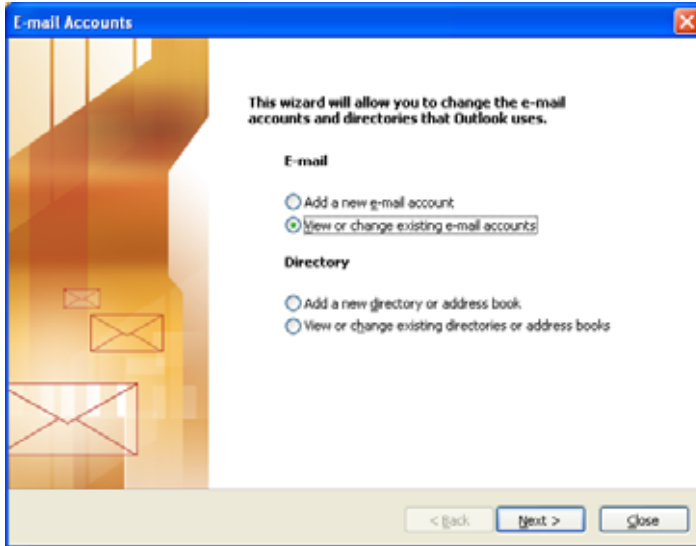


To change or add your email settings, follow these settings:

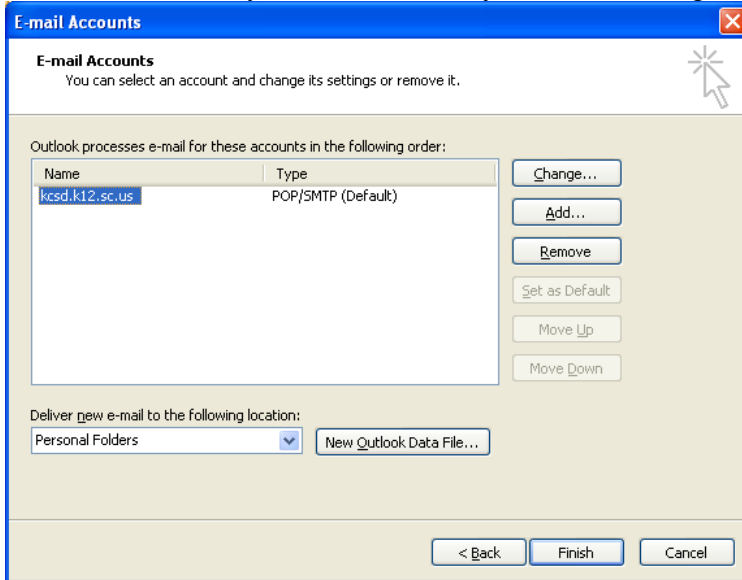
Open outlook.

Under the tools menu select E-mail Accounts

Select view or change existing e-mail accounts and click next



Select the account you want to modify and click change or add the new account



Your settings are below. Use you user name and password.

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:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Click more settings

Here is what your internet e-mail settings should look like:

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account

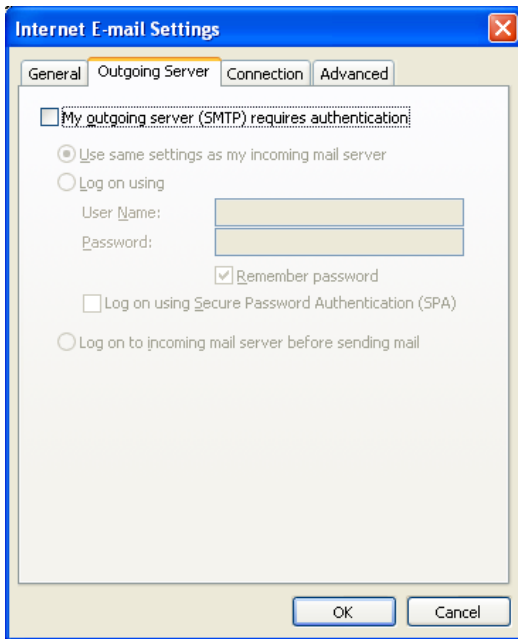
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information

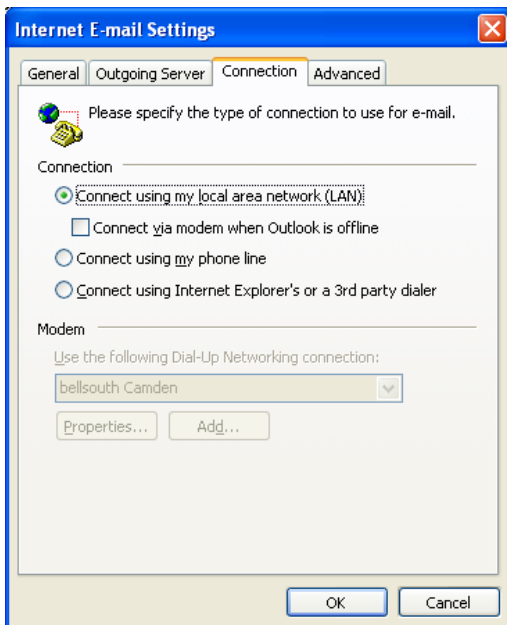
Organization:

Reply E-mail:

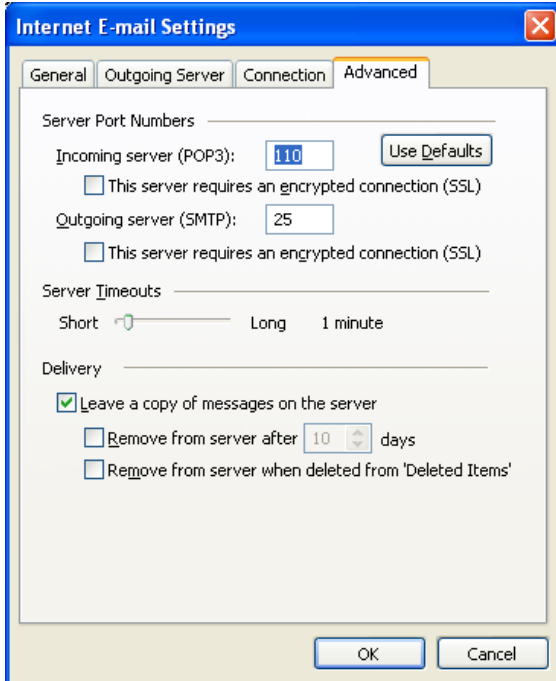
The outgoing server should look like this:



The connection tab should look like this:



The advanced tab should look like this:



Email me a test message when you have time.