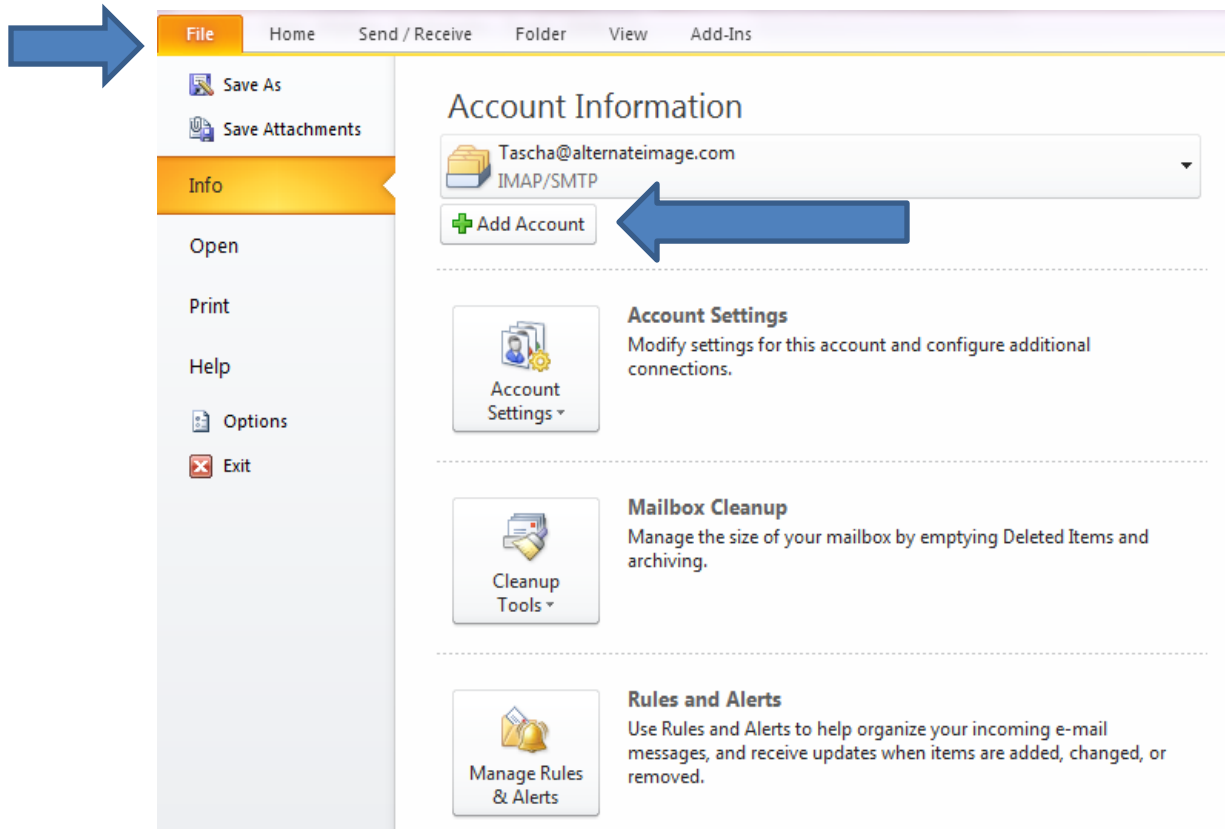


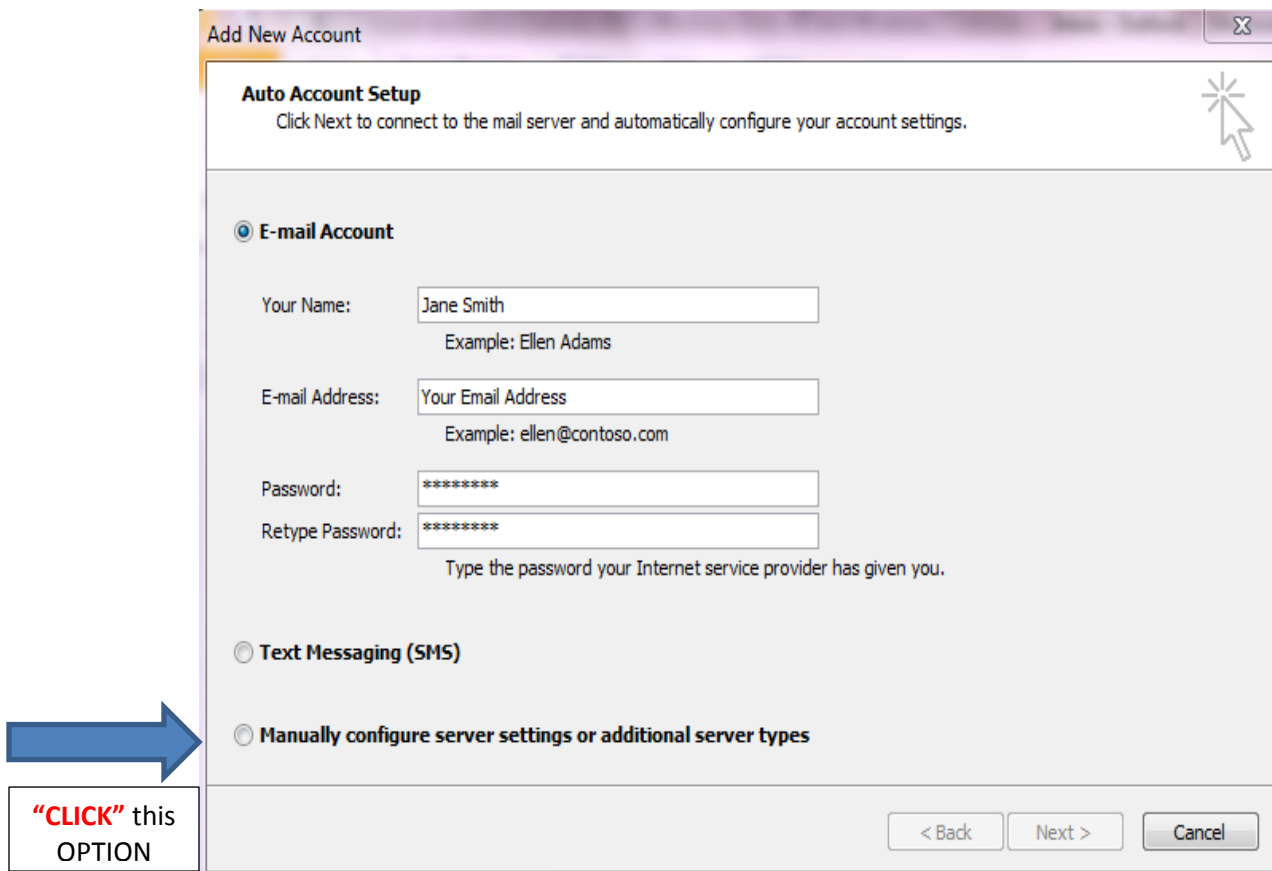


Setting Up Your E-Mail Account in Microsoft Outlook 2010

1.) In Microsoft Outlook, Click on the file tab and then click **+ Add Account**



2.) The following screen will pop up:



The screenshot shows a Windows-style dialog box titled "Add New Account". Inside, there's a section "Auto Account Setup" with the instruction "Click Next to connect to the mail server and automatically configure your account settings." Below this are three radio button options: "E-mail Account" (selected), "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "E-mail Account" section contains four input fields: "Your Name:" (with "Jane Smith" and example "Ellen Adams"), "E-mail Address:" (with "Your Email Address" and example "ellen@contoso.com"), "Password:" (with "*****"), and "Retype Password:" (with "*****"). A note below the password fields says "Type the password your Internet service provider has given you." At the bottom right are buttons "< Back", "Next >", and "Cancel". A blue arrow points from a text box on the left to the "Manually configure server settings or additional server types" option. The text box contains the text: "“CLICK” this OPTION".

