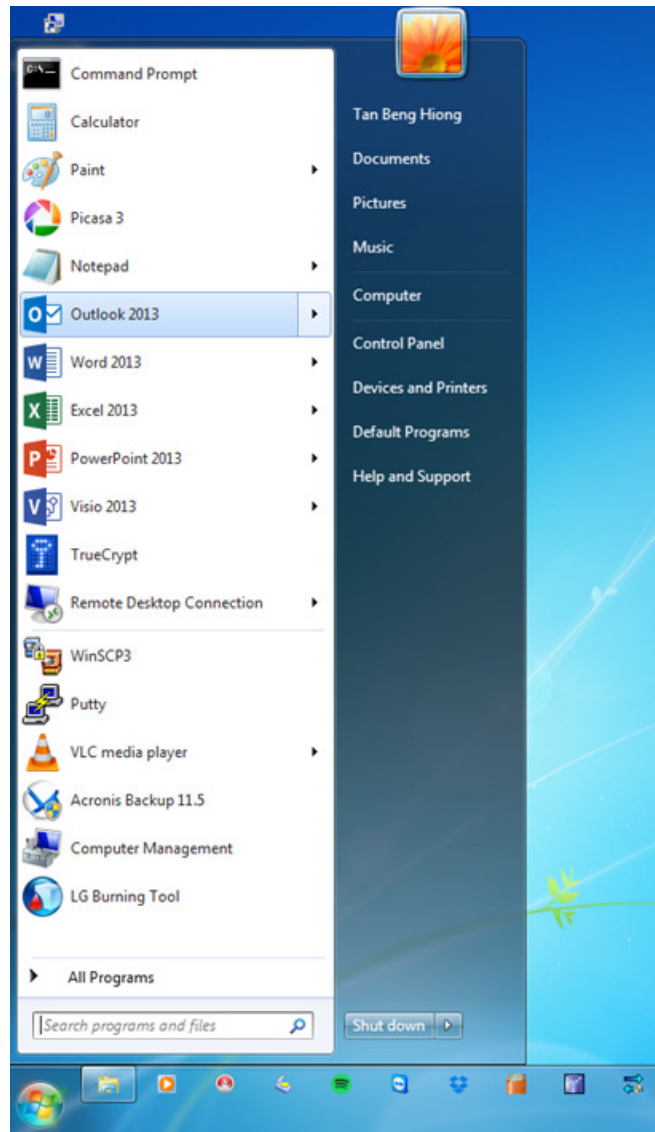# EMAIL CONFIGURATION GUIDE

For

Microsoft Outlook on Windows 7
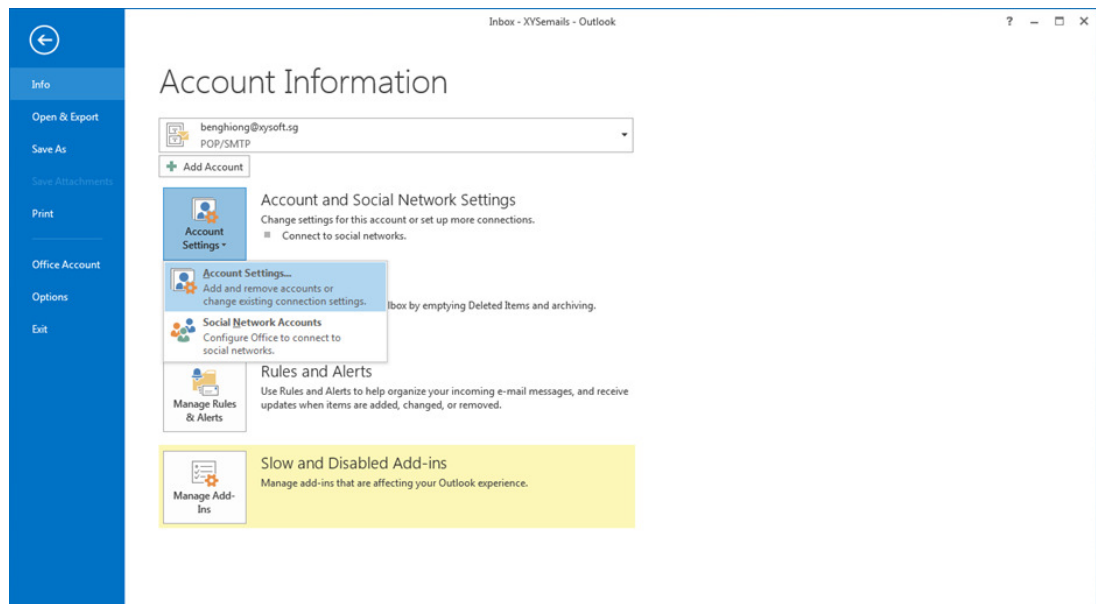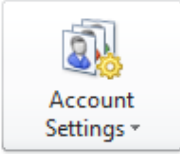
A. Microsoft Office Outlook

