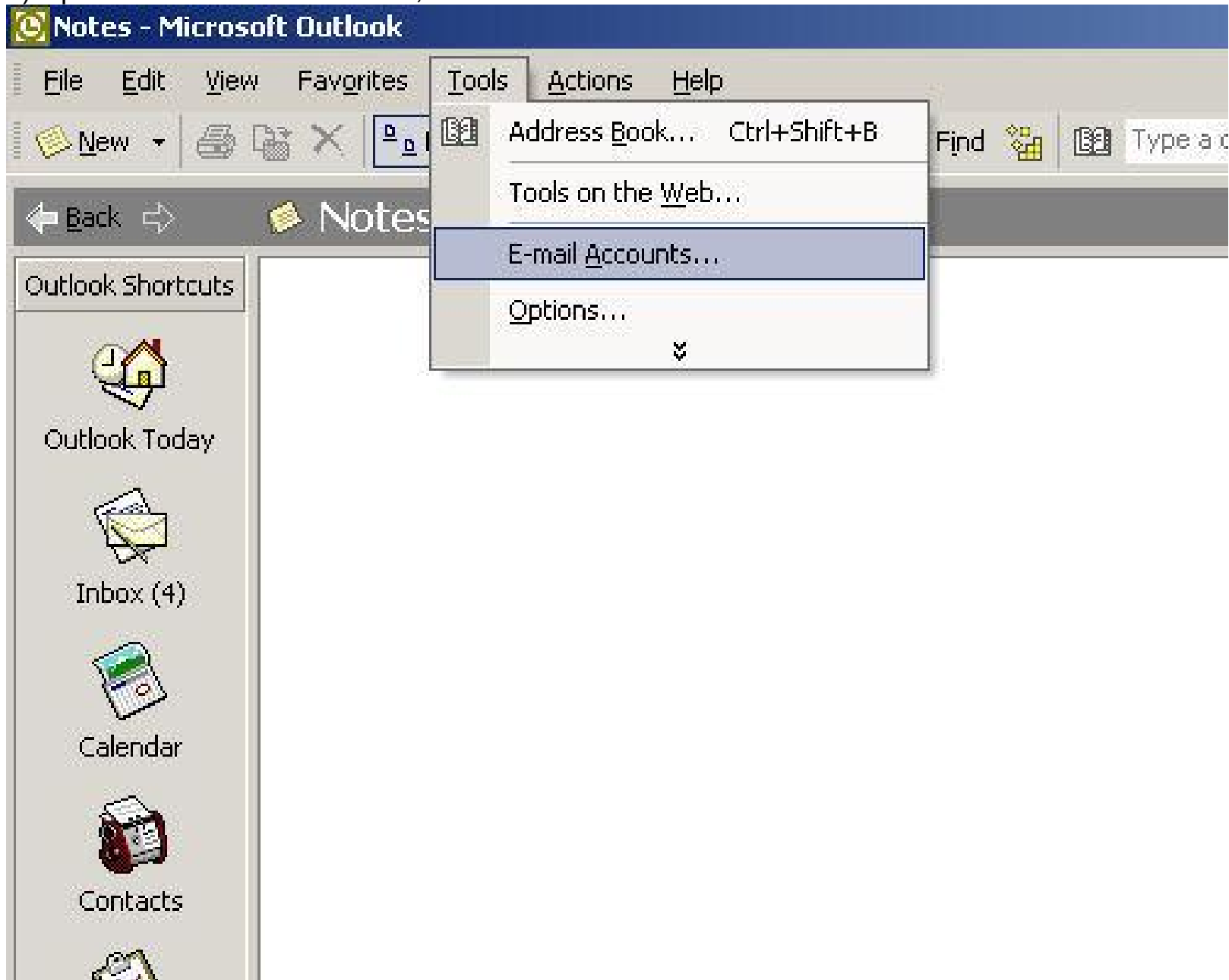


Email Setup – Microsoft Outlook

