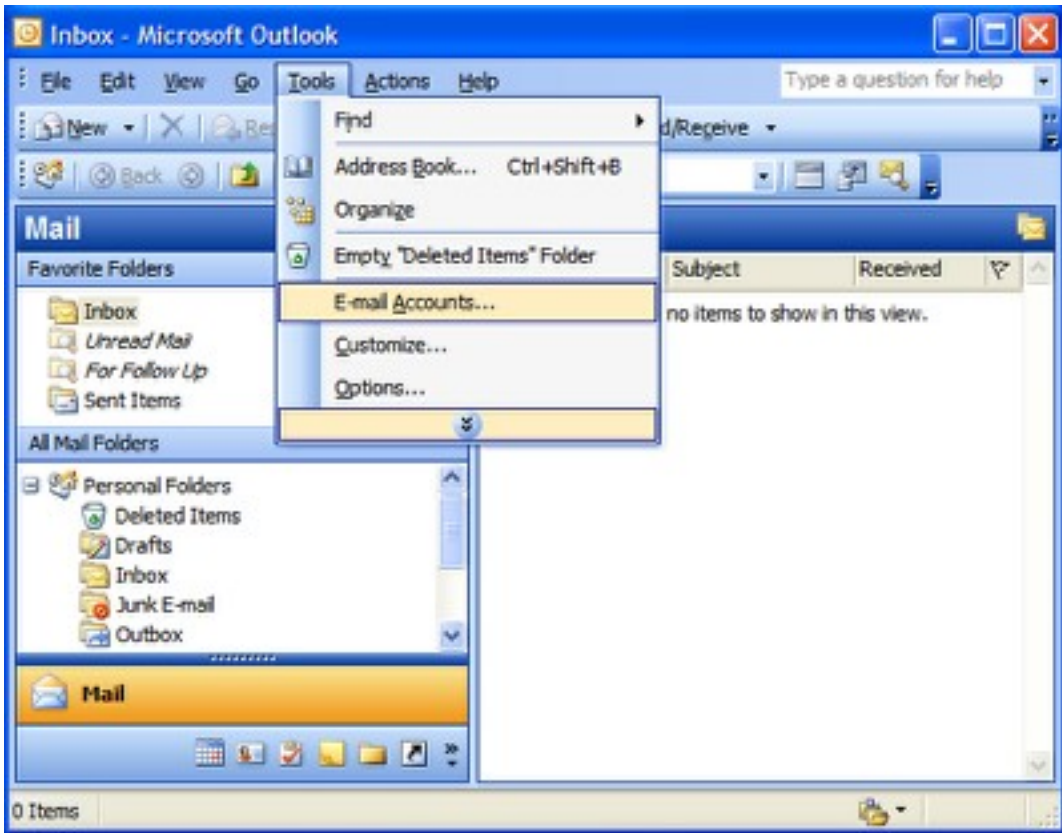
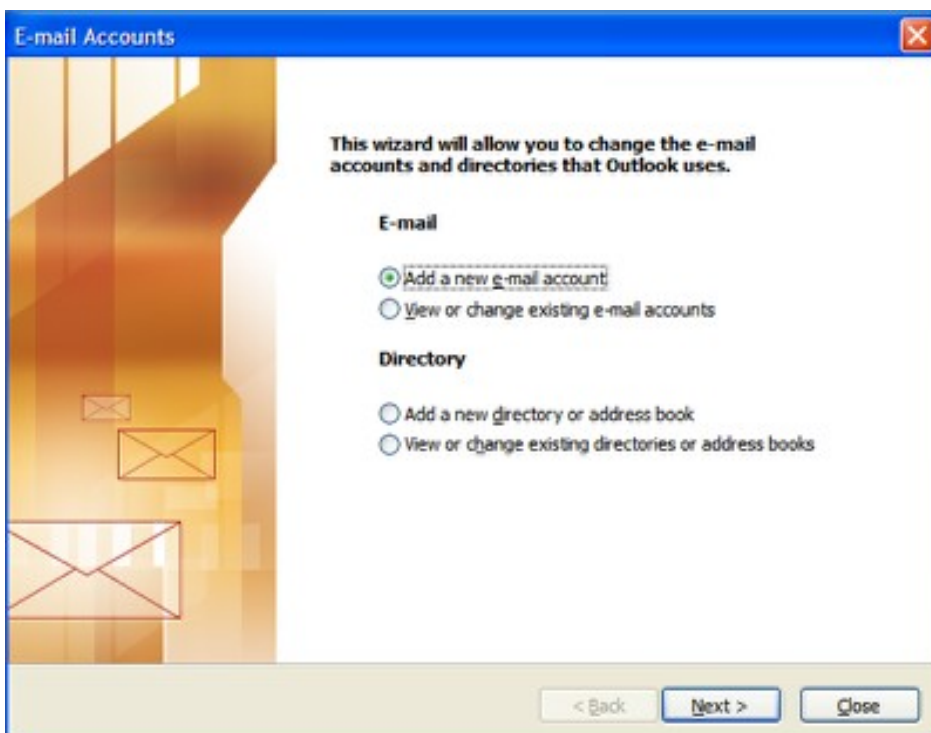