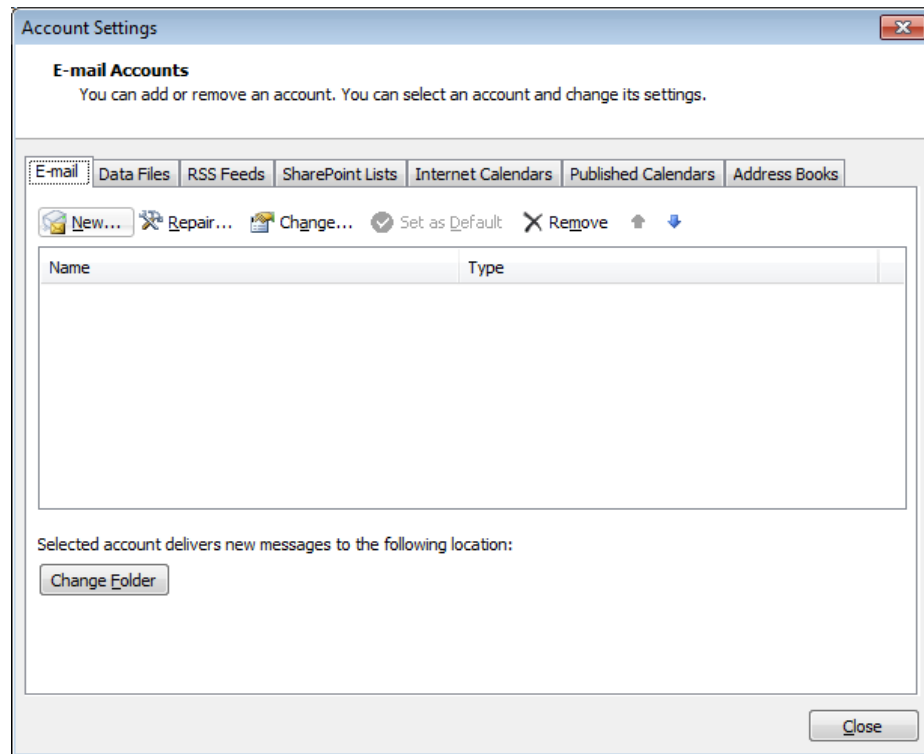**Step 1 :**   Click on the [   ] button, and search for [Microsoft Outlook] program.
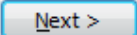
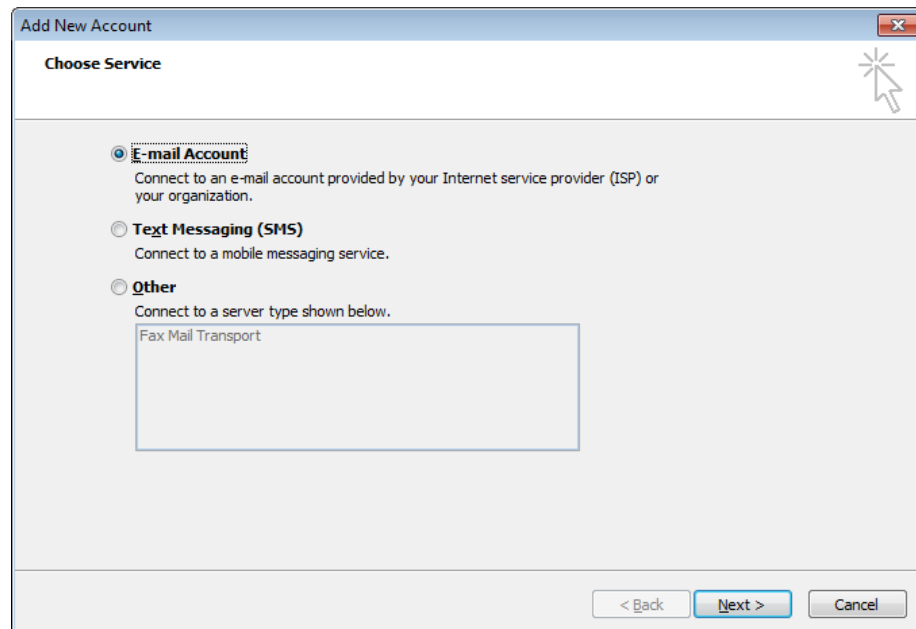**Step 2 :**   From the menu bar, click on the [FILE] tab.

