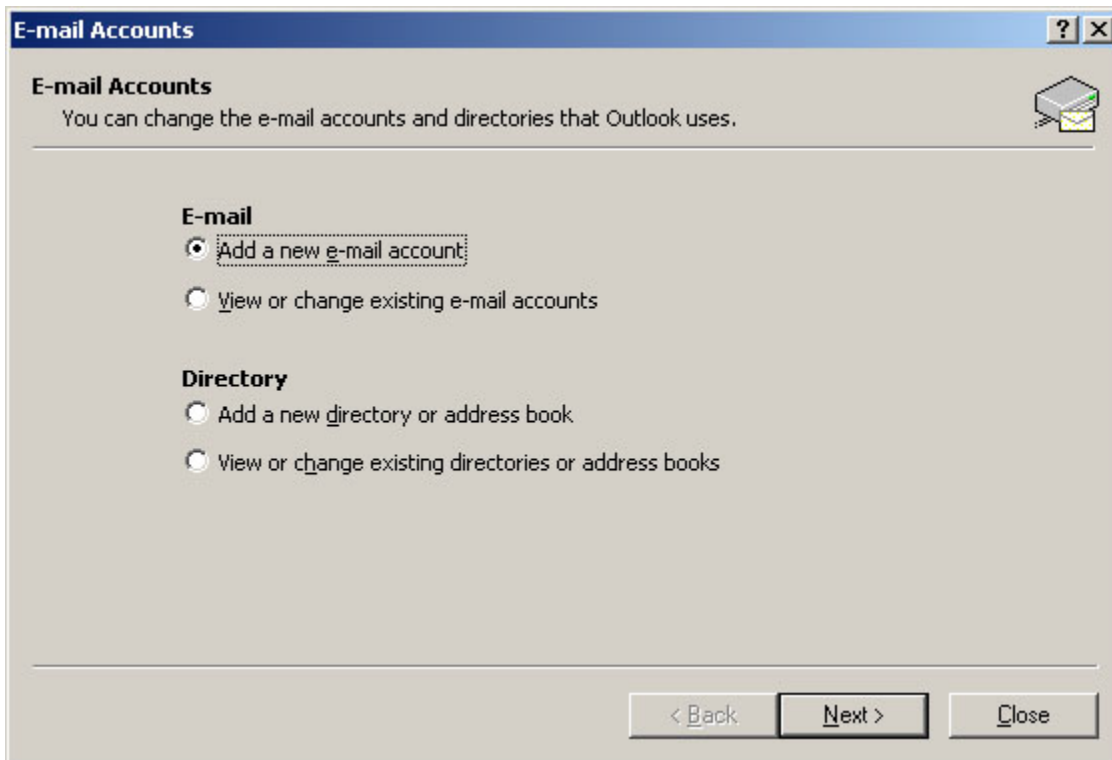
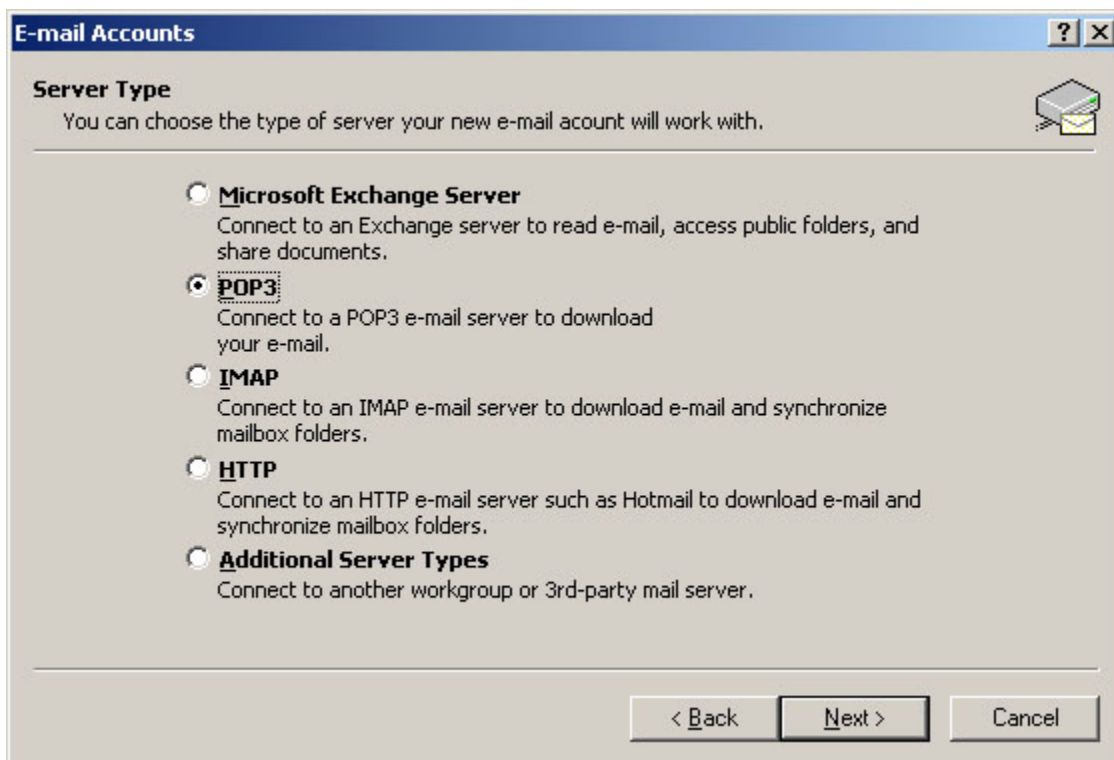


