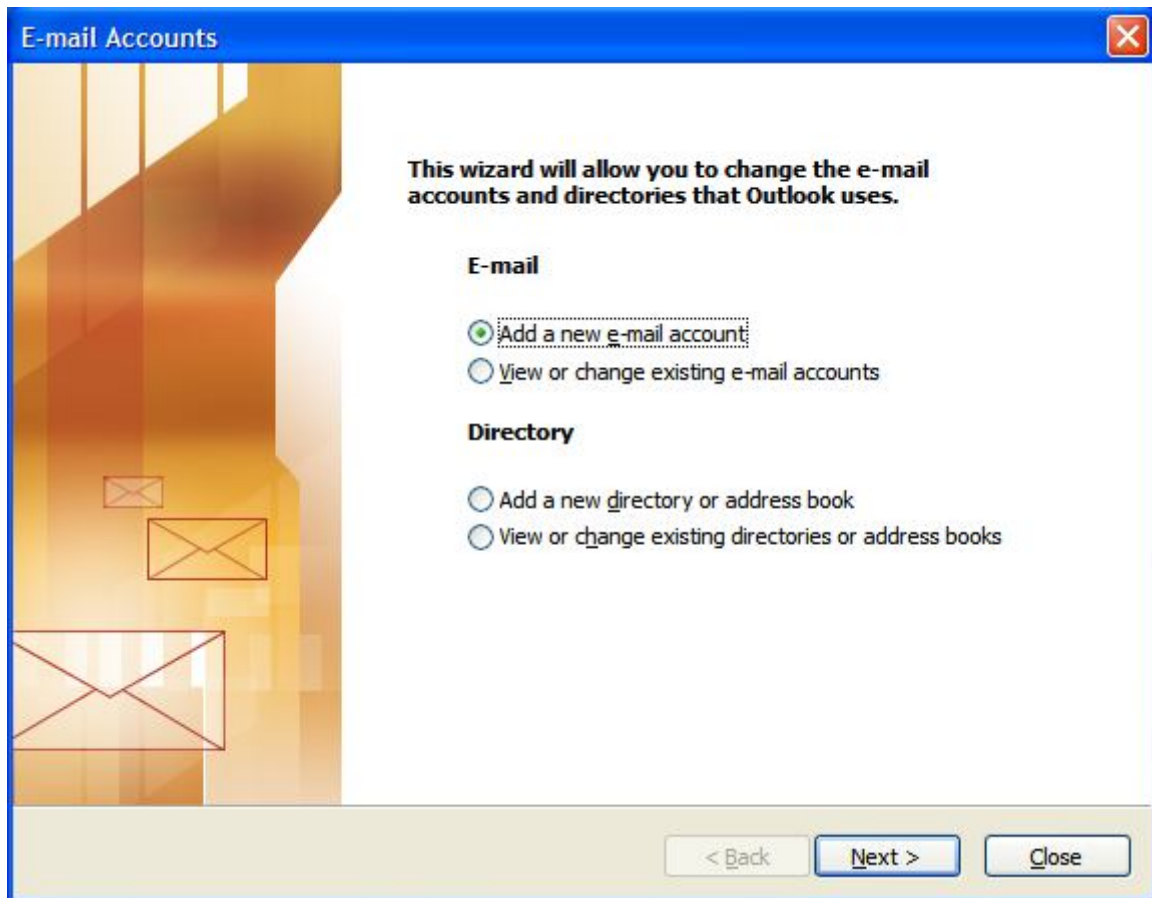


To Set Up Your E-mail Account in Microsoft Outlook

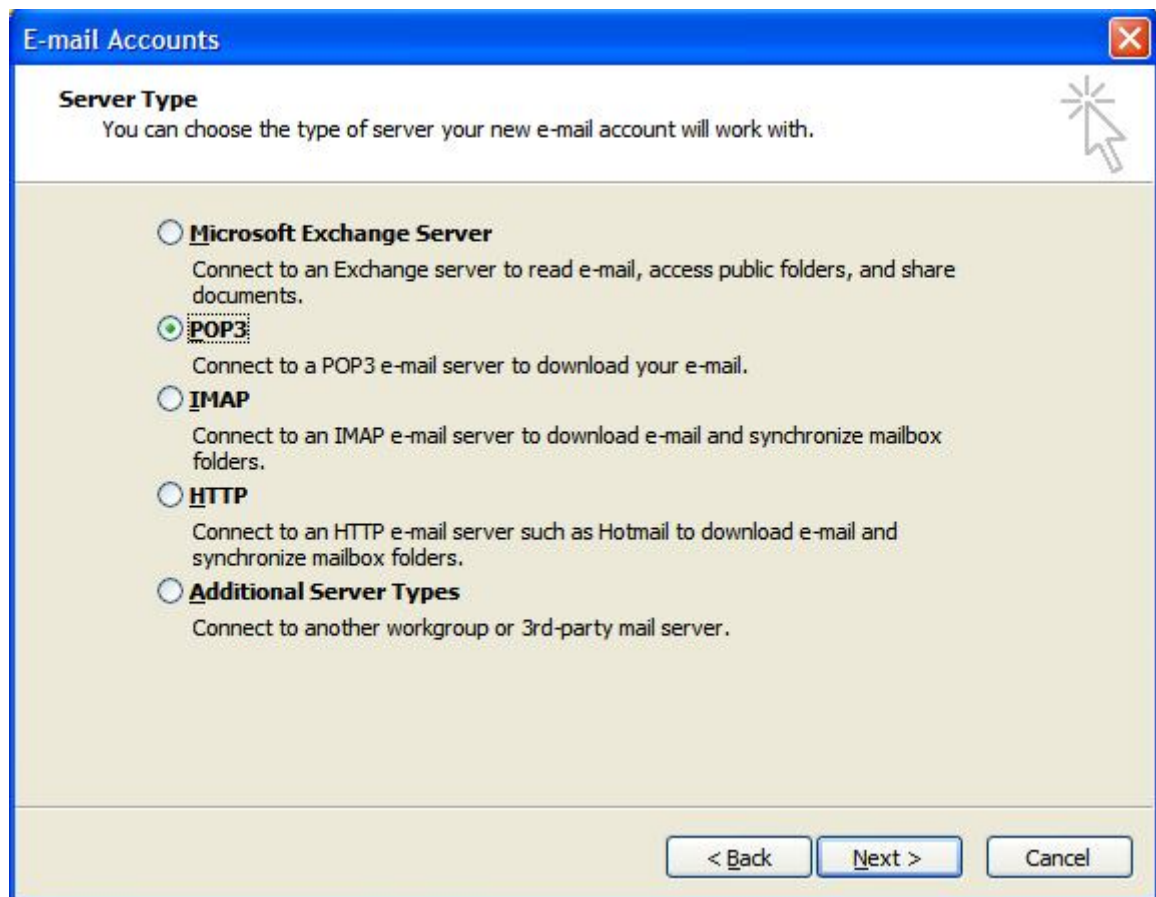
In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



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



For your server type, select **POP3** or **IMAP**, and then click Next.



On the **Internet E-mail Settings (POP3/IMAP) window**, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

Your email address.

User Name

Your email address, again.

Password

Your email account password.

Incoming mail server (POP3)

POP, mail.yourdomainname.com

Outgoing mail server (SMTP)

mail.yourdomainname.com

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the window is titled "Internet E-mail Settings (POP3)" and contains the text "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the window.

The window is divided into four sections:

