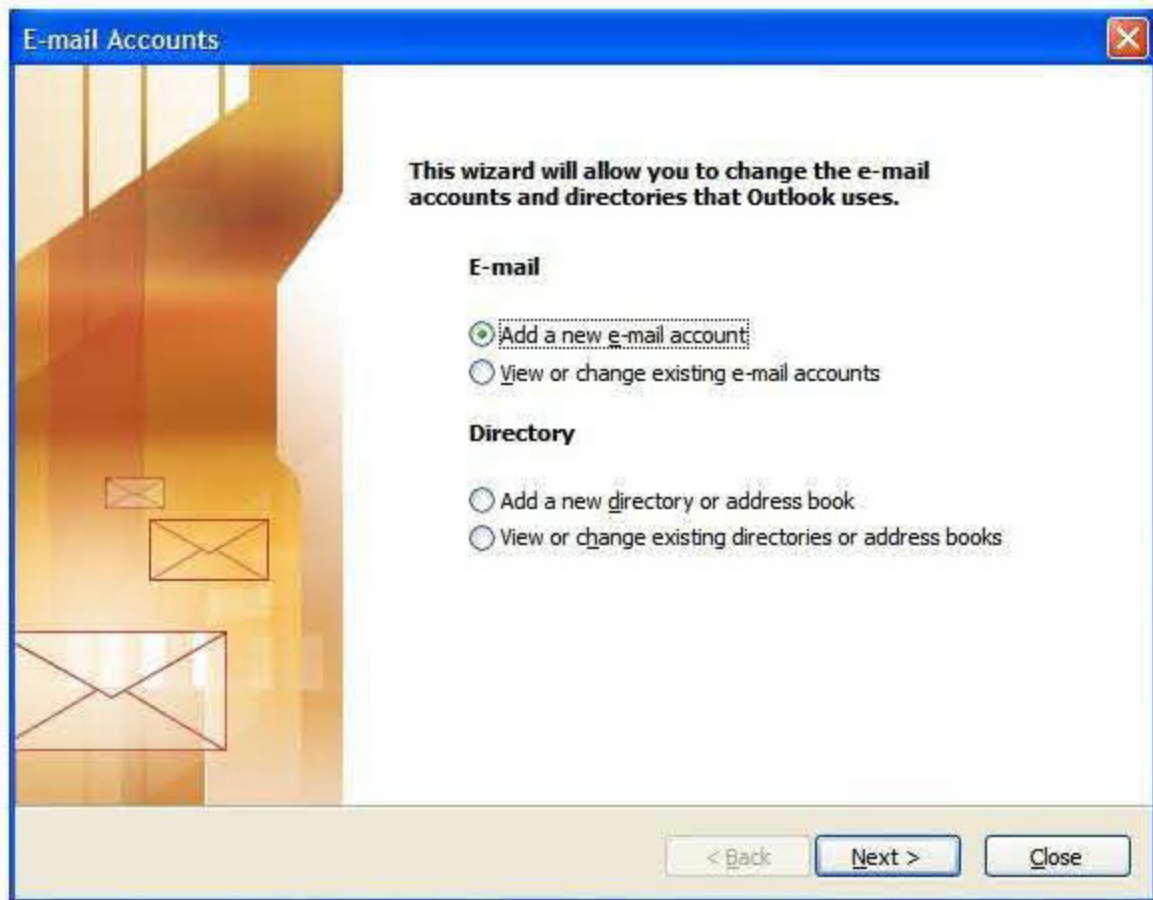## To Set Up Your E-mail Account in Microsoft Outlook
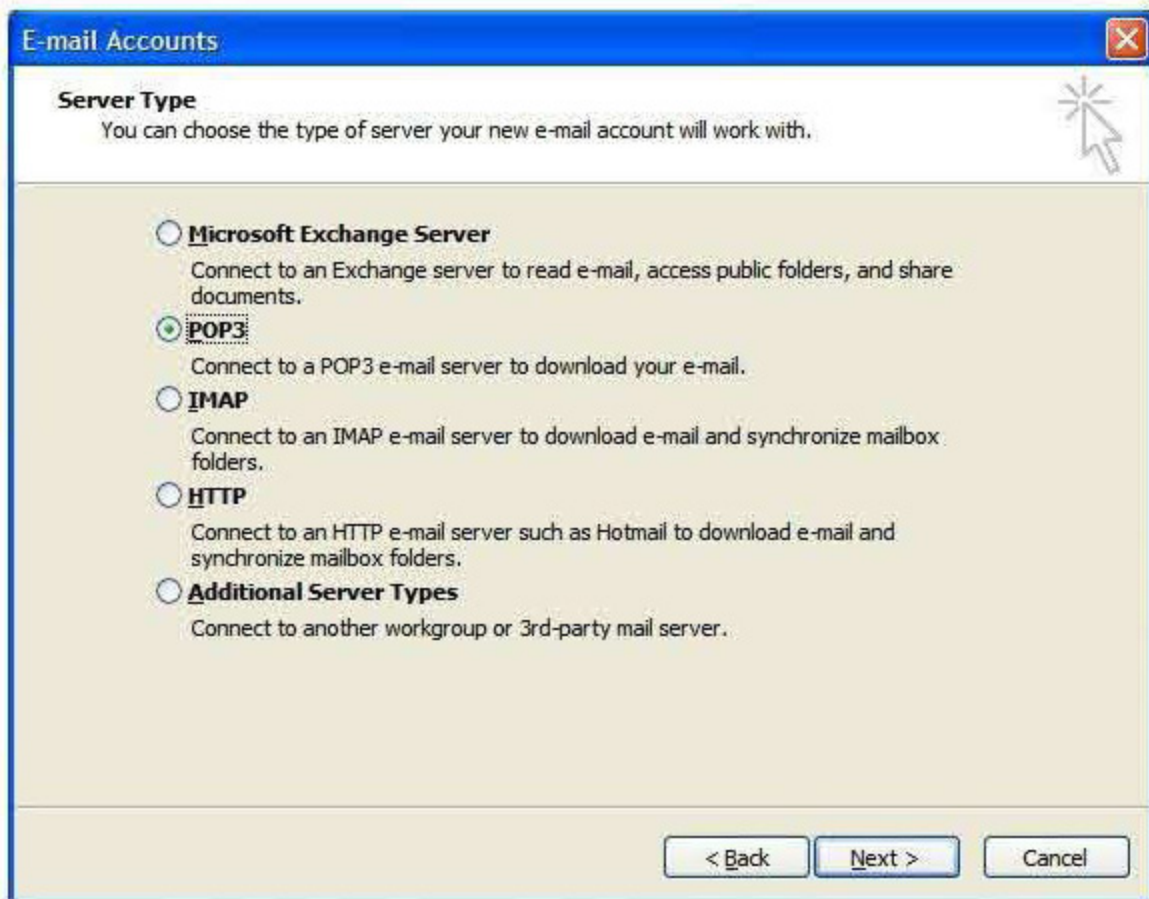
1. In Microsoft Outlook, select Tools > E-mail Accounts.