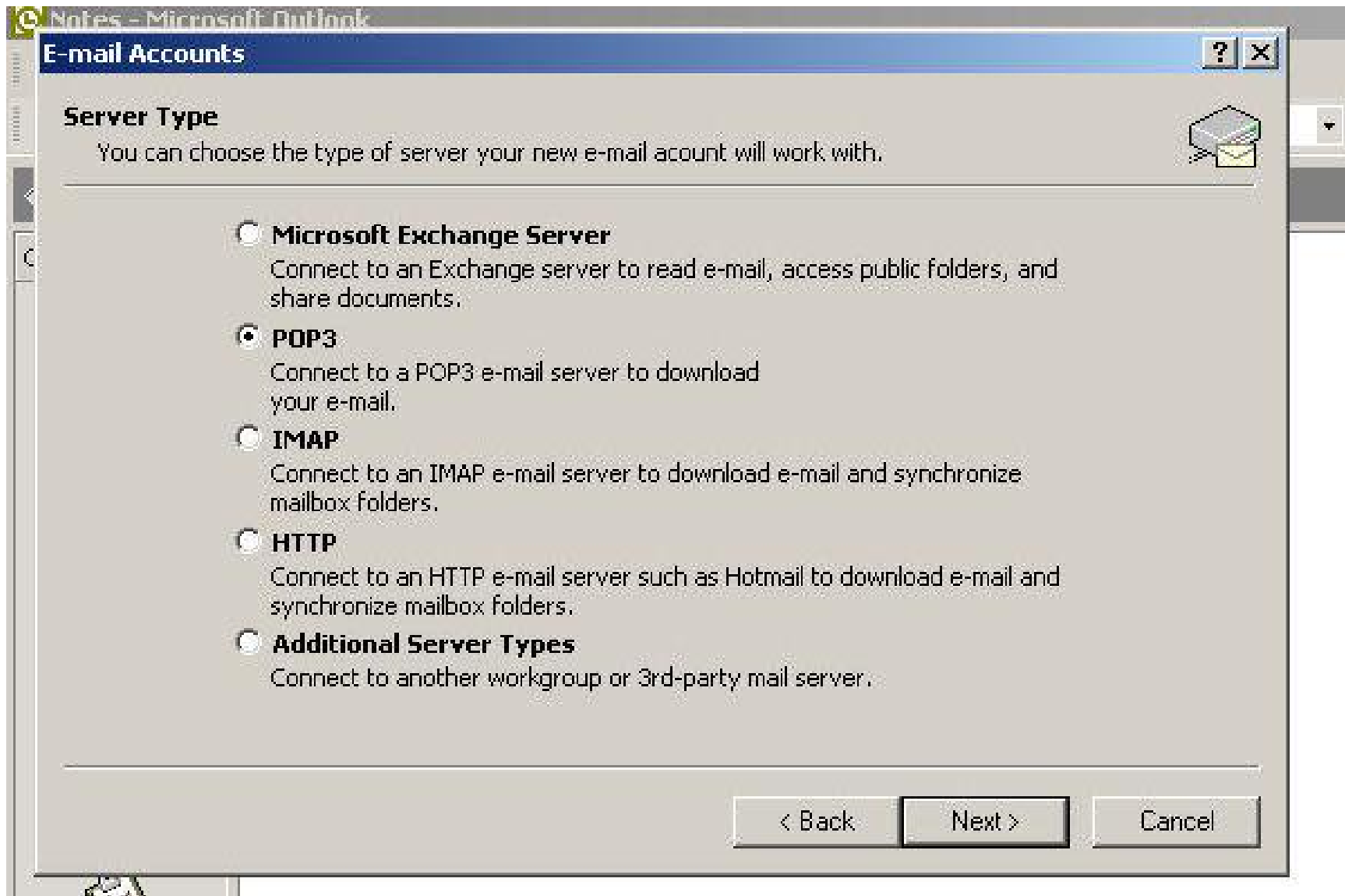
1) Open Outlook. Click on Tools, and E-mail Accounts.



