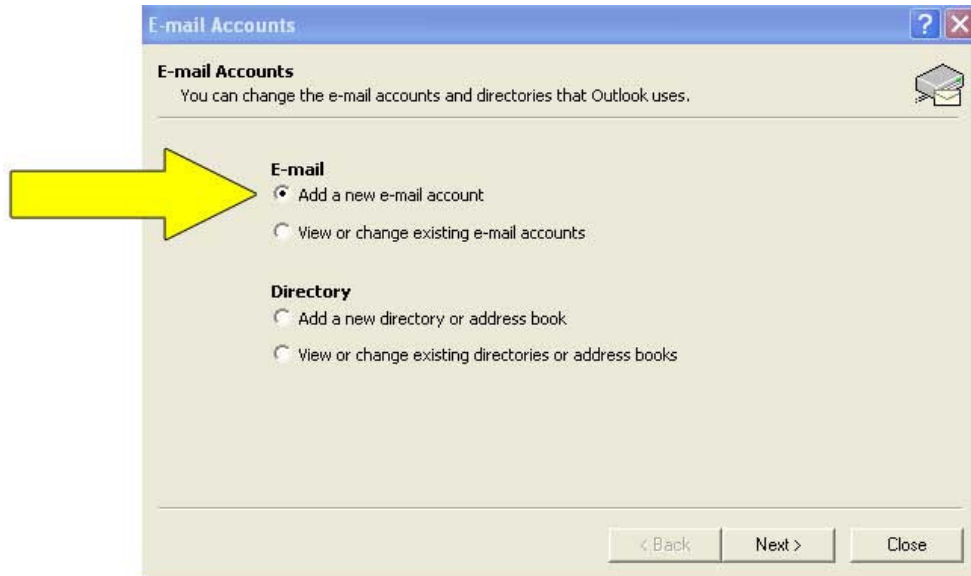


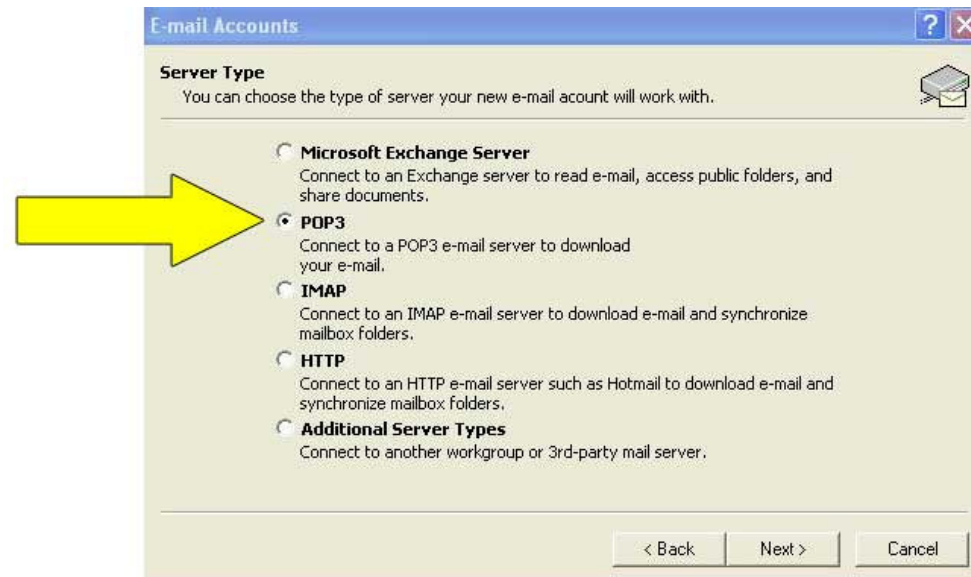
Instructions for setting up OUTLOOK email

