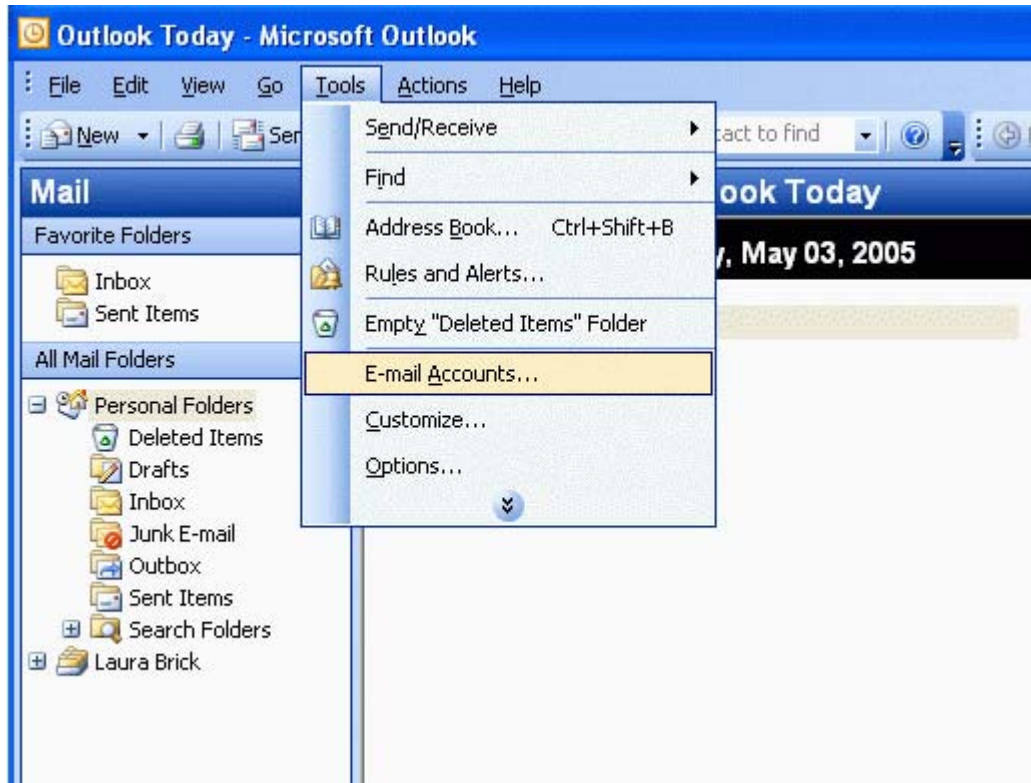


Outlook Email Configuration Settings – POP

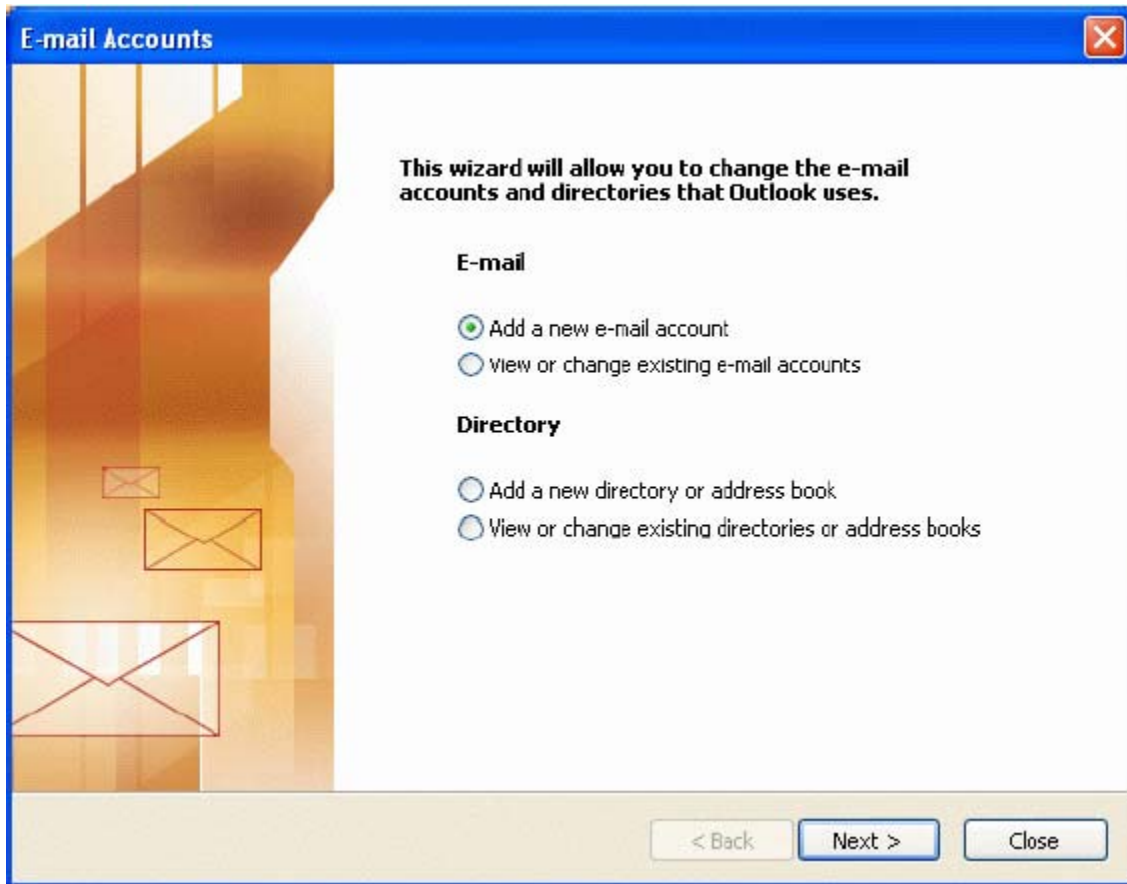
Step 1

– Open Outlook and click the Tools menu in the top tool bar. From the drop down menu, select E-mail Accounts...



