

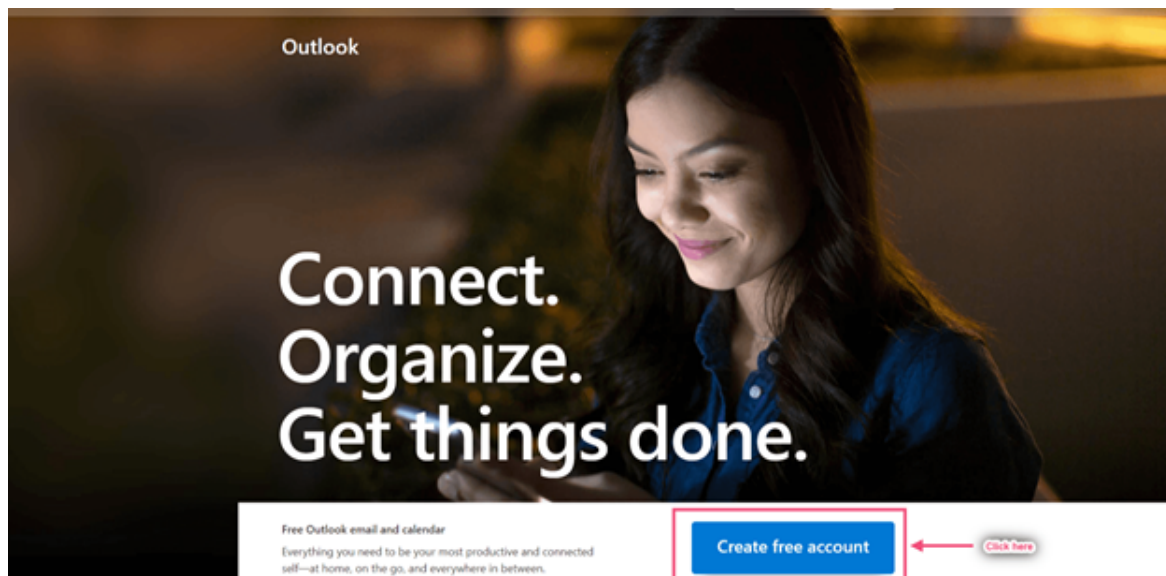
How to migrate your Cablerocket email account to Outlook

