EMAIL CONFIGURATION GUIDE
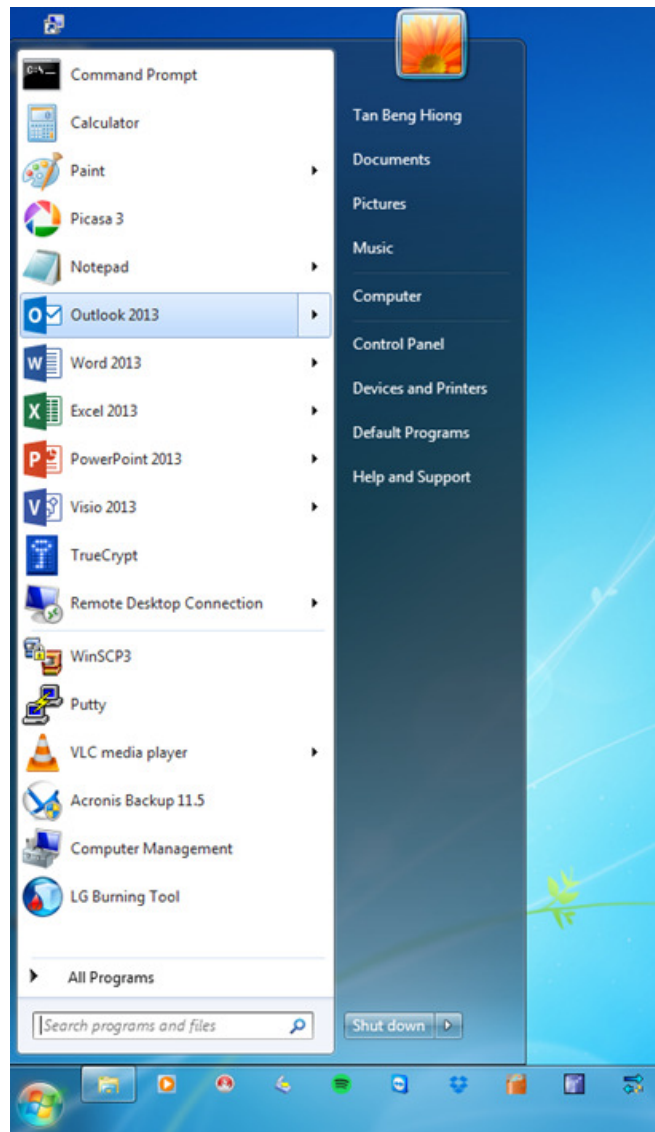
For

<u>Microsoft Outlook on Windows 7</u>

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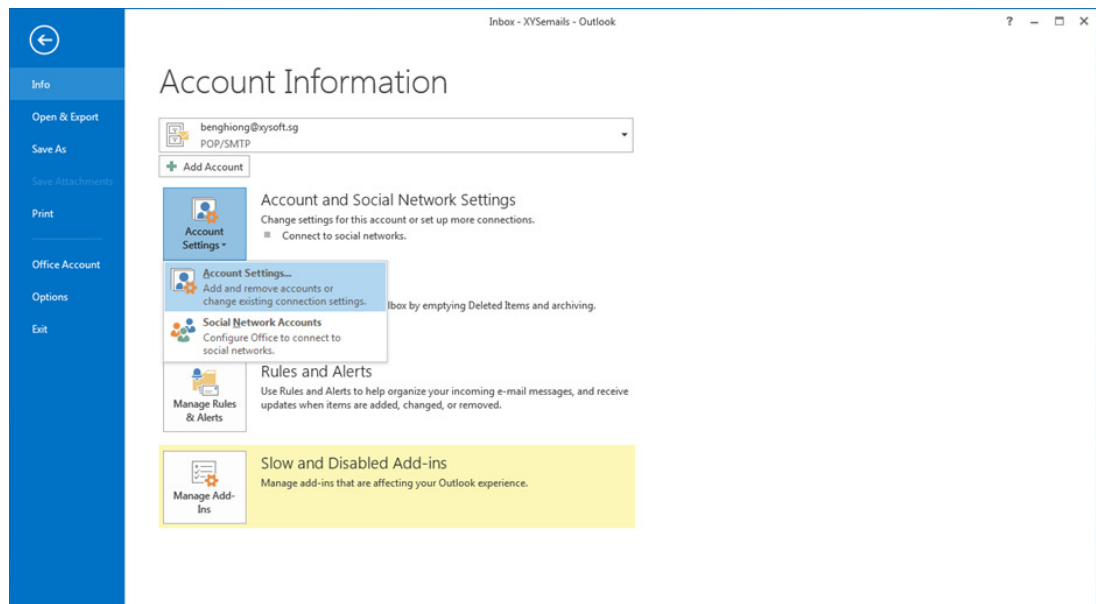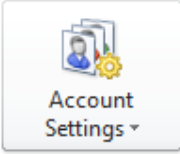