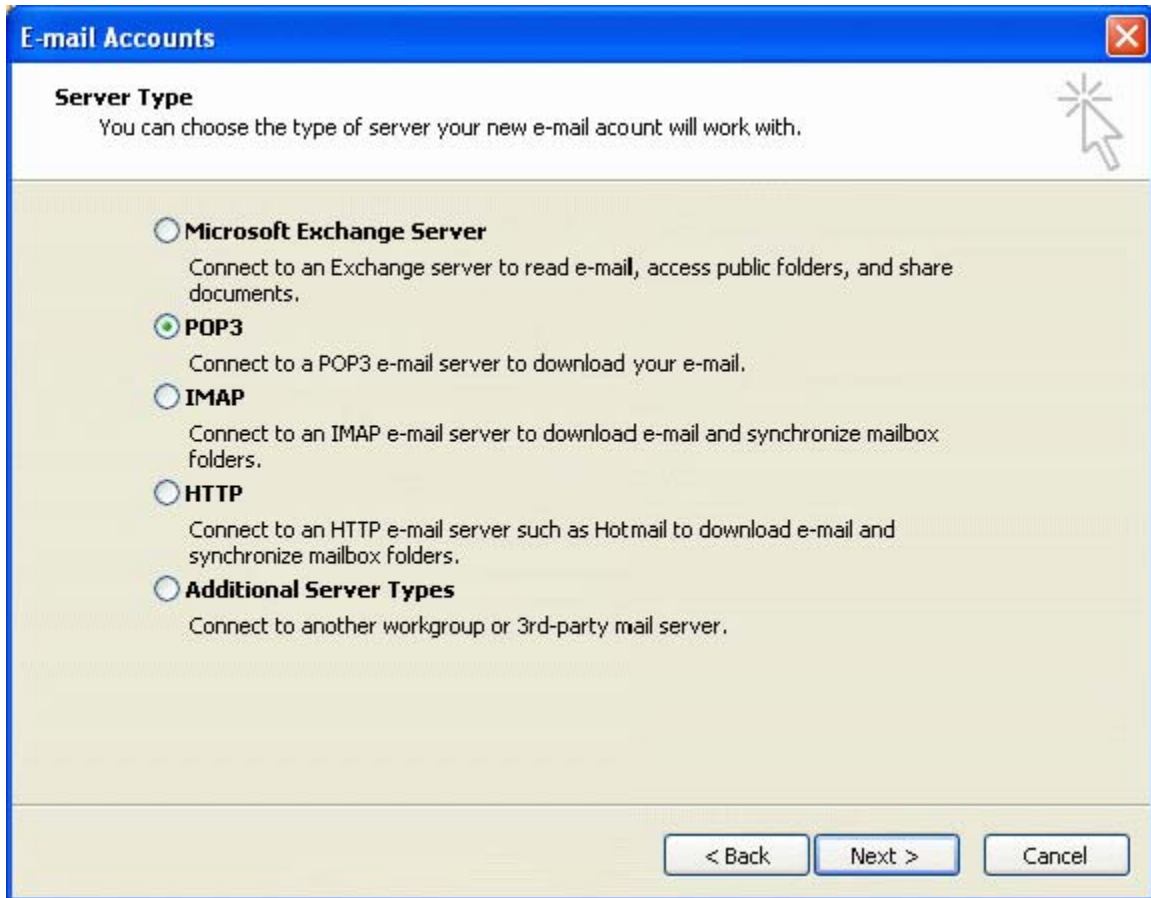
Step 2

- Select 'Add a new email account' and click Next.



Step 3

– Select POP3 and click Next.



E-mail Accounts [Close]

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

Step 4:

- Under the User Information section: type in your name and full email address.
- Then under the Logon Information: type in your full email address and your password.
- Then enter the Server Information: type **mail1.globalrelay.com** in BOTH the Incoming and Outgoing mail server text boxes.

