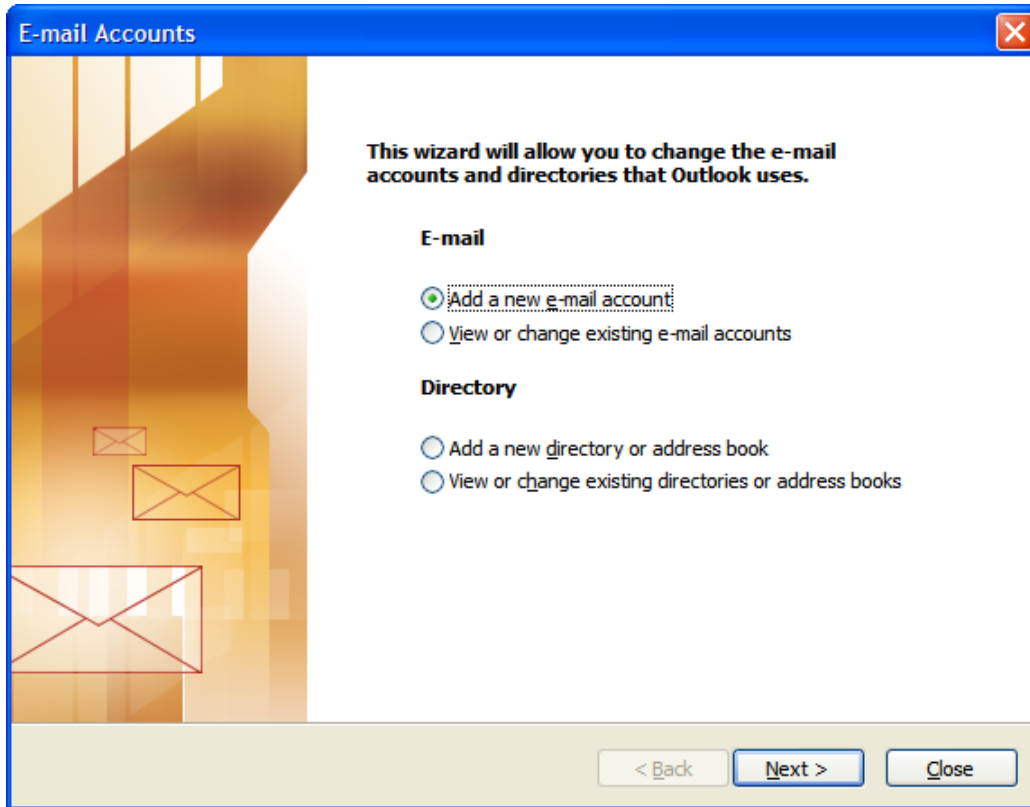
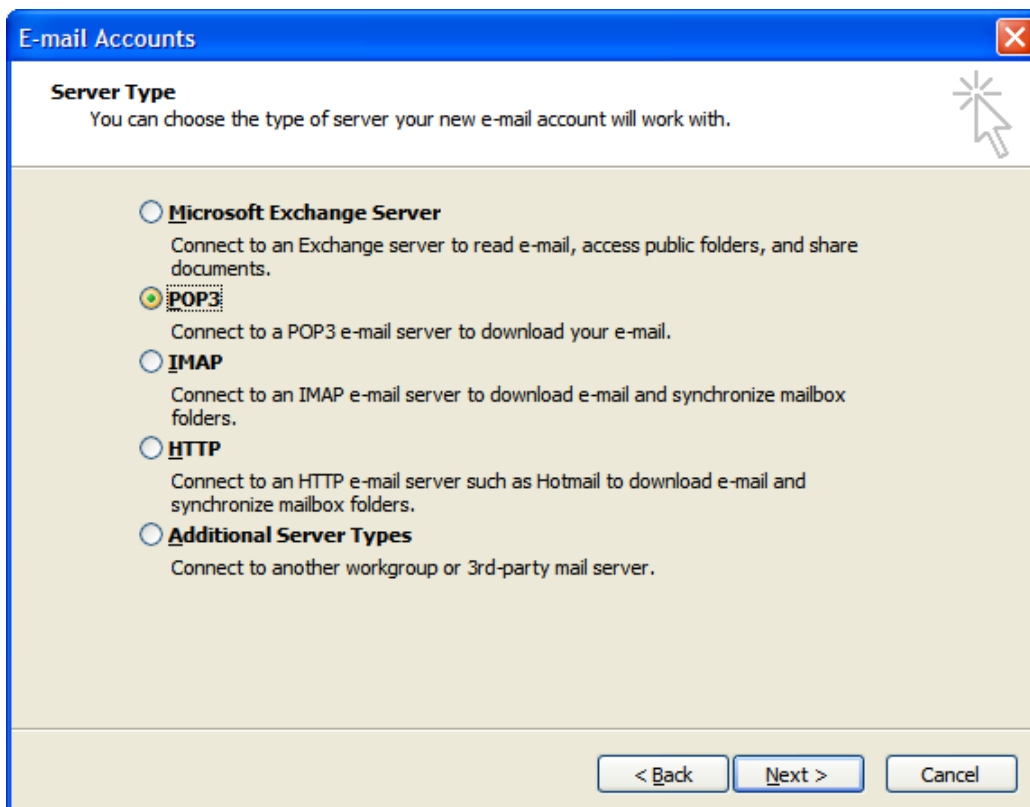


