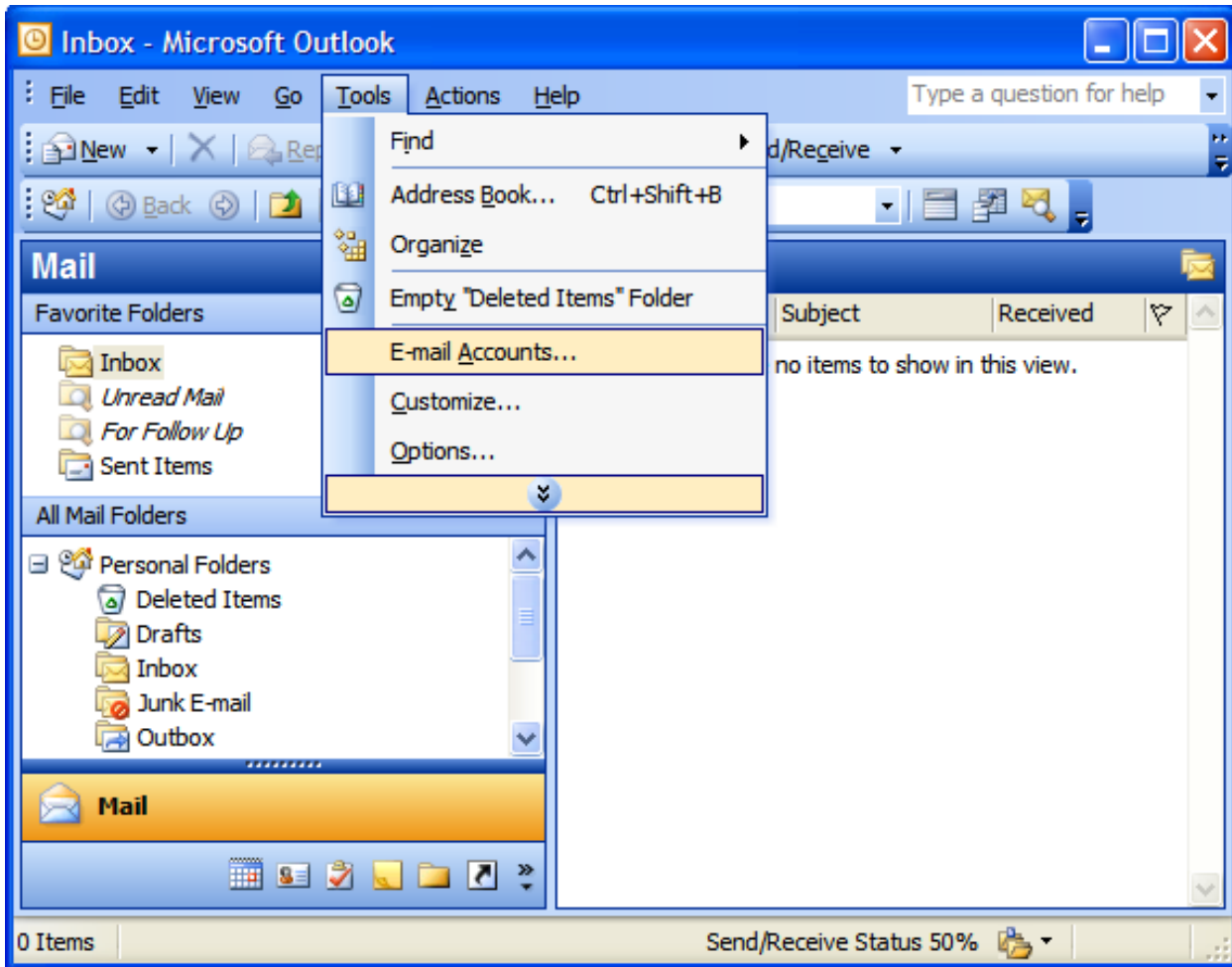