Step 1 : Click on the [image] button, and search for [Microsoft Outlook] program.
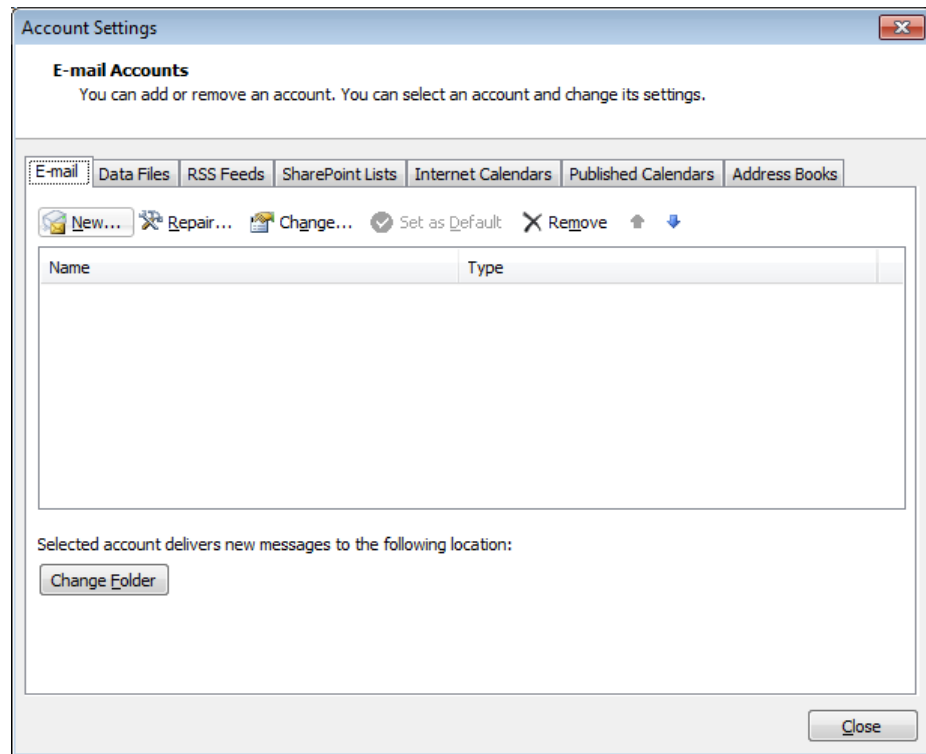
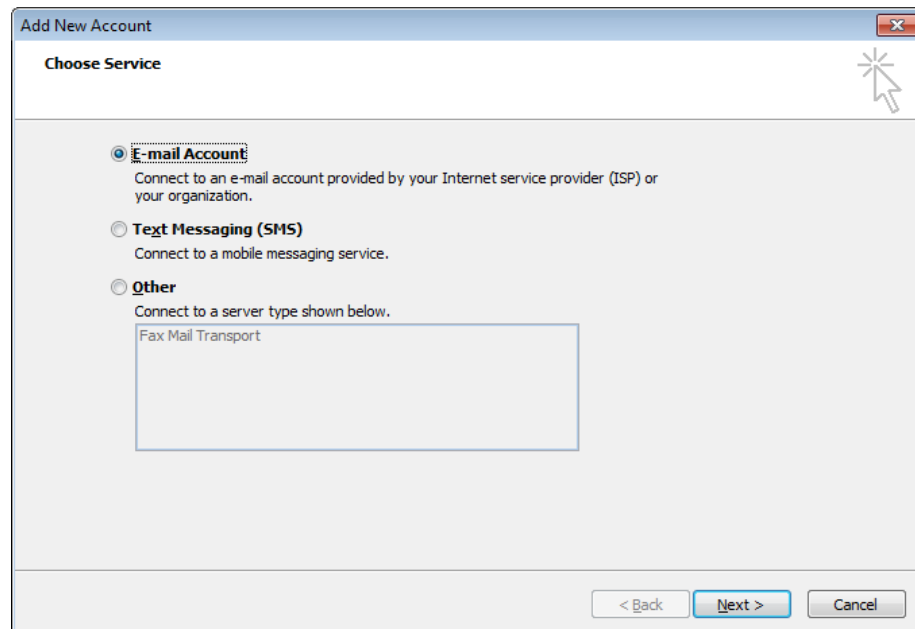**Step 2 :**   From the menu bar, click on the [FILE] tab.