## Microsoft Outlook Email Account Setup

1. From the **Tools** menu, select '**E-mail Accounts...**'. In the dialog box that appears choose '**Add a new e-mail account**' and then click on the '**Next >**' button.



2. Choose **POP3** as the server type and click '**Next >**'.



## Microsoft Outlook Email Account Setup

3. Your email account information should be setup as this example below replacing “**mydomain.com**” with your own where indicated.
4. When you are finished click on the ‘**More Settings...**’ button.

**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: John Doe  
E-mail Address: jdoe@mydomain.com

**Server Information**

Incoming mail server (POP3): mail.mydomain.com  
Outgoing mail server (SMTP): mail.mydomain.com

**Logon Information**

User Name: jdoe@mydomain.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 ...

< Back   Next >   Cancel

5. On the ‘**General**’ tab the first box is to name the email account for your own reference of differentiating between multiple email accounts.

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

**Mail Account**

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

John's mydomain.com Email Account

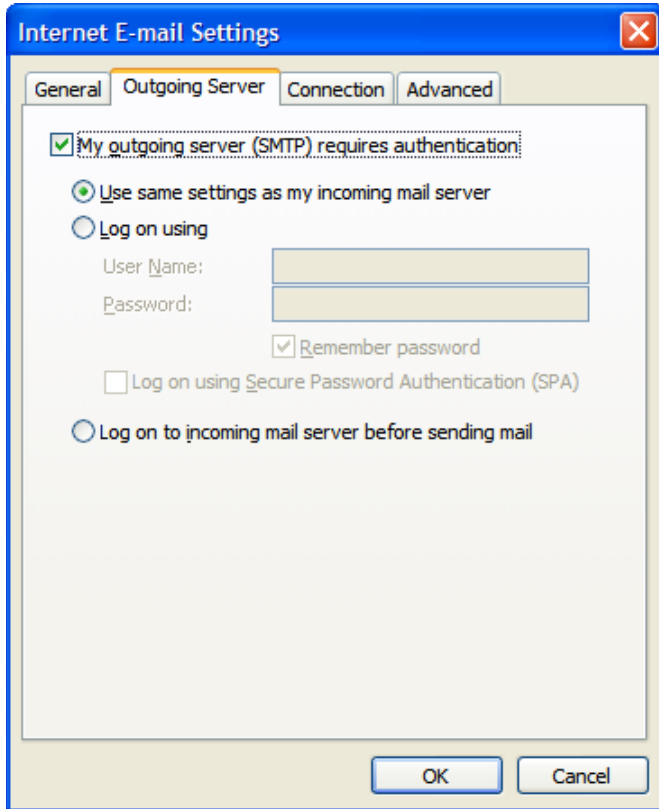
**Other User Information**

Organization: The Company Name  
Reply E-mail:

