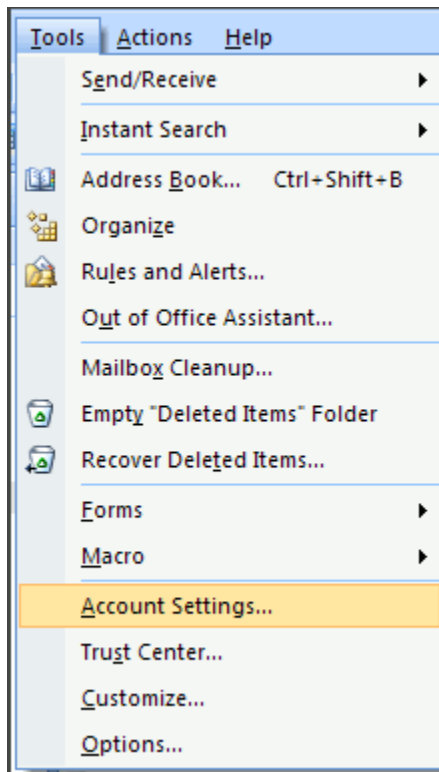
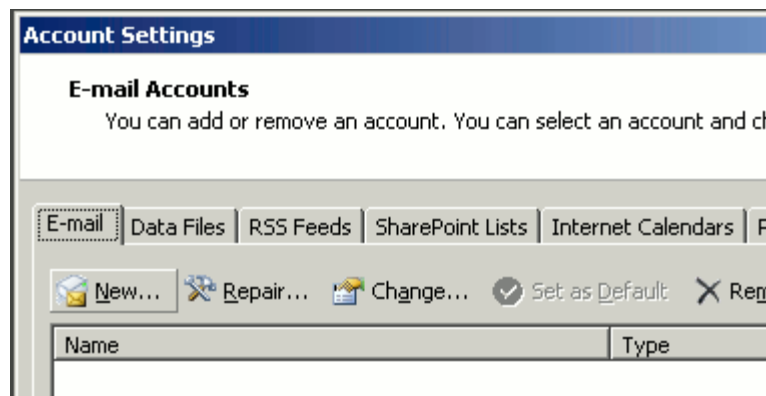


Microsoft Outlook 2007

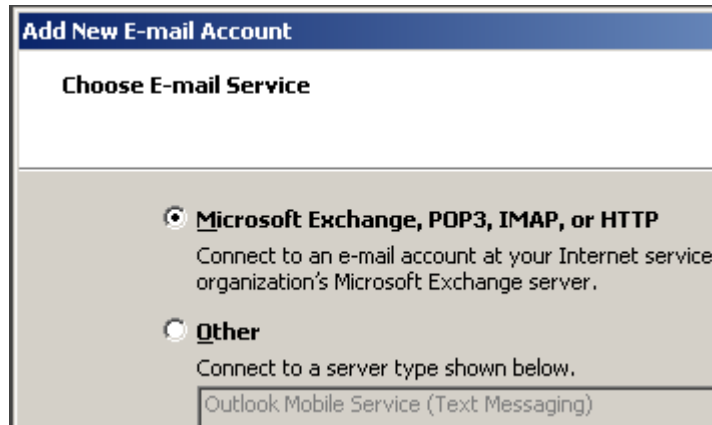
1. In Outlook 2007, from the **Tools** menu, select **Account Settings**.



2. On the **E-mail** tab, click **New**.

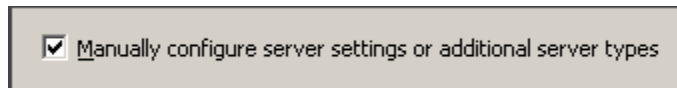


3. Select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.



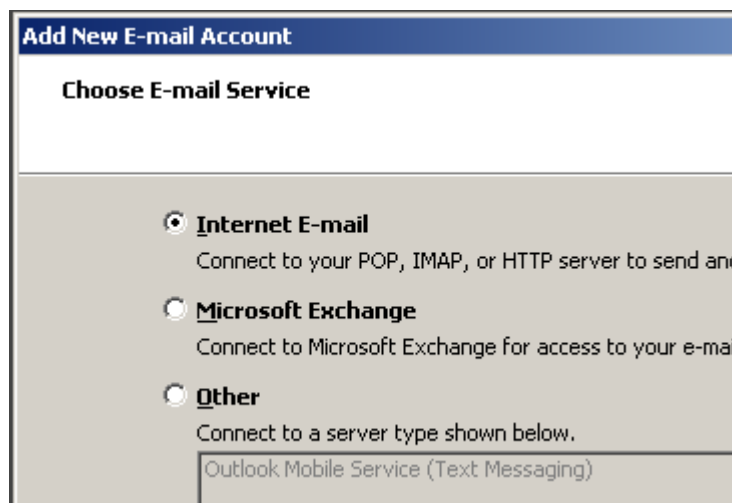
The screenshot shows a dialog box titled "Add New E-mail Account" with a sub-header "Choose E-mail Service". There are two radio button options: "Microsoft Exchange, POP3, IMAP, or HTTP" (which is selected) and "Other". Below the "Other" option, there is a text input field containing "Outlook Mobile Service (Text Messaging)".

