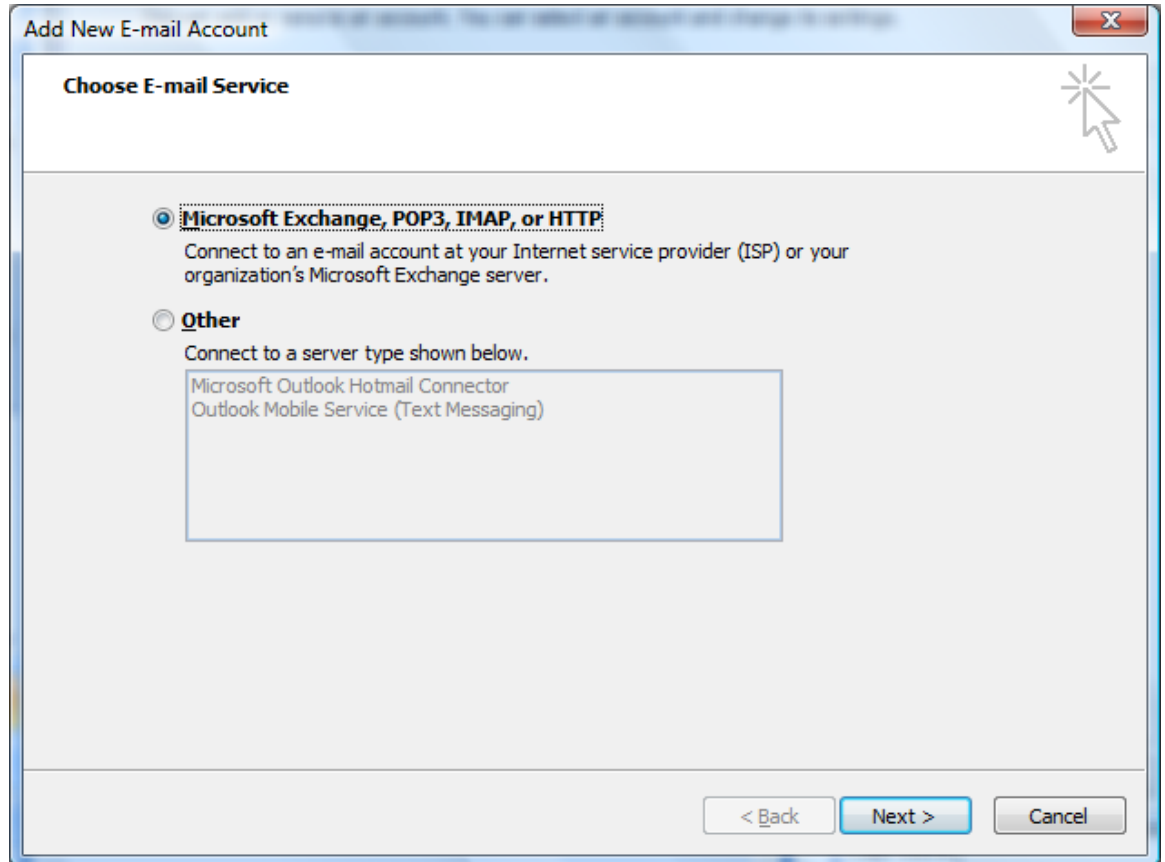


OUTLOOK Mail Set-Up

Open Outlook

Notes: (settings may be different based on your version of Outlook)

1. From the menu, select Tools -> Accounts
2. Click the ADD or NEW button and select the IMAP option. Click next.



3. Click manually configure server settings and click next.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

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

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.
Microsoft Outlook Hotmail Connector
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

Click Next again.

4. Enter your Name
5. Enter your email@domain.com address into E-mail Address
6. Select that your incoming mail server as an IMAP server. In both the **incoming** and **outgoing** SMTP server fields enter mail.yourdomainname.com

Incoming Server: mail.yourwebsitename.com
Outgoing Server: mail.yourwebsitename.com