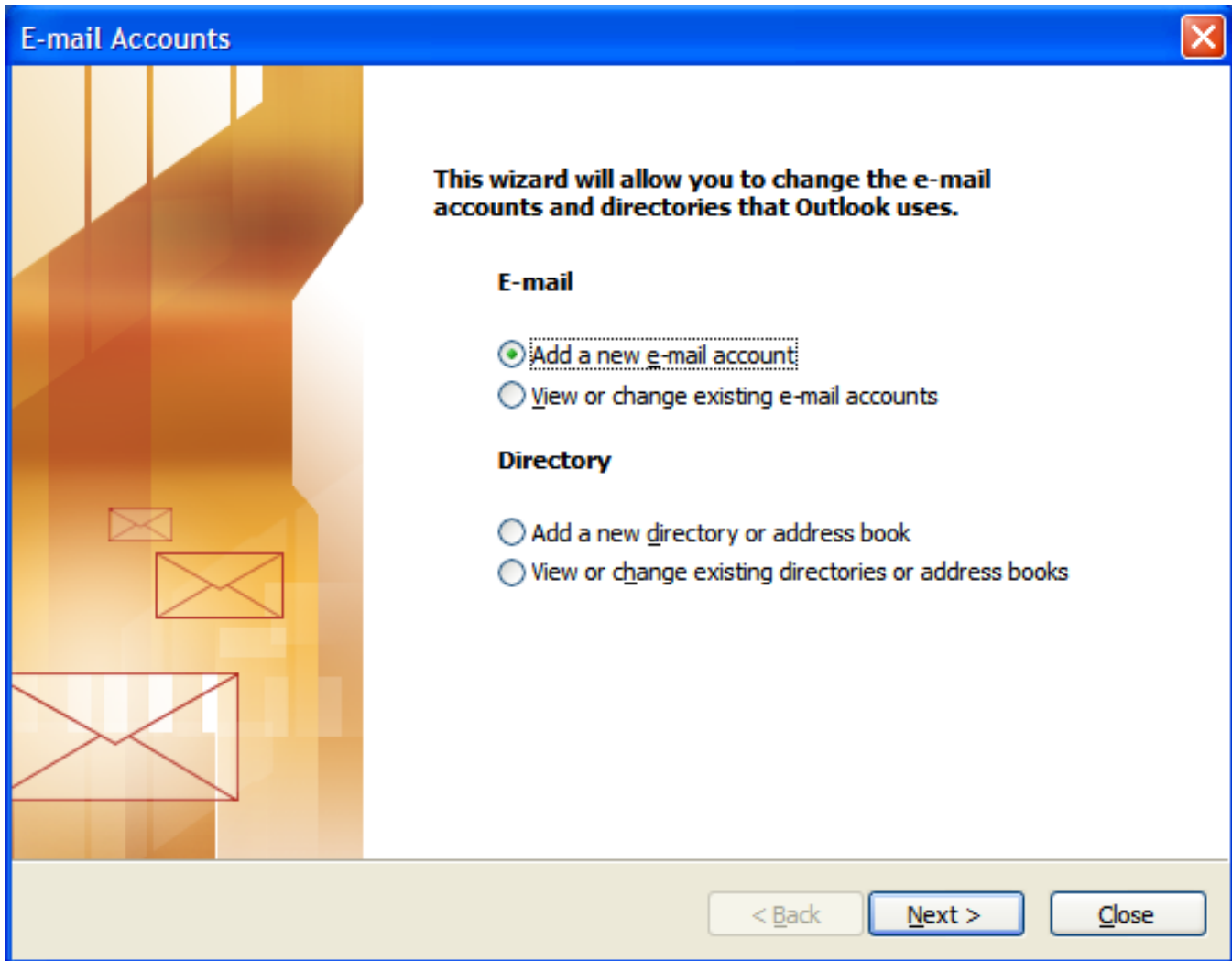