Step 1

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

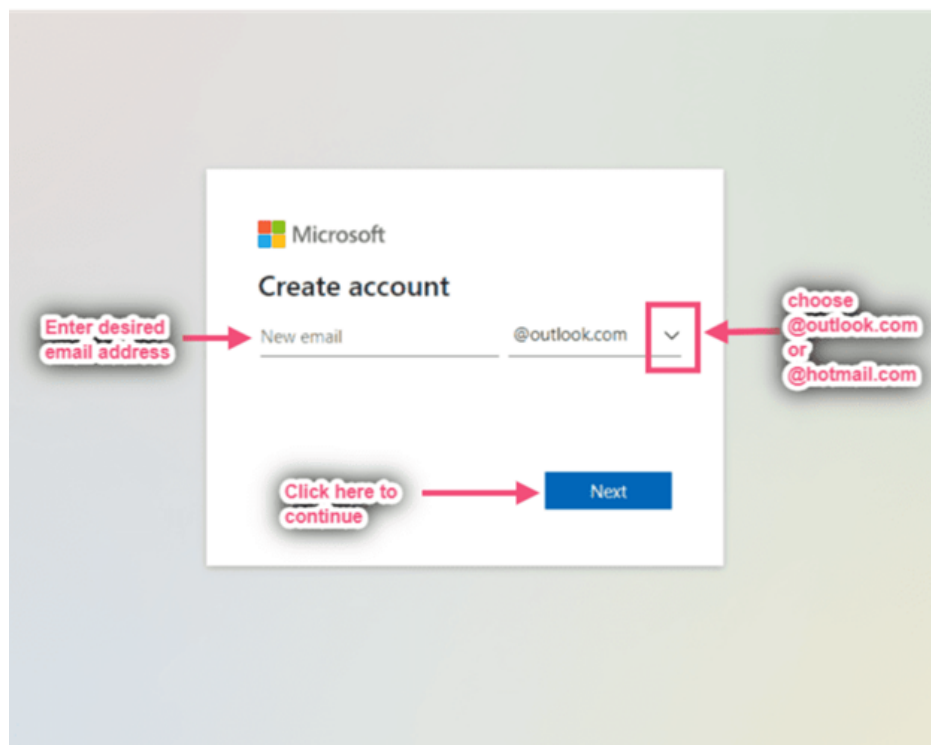
Step 2

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



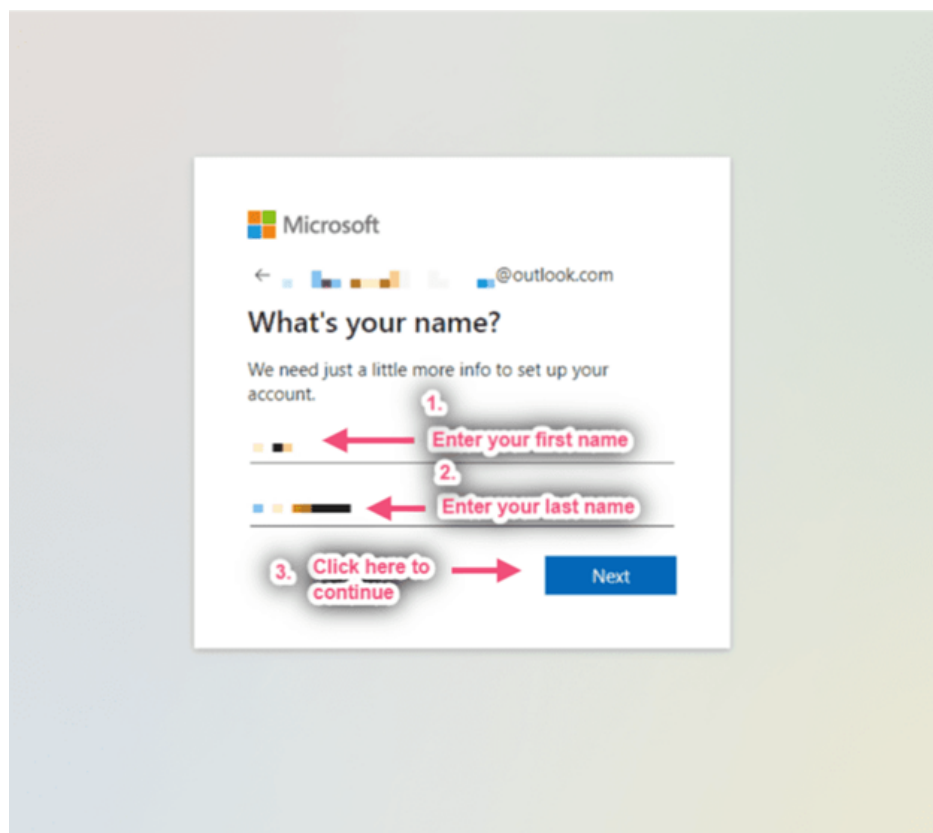
Step 4

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

The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo and the email address 'captain.poulet.the.bearded@outlook.com'. The main heading is 'Create a password'. Below it, the instruction 'Enter the password you would like to use with your account.' is followed by a password input field containing seven dots. To the right of the field is a red arrow pointing to it with the annotation '1. Type in desired password'. Below the input field is a checkbox labeled 'Show password'. To the left of this checkbox is a red arrow pointing to it with the annotation '2. Click here to see what you typed (optional)'. Below the 'Show password' checkbox is another checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.'. To the left of this checkbox is a red arrow pointing to it with the annotation '3. Deselect this (optional)'. At the bottom, there is a line of text: 'Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.'. Below this text is a blue button labeled 'Next'. To the left of the button is a red arrow pointing to it with the annotation '4. Click here to continue'.