“CLICK” this OPTION

Under **“E-Mail Account”**, type in the following information:

Your Name: (This is your display name that people will see)

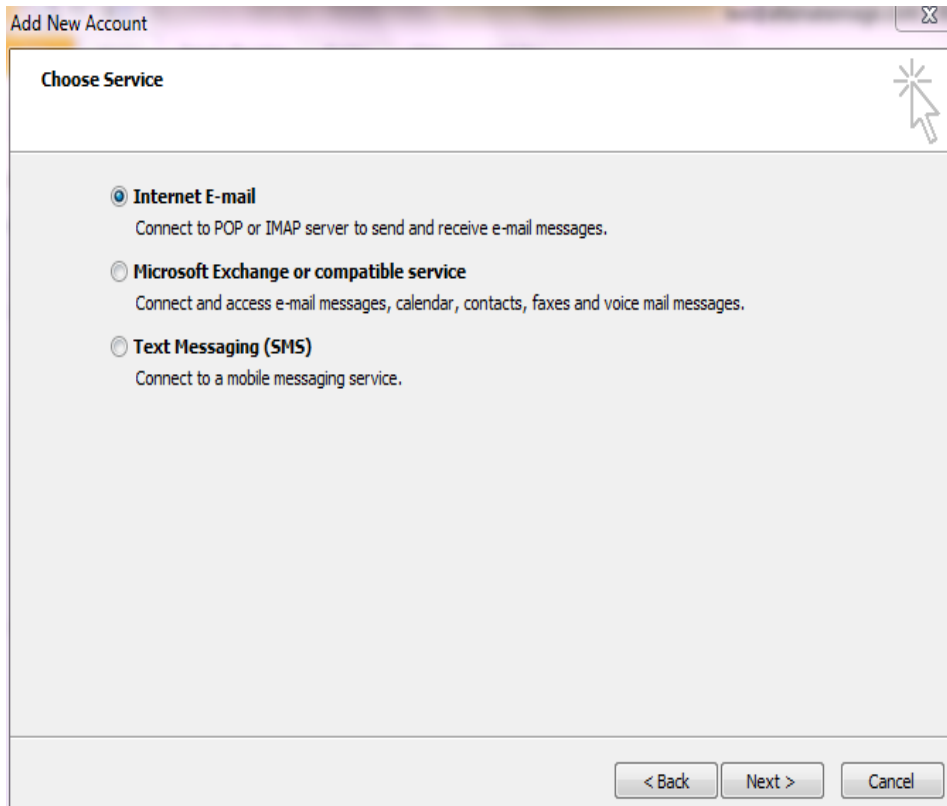
E-mail Address: (Type in your complete email address)

Password: (This is your email password that was given to you at set up)

Retype Password: (This is your email password that was given to you at set up)

Select: “Manually Configure Server Settings” and click NEXT

3.) The following screen will appear:



Select "**Internet E-Mail**" and click **NEXT**

4.) The following screen will appear:

Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account 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 by clicking the Next button

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Type in the following information:

User Information:

Your Name: First and Last name

E-Mail Address: Enter your e-mail address

Server Information:

