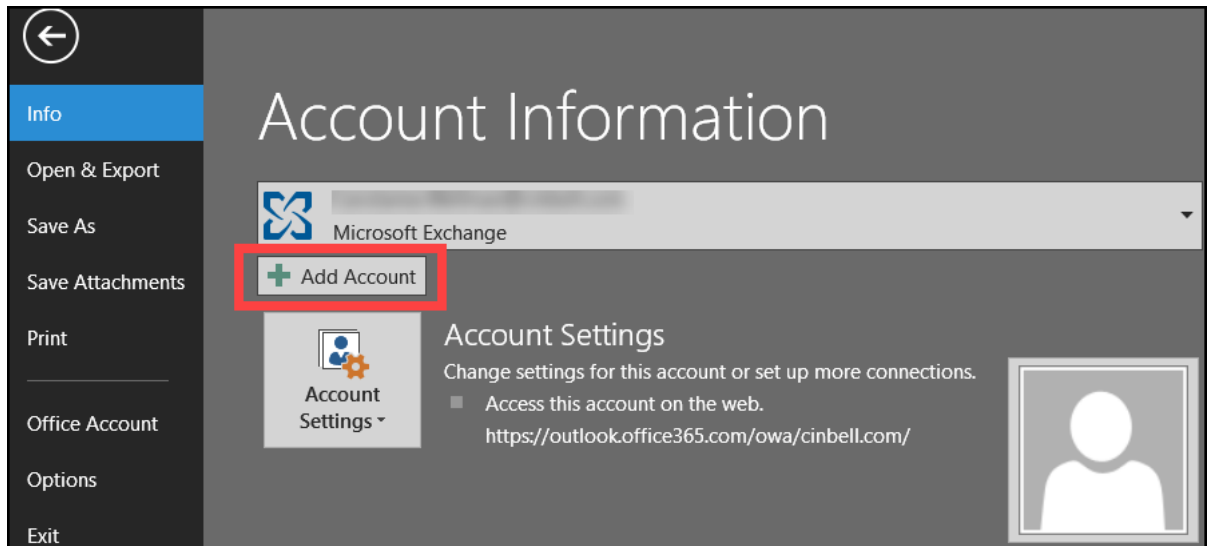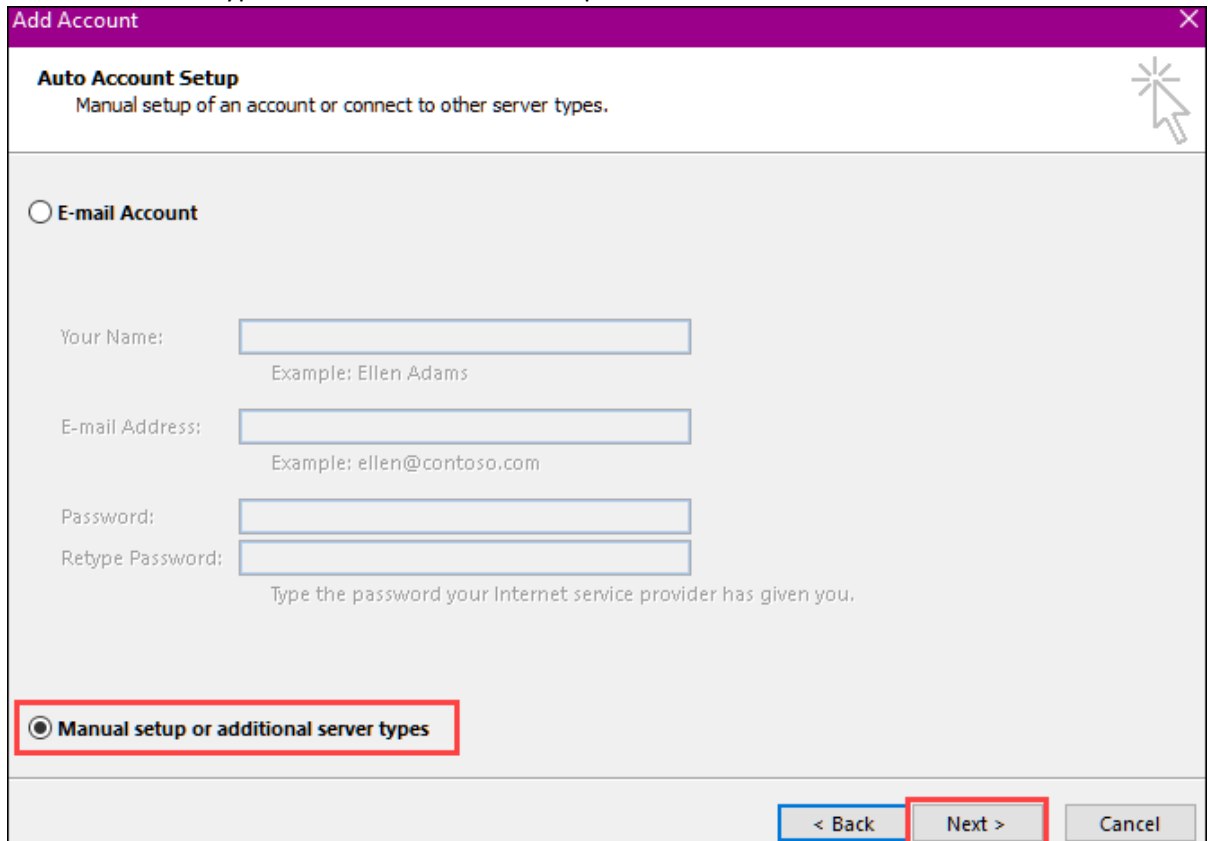**New Email Account Setup:**