Setting Up a New E-mail in Microsoft Outlook

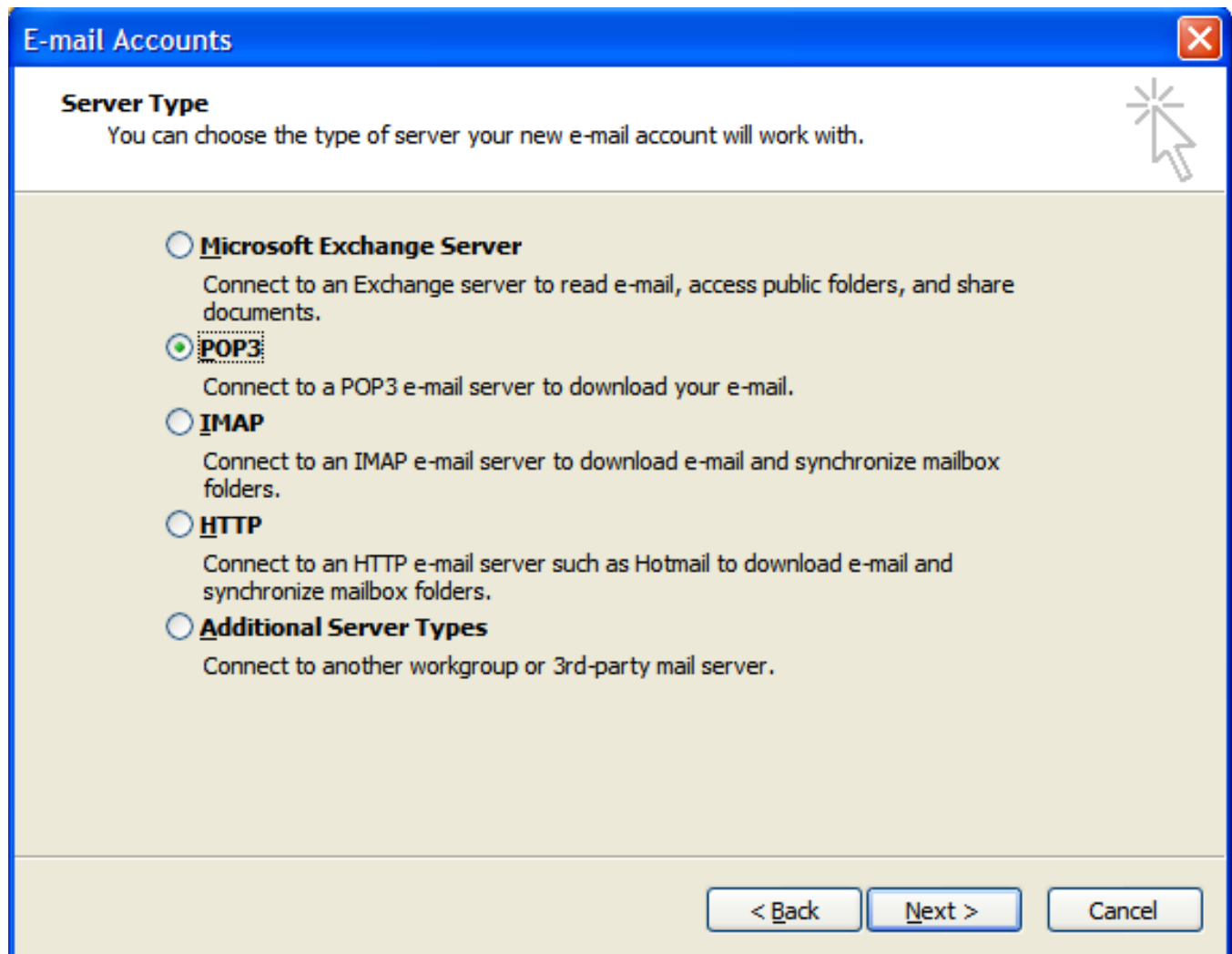
1. Go to the **Start Menu**, **All Programs**, **Microsoft Office** and click on **“Microsoft Outlook”**.
2. Once Outlook has loaded, click **“Tools”** on the top-menu and navigate to **“Email Accounts...”** (on some versions of Outlook this is labeled just **“Accounts”** or something similar.)



