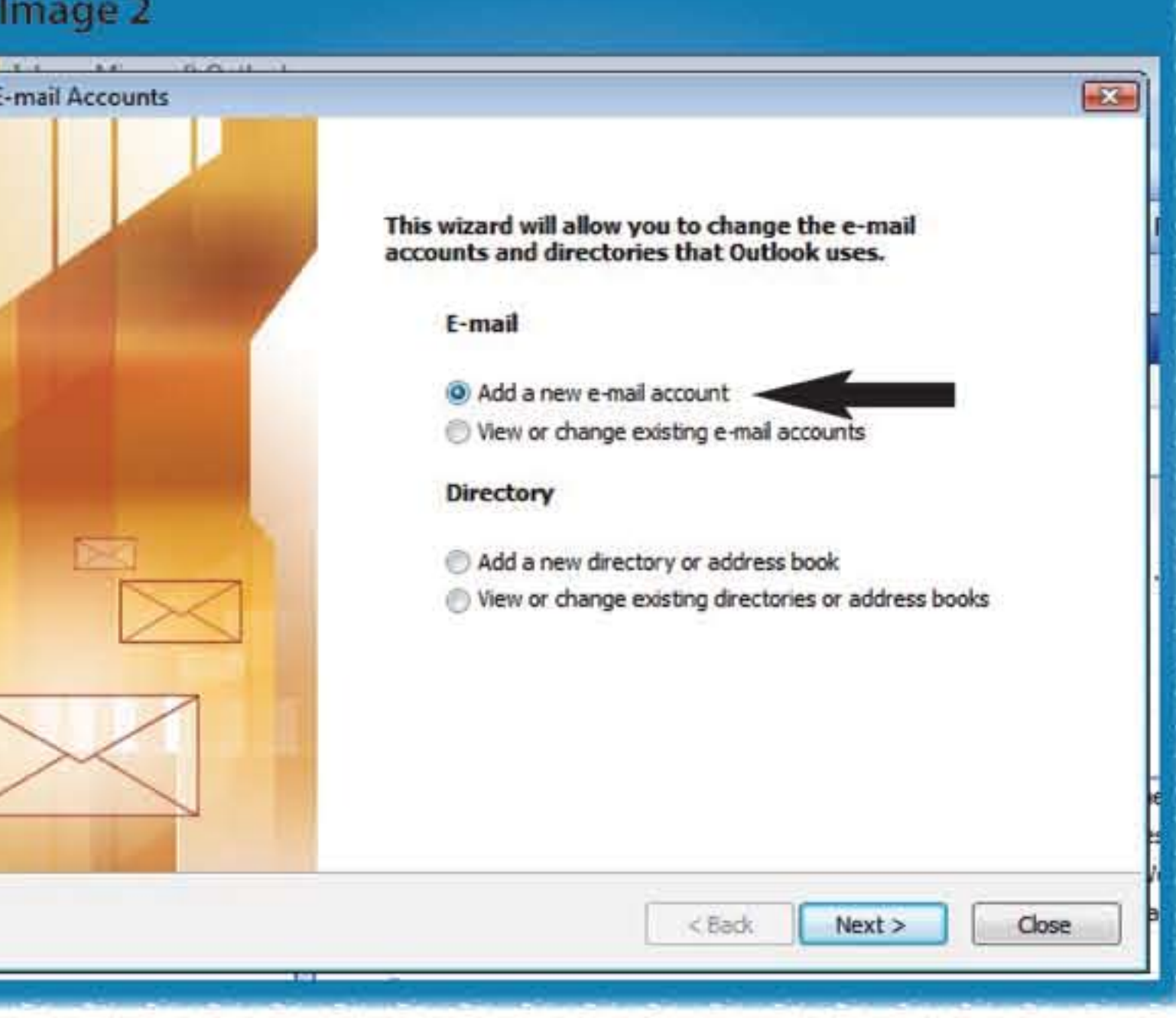


This pdf is to help you set up an email account using MS Outlook.
The version used below is for Microsoft Office Outlook 2003.

If your using a newer version, you may also utilize these same settings.
The way in which to locate them may be a little different but the settings
will be exactly the same.



