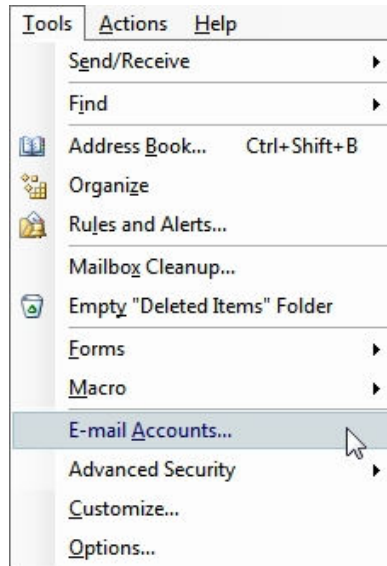
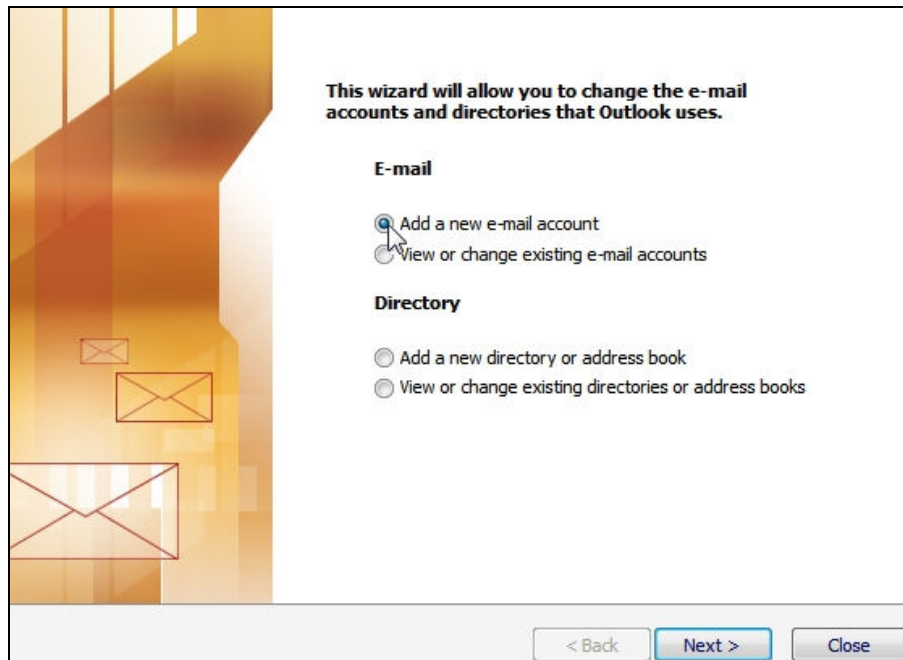


Configuring your email for Outlook.

1. Open Microsoft Outlook.
2. Click on 'Tools', and then click on 'E-mail Accounts' near the bottom of the drop down.



3. In the new window that opens, click on 'Add a new e-mail account' and then click on the 'Next >' button.



4. Click on the 'POP3' radio button to enable it, then click on the 'Next >' button.

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

5. Click on the 'Your Name:' text box and type in your name. Either press the tab key, or click on the text box for 'E-mail Address:' and type in your email address that you have been provided with. Proceed to the Incoming and Outgoing mail servers and type in the mail server address into the two text boxes. Next type your full email address and password into the Logon Information section, ensuring that the 'Remember password' box is ticked. Click on the 'More Settings...' button.

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.co.uk"/>
E-mail Address: <input type="text" value="emailaddress@yourdomain."/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.co.uk"/>
Logon Information	Test Settings
User Name: <input type="text" value="emailaddress@yourdomain."/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

6. In the General tab, type into the top box a name you wish this account to be called, e.g. Accounts Email. Next you can type in an Organisation, although this is optional. Lastly type in your email address into the reply box. Then Click on the 'Outgoing Server' tab.

