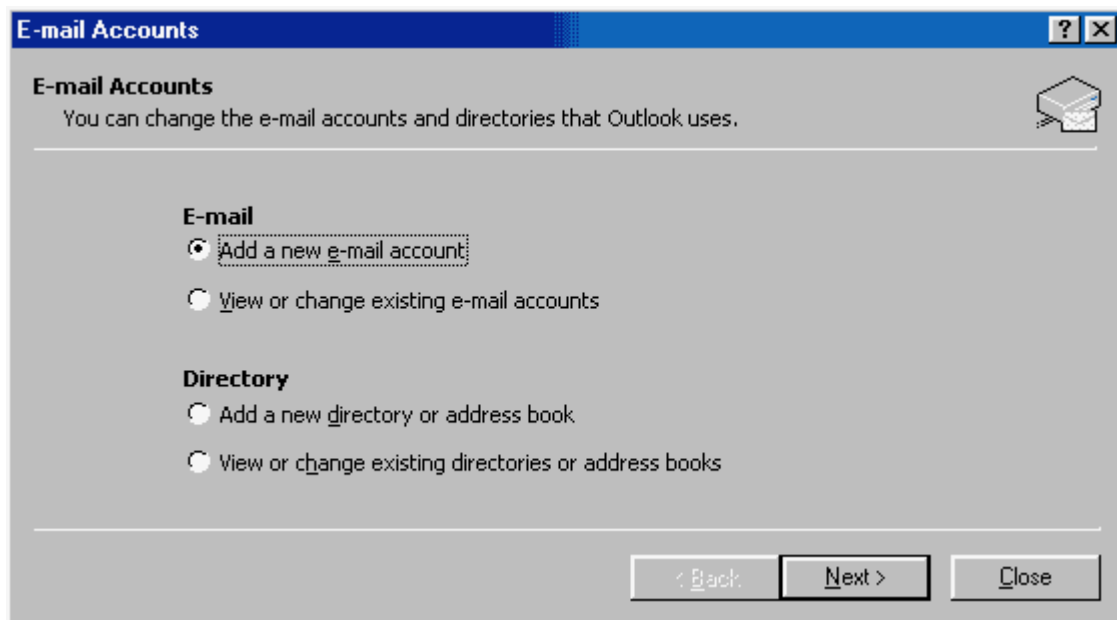
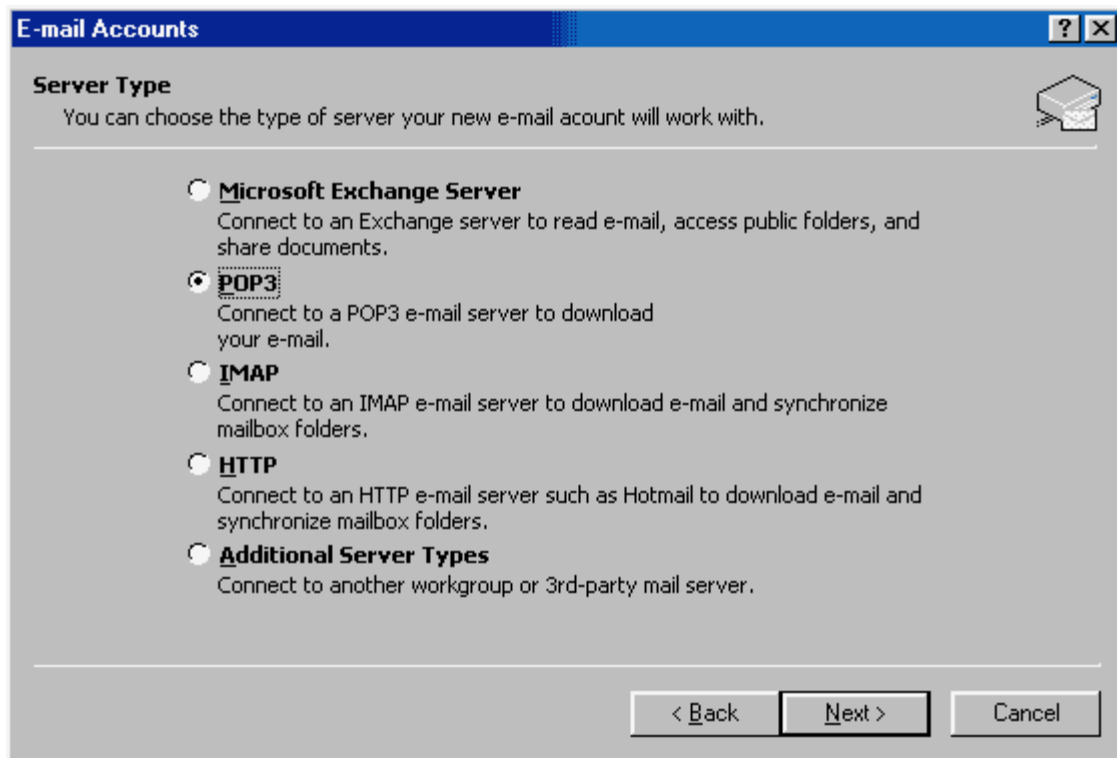