Account Type: IMAP

Incoming Mail Server: aimailbox.com

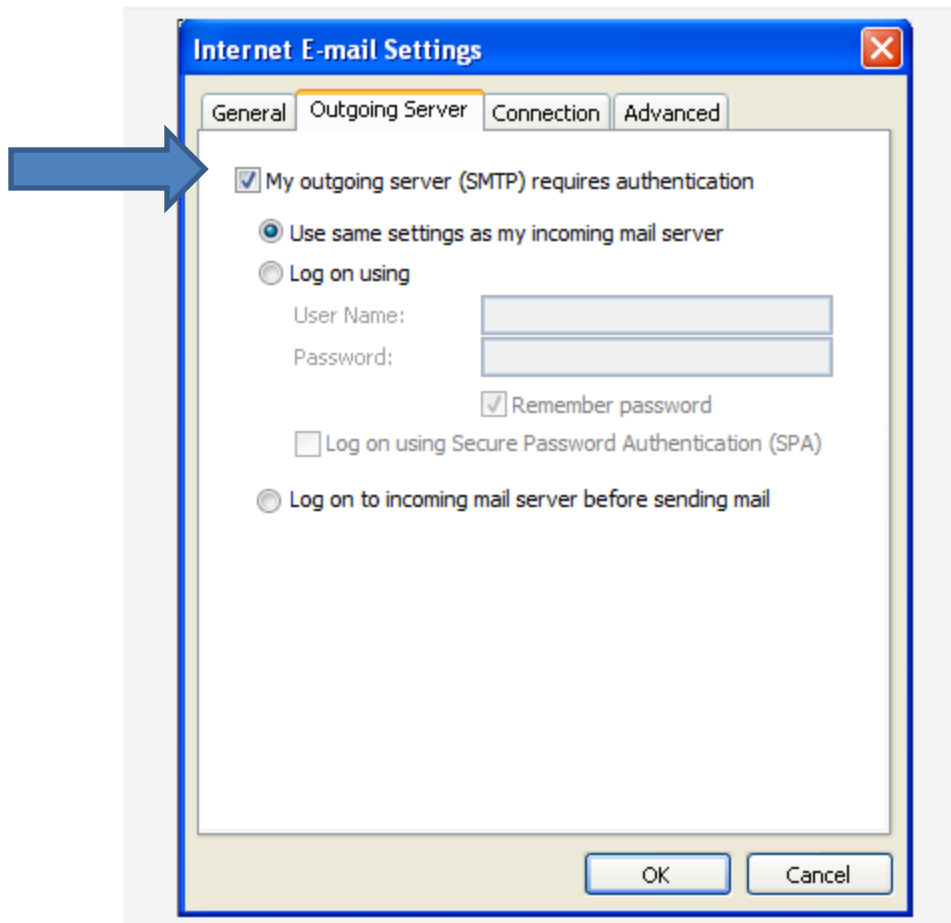
Outgoing Mail Server (SMTP): aimailbox.com

Logon Information:

User Name: Enter your e-mail address, again

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

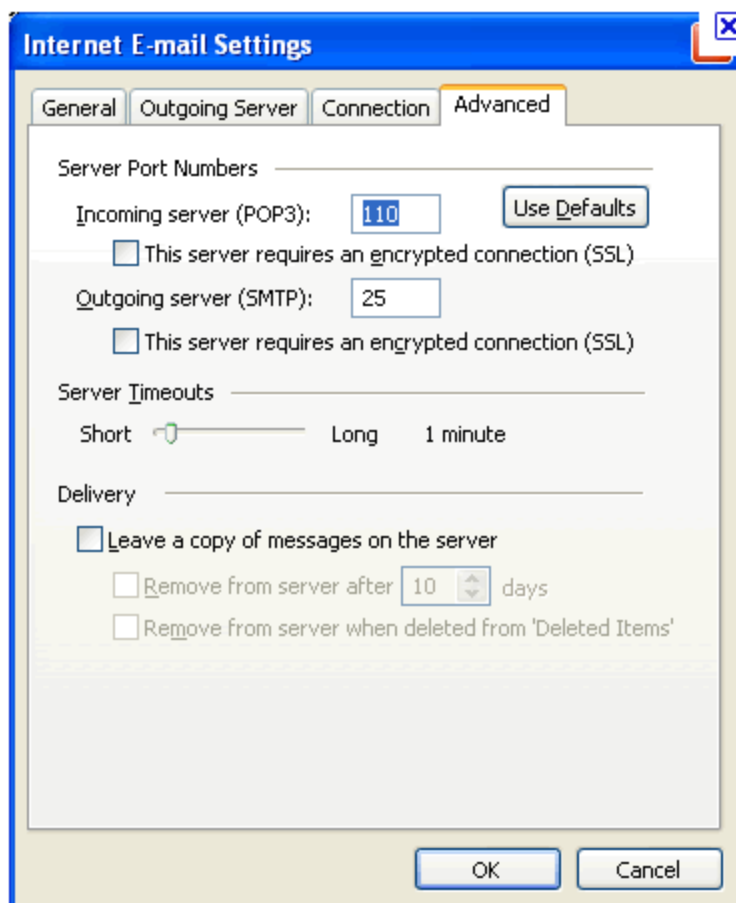
Click “More Settings” (The following box will appear on next page)



On Internet E-Mail Settings window, select the “**Outgoing Server**” tab.