Step 5

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



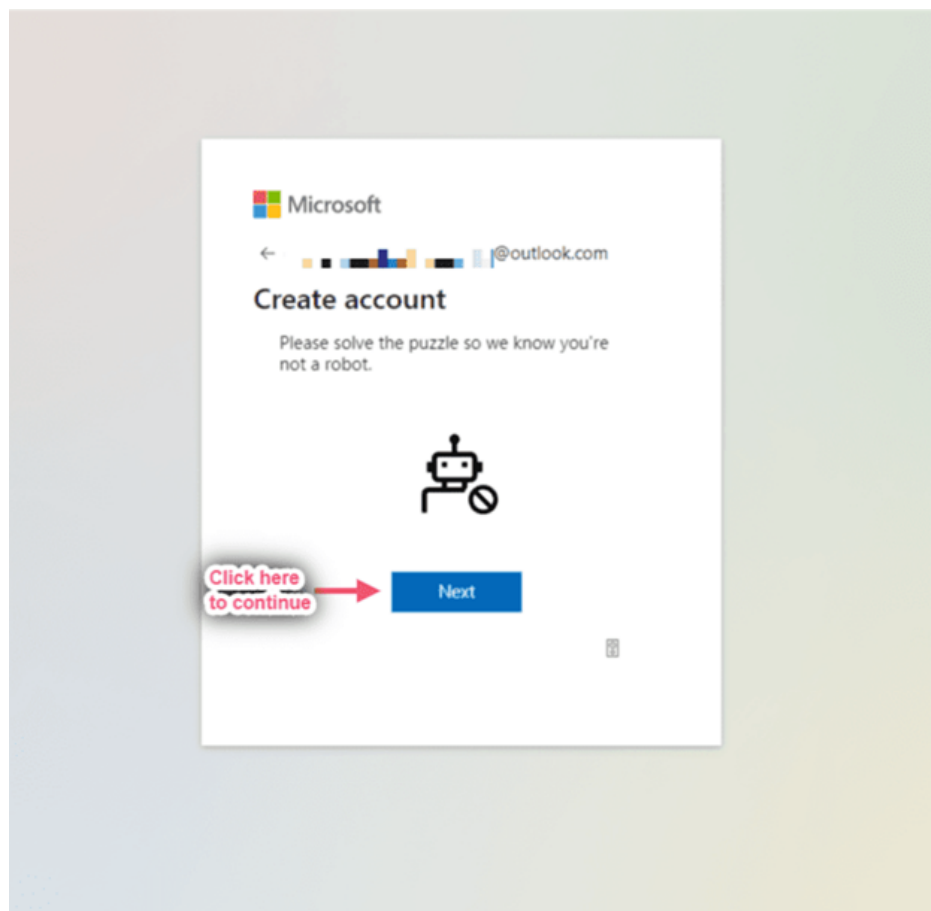
Step 6

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

The screenshot shows the Microsoft account setup interface. At the top, the Microsoft logo is displayed. Below it, a back arrow and the email address '@outlook.com' are visible. The main heading is 'What's your birth date?'. A subtext reads: 'We need just a little more info to set up your account.' The form contains two fields: 'Country/region' with a dropdown menu showing 'Canada', and 'Birthdate' with three separate dropdown menus for day, month, and year. A blue 'Next' button is at the bottom right. Three numbered callouts with red arrows point to the form elements: '1. Enter your Country' points to the 'Country/region' dropdown, '2. Fill in these fields' points to the 'Birthdate' dropdowns, and '3. Click Here to Continue' points to the 'Next' button.

