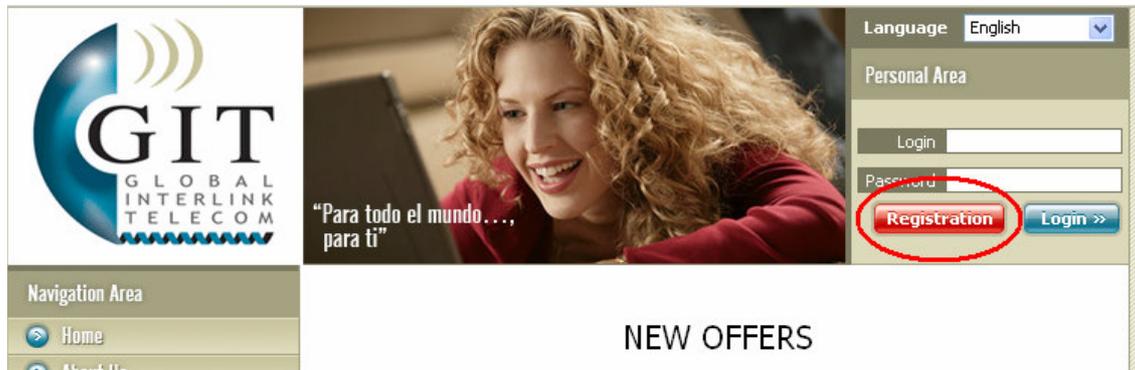


Before starting, you will have to have registered on our web page. For this you only have to enter [www.ginterlink.com](http://www.ginterlink.com), choose your language and start the registration process clicking on "Registration"