3. Select "Add a new email Account" and click "Next >".



4. Select "POP3" and click Next >.



E-mail Accounts [Close]

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

- M**icrosoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- P**OP3
Connect to a POP3 e-mail server to download your e-mail.
- I**MAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- H**TTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- A**dditional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

5. Fill in the information in the boxes as follows:

- Your Name: [Enter your first and last name in this box]
- E-Mail Address: [enter your E-mail address here, for example, jharrison@stantonstreetgroup.com]
- Pop-Server: [mail.domainname.com, for example, mail.stantonstreetgroup.com]
- SMTP-Server: [mail.domainname.com, for example, mail.stantonstreetgroup.com]
- Username: [my.email, for example, jharrison]
- Password: [Enter your password here]

6. Click “More Settings...”

E-mail Accounts [Close]

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

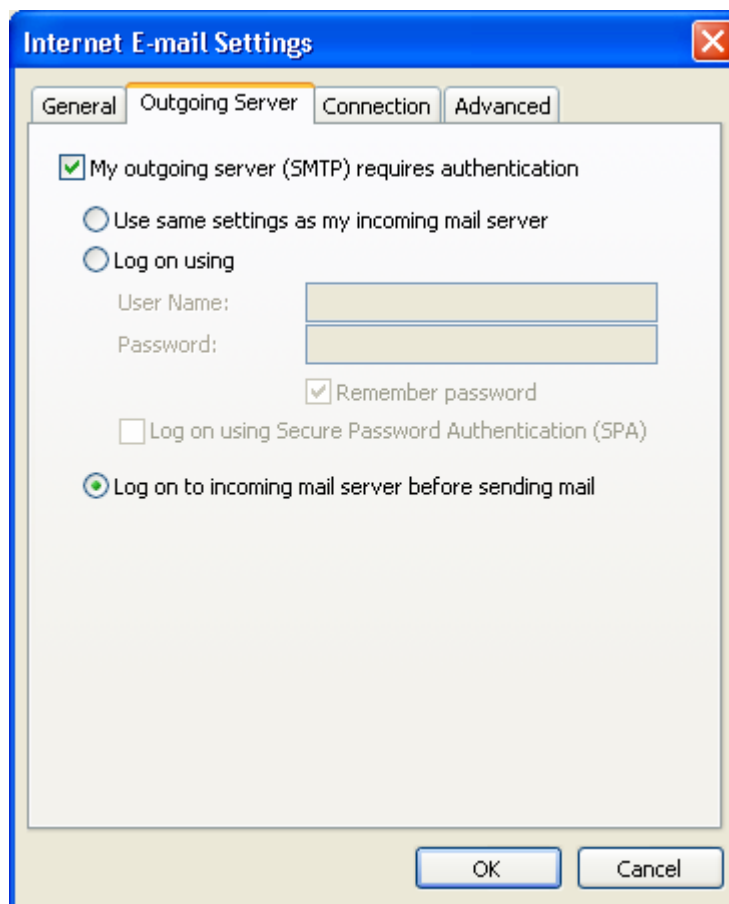
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6a. Under the "General" tab, "Mail Account", enter the server domain name, for example, mail.stantonstreetgroup.com.

The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "General" tab is selected. Under the "Mail Account" section, the text "mail.stantonstreetgroup.com" is entered in the text box. Below this, under "Other User Information", there are two empty text boxes labeled "Organization:" and "Reply E-mail:". At the bottom of the dialog are "OK" and "Cancel" buttons.

6b. Click the "Outgoing Server" tab

- Click the box next to "My outgoing server (SMTP) requires authentication". Make sure there is a check mark in the box.
- Click the circle next to "Log on to incoming mail server before sending mail". Make sure there is a dot in the circle.
- Click "OK"
- Click "Next >"



7. Congratulations! Click "Finish".