OK   Cancel

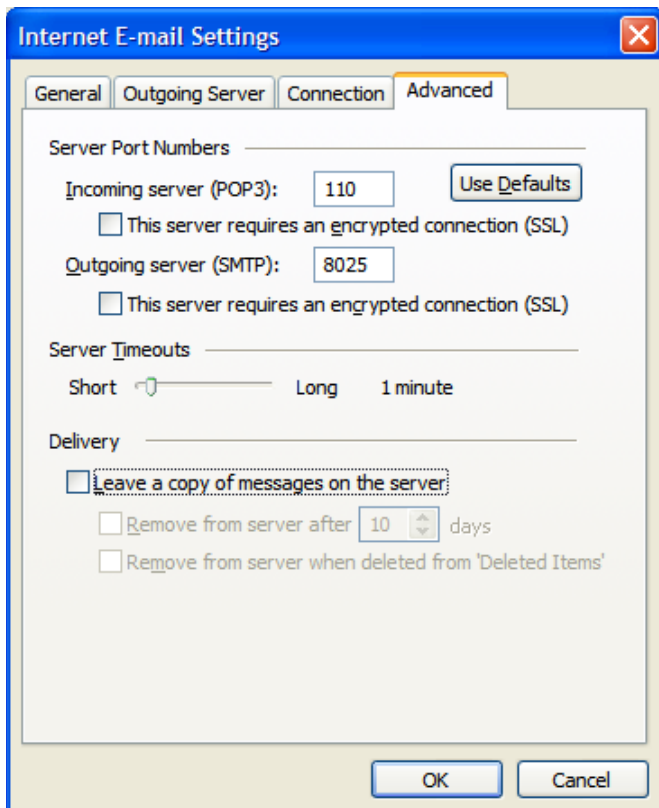
## Microsoft Outlook Email Account Setup

6. Configure the **'Outgoing Server'** tab as shown below.



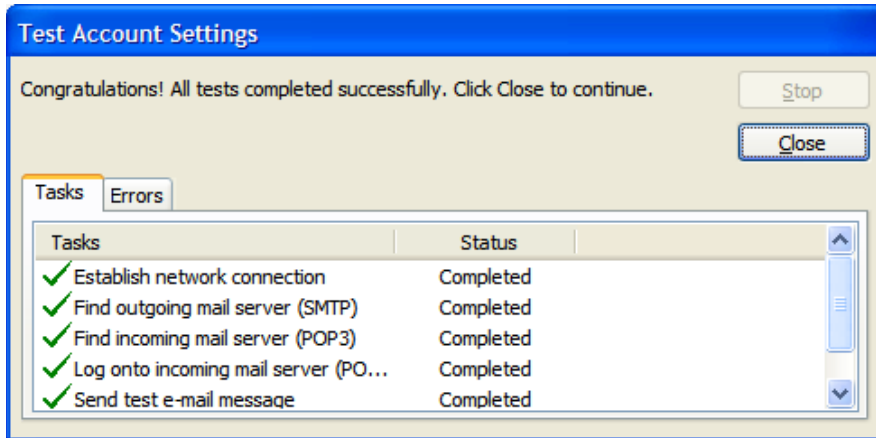
7. Configure the **'Advanced'** tab as shown below.

8. Click on the **'OK'** button to save the settings and return to the main screen.



## Microsoft Outlook Email Account Setup

- From the main screen click on the '**Test Account Settings...**' button to verify that your settings are working.
- Click on the '**Close**' button.



- Click on the '**Next >**' button in the main screen to finish the account setup.