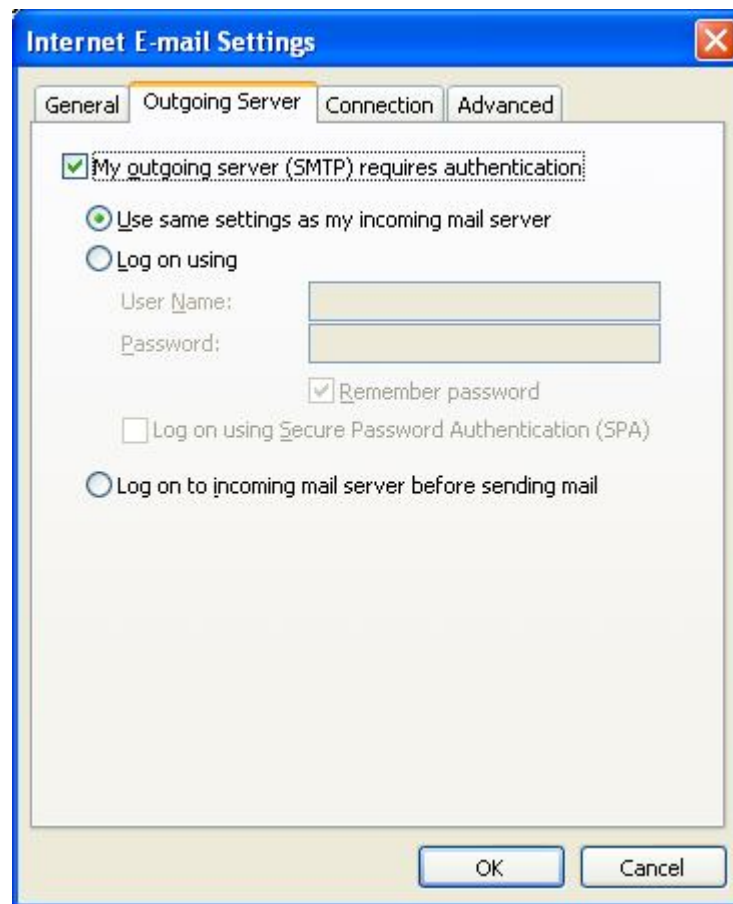
- User Information:** "Your Name:" with the text "Jane Smith" and "E-mail Address:" with the text "jsmith@coolexample.com".
- Server Information:** "Incoming mail server (POP3):" with the text "pop.secureserver.net" and "Outgoing mail server (SMTP):" with the text "smtpout.secureserver.net".
- Logon Information:** "User Name:" with the text "jsmith@coolexample.com", "Password:" with a masked password "*****", and a checked checkbox for "Remember password". There is also an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block stating "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...".

At the bottom right, there is a button labeled "More Settings ...". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.

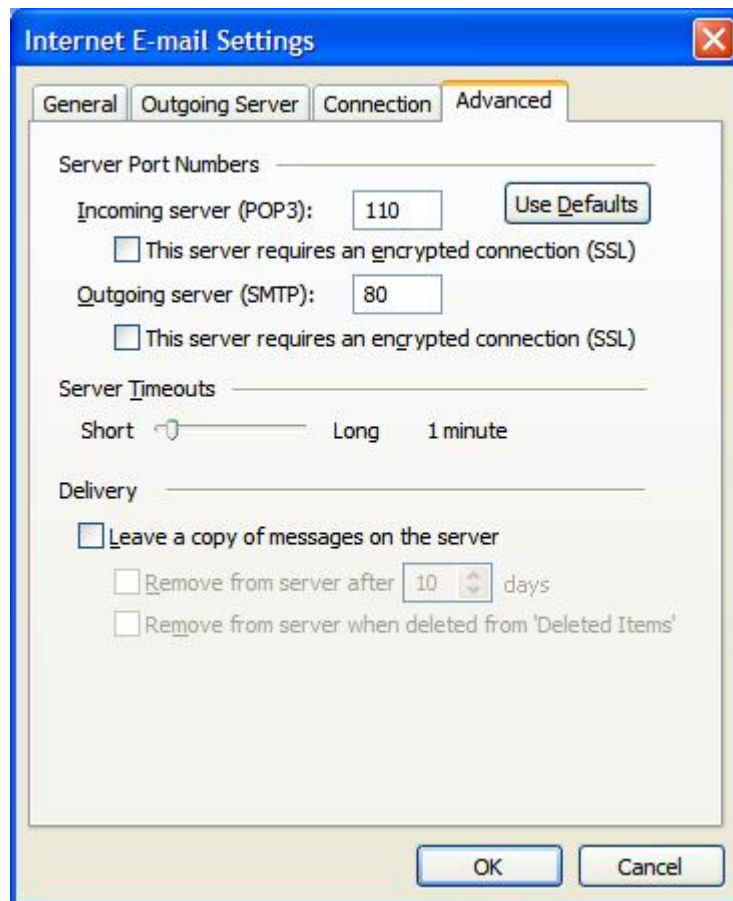
Select **My outgoing server (SMTP) requires authentication**.

If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **80** or **3535**.

Click **OK**.



Click **Next**.

Click **Finish**.

