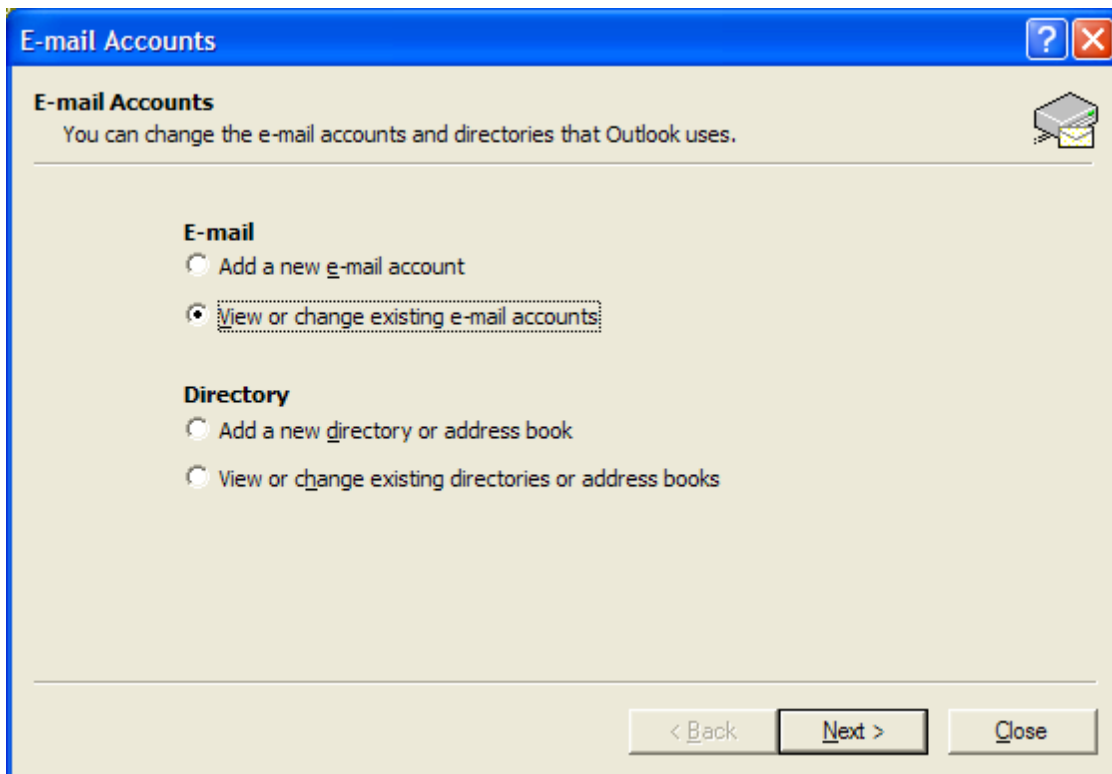
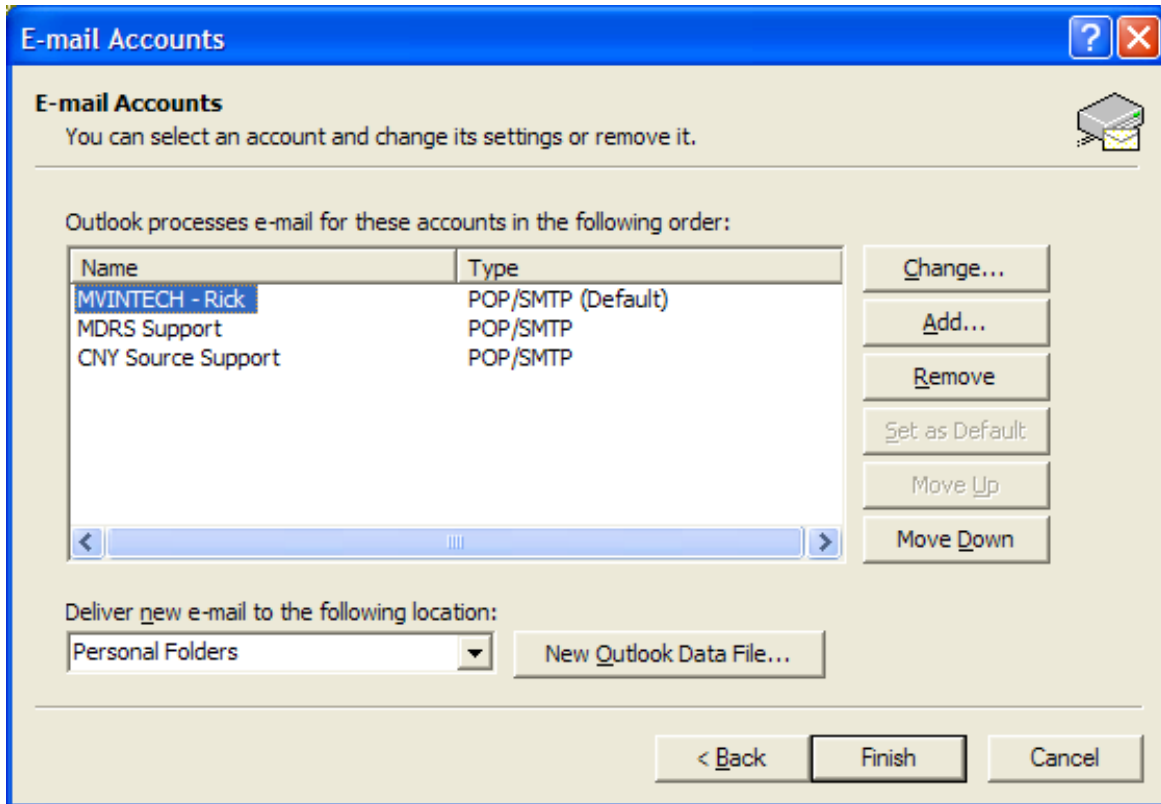


Mail Account Setup

To setup your mail accounts with the new service select “Tools-Email Accounts” from the MS Outlook menu and you will receive the following screen. From this screen select “View or change existing e-mail accounts” under “Email” and then click “Change”.



You will receive another screen listing the email accounts on the current computer. Select the email account that you need to configure and click “Next”.



You will receive a screen similar to the following. Your email should be configured as follows:

Example:

Your Name: <Type your Full Name>

Email Address: **email@yourdomain.com**

Incoming mail server (POP3): **mail.yourdomain.com**

Outgoing mail server (SMTP): **mail.yourdomain.com**

User Name: email@yourdomain.com

Password: **XXXXXX**

Once you have filled in the appropriate information click on the “Test Account Settings”. MS Outlook should test both the email send and receive with no errors. If you receive a failure then you may want to make sure that you do not have cap locks on when entering your password and try again.

The screenshot shows the 'E-mail Accounts' dialog box with the following sections and fields:

- Internet E-mail Settings (POP3)**: Each of these settings are required to get your e-mail account working.
- User Information**:
 - Your Name: [Your Name]
 - E-mail Address: [email@yourdomain.com]
- Server Information**:
 - Incoming mail server (POP3): [mail.yourdomain.com]
 - Outgoing mail server (SMTP): [mail.yourdomain.com]
- Logon Information**:
 - User Name: [email@yourdomain.com]
 - 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)
 - [Test Account Settings ...]
 - [More Settings ...]
- Navigation buttons: [**< Back**] [Next >] [Cancel]