- Open Outlook
- Tools → Email Accounts

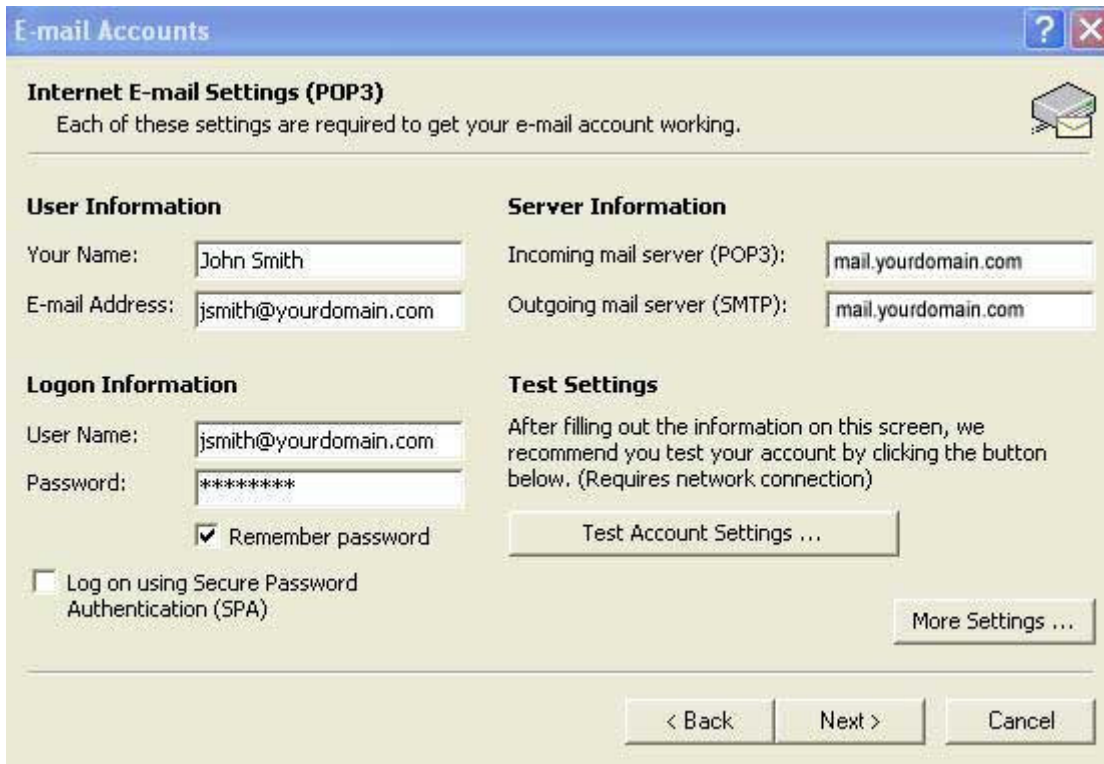
The following screen will appear. Select “Add a new e-mail account” and then click “**Next**”



The following screen will appear. Select “POP3” and then click “**Next**”



The following screen will appear:



E-mail Accounts [?] [X]

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)

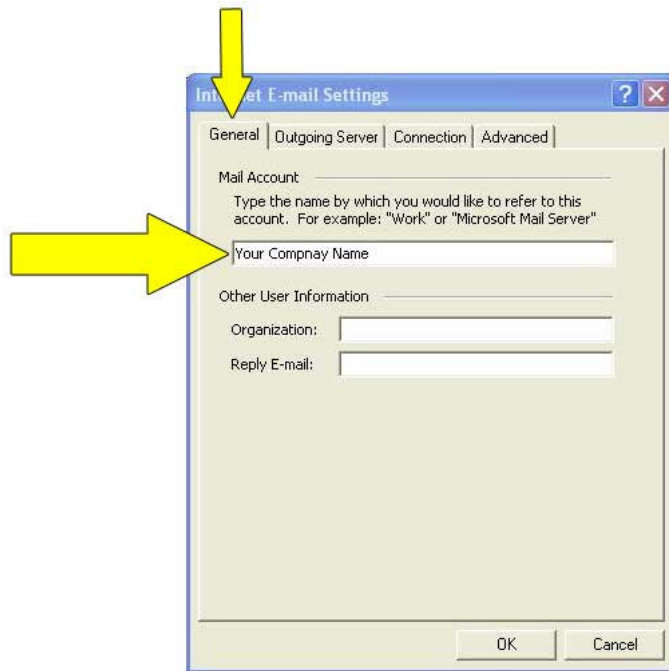
Fill in all the boxes as they appear above, substituting Your Name (upper and lower case and spaces are all allowed), E-mail Address, User Name (same as email address), and Password.