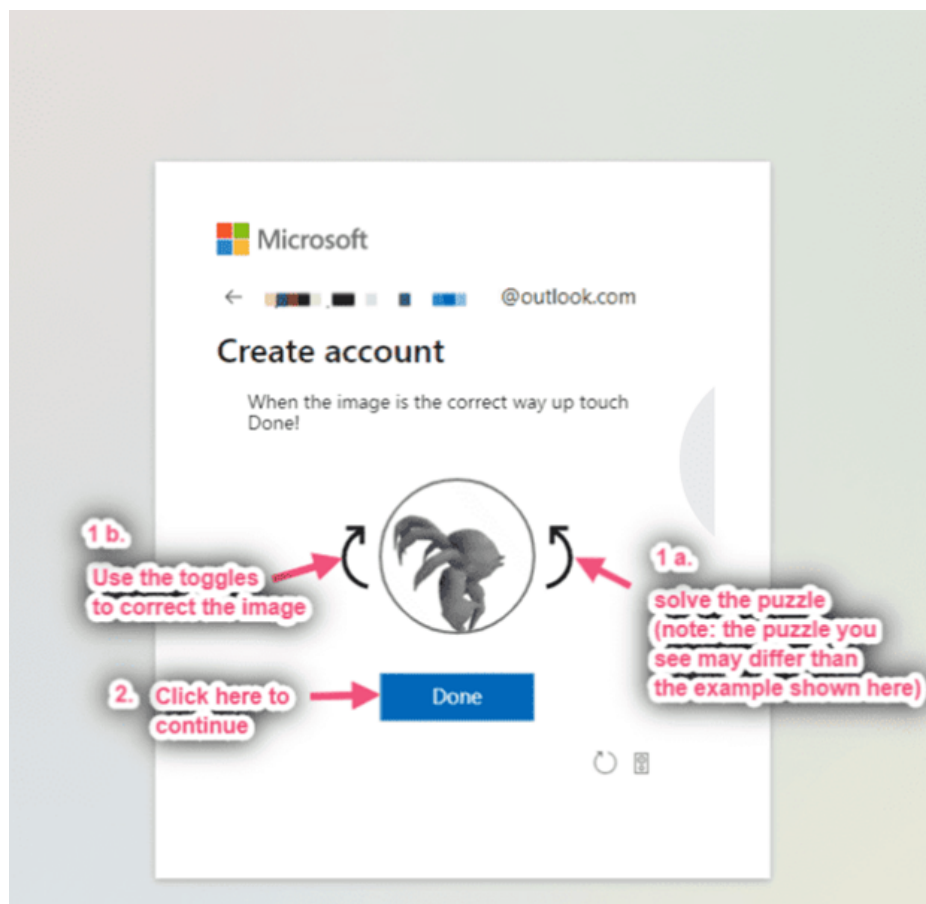
Step 7

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



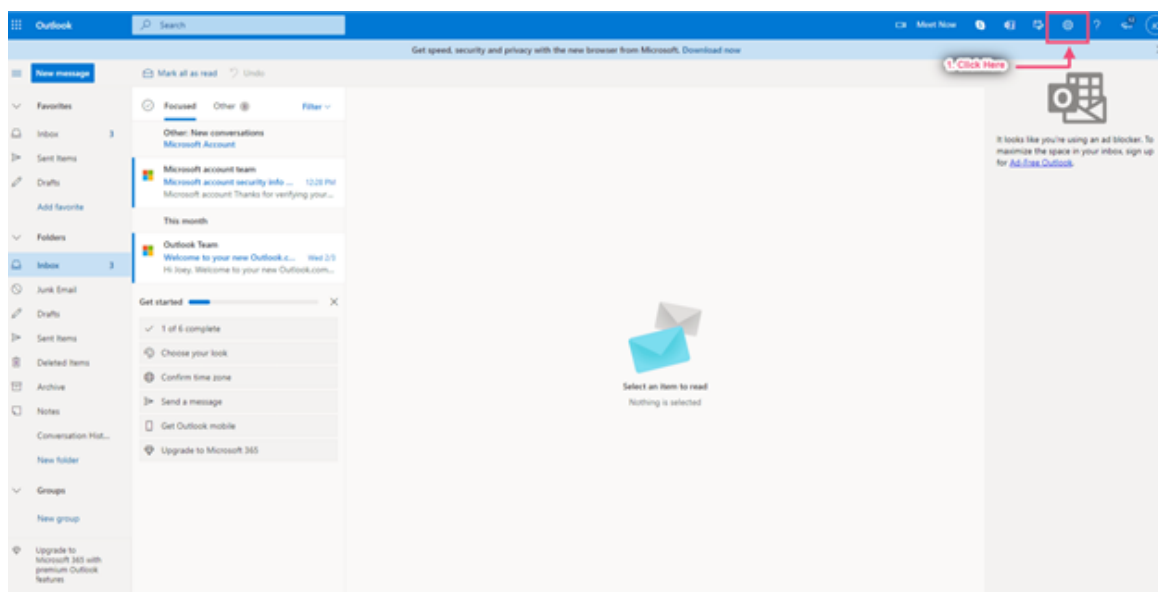
Step 8

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



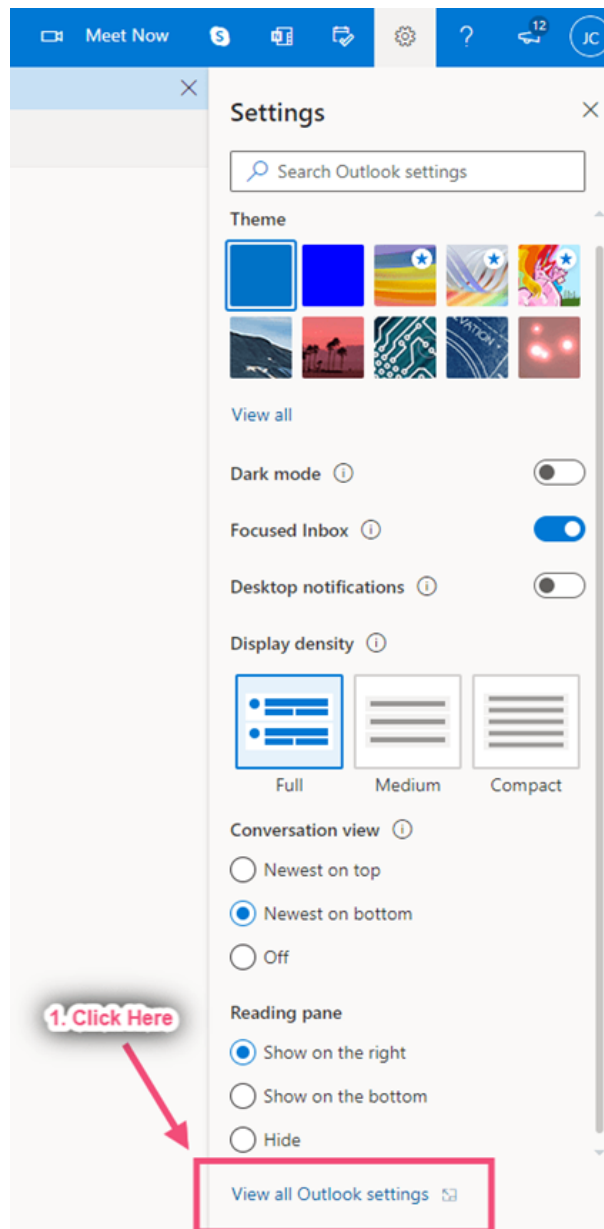
Step 9

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



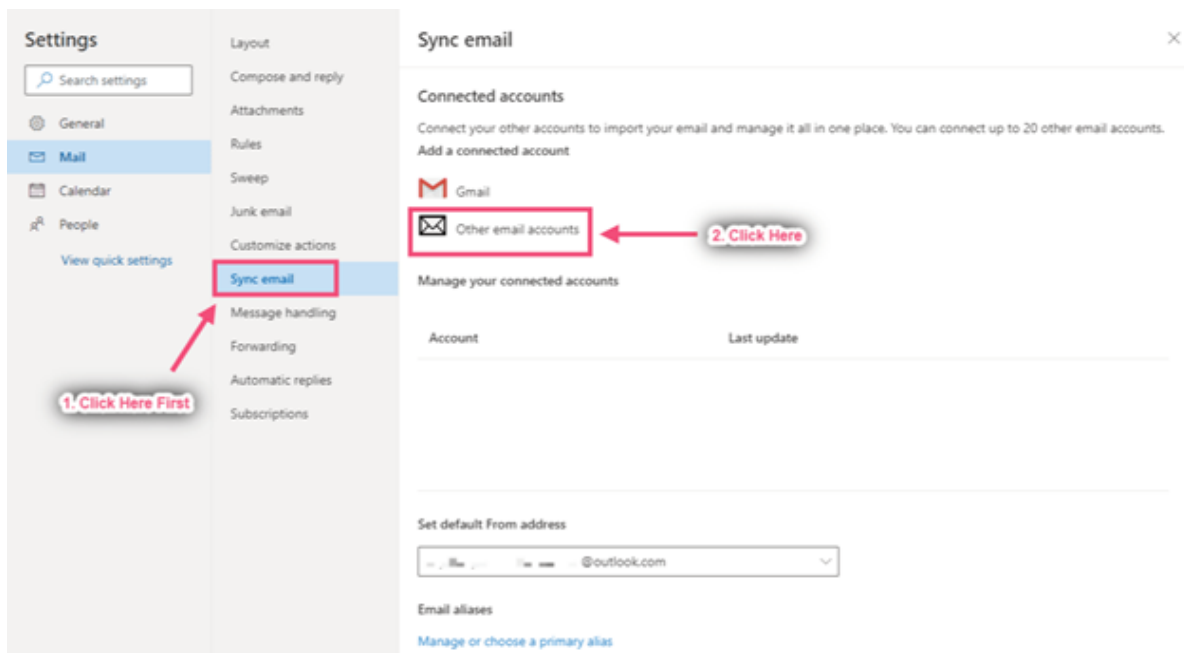
Step 10

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 the 'Connect your account' dialog box with the following fields and options:

- Display name:** A text field with a red arrow pointing to it and the annotation '1. Enter desired Display Name'.
- Email address *:** A text field with a red arrow pointing to it and the annotation '2. Enter cablerocket email address'.