Note: You may check the Remember password box if you do not wish to re-enter your password every time you log into your email in Outlook.

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:

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)

Step 5

- In the same screen, select the 'More Settings...' button.

E-mail Accounts [Close]

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

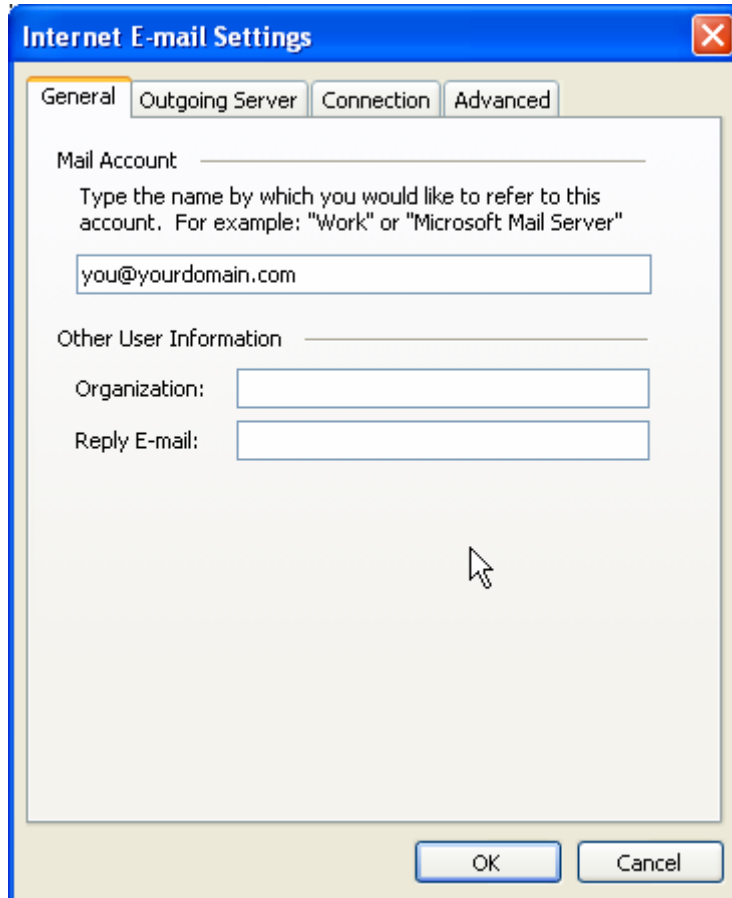
Log on using Secure Password Authentication (SPA)