Step 1
Image 1 shows how to access the new email set up via the >Tools< option on your task bar. In the drop down you'll want to choose >E-mail Accounts< as seen here.



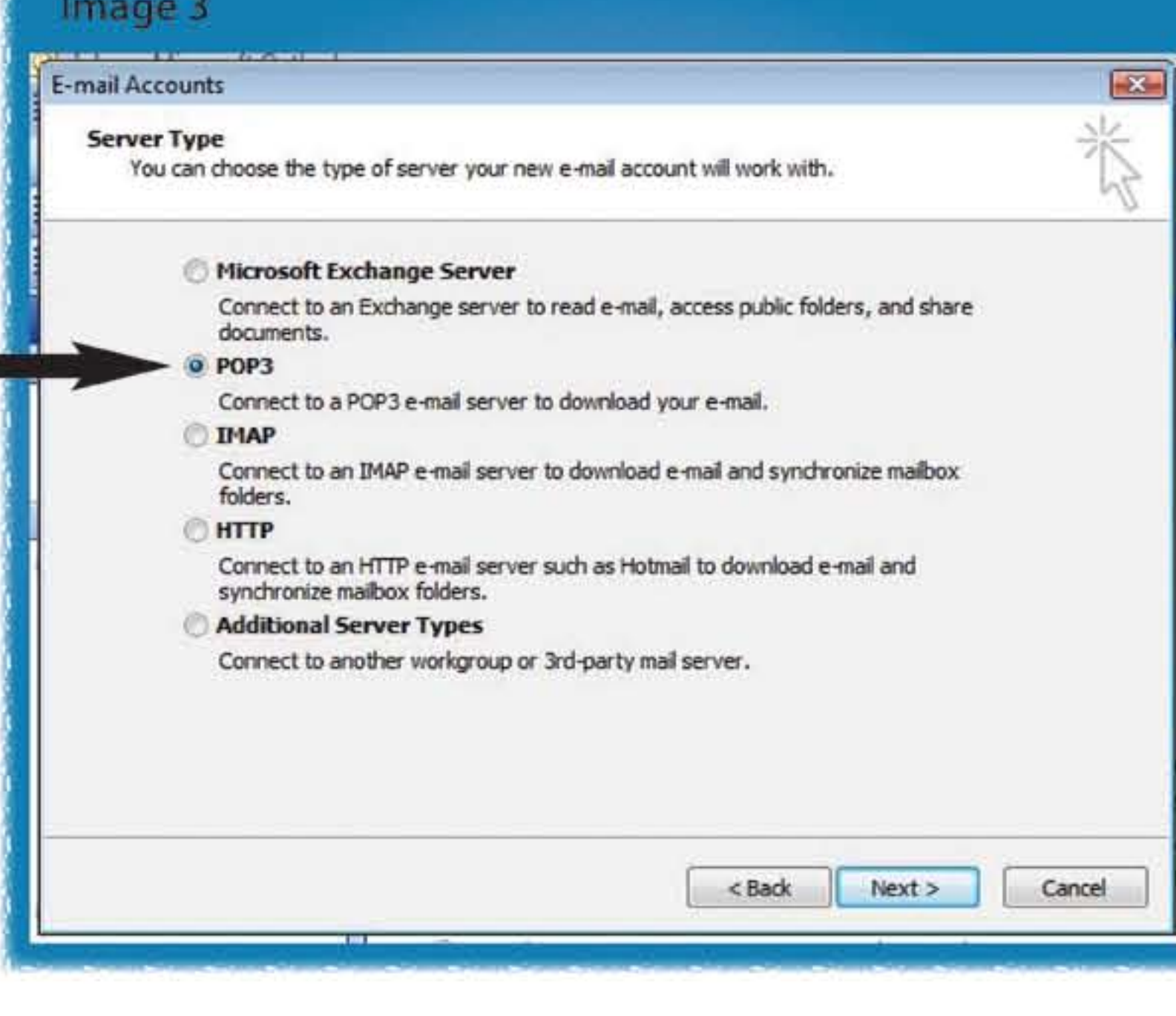
Step 2
Image 2 shows the box that will pop up when selecting the E-mail Accounts option.

