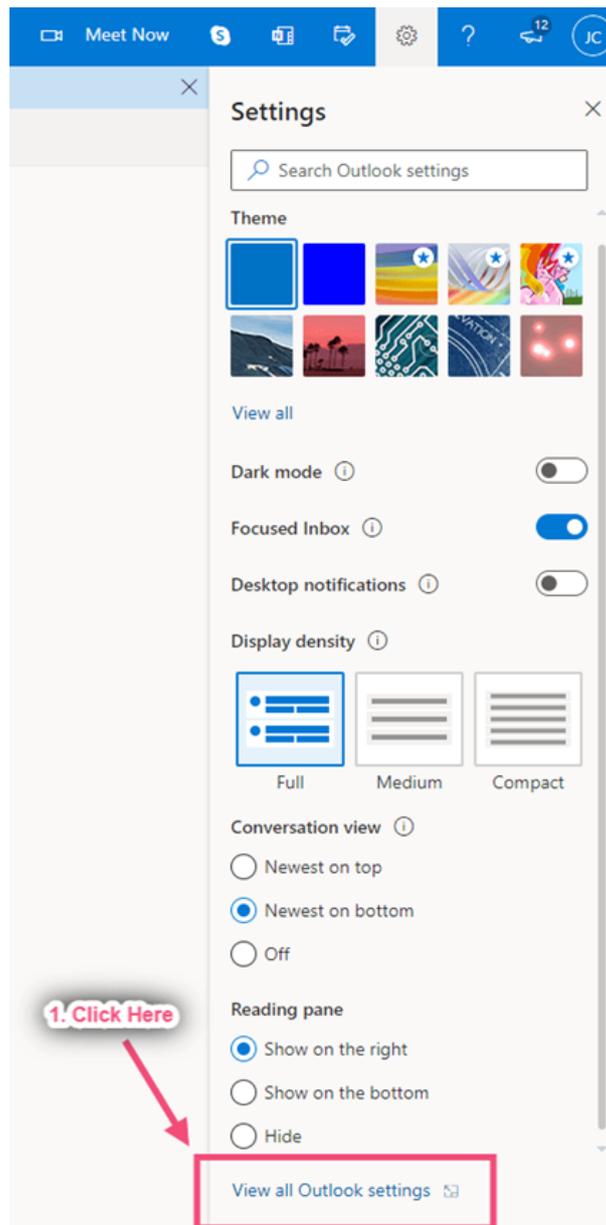
Step 9

1. In your new outlook.com account – click on the settings icon (indicated below) in the top right corner of the screen



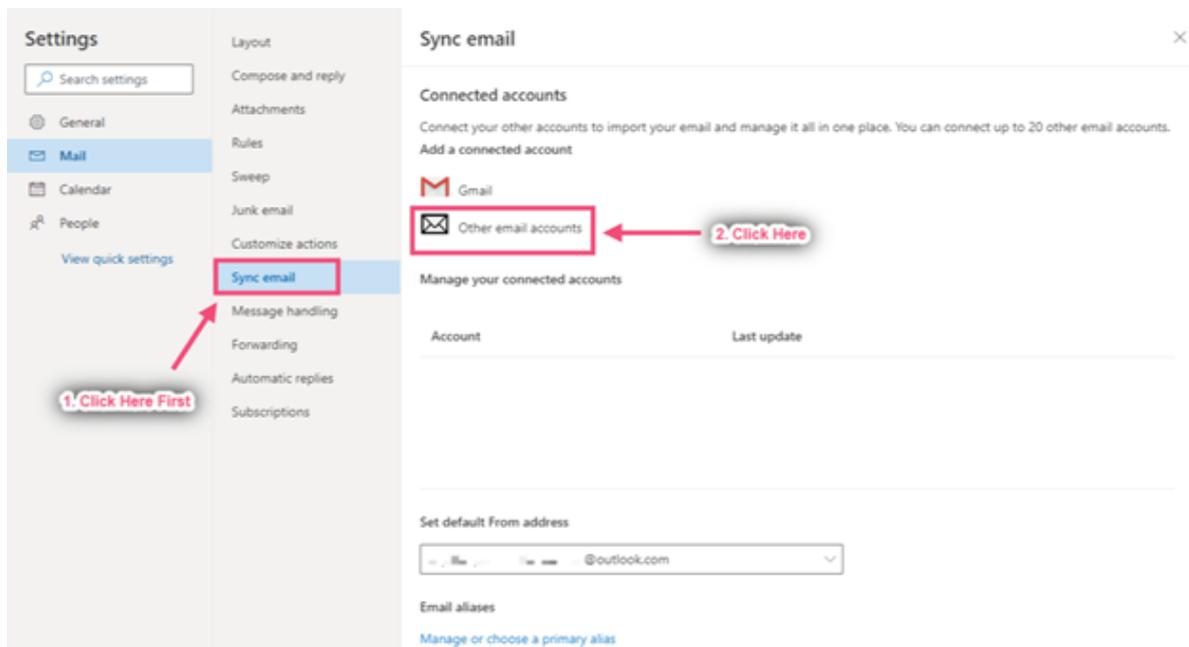
Step 10

1. Scroll to the bottom of the settings window and click on 'View all Outlook settings'



Step 11

1. Along the menu on the left hand side of the screen, click on 'Sync email'
2. Click or tap on the 'Other email accounts' option as indicated