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"

Your Name _____

Other User Information _____

Organization: Your Organisation _____

Reply E-mail: emailaddress@yourdomain.co.uk _____

OK Cancel

7. On this section, simply click on the tick box, as show in the below, to enable email send authentication. Click on the 'Advanced' tab to proceed.

General | Outgoing Server | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____

Password: _____

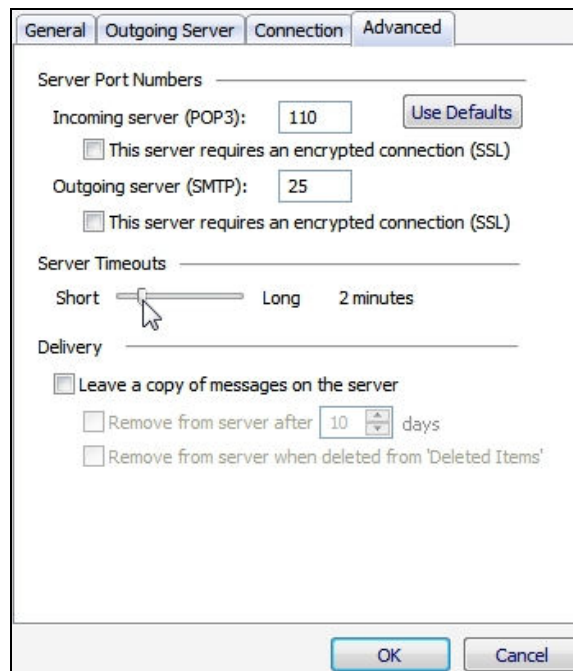
Remember password

Log on using Secure Password Authentication (SPA)

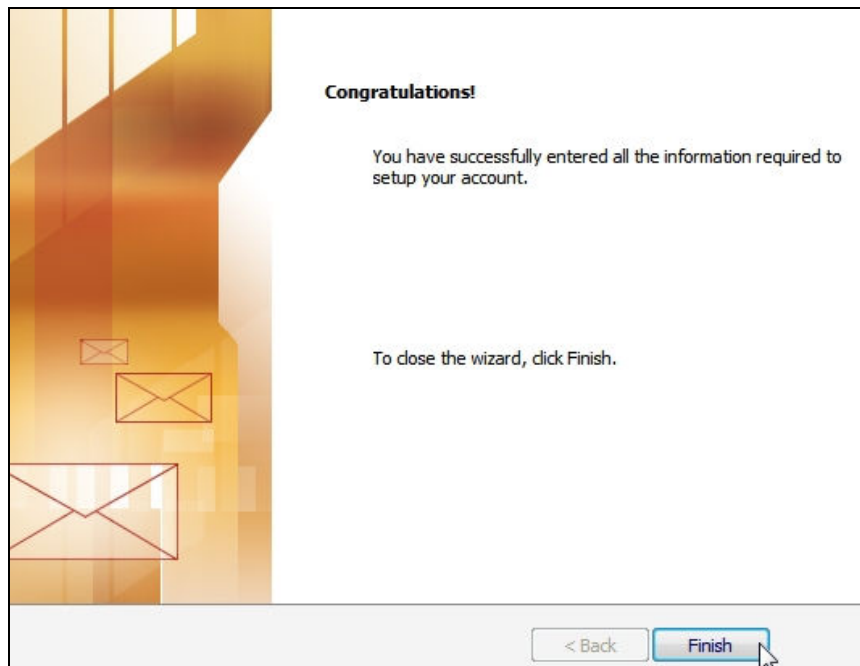
Log on to incoming mail server before sending mail

OK Cancel

- On this tab, click and hold on the Server Timeout slider and move it to the right until the time shows 2 minutes. Click on the 'OK' button to save your changes.



- You will now be back at the 'Accounts' page. Click on 'Next >' button to complete the configuration. You will now be shown the Congratulations page, showing that the email account has been configured. Click on the 'Finish' button to close this page and return to the main Outlook page.



- Your email account is now configured and is ready for use.