2) Click add a new E-mail account, then click 'Next'



3) Click POP3, and then click 'Next'



4) Enter the information for your specific email address as follows (substituting yourname@yourdomain with your actual email address):

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

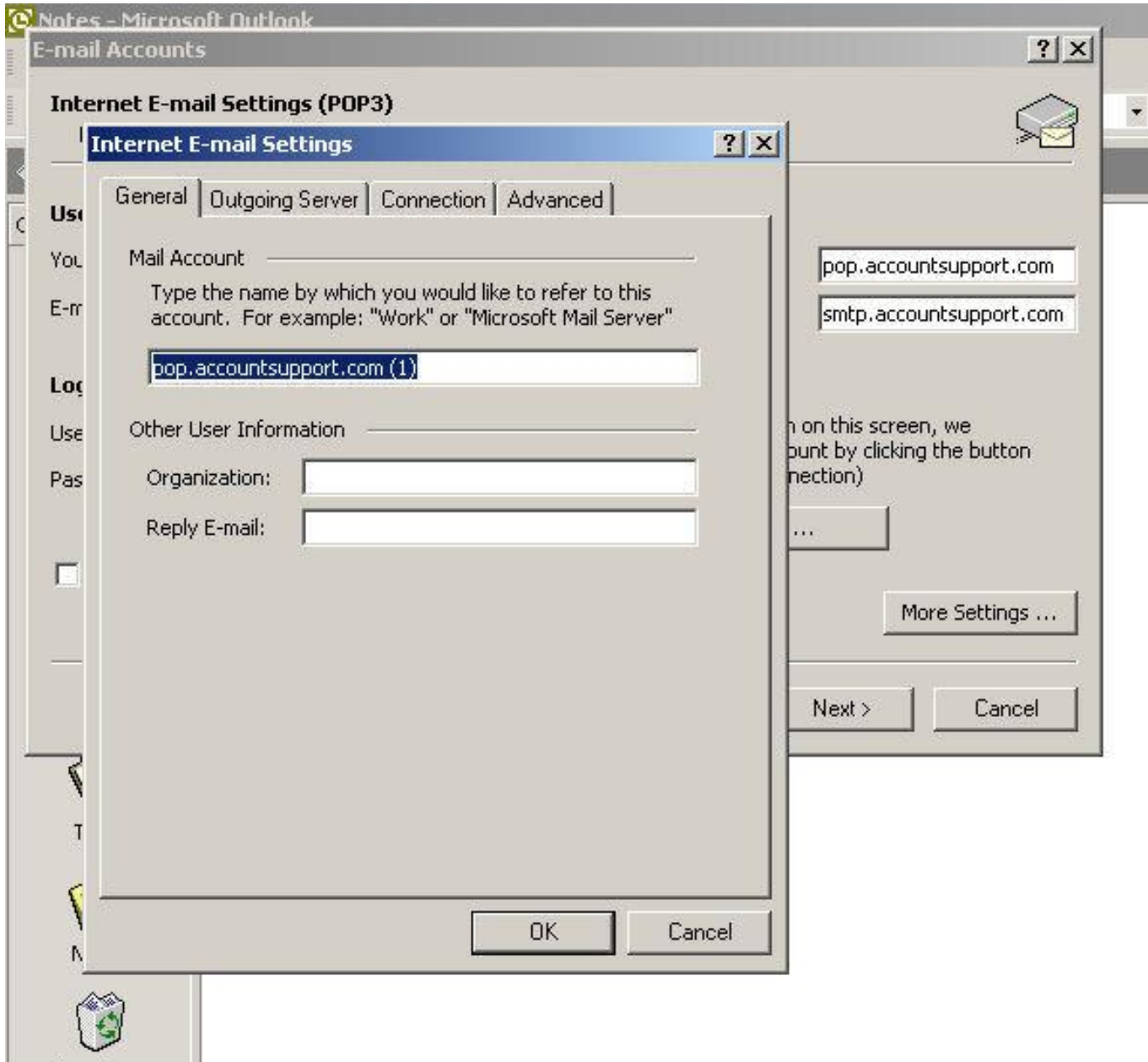
Remember password

Log on using Secure Password Authentication (SPA)