Outlook Setup with Screenshots

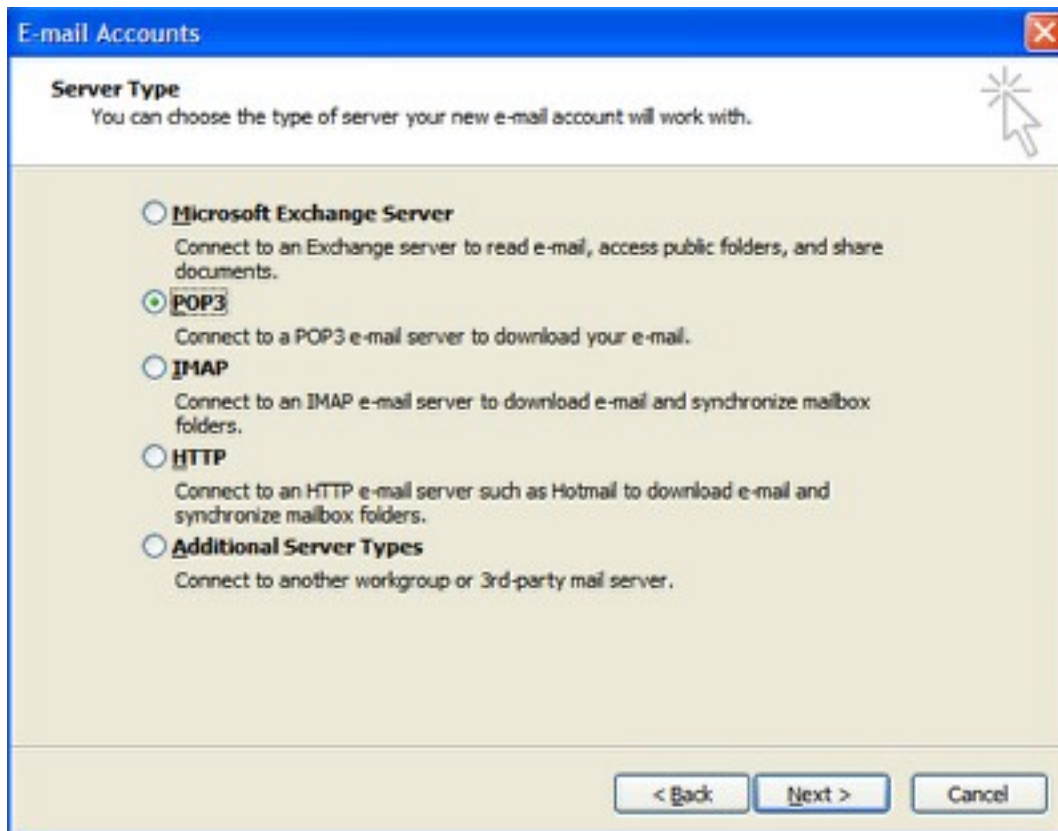
Outlook Setup



In Microsoft Outlook, from the E-mail Accounts menu, select Tools.



On the E-mail Accounts window, select Add a new e-mail account, and then click Next.