Test Settings

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

Step 6

– Click the General tab and enter a name for your Mail Account. It will be the name that is displayed when you look at a list of all email accounts that are accessible by Outlook (on your computer only).



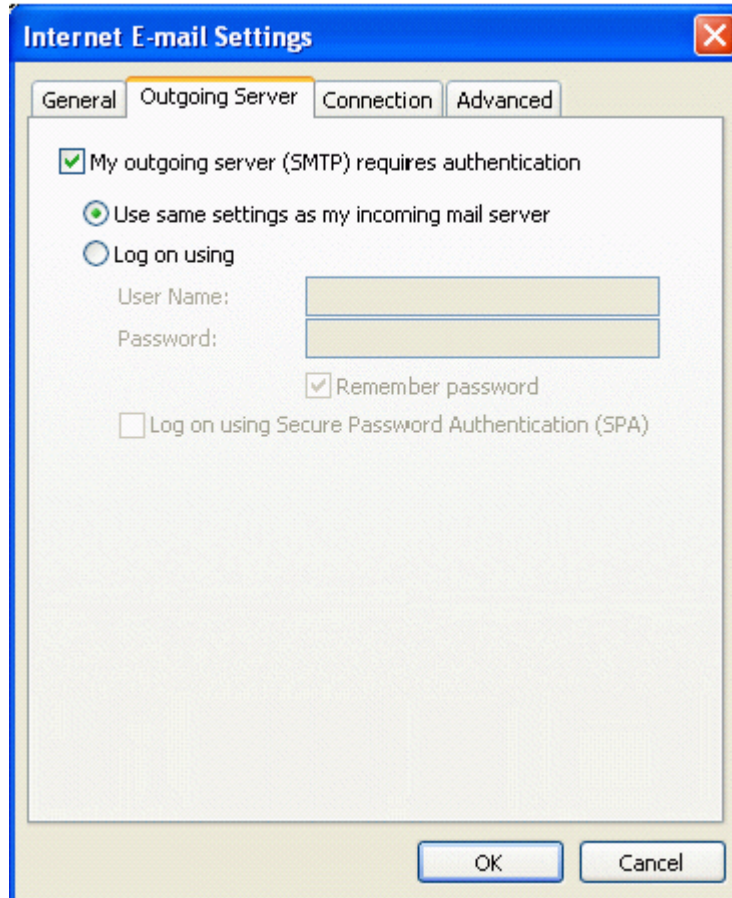
The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "General" tab. The dialog box has a blue title bar with the text "Internet E-mail Settings" and a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected and highlighted. The main content area contains the following fields and text:

- Mail Account:** A text input field with the placeholder text "you@yourdomain.com". Above the field is the label "Mail Account" and a line of text: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information:** A section header above two more text input fields.
- Organization:** A text input field.
- Reply E-mail:** A text input field.

At the bottom of the dialog box are two buttons: "OK" and "Cancel". A mouse cursor is visible in the center of the dialog box.