1. Start Outlook. In the Info tab select Add Account.

2. **Cincinnati Bell Email accounts require a manual setup in Outlook:** Select Manual setup or additional server types in the Auto Account Setup window then select Next.

3. In the Choose Service window select POP or IMAP, then click Next.

4. Enter the user and server information for the account.

User Information: Email address provided by Cincinnati Bell

Server Information: Account Type is user preference. Use the table below to find the mail server for your email domain

Incoming Server - POP3	Incoming Server - IMAP	Outgoing Server - SMTP
pop.zoomtown.com pop.fuse.net pop.fioptics.com	imap.zoomtown.com imap.fuse.net imap.fioptics.com	smtp.zoomtown.com smtp.fuse.net smtp.fioptics.com

5. Logon Information: Username is the Cincinnati Bell email address and password. For help with a forgotten password click here.

6. After entering the account information, click More Settings.

7. In the Internet E-mail Settings window, click the Outgoing Server tab. Check the box for the outgoing server requires authentication and use the same settings as the incoming mail server
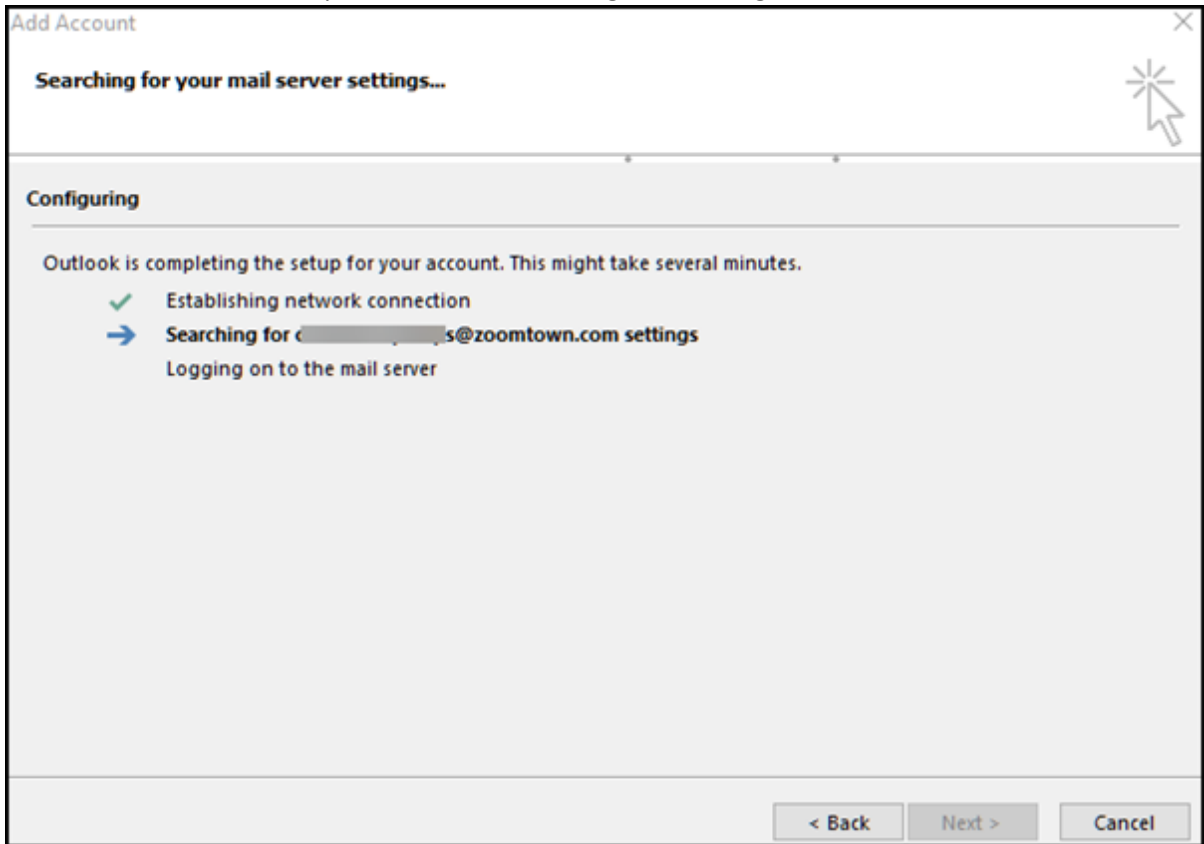
then click OK.