Choose as shown here.....
>Add a new e-mail account<

Click Next

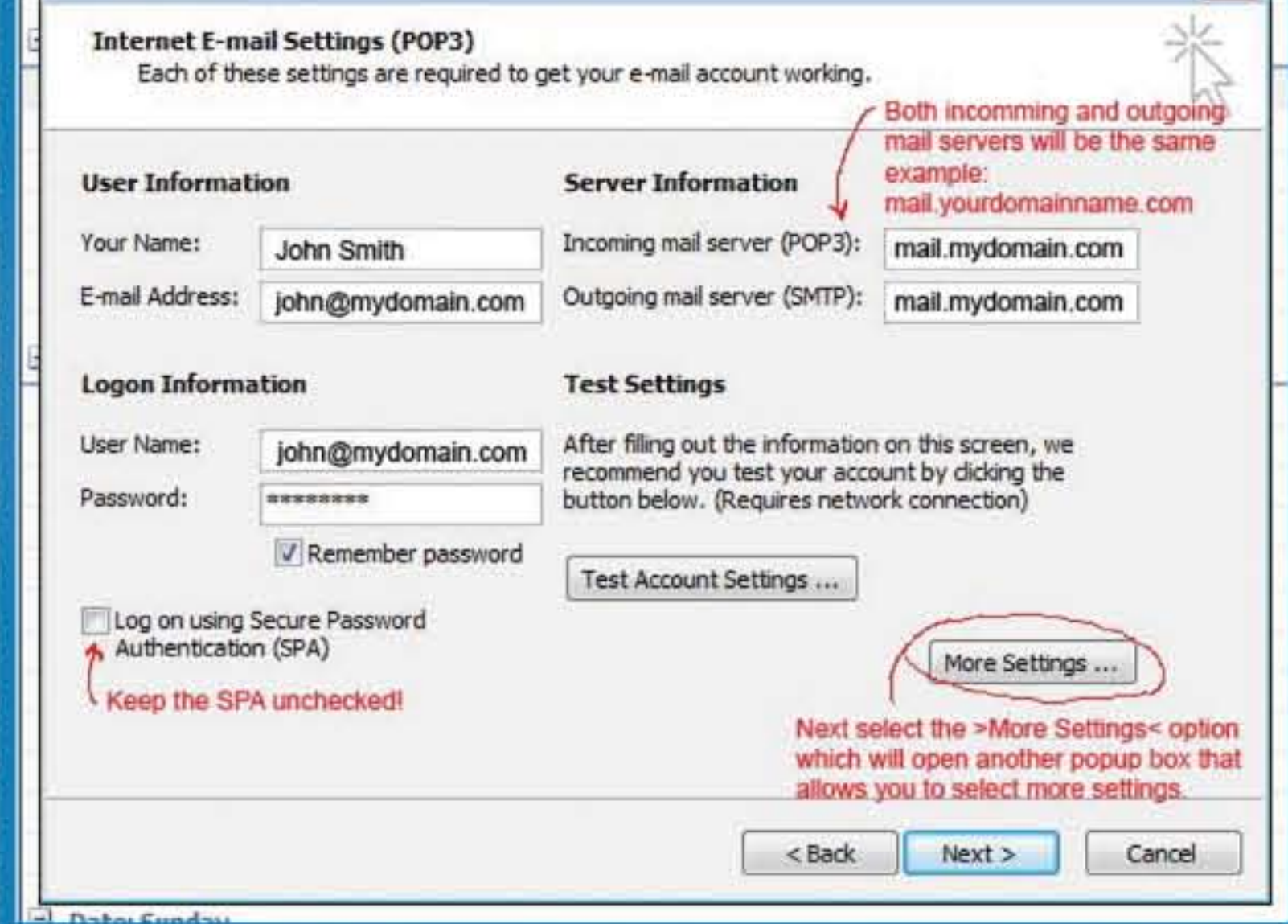
Step 3
Image 3 shows the type of incoming e-mail server connection to choose.
Select the POP3 connection.

Click Next



Step 4
Image 4 shows e-mail setup. Replace your information with what is shown here. Before you select NEXT > make sure to open the More Settings... dialog box.