2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.

E-mail Accounts

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- ⊙ Add a new e-mail account
- ○ View or change existing e-mail accounts

Directory

- ○ Add a new directory or address book
- ○ View or change existing directories or address books

< Back   Next >   Close

3. For your server type, select "POP3" and click Next.

E-mail Accounts

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]

4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name
Enter your first and last name.

E-mail Address
Enter your e-mail address.

User Name
Enter your e-mail address, again.

Password
Enter the password you set up for your e-mail account.

Incoming mail server (POP3)
Enter **aimailbox.com** for your incoming mail server.

Outgoing mail server (SMTP)
Enter **aimailbox.com** for your outgoing mail server.

Click "More Settings."

E-mail Accounts

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

User Information

Your Name: Jane Smith

E-mail Address: your email address

Server Information

Incoming mail server (POP3): aimailbox.com

Outgoing mail server (SMTP): aimailbox.com

Logon Information

User Name: your email address

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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Select "My outgoing server (SMTP) requires authentication."

7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.
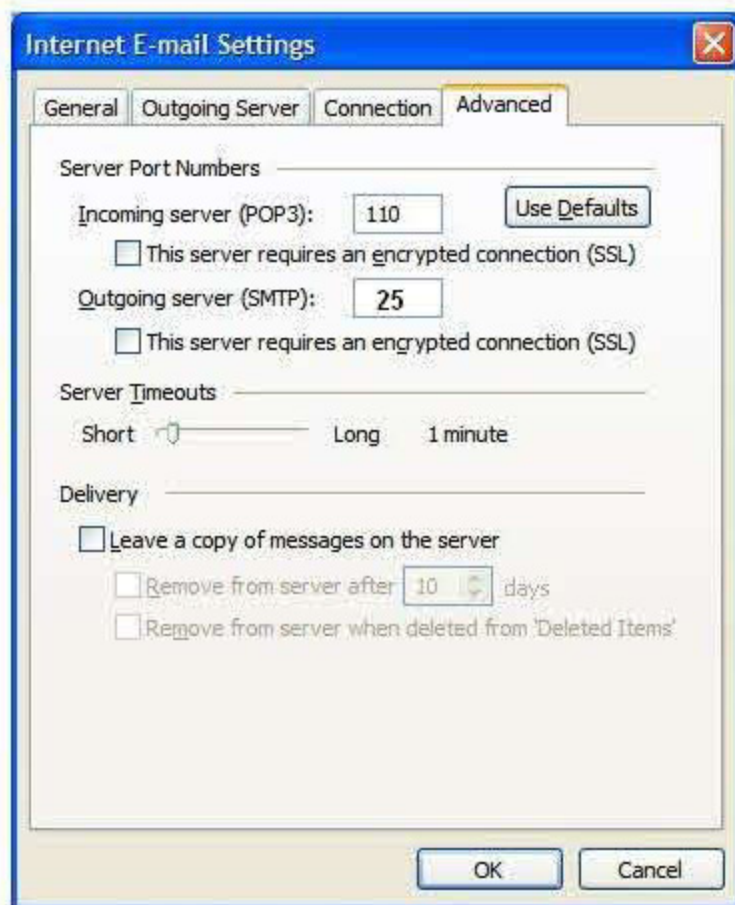
Internet E-mail Settings

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]

8. Select the "Advanced" tab and change the **Incoming POP3 to 110 and the Outgoing SMTP to 25.**

9. Click OK.

Internet E-mail Settings

| General | Outgoing Server | Connection | Advanced |

Server Port Numbers

Incoming server (POP3): `110`   [Use Defaults]

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): `25`

☐ This server requires an encrypted connection (SSL)

Server Timeouts

Short ⌐───────── Long   1 minute

Delivery

☐ Leave a copy of messages on the server

  ☐ Remove from server after `10` days

  ☐ Remove from server when deleted from 'Deleted Items'

[OK]   [Cancel]

10. Click Next.

E-mail Accounts

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

User Information

Your Name: Jane Smith

E-mail Address: your email address

Logon Information

User Name: your email address

Password: ********

☑ Remember password

☐ Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3): aimailbox.com

Outgoing mail server (SMTP): aimailbox.com

Test Settings

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

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

11. Click Finish.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish