



## @monsterblindsusa.com e-mail Request Form

To request an @monsterblindsusa.com e-mail please e-mail the below information to [support@monsterblindsusa.com](mailto:support@monsterblindsusa.com) or Fax to

Name \_\_\_\_\_

Current e-mail address \_\_\_\_\_

Your e-mail will be (First name) . (Last name) @ monsterblindsusa.com.com

(example [John.Smith@monsterblindsusa.com](mailto:John.Smith@monsterblindsusa.com))

---

**Once you receive your new e-mail address you will have two options to retrieve your e-mail:**

A. Once your e-mail is confirmed log in to [www.gmail.com](http://www.gmail.com) to access your new account

B. If you would rather set up your email in an outlook account see below:

You have the option of logging into gmail for your mail, or forwarding to your outlook account. For instructions on forwarding your mail to Outlook please see below.

### Setting up Email in Outlook:

To manually set up your email account, just follow the instructions below.

#### To Set up Email in Outlook

Open Microsoft Outlook. From the **Tools** menu, select **Account Settings**.

Click **New**.

Select **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.

Enter **Your Name, E-mail Address, Password**, and password confirmation.

At the bottom, select **Manually configure server settings or additional server types** and click **Next**.

Select **Internet E-mail**, and click **Next**.

Select either **IMAP** or **POP3** for your **Account Type**. Use these settings for your incoming and outgoing servers, depending on the type of email you have:



## Setting up Email in Outlook:

POP3	
Incoming mail server	<a href="http://pop.secureserver.net">pop.secureserver.net</a>
Outgoing mail server (SMTP)	<a href="http://smtpout.secureserver.net">smtpout.secureserver.net</a>

Enter **Your Name** and full **E-mail Address**.

Enter your **User Name** (your full email address) and **Password**, and select **Remember password**.

Click **More Settings**.

Click the **Outgoing Server** tab. Select **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming server**.

Select the **Advanced** tab.

Next to **Outgoing Server (SMTP)**, type **80**.

*Optional:* If you're setting up a POP3 account, under **Delivery**, select **Leave a Copy of Messages on the Server**.

Click **OK**.

Click **Next**, and then click **Finish**.