Change the Incoming mail server (POP3) and Outgoing mail server (SMTP) to be `mail.yourdomainname.com`. **However, do not include "www"**.

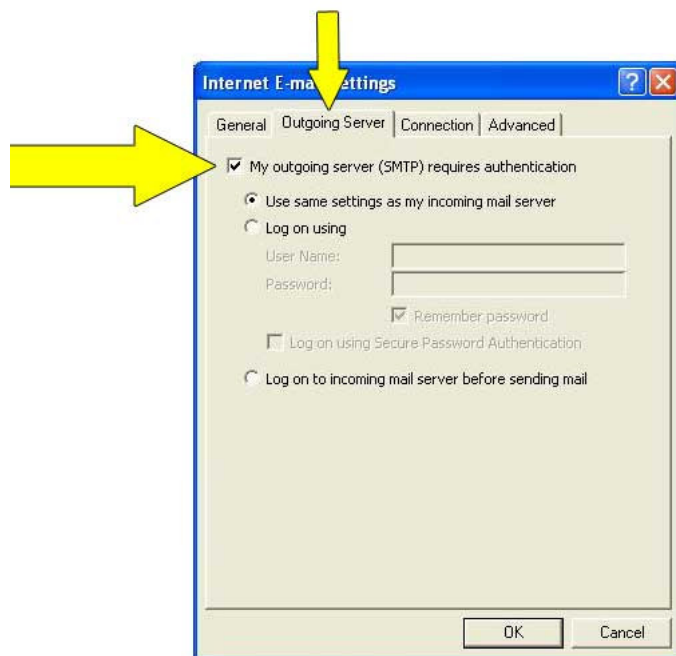
Important: E-mail Address, User Name, and Password must all be in lower case! User Name and E-mail address will have the same value.

DO NOT CLICK "NEXT" ...there are more steps to follow! Click on **"More Settings"**.

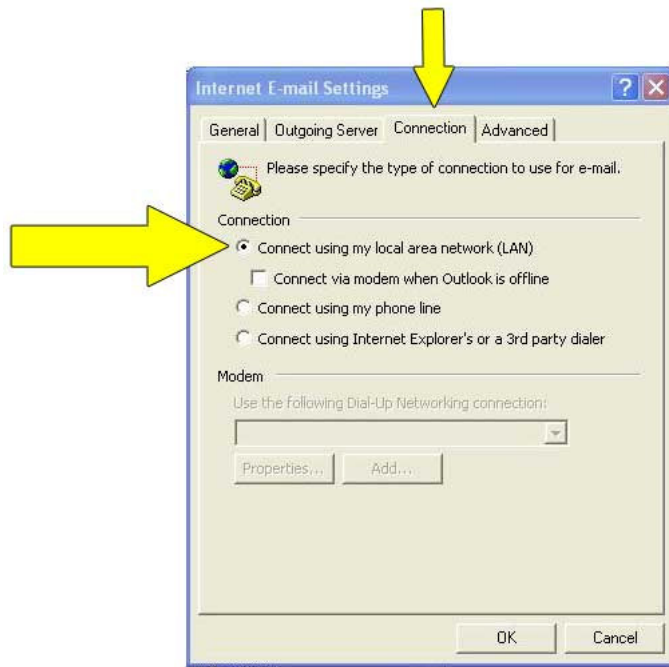
The following screen will appear. Select the “**General**” tab and type in your company name in upper and lower case (embedded blanks are allowed). **DO NOT CLICK “OK”...there are more steps to follow!**