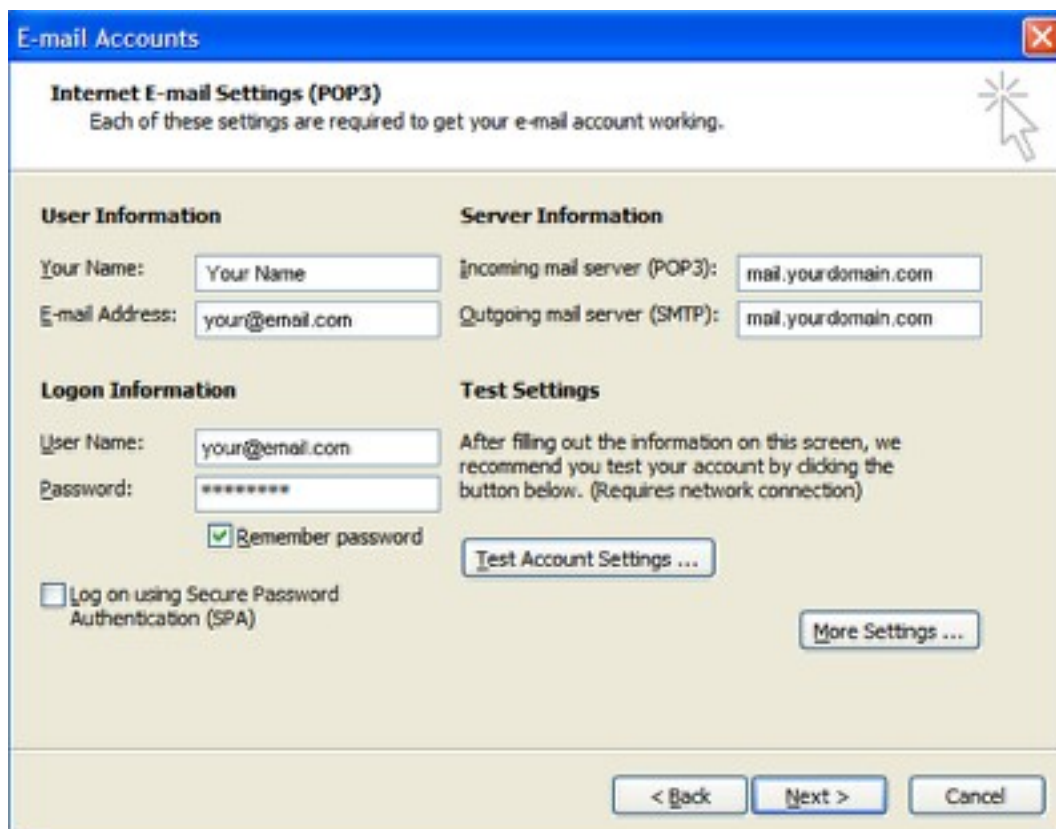
E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

Select POP3 for your server type and then click Next



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="your@email.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="your@email.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

On the Internet E-mail Settings enter your information

USER INFORMATION

Your Name > The name you'll be using for this account - can be your personal name or business name

E-mail Address > Your email address.

LOGON INFORMATION

User Name > Your email address again.

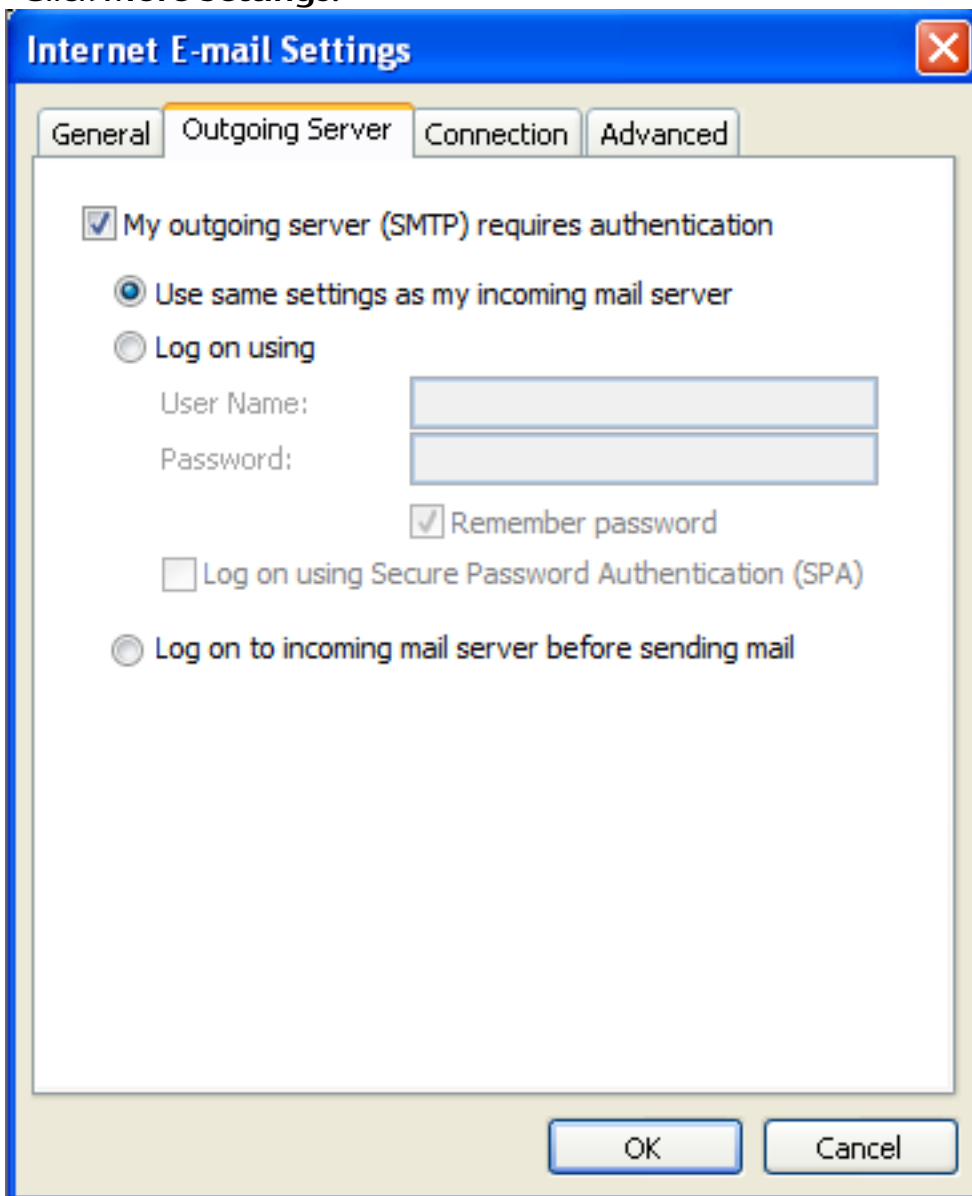
Password > Your email account password.