Step 3 :   Click on the   button and select [Account Settings]

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove | ⬆ ⬇

Name	Type

Selected account delivers new messages to the following location:
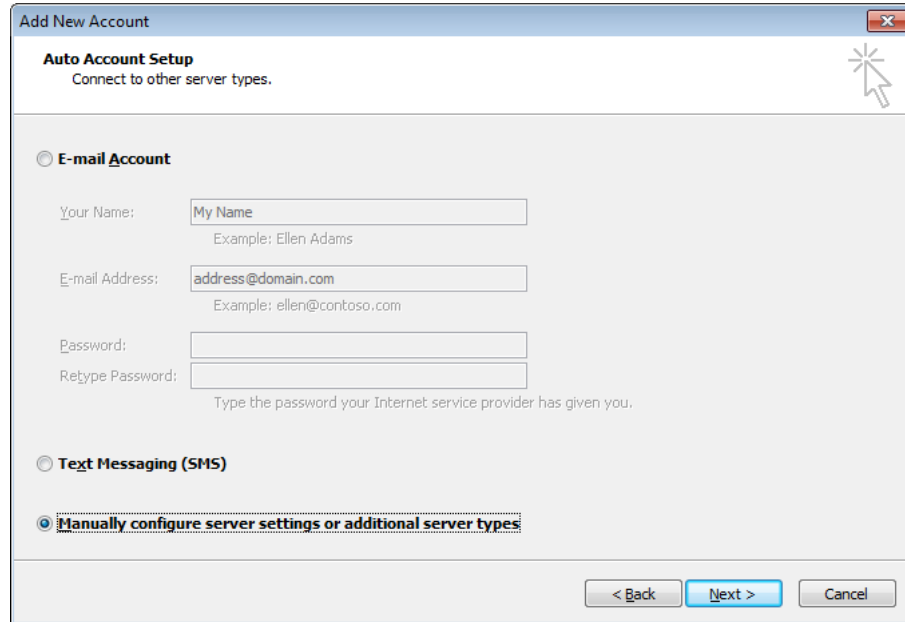
Change Folder

Close

Step 4 : In the [Account Settings] window, click on [New...] and a new window will show up. Select [E-mail Account] to add a new E-mail account and select [Next >] to continue setup.

Add New Account

Choose Service

⦿ **E-mail Account**
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.
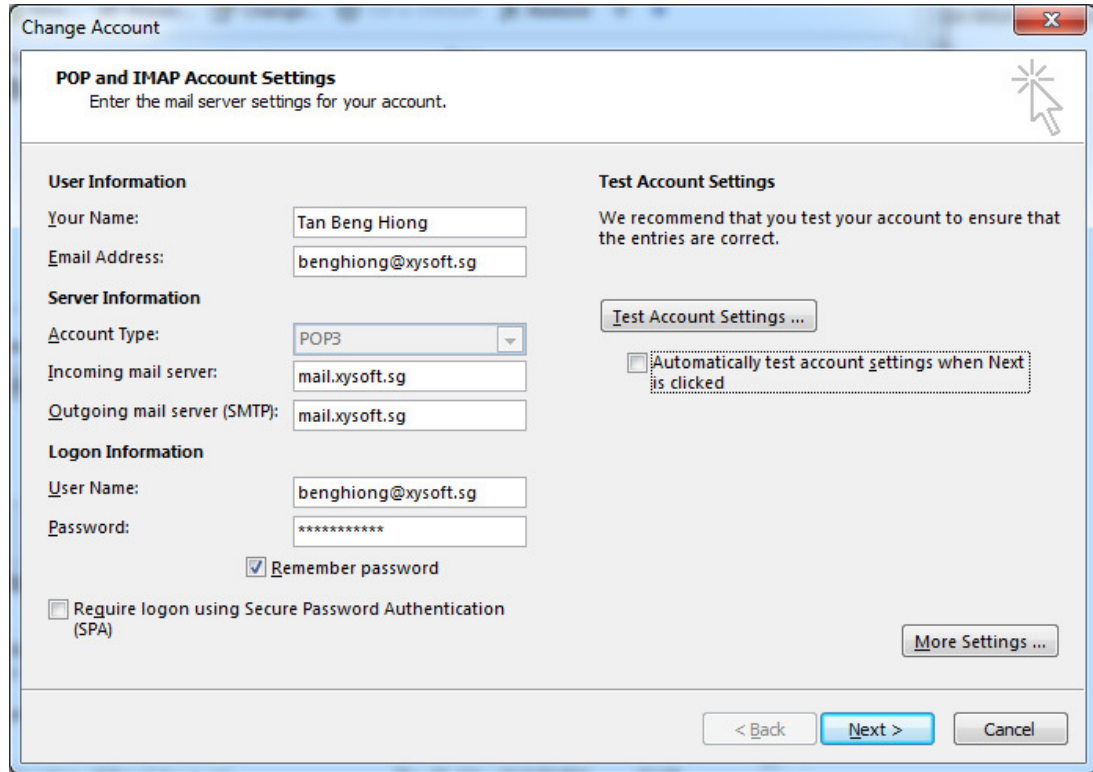
○ **Text Messaging (SMS)**
Connect to a mobile messaging service.