Select “**My outgoing server (SMTP) requires authentication.**”

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.



Select the “**Advanced**” tab and **change** the **Incoming Pop3** to 110 and the **Outgoing SMTP** to 25.

“Click” **OK**.

Add New Account

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

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account 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 by clicking the Next button

Deliver new messages to:
☒ New Outlook Data File
☐ Existing Outlook Data File

You will be brought back to this screen.
Then **“CLICK NEXT”**

5.) This box will appear:

Test Account Settings

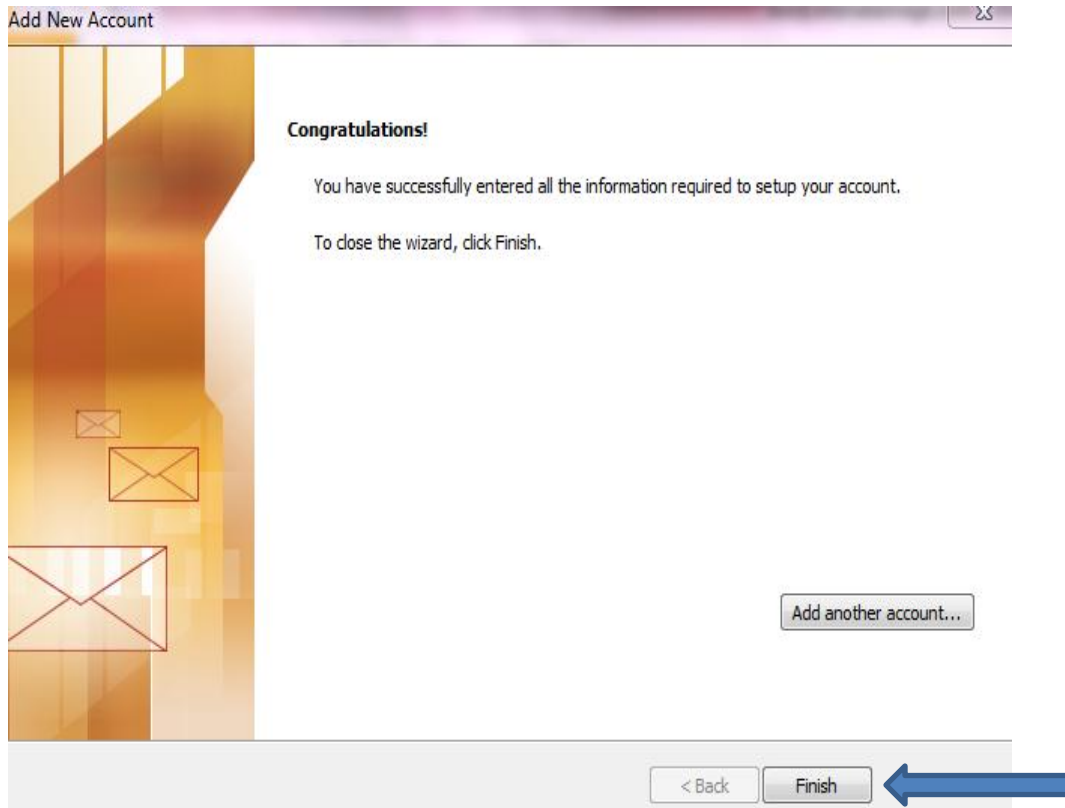
Congratulations! All tests completed successfully. Click Close to continue.

Tasks **Errors**

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Once it shows **CHECK MARKS** and **COMPLETED** in STATUS click **CLOSE**

6.) Last screen to appear:



CONGRATULATIONS – Click **FINISH** and you are DONE with SET UP!

ATTENTION: Some systems will require you to reboot your computer in order for the settings to save.