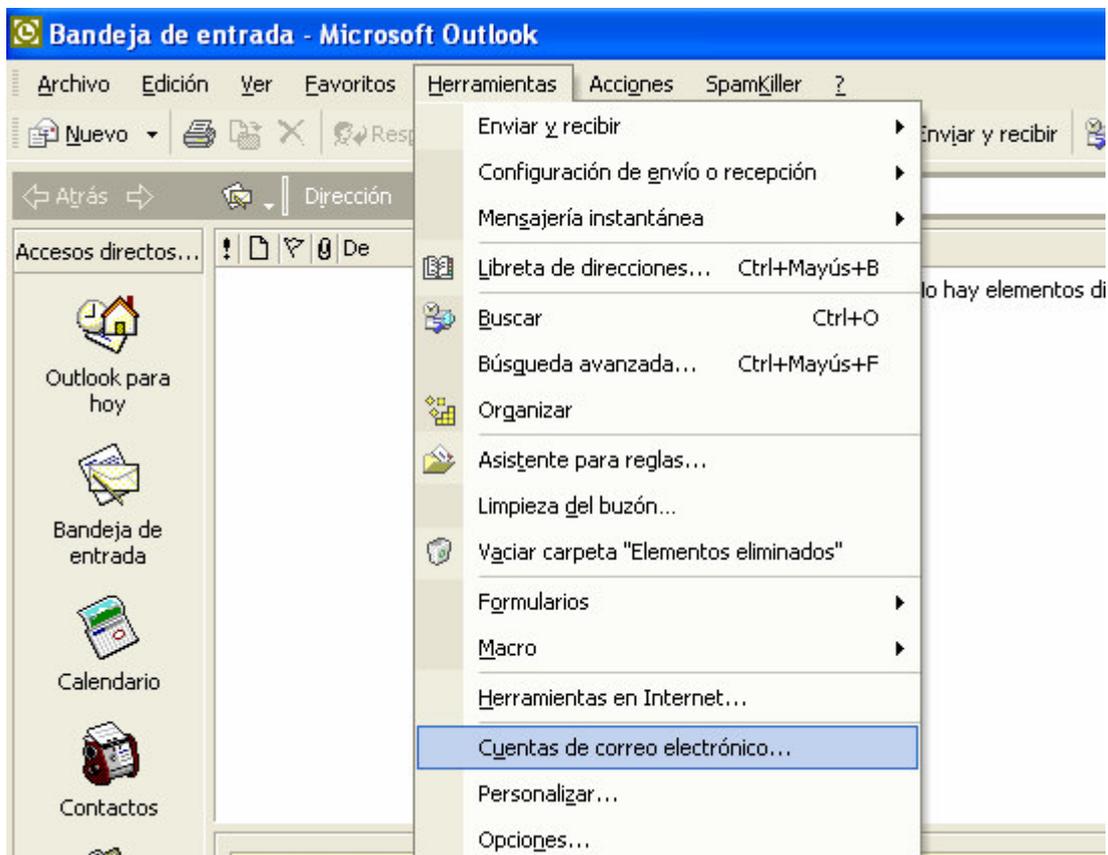


After following the steps that appear on the screen, a user account will have been created in our system, with which you can access your e-mail by webmail or from your favourite mail client.

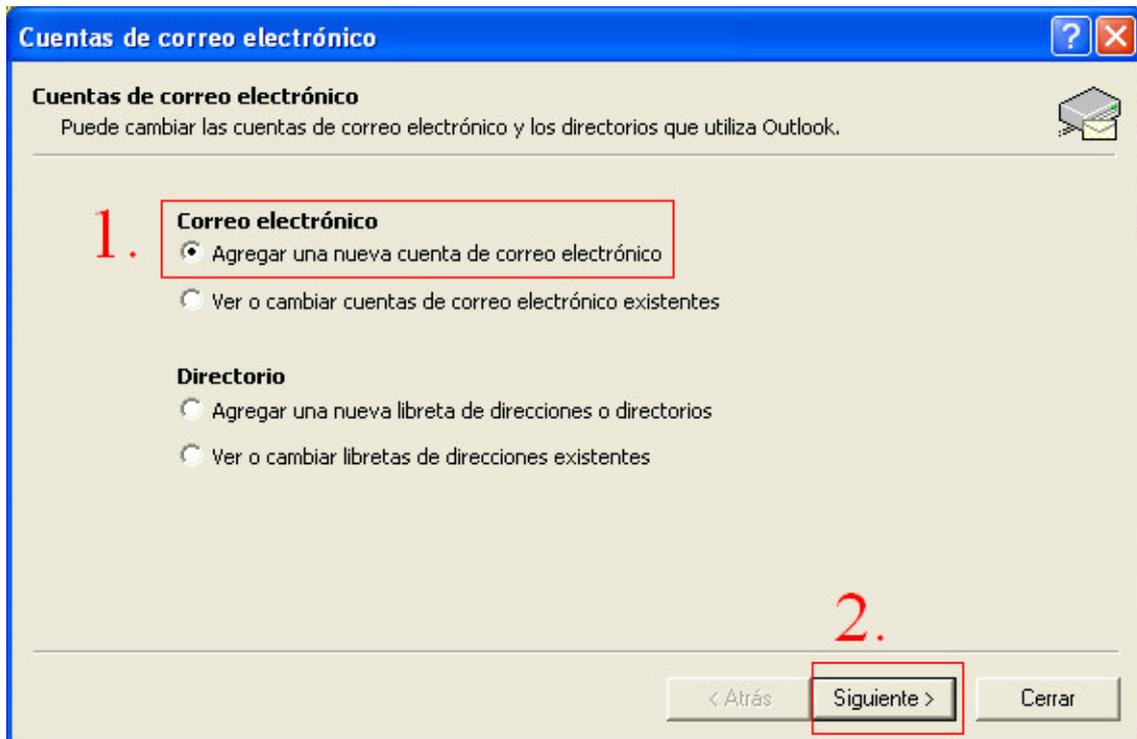
For example, here we show how to configure Microsoft Outlook to make it work with our system, but any other client can be configured in a similar way.

