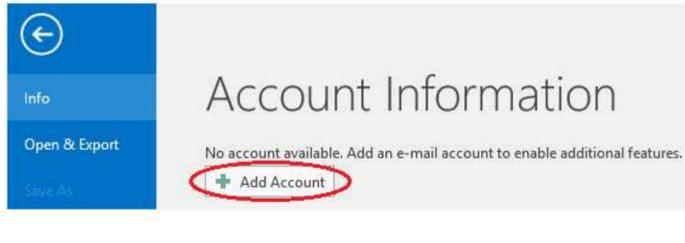


OUTLOOK 2006 EMAIL SETUP USING POP MAIL

1. Start the Microsoft Outlook program.

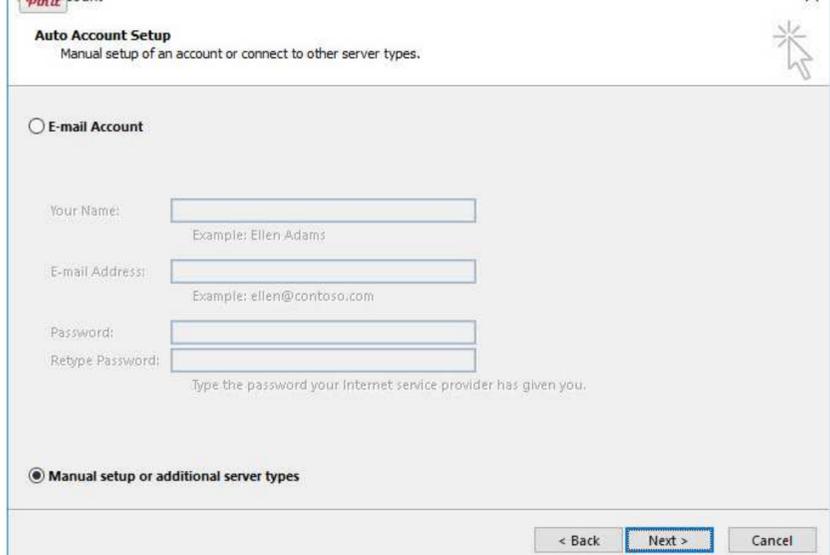
Use the Start menu to start Outlook 2006. If you've never used Outlook before, it will prompt you to create a new account. In that case, skip ahead to step 2.

If you've previously used Outlook and it doesn't prompt you, click the **File** tab, then the **Add Account** button:



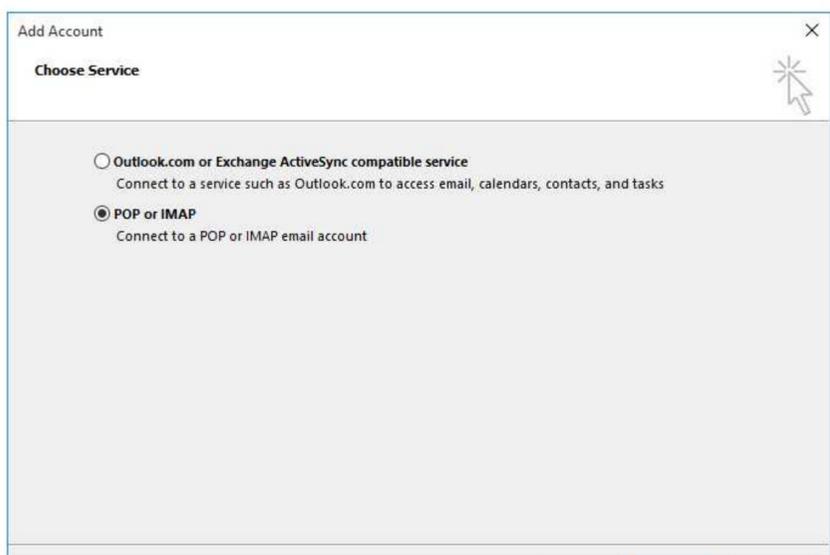
2. The "Auto Account Setup" window appears.

When this window appears, leave the spaces empty, choose the **Manual setup or additional server types** option, then click **Next**.



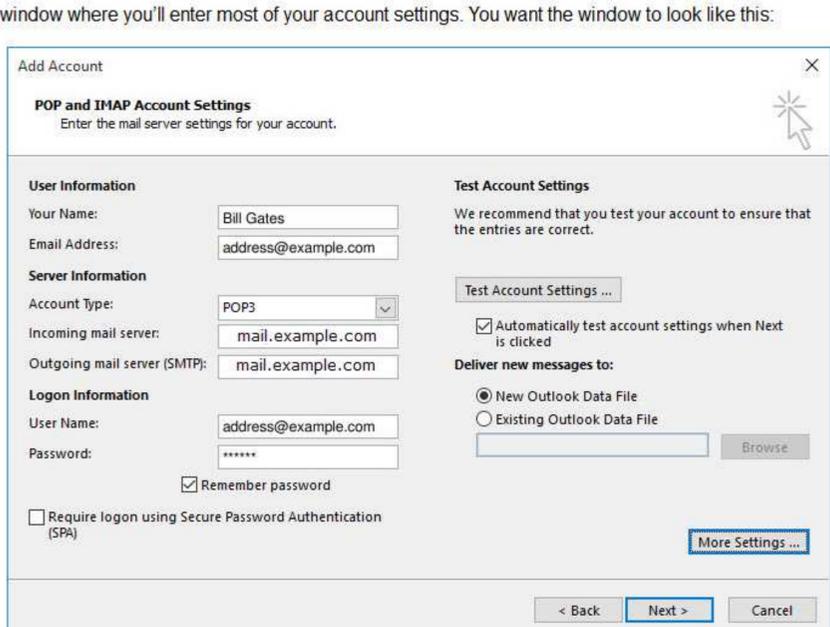
3. The "Choose Service" window appears.