○ **Other**
Connect to a server type shown below.

Fax Mail Transport

< Back | Next > | Cancel

Step 5 :   Enter your name and email address and then select the radio button to [Manually configure server settings or additional server types] and click on [Next].

Step 6 :   Select the radio button for [Internet E-mail] and click on [Next].

Step 7 : Enter the details for [User Information], [Server Information] and [Logon Information] as shown below: (Refer to the Appendix of this document for Key Information).

Step 8 : Next, click on the More Settings ... button for advanced settings.
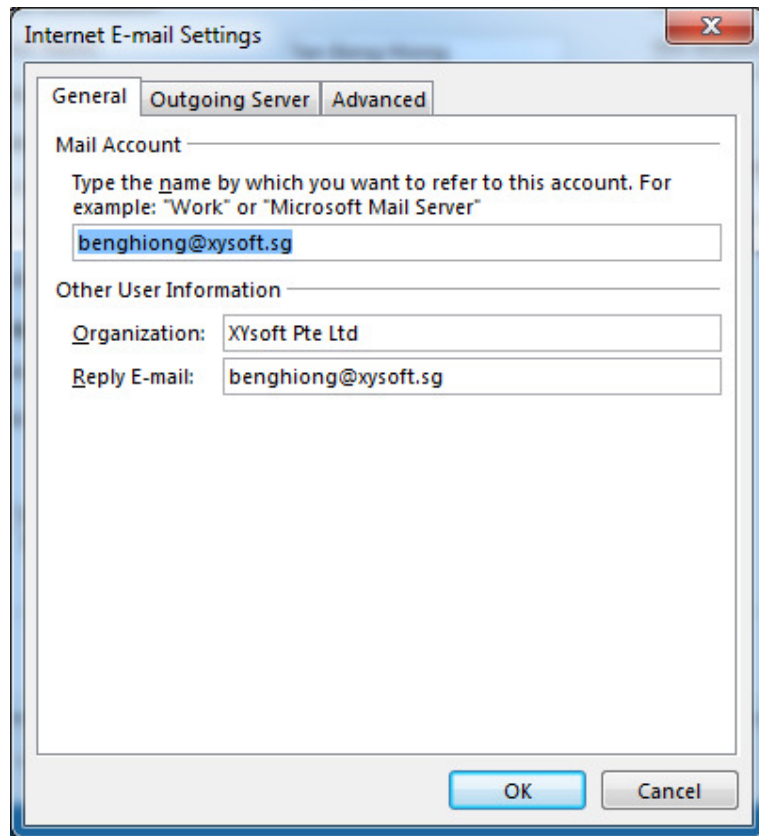
Step 9 : Click on the [Outgoing Server] tab for and check the checkbox for [My outgoing server (SMTP) requires authentication] as shown below:
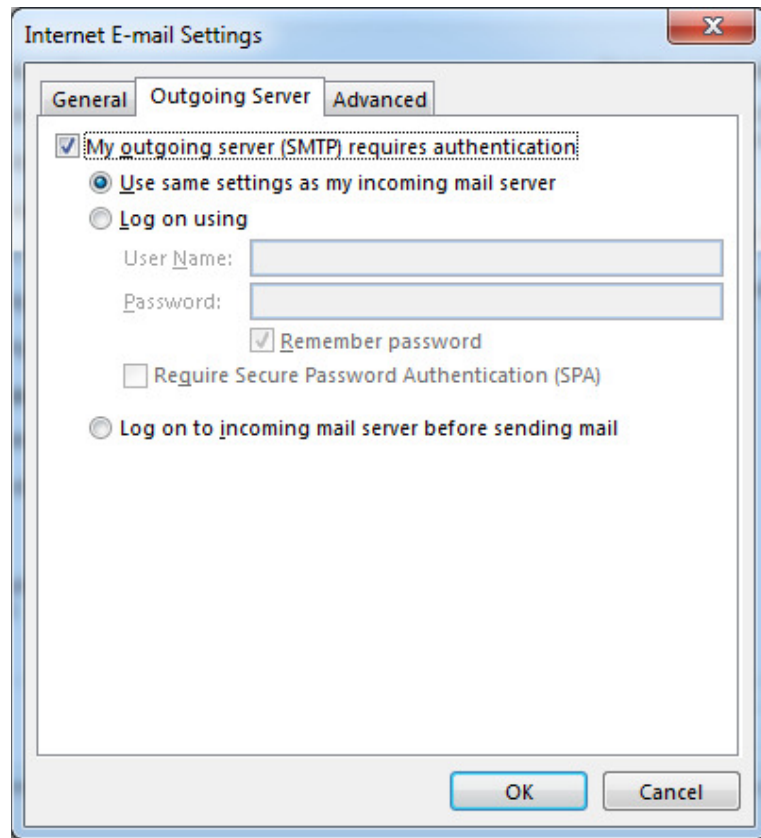
Step 10 :   Next, click on the [Advanced] tab for Server Port Numbers settings. (Refer to Appendix for more details on what port numbers to use.)