SERVER INFORMATION

Incoming mail server (POP3) > mail.yourdomain.com (changing the red part to your actual domain name)

Outgoing mail server (SMTP) > mail.yourdomain.com (changing the red part to your actual domain name)

Click **More Settings**.



The screenshot shows a dialog box titled "Internet E-mail Settings" with a close button (X) in the top right corner. The "Outgoing Server" tab is selected, showing the following options:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

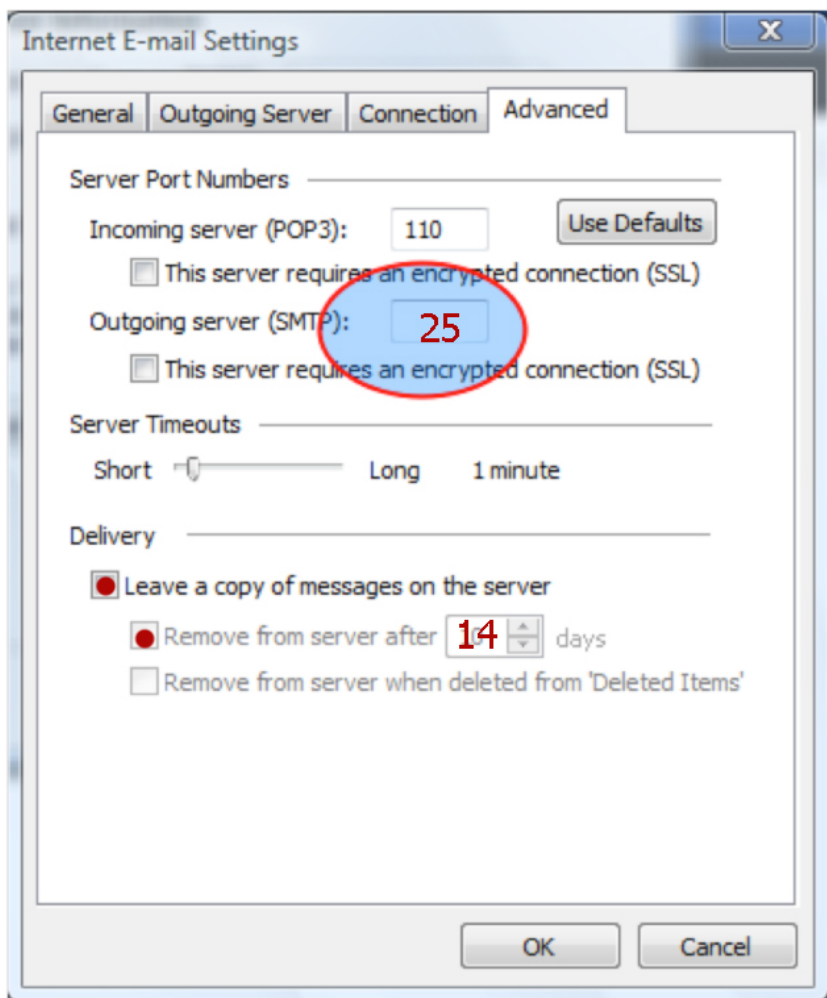
At the bottom of the dialog box are "OK" and "Cancel" buttons.

Click the **Outgoing Server** tab

Check "My outgoing server (SMTP) requires authentication"

Check "Use same settings as my incoming mail server"

Default is 25 but some internet providers block **25**. You can try 587 or 465 as an alternate.



Click the **Advanced** tab

Set the Outgoing Mail Port to 25

No checks in either "This server requires an encrypted connection (SSL)"

If you would like to leave a copy of your email on the server put a check in the field for "Leave a copy of the messages on the server." This is helpful if your computer crashes. Do not leave on forever because your email space will fill up and your email will stop working.