- Password *:** A password field with a red arrow pointing to it and the annotation '3. Enter cablerocket email 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. (Annotated with '4. Select this option')
 - ☒ Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others. (Annotated with '5. Select this option')
- Advanced settings:**
 - ☒ Manually configure account settings (POP, IMAP, or send-only account) (Annotated with '5. Select this option')
- Buttons:** A blue 'OK' button (Annotated with '6. Click Here to Continue') and a 'Cancel' 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

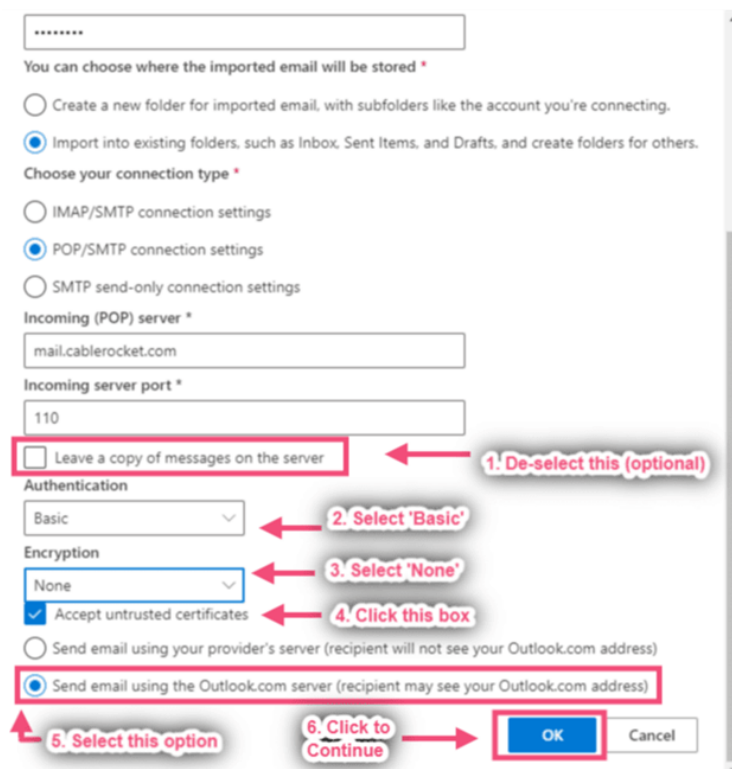
Incoming (POP) server *
mail.cablerocket.com **3. Enter the following**

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



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

☐ SMTP send-only connection settings

Incoming (POP) server *

mail.cablerocket.com

Incoming server port *

110

☐ Leave a copy of messages on the server ← 1. De-select this (optional)

Authentication

Basic ← 2. Select 'Basic'

Encryption

None ← 3. Select 'None'

☒ Accept untrusted certificates ← 4. Click this box

☐ Send email using your provider's server (recipient will not see your Outlook.com address)

☒ Send email using the Outlook.com server (recipient may see your Outlook.com address) ← 5. Select this option

6. Click to Continue → OK Cancel

Step 15

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

