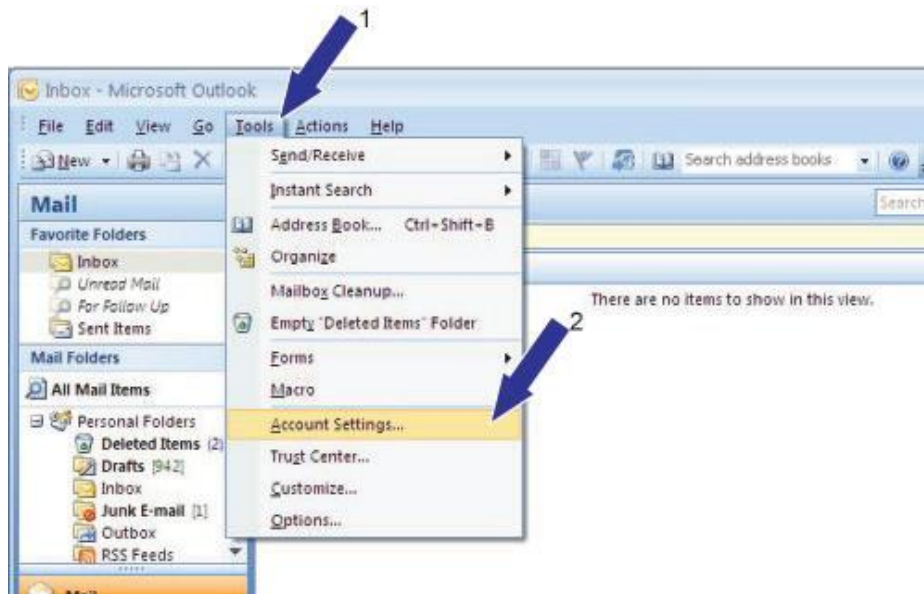
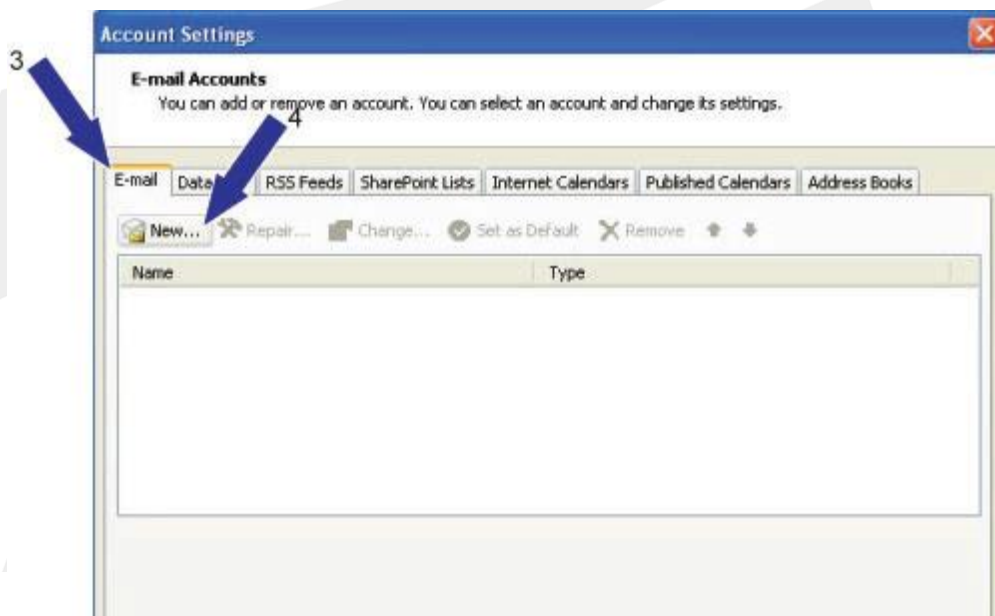


Outlook 2007 POP3 Mail Account Setup

1. Click on Tools and then on Account Settings



2. Click on Email and then on New



3. Enable "Manually configure server settings or additional server types" and click "Next"

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back **Next >** Cancel

4. Select Internet Email and click "Next"

Add New E-mail Account

Choose E-mail Service

☒ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

5. Enter you User Information, Logon Information and Server Information as provided and 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:
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)

Annotations: 9 points to the Test Account Settings section; 10 points to the User Information section; 11 points to the Logon Information section; 12 points to the More Settings button.

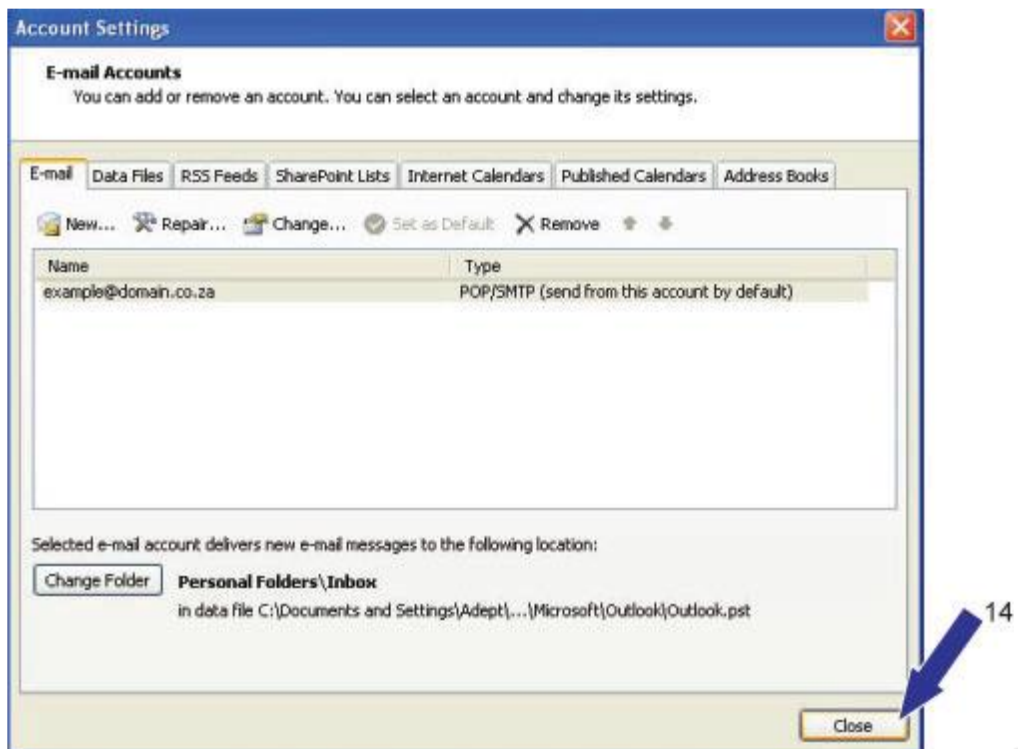
6. Click on "Finish"

Add New E-mail Account

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

Annotation: 13 points to the Finish button.

7. You should now see the email address that you have setup; click on "Close"



8. After adding an entry, you will see 4 options above the main calendar

9. To remove or edit the entry, click on it to open the Edit window; you can then make changes or remove it



10. Highlight the definition (in this case SMTP) and click on Select

11. You should now see SMTP at “Send mail using these SMTP hosts”; click OK to finish



12. C

13. D