Configuring Microsoft Outlook® XP Access

1. Launch Outlook XP
2. Select Tools -> E-mail Accounts
3. Select Add a new e-mail account
4. Click Next



5. Select POP3 as the Server Type and click Next.



6. The E-mail accounts window appears. Type your full name beside Your Name
7. Type your full new E-mail address beside E-mail Address (mailboxname@domainname.com)
8. Type your full new E-mail address beside User Name (mailboxname@domainname.com)
9. Type your account password in the Password field
10. Input the POP3 server (mail.domainname.com) into the Incoming mail server field
11. Input the SMTP server (mail.domainname.com) into the Outgoing mail server field

**E-mail Accounts** [?] [X]

**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

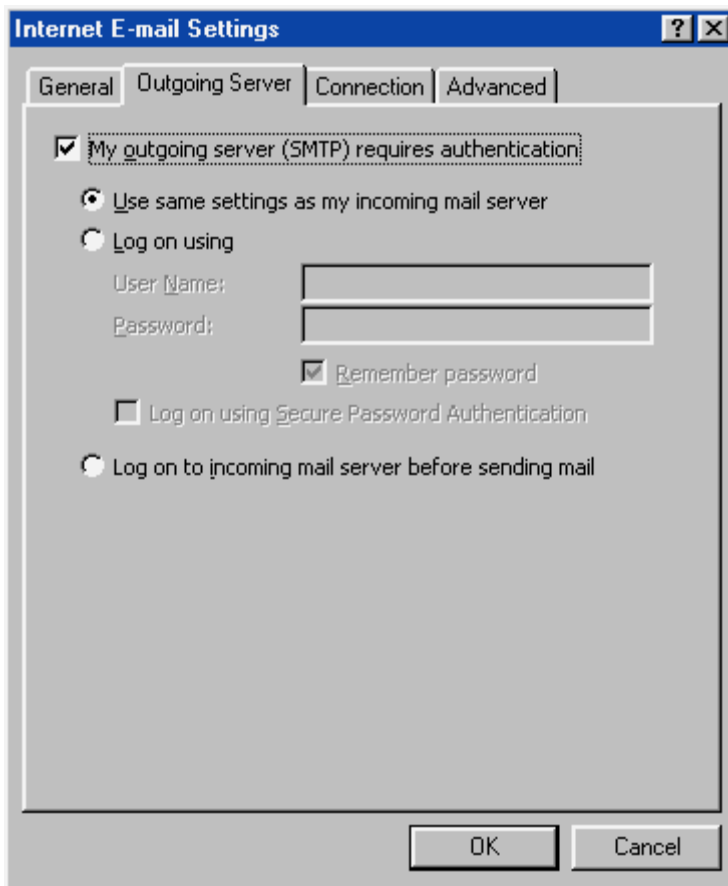
Log on using Secure Password Authentication (SPA)

**Test Settings**

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

12. Click on More Settings

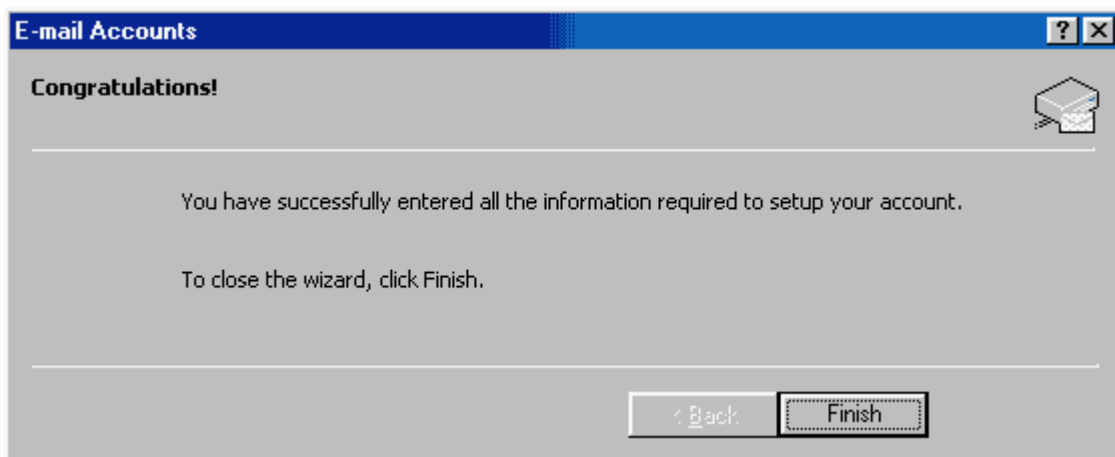
13. Click on the Outgoing Server tab



14. Check the box beside My server requires authentication

15. Select Use same settings as my incoming mail server and then click OK and you will return to the E-mail Accounts screen

16. Click Next.



17. Click Finish to exit the Internet Accounts window and your E-mail setup is complete.