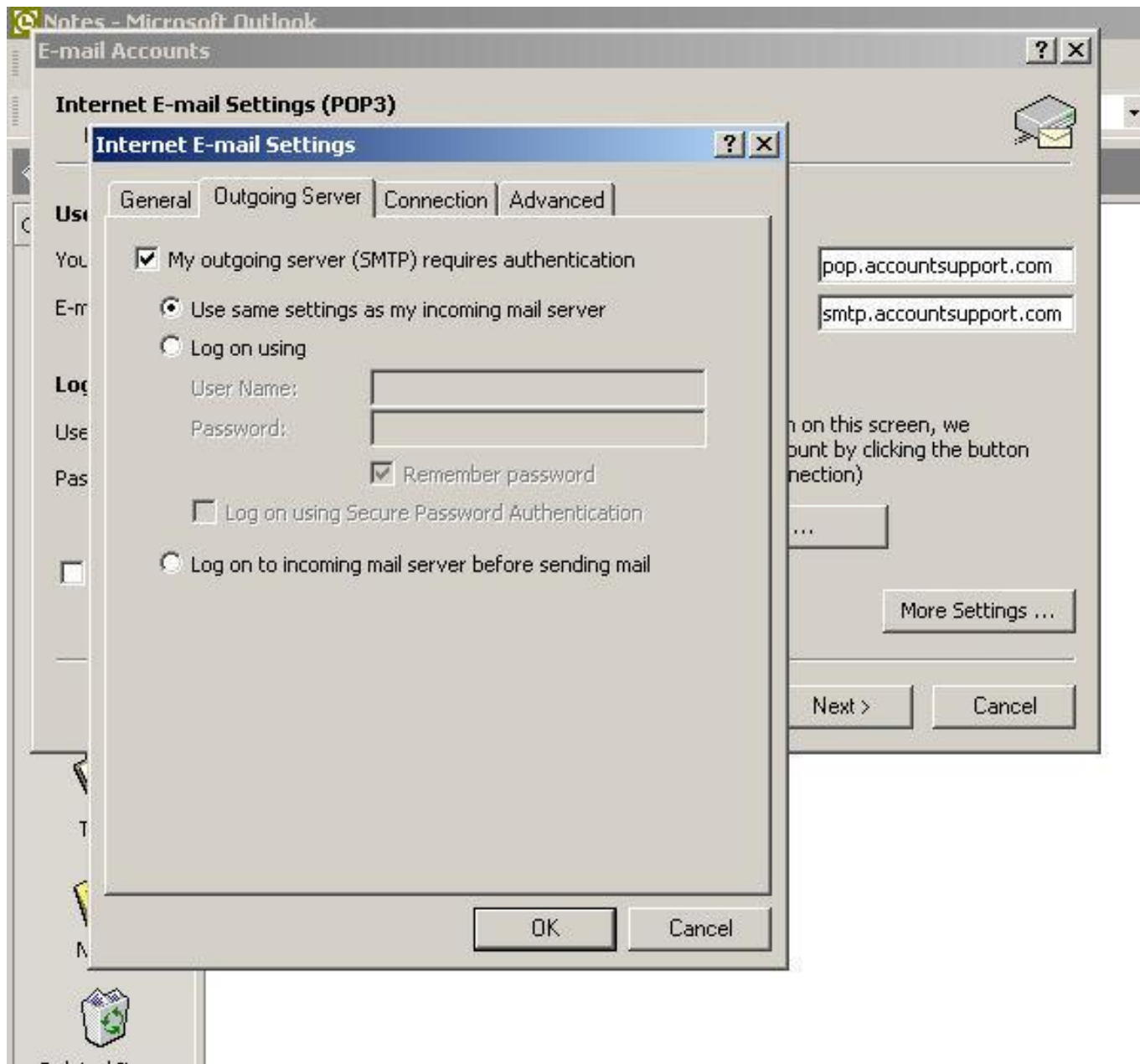
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5) When you are finished putting in your specific email specifications, click on 'More Settings' to get to the screen below:



6) Click on the 'Outgoing Server' tab at the top to get to the screen below:



- 7) Click on the box that says 'My outgoing server (SMTP) requires authentication' and make sure the 'Use same settings as my incoming mail server' button is clicked.
- 8) Click OK, which will bring you back to the screen below:

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- 9) Click 'Next' and 'Finish' and your email account is set up.