### **CONFIGURATION OF MICROSOFT OUTLOOK**

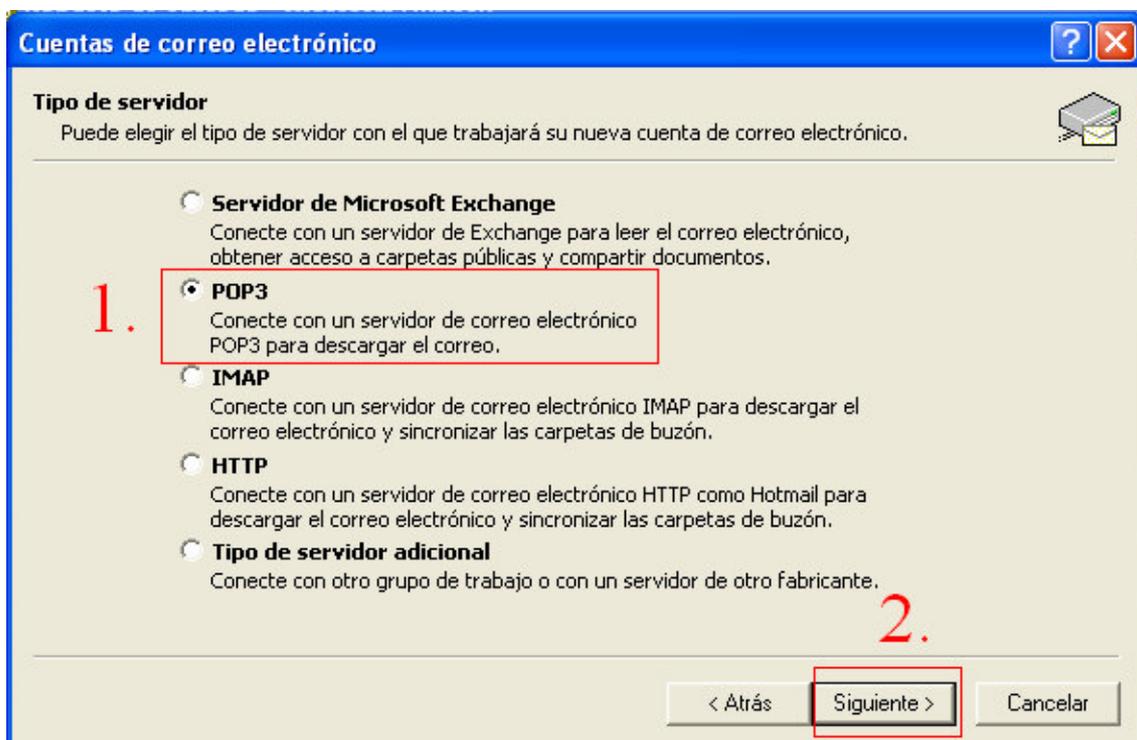
After opening Outlook, enter the menu "Herramientas" and click on "Cuentas de correo electrónico..."



On the window that appears choose "Agregar una nueva cuenta de correo electrónico" and click on "Siguiete>".



Then choose "POP3" as "Tipo de Servidor" and click on "Siguiete>"



The following window will appear:

**Cuentas de correo electrónico**

**Configuración de correo electrónico de Internet (POP3)**  
Estos valores son necesarios para que la cuenta de correo electrónico funcione.