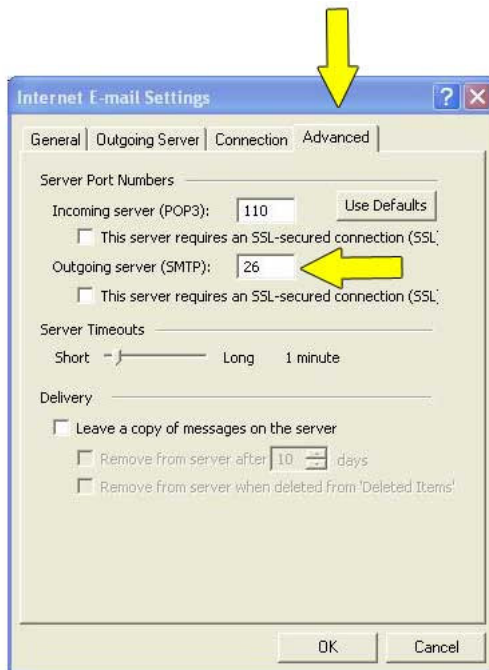
Select to the “**Outgoing Server**” tab and the following screen will appear. “My outgoing server (SMTP) requires authentication” must be checked. “Use same settings as my incoming mail server” must be selected. **DO NOT CLICK “OK”...there are more steps to follow!**



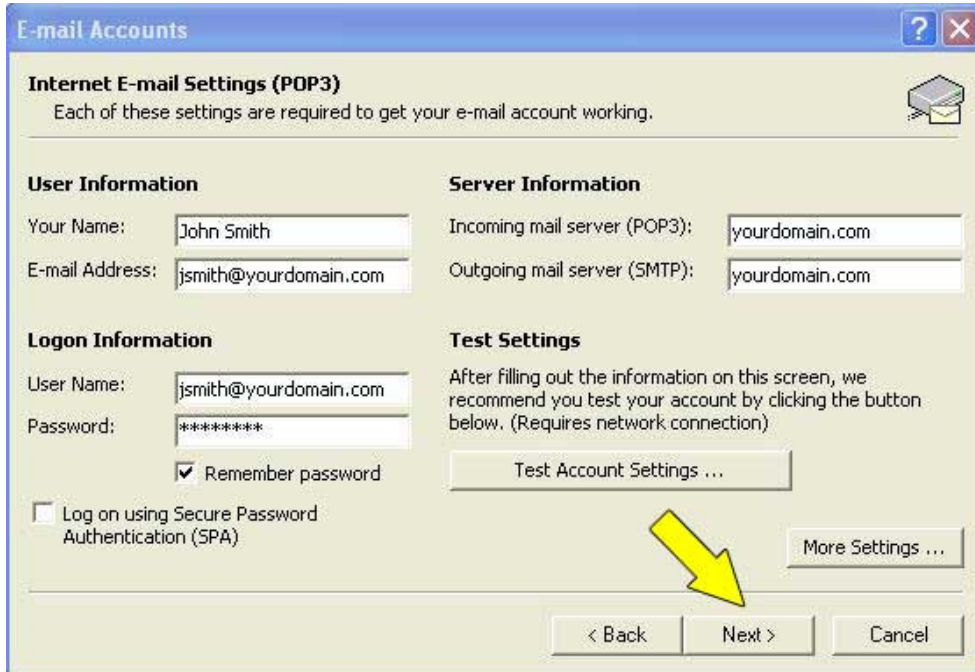
Select to the “**Connection**” tab and the following screen will appear. “Connect using my local area network (LAN)” must be checked. **DO NOT CLICK “OK”...there are more steps to follow!**



Select to the “**Advanced**” tab and the following screen will appear. The “Incoming server (POP3)” must be set to 110. The “Outgoing server (SMTP)” must be set to 26. Click “**OK**”



After pressing "OK" on the previous screen, the following screen will appear. 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
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)

The following screen will appear. Click "Finish" and you are done!



E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.