4. Check **Manually configure server settings or additional server types** and click **Next**.



The screenshot shows a single checkbox that is checked, with the text "Manually configure server settings or additional server types" next to it.

5. Select **Internet E-mail** and click **Next**.

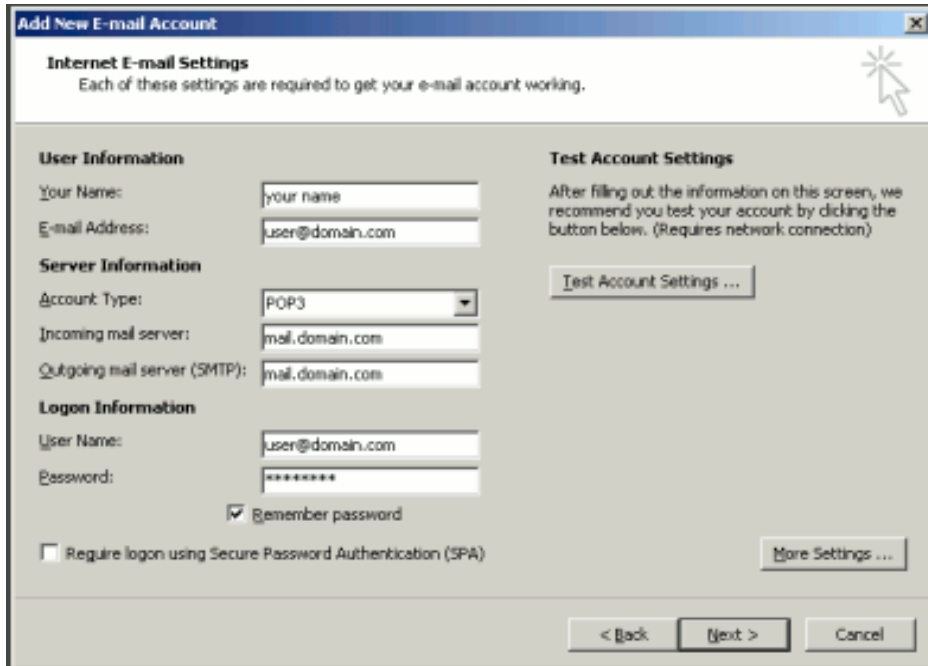


The screenshot shows a dialog box titled "Add New E-mail Account" with a sub-header "Choose E-mail Service". There are three radio button options: "Internet E-mail" (which is selected), "Microsoft Exchange", and "Other". Below the "Other" option, there is a text input field containing "Outlook Mobile Service (Text Messaging)".

6. Enter the requested information:

- **Your Name:** your name
- **Email Address:** the email address the messages will be sent from
- **Account Type:** POP3
- **Incoming Mail server:** mail.domainname.xyz
- **Outgoing Mail server:** mail.domainname.xyz
- **User Name:** the full email address
- **Password:** the password for the email address

(Note: See your order confirmation letter for pop & smtp server.)



Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

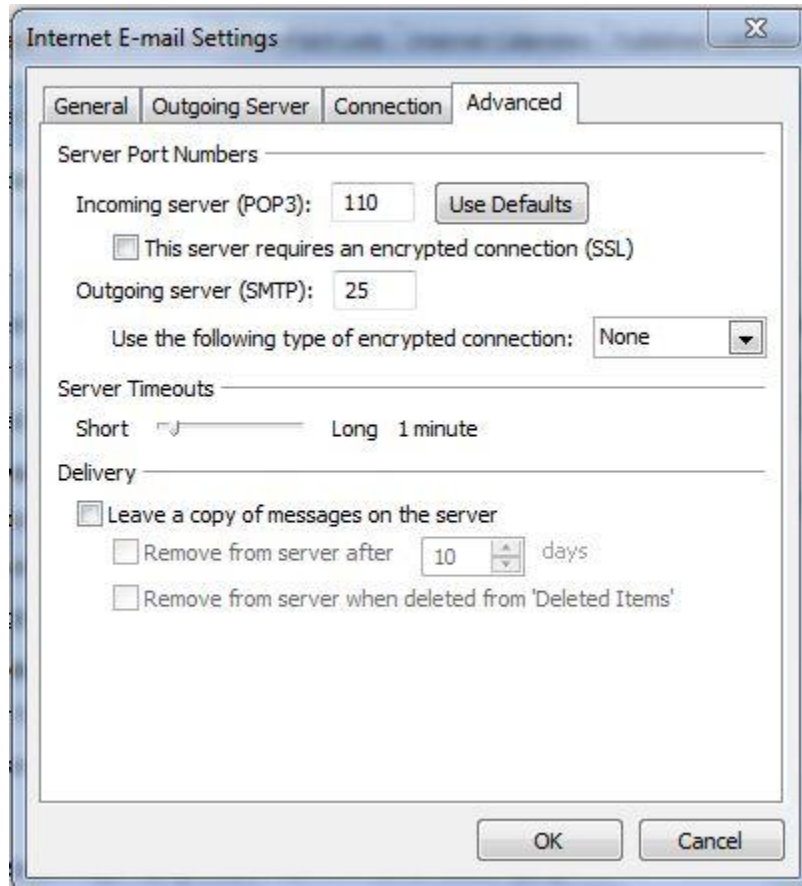
Test Account Settings

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

7. Click **More Settings**.
8. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
9. Make sure, **My outgoing server (SMTP) requires authentication**, should be **checked as below**.



10. Go to the **Advanced** tab, and then change the settings as below.

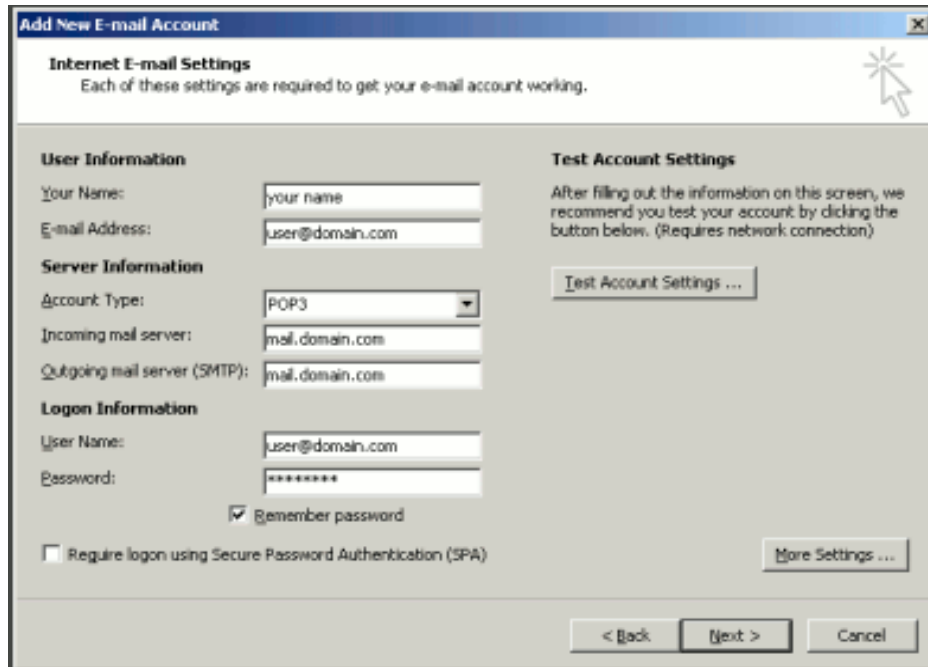


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The settings are as follows:

- Server Port Numbers**
 - Incoming server (POP3): 110 (with 'Use Defaults' button)
 - This server requires an encrypted connection (SSL)
 - Outgoing server (SMTP): 25
 - Use the following type of encrypted connection: None (dropdown menu)
- Server Timeouts**
 - Short: [slider]
 - Long: 1 minute
- Delivery**
 - Leave a copy of messages on the server
 - Remove from server after 10 days (spin box)
 - Remove from server when deleted from 'Deleted Items'

Buttons: OK, Cancel

11. Click **OK**.
12. Click **Next**



Add New E-mail Account

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

User Information

Your Name: your name
E-mail Address: user@domain.com

Server Information

Account Type: POP3
Incoming mail server: mail.domain.com
Outgoing mail server (SMTP): mail.domain.com

Logon Information

User Name: user@domain.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account 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 ...

< Back Next > Cancel

13. Click **Finish**.

