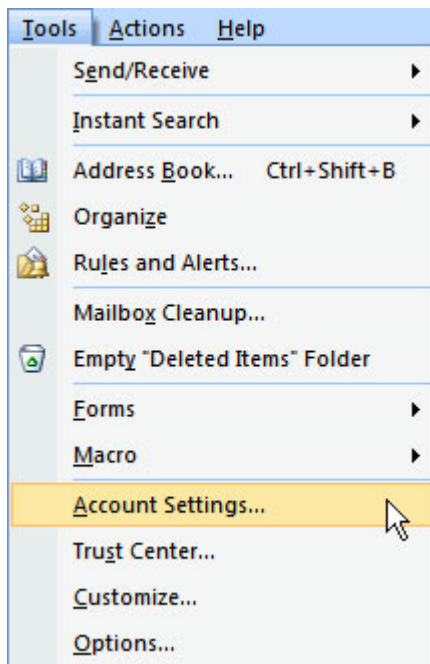
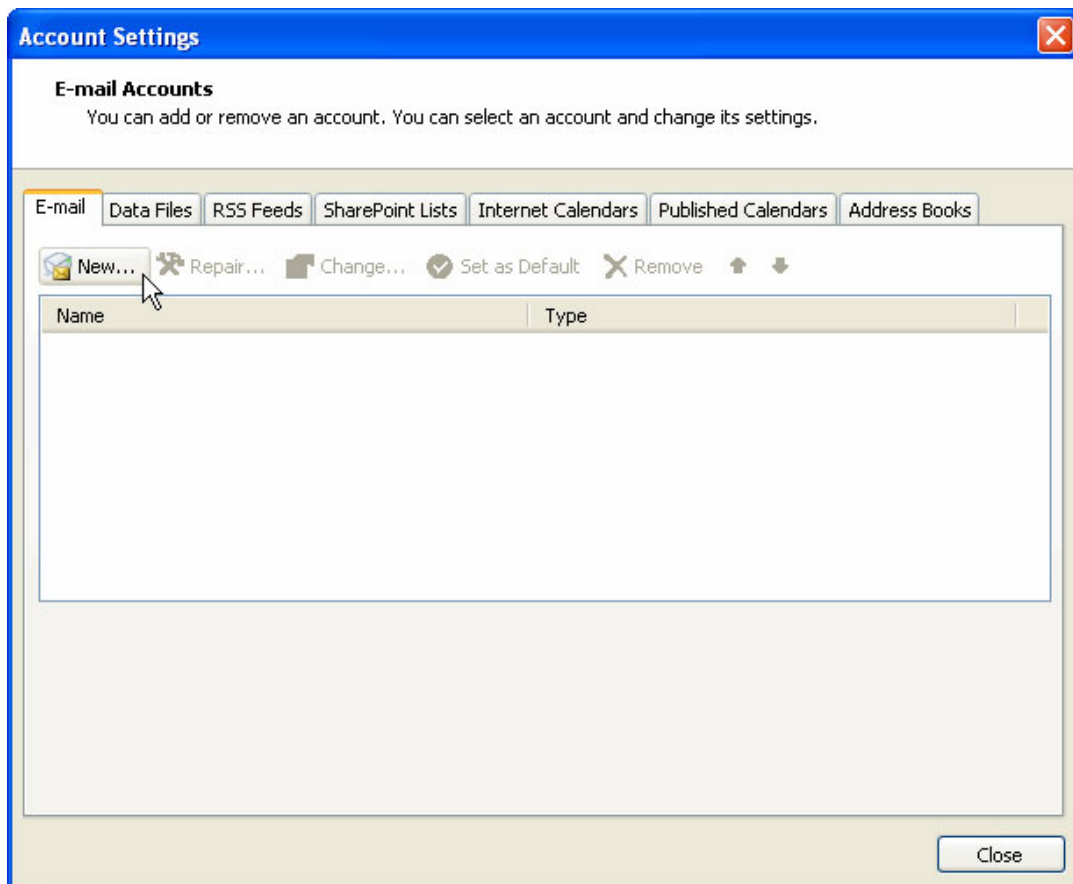