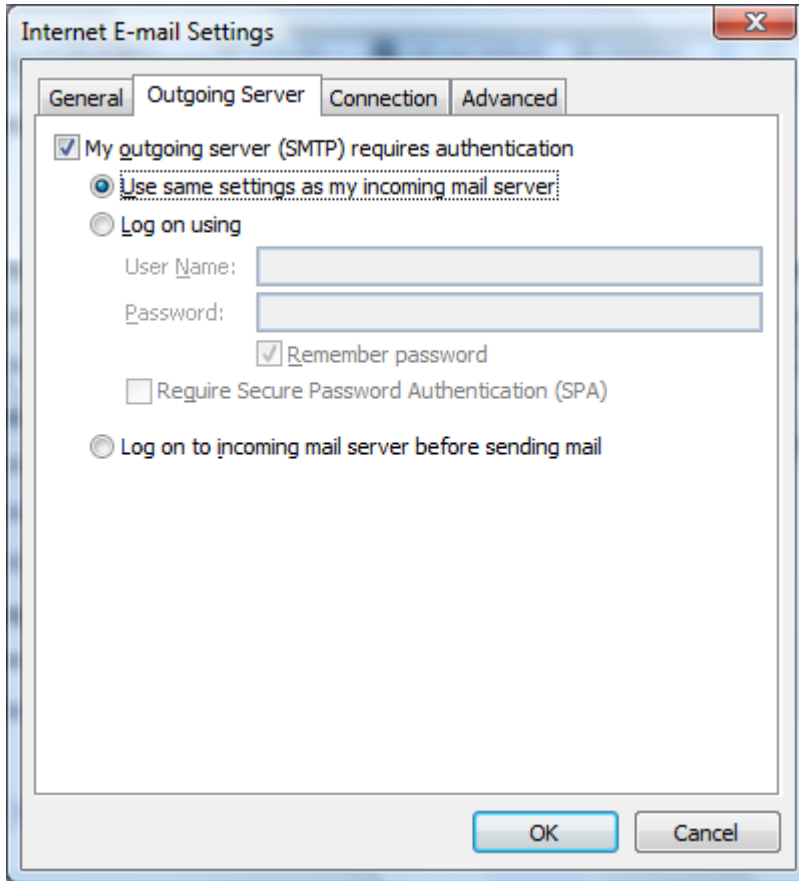
7. In the account name field, enter the same email address that you provided in the previous screen and the related password.

Notes:

In order for authentication to occur, you must use your **full mailbox name** including the @domain.com part

Make sure that the field labeled "Log on using Secure Password Authentication" is **NOT** checked. Click next.

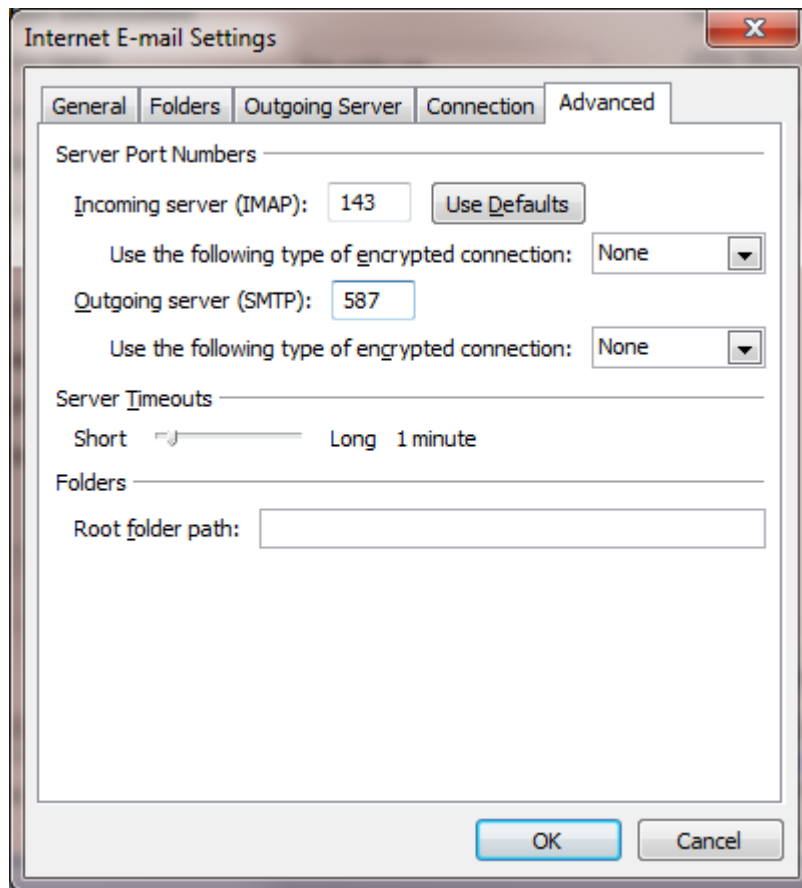
8. Click More Settings



ENABLE SMTP AUTHENTICATION

Most desktop email clients have an option to enable SMTP Authentication. Our email servers require that you have this enabled using the same login information you have for POP access. If SMTP Authentication is disabled, you will not be able to send email from your desktop email client. To enable authentication, follow these steps

1. Click the "More Settings" button in the lower right... a box opens up, on the Outgoing Server TAB – select.: My SMTP server requires authentication.
2. and make sure that "**Use same settings as my incoming mail server**" option is selected.



3. Click on the **Advanced TAB** and set **outgoing (SMTP)** port to **587** (if this doesn't work try setting to port back to the default port 25)
4. Click OK.
5. Click Next
6. Click Finish.
7. Click Close