Basic Email Setup Instructions - Outlook 2002 (Outlook XP) on a PC

1. Open Outlook 2002, from the *Tools* menu select *Email Accounts*.
2. In the *Email Accounts* window, click next to *Add a new e-mail account*. Click *Next* to continue.




3. In the *Server Type* window, Select *POP3* and click on *Next*.



4. In the *Internet Email Settings (POP3)* window, you set most of the information required to check your mail.
- o In the User Information section, use the following:
Your Name: *the name that you want to appear on your email*
Email Address: the *Email Alias or Email/Reply-To Address* from your Account Information
 - o In the Server Information section, use the following:
Incoming mail server (POP3): `pop.yourdomain.com`
Outgoing mail server (SMTP): `smtp.yourdomain.com`
 - o In the Logon Information section, use the following:
User Name: *your E-Mail Account/POP Username* from your Account Information
Password: *your E-Mail Account/POP Password*
 - o Click *More Settings* and make sure that in the popup window (see screen capture below) the following settings are clicked:
My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server
Click *OK* to close the popup window and continue.

E-mail Accounts [?] [X]

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:

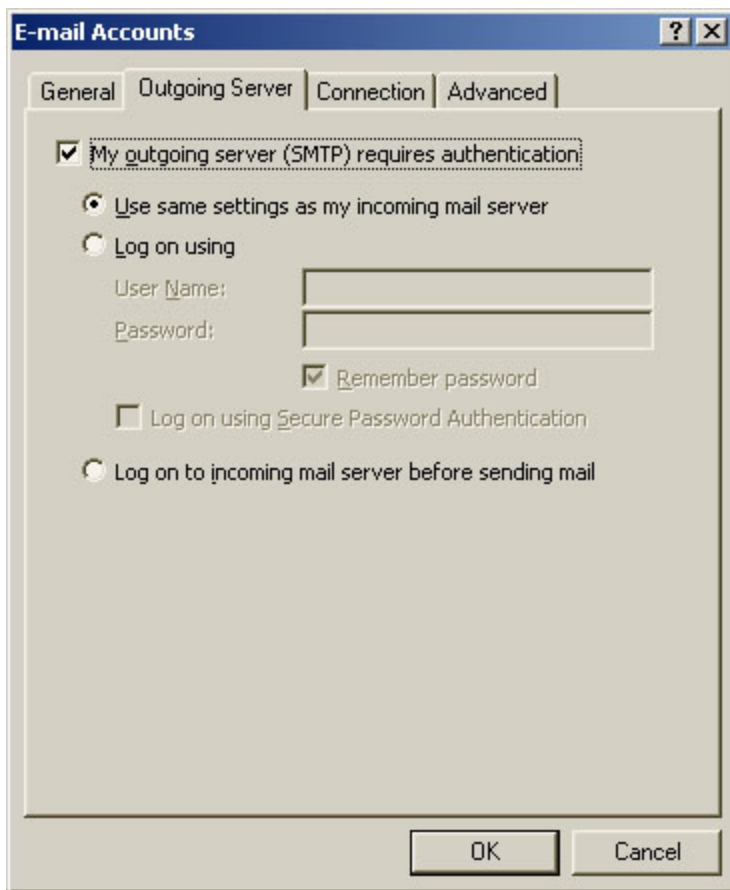
Password:

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 *Next* to continue

5. Then, click *Finish*. You're done.