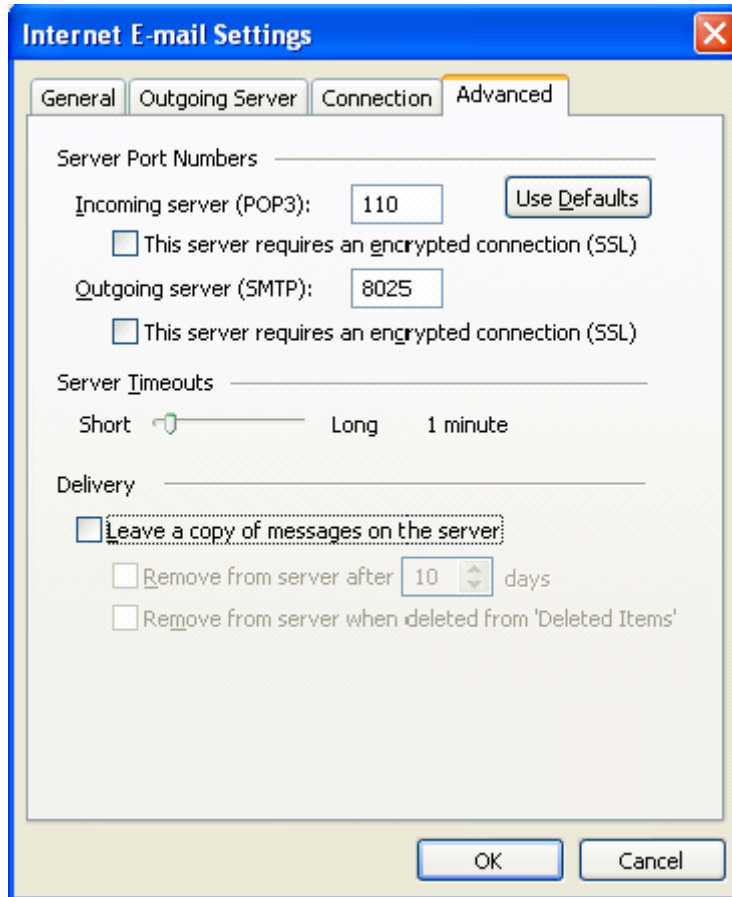
Step 7

– Click the Outgoing Server tab. Check the small box next to 'My outgoing server (SMTP) requires authentication'. Then select 'Use same settings as my incoming mail server'.



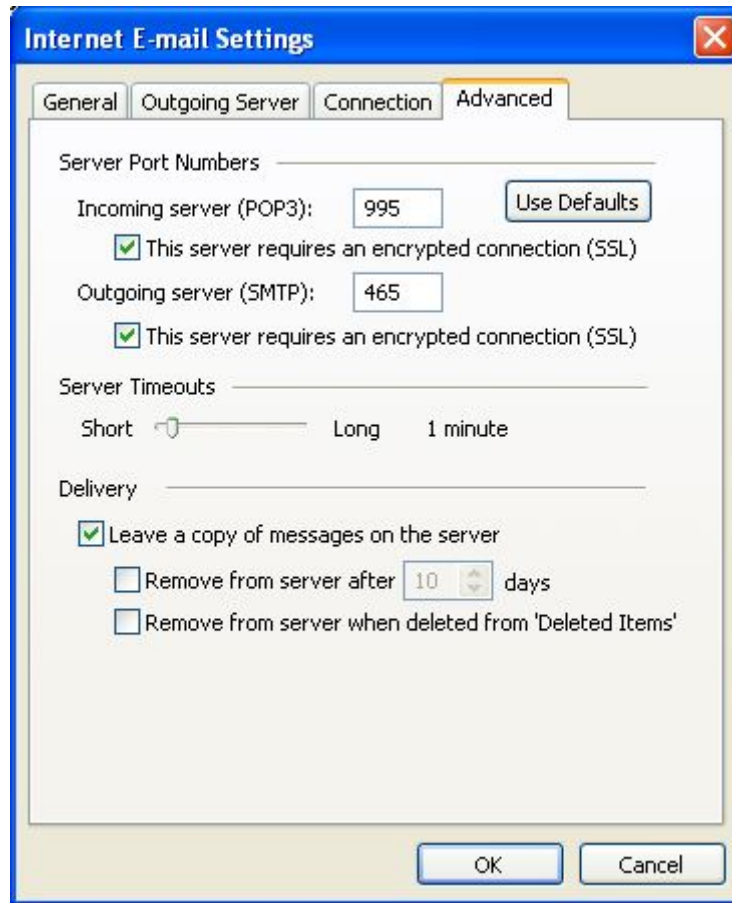
Step 8

– Click the Advanced tab. Enter **110** in the text box beside Incoming server. Then enter **8025** in the text box beside Outgoing server. Then press OK.