****Before clicking Next make sure to complete the >More Settings< dialog.**

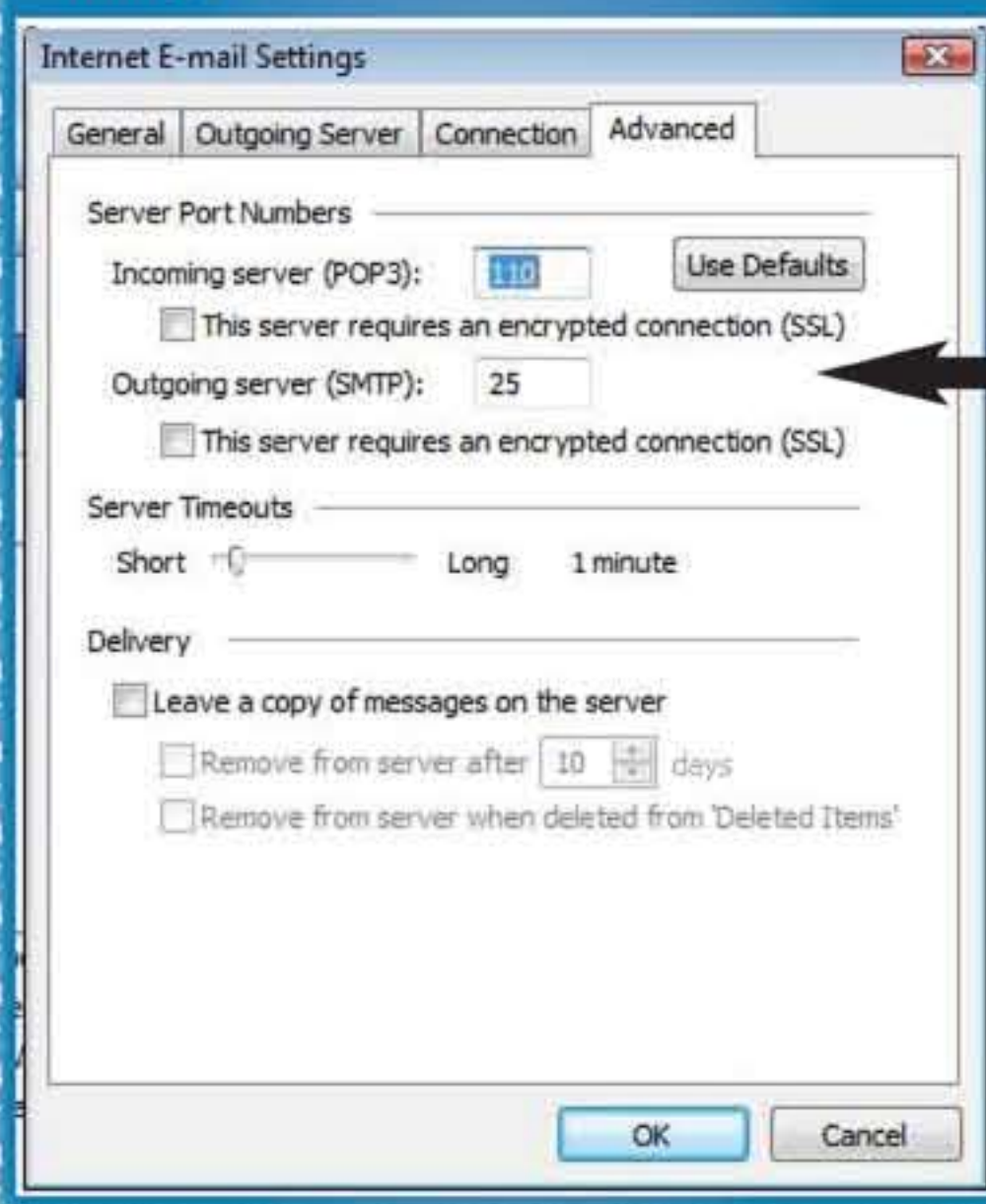
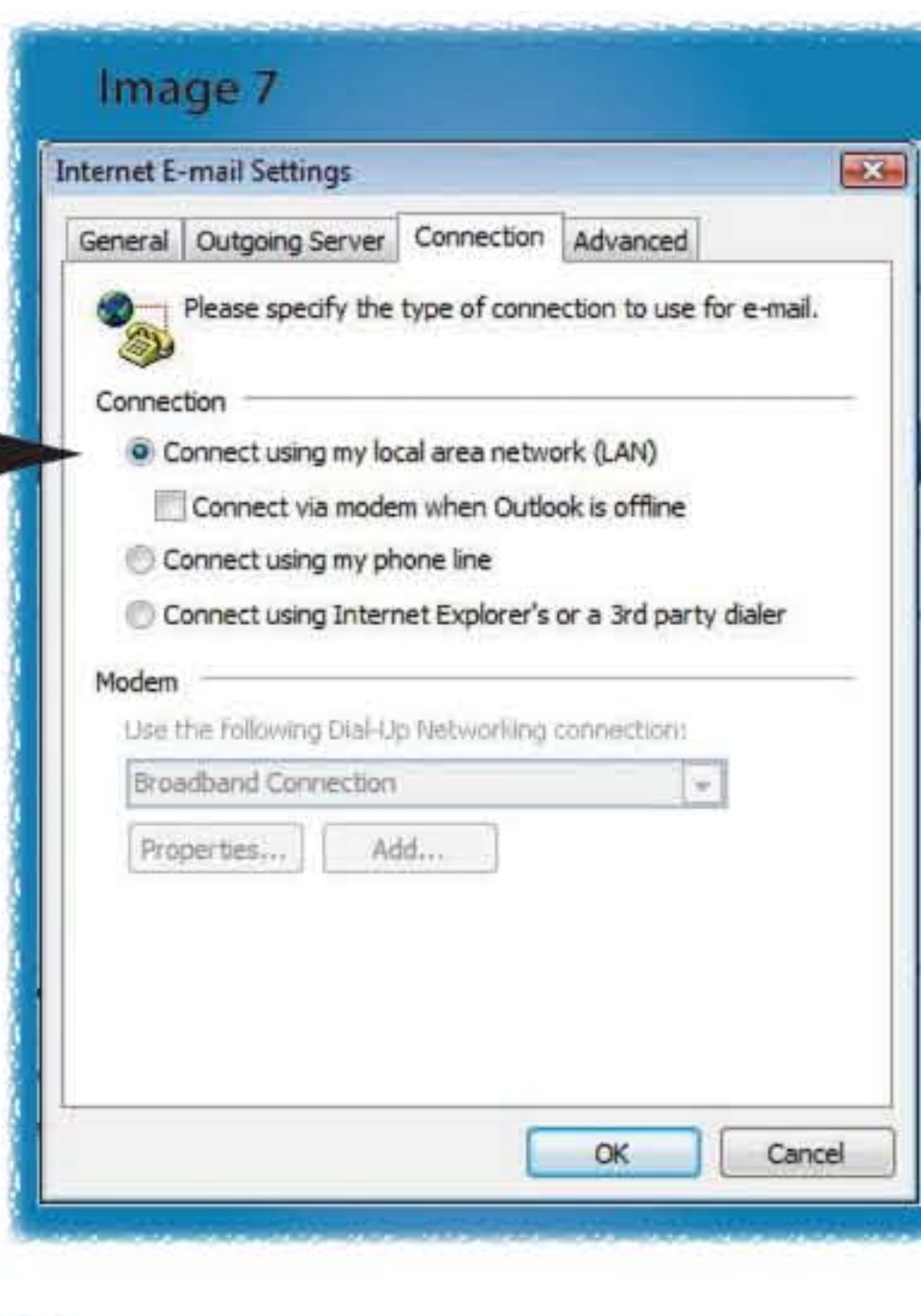


Step 5
Image 5 shows the General Settings. Simply replace the information shown here with your own e-mail address.



Step 6
Image 6 shows the outgoing server settings. Check the box allowing (SMTP) authentication as well as the same setting as incoming mail server.

Step 7
Image 7 shows the local area connection or (LAN). Make sure it is selected.



Step 8
Image 8 shows the server ports, both incoming and outgoing. Make sure your server port numbers are as shown.

When the More Settings dialog is completed make sure to click OK..... then click Next as shown in Image 4

Note: If your services are set up on an in-house exchange server, these settings may not work for you. Please check with your companies IT Department for the correct e-mail setup.