**Información sobre el usuario 1.**

Su nombre: John Smith  
Dirección de correo: johnsmith@ginterlink.com

**Información del servidor 2.**

Servidor de correo entrante (POP3): pop3.ginterlink.com  
Servidor de correo saliente (SMTP): smtp.ginterlink.com

**Información de inicio de sesión**

Nombre de usuario: johnsmith  
Contraseña: \*\*\*\*\*  
 Recordar contraseña

**Probar configuración 3.**

Después de rellenar la información de esta pantalla, le recomendamos que pruebe su cuenta haciendo clic en el botón. (Requiere conexión de red)

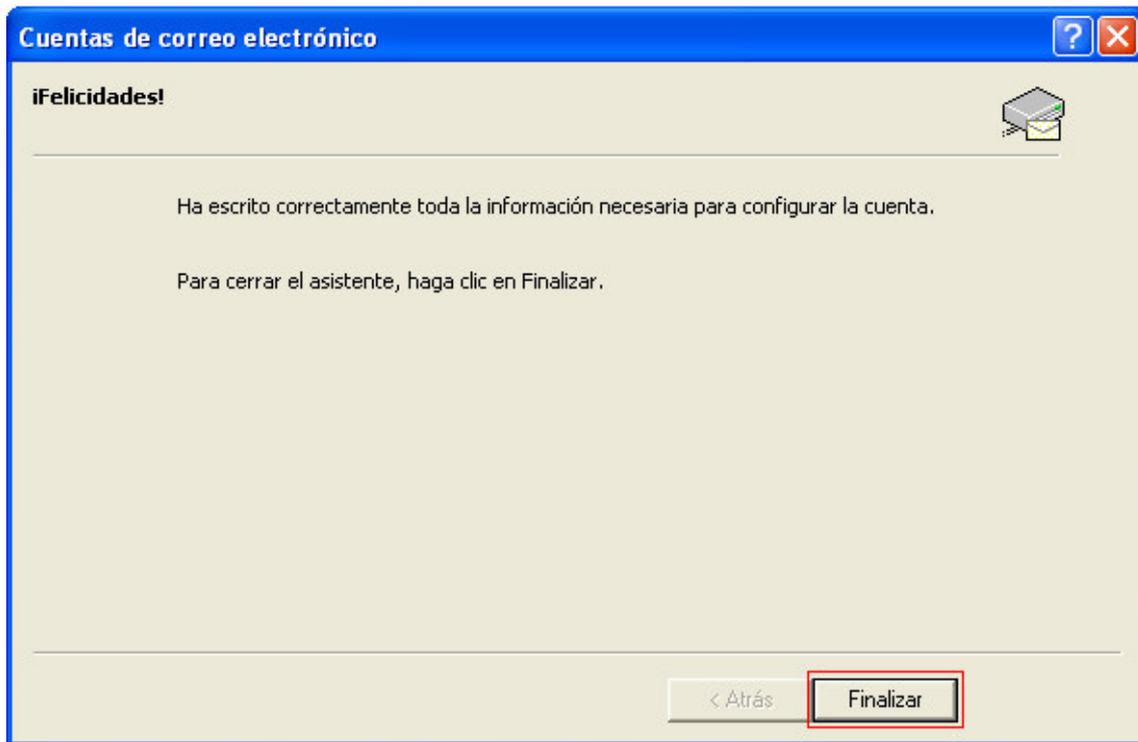
Probar configuración de la cuenta ...

Más configuraciones ...

4. < Atrás Siguiente > Cancelar

- 1) In the box "*Su nombre*:" write your name or your company's name. This is the name that will appear on all mails you send.  
In "*Dirección de correo*:" write the complete e-mail address that you were assigned. For example "*johnsmith@ginterlink.com*"
- 2) In the boxes "*Servidor de correo entrante (POP3)*" write **pop3.ginterlink.com** and "*Servidor de correo saliente (SMTP)*:" write **smtp.ginterlink.com**. This is our mail server's address
- 3) In the box "*Nombre de usuario*:" write the name you were assigned.  
In "*Contraseña*" write the password you were assigned.  
Both the username and the password to access the mail match with the username and password to access the services of our web page [www.ginterlink.com](http://www.ginterlink.com)
- 4) Finally click on "*Siguiente*>"

In the following window click on finish and you will have configured your Microsoft Outlook completely



From now on, to access your e-mail, you only have to click on “*Enviar y recibir*” on the upper toolbar of Outlook