--- How to Set Up Outlook 2007 for Windows to Send and Receive Email ---

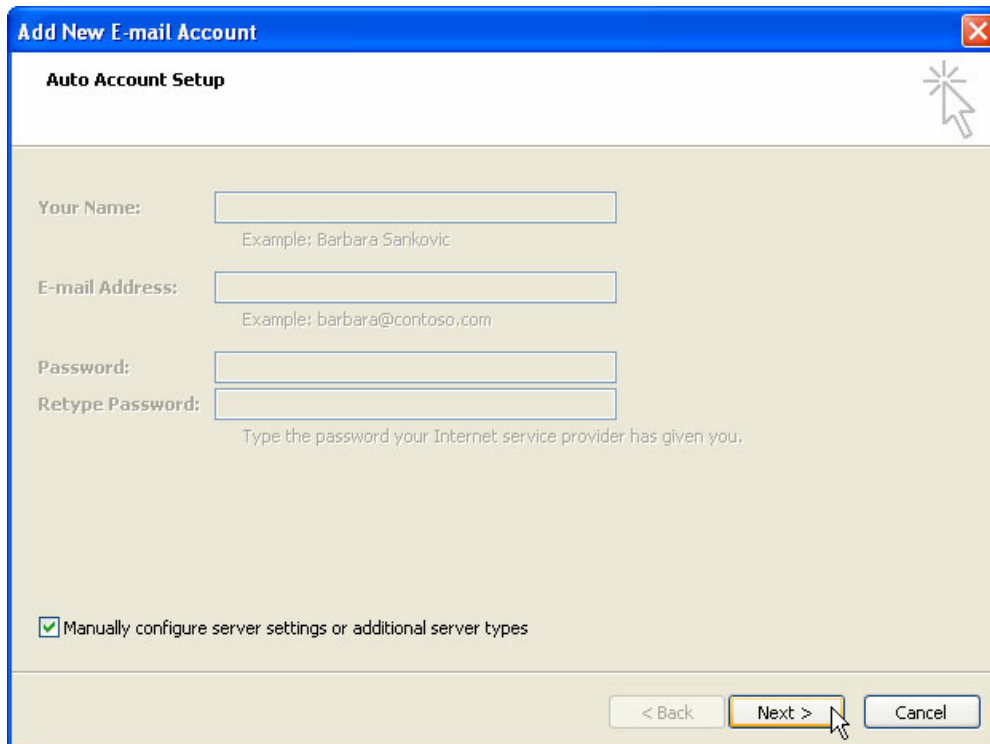
1. Open Outlook. Select **Account Settings...** from the **Tools** menu.



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



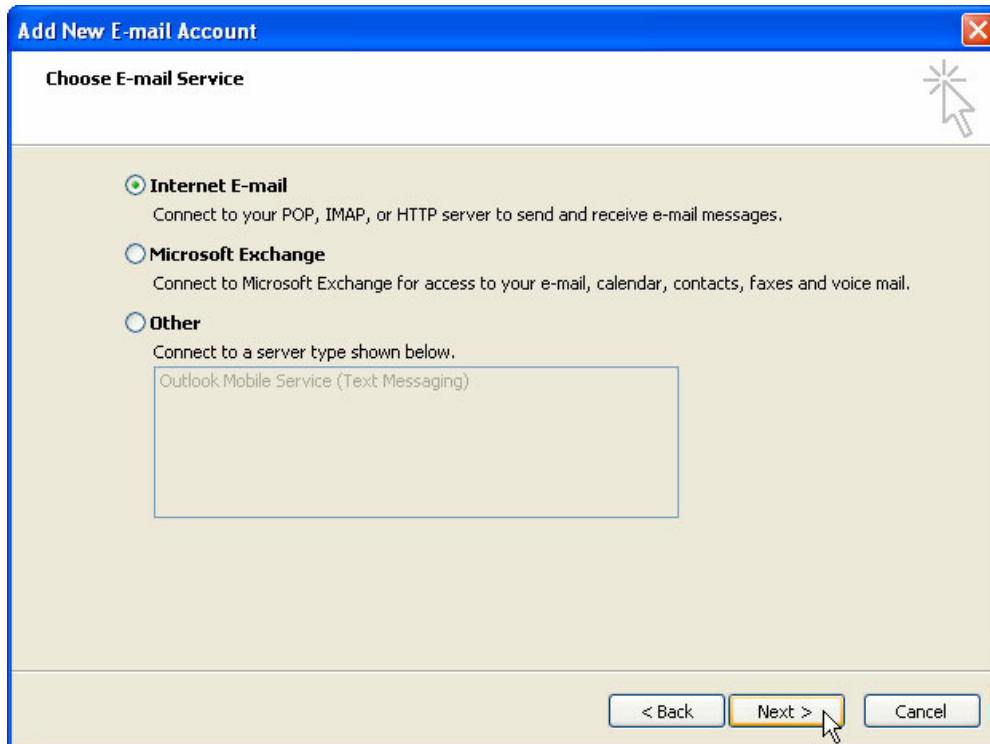
3. Select "Manually configure server settings or additional server types" and click **Next >**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- A checkbox labeled 'Manually configure server settings or additional server types' which is checked.
- At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

4. Select **Internet E-mail** and click **Next >**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following options:

- Internet E-mail:** Selected with a radio button. Description: 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.'
- Microsoft Exchange:** Unselected with a radio button. Description: 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.'
- Other:** Unselected with a radio button. Description: 'Connect to a server type shown below.' Below this description is a text input field containing 'Outlook Mobile Service (Text Messaging)'.
- At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Enter the following information for E-mail Accounts.
 - **Your Name:** Enter the name you wish recipients to see when they receive your message.
 - **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact. Enter your email Address ie.) You@yourdomain.com
 - **Account Type:** POP3
 - **Incoming mail server:** Enter mail.YOURDOMAIN.com
 - **Outgoing mail server (SMTP):** Enter mail.YOURDOMAIN.com **Note about SMTP...depending on your ISP (internet service provider), a custom setting may need to be entered here to allow for SENDING of email. If you are unable to SEND but RECV works...then contact us with the name of your ISP and we'll find out which setting they require.*
 - **User Name:** Enter your full email address You@yourdomain.com
 - **Password:** Enter **your chosen password**. Also, check the box labeled **Remember Password**.

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)

Note... This setting may vary depending on your Internet Service Provider (ISP). If Test shows Mail Incoming Passes, but Mail Outgoing Fails, then you may need a custom setting here. Let us know who your ISP is, and we will assist to get the proper setting.

6. Click **TEST ACCOUNT SETTINGS**
7. If your account is configured properly, you should receive ALL CHECKMARKS. If you receive any 'X's' (errors) please report what the error was to us and we will assist.