8. Once all fields have been updated, click Next to begin the configuration.

9. Once the configuration is complete, click Finish!
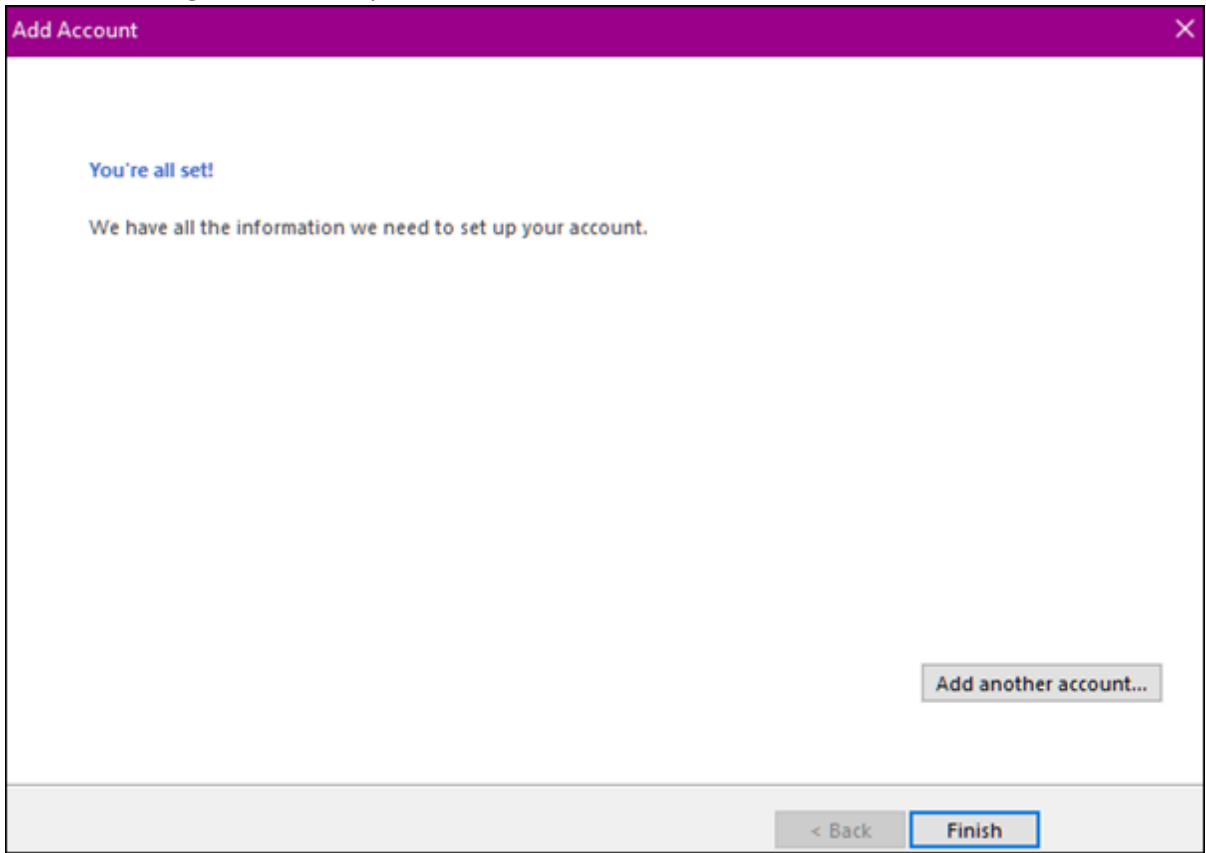
10. For further help setting up IMAP/POP3 email with Microsoft Outlook Mail, click here for a video tutorial