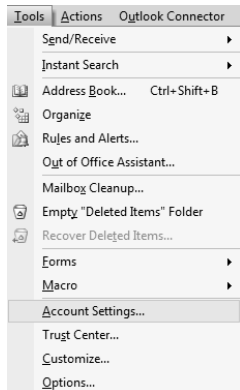
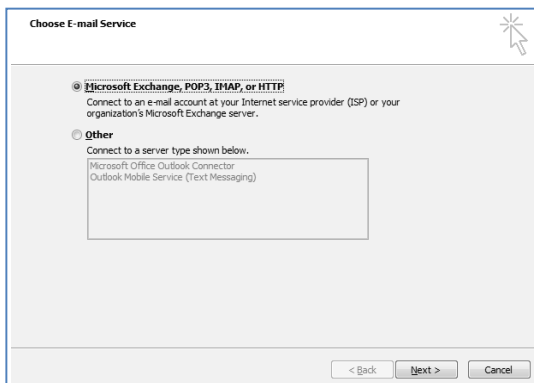


Setting up your email client: Outlook SMTP/POP

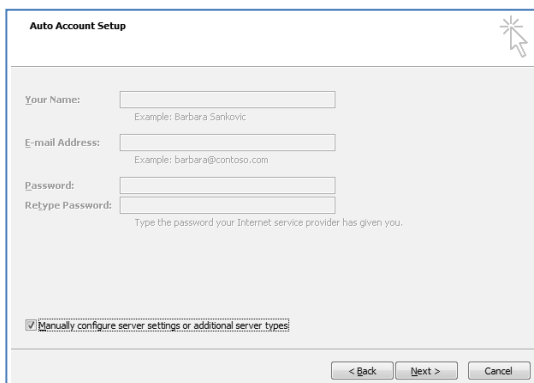
1. Run Outlook
2. On the menu click on *Tools; Account Settings*



3. In the dialog that comes up select the *Email tab* and click on *New*
4. Select *Microsoft, Exchange, POP3, IMAP or HTTP* and click on *Next*

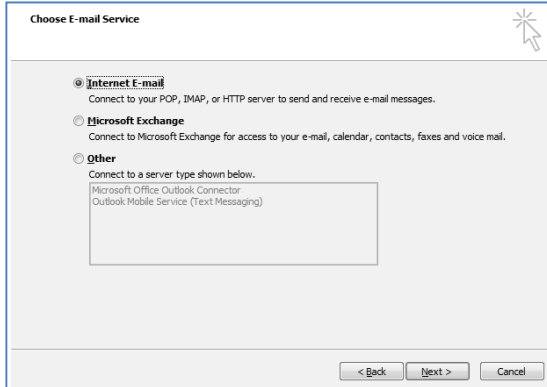


5. Select **manually** configure your mail server and click on Next.



Setting up your email client: Outlook SMTP/POP

6. Select *Internet E-mail* and click on *Next*



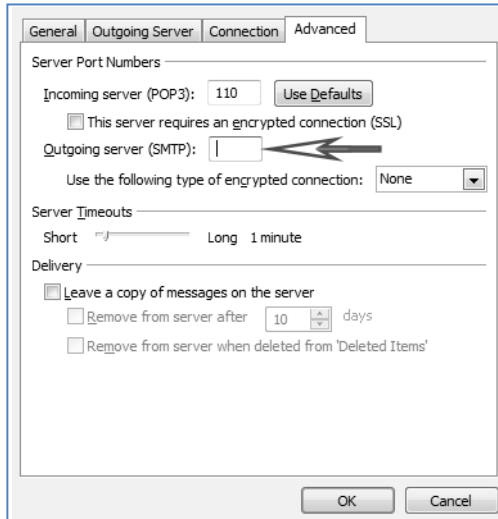
7. Using this image as an example fill out the requested information, Substituting the user name for "user" and your domain name for "yoursitename.com"

and click on *More Settings*.

8. On the *General* Tab verify your information.
9. Select the *Outgoing Server* Tab and check *My outgoing server (SMTP) requires authentication*.

Setting up your email client: Outlook SMTP/POP

10. Select the Advanced Tab. For outgoing SMTP server use 25 or if your ISP blocks outgoing email use 587.



11. Click on OK.
12. Click on Next
13. Click on Finish
14. Click on Close
15. Test sending and receiving email using this account.