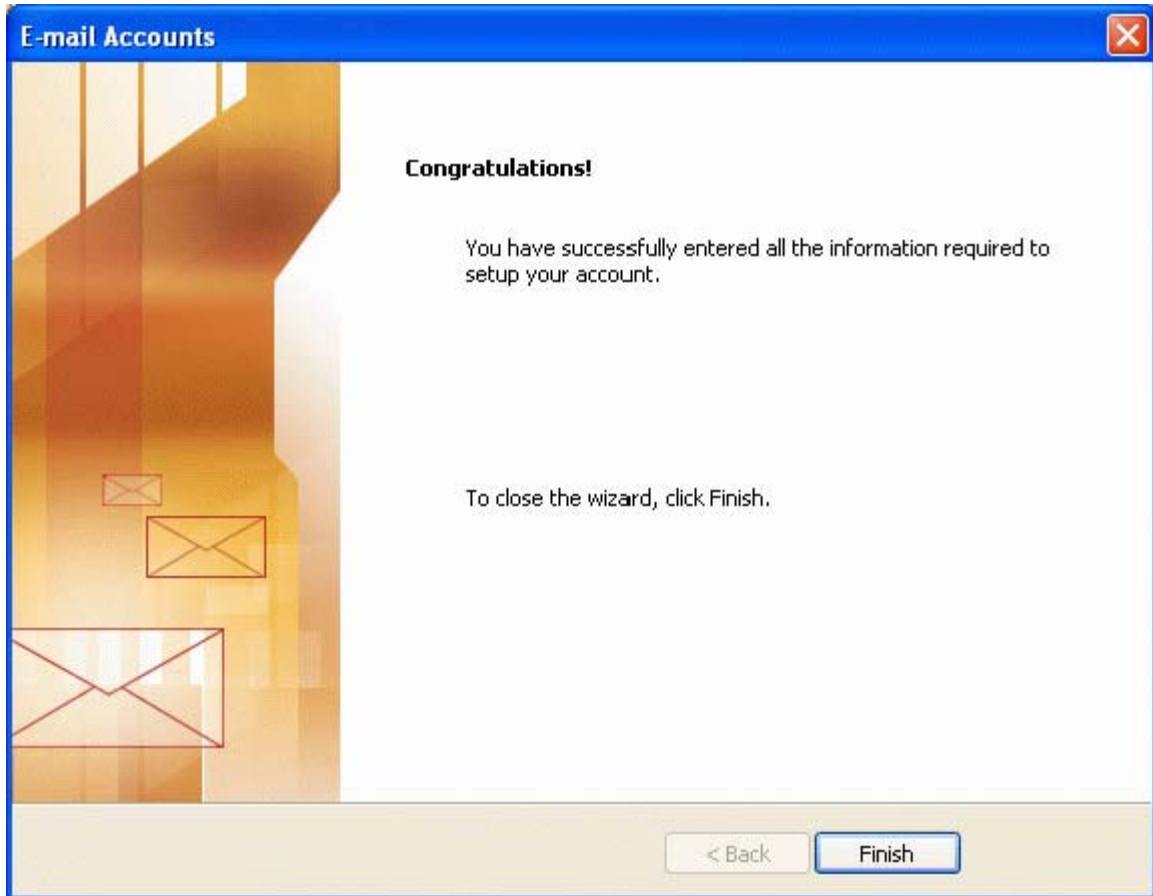
Optional Secure Connection Settings (SSL)

– Under the Advanced tab, you can check the two boxes beside 'This server requires a secure connection (SSL)' under both the SMTP and POP3 fields. If you do, be sure that the SMTP port number is set to **465** and the IMAP port is set to **995**.



Step 9

– Click Finish. The Internet Connection Wizard screen will close itself.



Congratulations!

You have successfully configured your Outlook email account.