Step 12

1. Under 'Display Name' enter whatever name you would like people to see when they receive an email from you
2. Enter your cablerocket.com email address
3. Enter your cablerocket password
4. Select the option indicated – importing your cablerocket emails into this new outlook.com account
5. Select the 'Manually configure...' option
6. Click or tap on the blue 'OK' button to continue

The screenshot shows a 'Connect your account' dialog box with the following elements and annotations:

- Display name:** A text input field containing 'C. Rocket' with a red arrow pointing to it and the annotation '1. Enter desired Display Name'.
- Email address *:** A text input field containing '@cablerocket.com' with a red arrow pointing to it and the annotation '2. Enter cablerocket email address'.
- Password *:** A password input field with masked characters and a red arrow pointing to it and the annotation '3. Enter cablerocket email password'.
- You can choose where the imported email will be stored *:** Two radio button options:
 - Create a new folder for imported email, with subfolders like the account you're connecting. (Annotation: '4. Select this option' with a red arrow pointing to the radio button.)
 - Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others. (Annotation: '4. Select this option' with a red arrow pointing to the radio button.)
- Advanced settings:** A section with a red arrow pointing to it and the annotation '5. Select this option'. It contains:
 - Manually configure account settings (POP, IMAP, or send-only account) (Annotation: '5. Select this option' with a red arrow pointing to the checkbox.)
- Buttons:** A blue 'OK' button and a grey 'Cancel' button. A red arrow points from the annotation '6. Click Here to Continue' to the 'OK' button.

Step 13

Many fields will be auto-filled here

1. Under 'User name' re-enter your full cablerocket email address
2. Select 'POP/SMTP' as indicated
3. Under 'Incoming (POP) server enter: **mail.cablerocket.com** as shown
4. Under 'Incoming server port' enter: **110** as shown
5. Scroll down

Advanced settings ×

Display name
Captain Poulet

Email address *
joey123@cablerocket.com

User name
joey123@cablerocket.com **1. Enter Full cablerocket email address**

Password *
.....

You can choose where the imported email will be stored *

Create a new folder for imported email, with subfolders like the account you're connecting.

Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others.

Choose your connection type *

IMAP/SMTP connection settings

POP/SMTP connection settings **2. Select this option**

SMTP send-only connection settings

Incoming (POP) server *
mail.cablerocket.com **3. Enter the following**

Incoming server port *
110 **4. Change to the following**

Leave a copy of messages on the server

Step 14

1. De-select 'Leave a copy of messages on the server' as shown
2. Under 'Authentication' select 'Basic' from the drop-down
3. Under 'Encryption' select 'None' from the drop-down
4. Check the box next to 'Accept untrusted certificates' as shown below
5. Click to put a blue dot next to 'Send email using...!' as shown
6. Click 'OK' to continue

The screenshot shows an email account configuration window. At the top, there is a password field with asterisks. Below it, a heading reads "You can choose where the imported email will be stored *". There are two radio button options: "Create a new folder for imported email, with subfolders like the account you're connecting." and "Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others." The second option is selected. Below this is the heading "Choose your connection type *". There are three radio button options: "IMAP/SMTP connection settings", "POP/SMTP connection settings" (which is selected), and "SMTP send-only connection settings". Underneath, there are two text input fields: "Incoming (POP) server *" containing "mail.cablerocket.com" and "Incoming server port *" containing "110". A checkbox labeled "Leave a copy of messages on the server" is unselected and highlighted with a red box, with an arrow pointing to it from the annotation "1. De-select this (optional)". Below this is the "Authentication" section with a dropdown menu set to "Basic", highlighted with a red box and an arrow from the annotation "2. Select 'Basic'". The "Encryption" section has a dropdown menu set to "None", highlighted with a red box and an arrow from the annotation "3. Select 'None'". A checkbox labeled "Accept untrusted certificates" is checked and highlighted with a red box, with an arrow pointing to it from the annotation "4. Click this box". Below this are two radio button options: "Send email using your provider's server (recipient will not see your Outlook.com address)" and "Send email using the Outlook.com server (recipient may see your Outlook.com address)". The second option is selected and highlighted with a red box, with an arrow pointing to it from the annotation "5. Select this option". At the bottom, there are two buttons: "OK" (highlighted with a red box and an arrow from the annotation "6. Click to Continue") and "Cancel".

Step 15

Congratulations! You are all done! This is what your new Outlook.com account looks like!