Choose **POP or IMAP**, then click **Next**.



4. The "POP and IMAP Account Settings" window appears.

This is the window where you'll enter most of your account settings. You want the window to look like this:



- "Your Name" is the name that other people will see when you send them e-mail. It should usually be your real name, such as **Bill Gates** or **Joan of Arc**.
- Enter your "Email Address". The address must be the e-mail address of the mailbox you created in your account management control panel.
- For "Account Type", choose **POP3**.
- Enter **mail.example.com** for both the "Incoming mail server" and "Outgoing mail server (SMTP)".
- Enter your e-mail address again as the "User Name". (The user name must be all lowercase).
- Type [your e-mail password](#) into the "Password" box.
- Make sure that "Require logon using Secure Password Authentication (SPA)" is **not** checked.
- Do **not** click "Test Account Settings" or "Next" yet; they will not work until you complete the next steps.

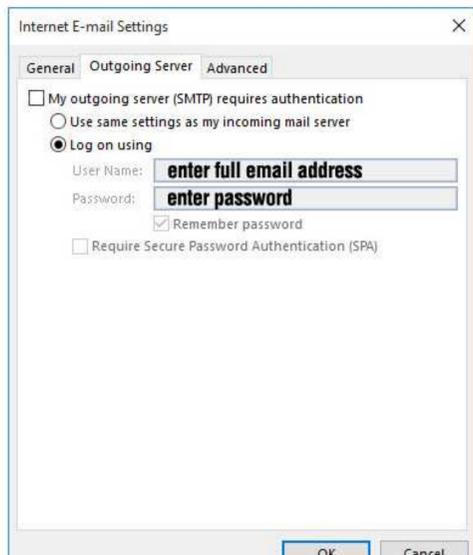
ONLY IF CONNECTION FAILS.... PLEASE MAKE THE FOLLOWING CHANGES:

5. View "More Settings".

Click the **More Settings** button. A new "Internet E-mail Settings" window appears.

6. Choose the "Outgoing Server" tab.

In the "Outgoing Server" tab, check **My outgoing server (SMTP) requires authentication** and make sure **Log on using** is selected. Then, enter your full email address and password.

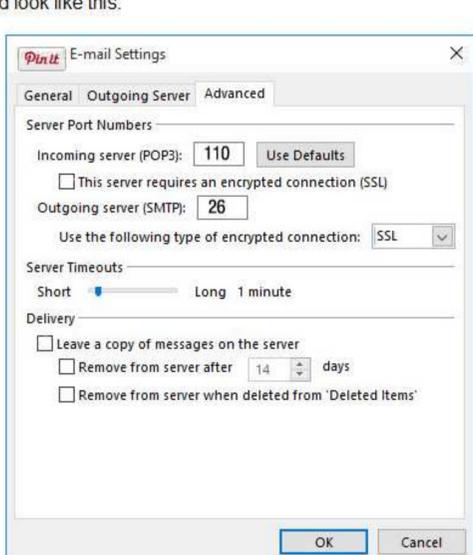


7. Choose the "Advanced" tab.

Click the "Advanced" tab, then:

- Change the "Outgoing server (SMTP)" port number from "25" to **26**.

Those parts of the window should look like this:

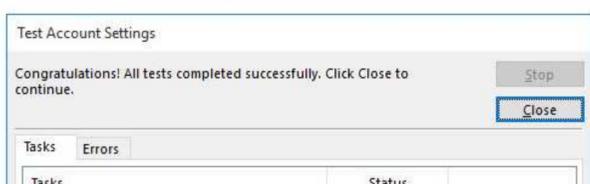


8. Close the "Internet E-mail Settings" window.

Click **OK** to close the "Internet E-mail Settings" window. The "Add New Account" window will still be visible.

9. Test the settings.

Click **Next**. Outlook should tell you that "all tests completed successfully":



If Outlook tells you a test failed, double-check to be sure you've entered the settings correctly.

10. Finish the wizard.

If the "Test Account Settings" window is still open, click **Close** to continue.

Click **Finish** to finish the wizard.

Outlook setup is complete

You're finished! Try sending yourself a test e-mail message to make sure it works.