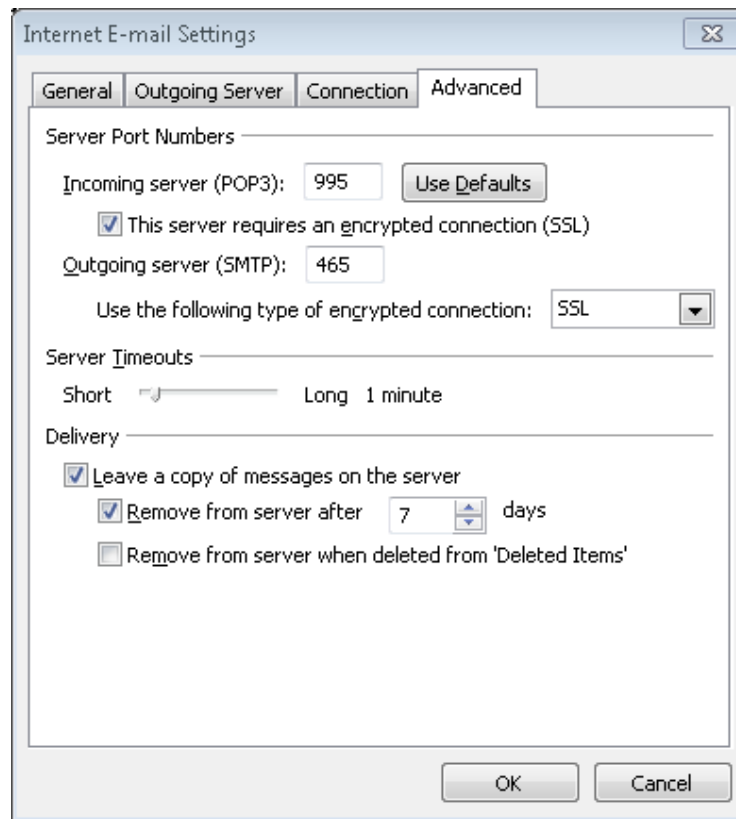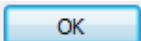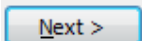

Step 11 :   Next, click on [OK   ] and then [Next >   ] to finish the setup.

Appendix: KEY INFORMATION

Email Address

> name@[Domain name]

Server Information

> Incoming mail server: mail.[Domain name]
> Outgoing mail server: mail.[Domain name]

Logon Information

> User Name: < Email address >
> Password: < Email password >

More Settings (Advanced)

POP3/POP settings
- Incoming mail server: mail.[domain name]
- Incoming port number: 995
- This server requires an encrypted connection (SSL): ☑
- Outgoing mail server: mail.[domain name]
- Outgoing port number: 465
- Use following type of encrypted connection: SSL

IMAP settings
- Incoming mail server: mail.[domain name]
- Incoming port number: 993 (with SSL)
- This server requires an encrypted connection (SSL): ☑
- Outgoing mail server: mail.[domain name]
- Outgoing port number: 465
- Use following type of encrypted connection: SSL

~ ~ END OF DOCUMENT ~ ~ ~