Step 3 :   Click on the   button and select [Account Settings]
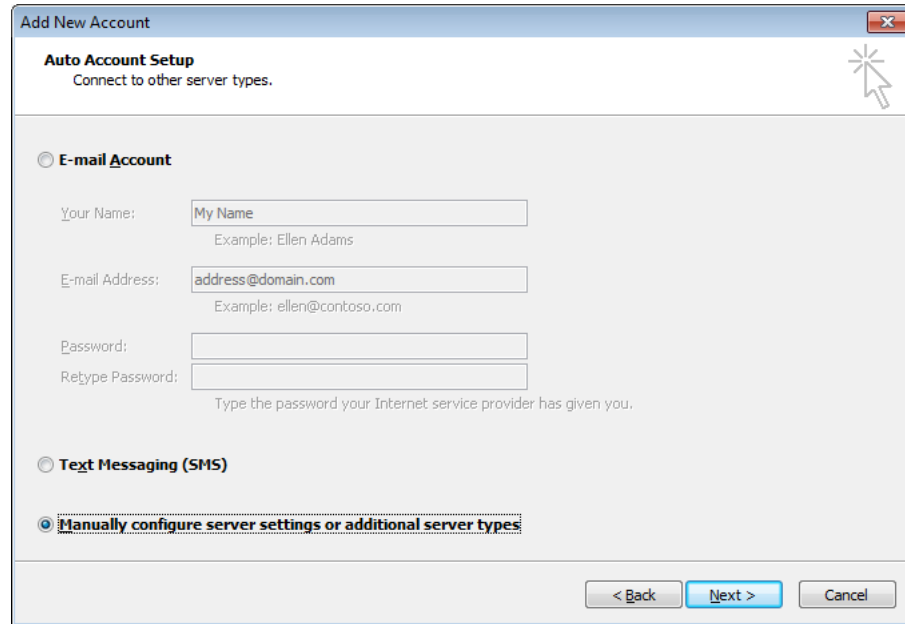
Step 4 :   In the [Account Settings] window, click on [New...] and a new window will show up. Select [E-mail Account] to add a new E-mail account and select [Next >] to continue setup.

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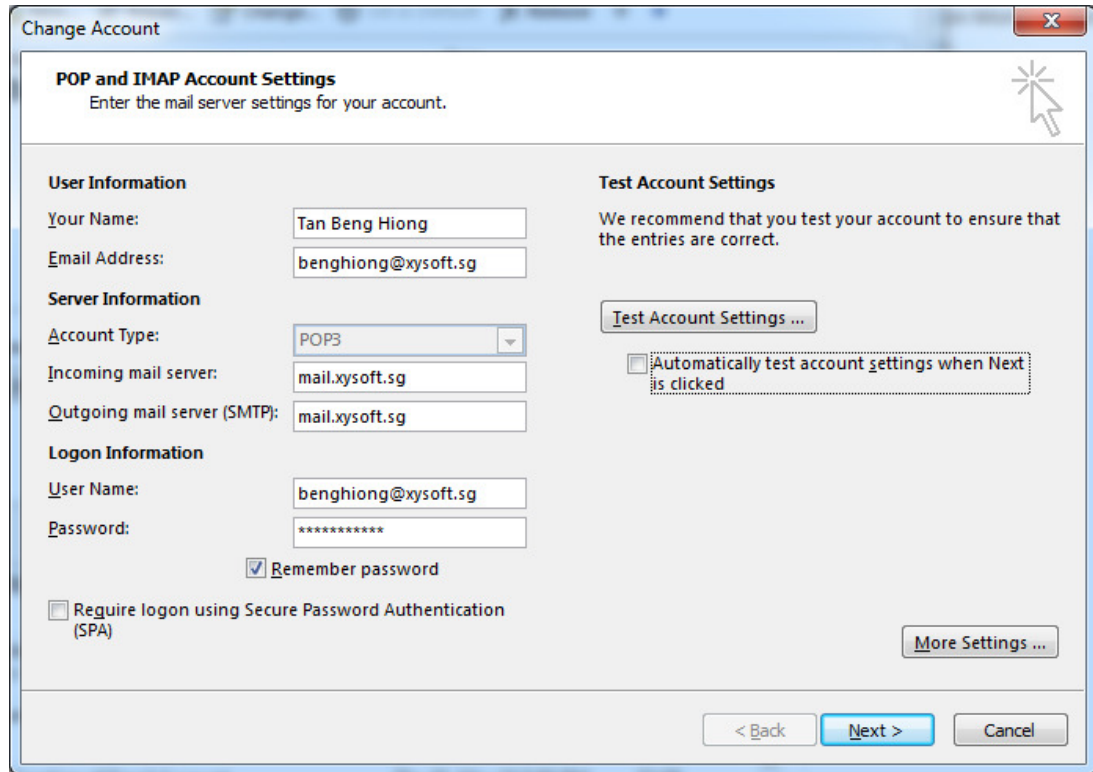
Step 7 : Enter the details for [User Information], [Server Information] and [Logon Information] as shown below: (Refer to the Appendix of this document for Key Information).

Step 8 : Next, click on the [More Settings …] button for advanced settings.

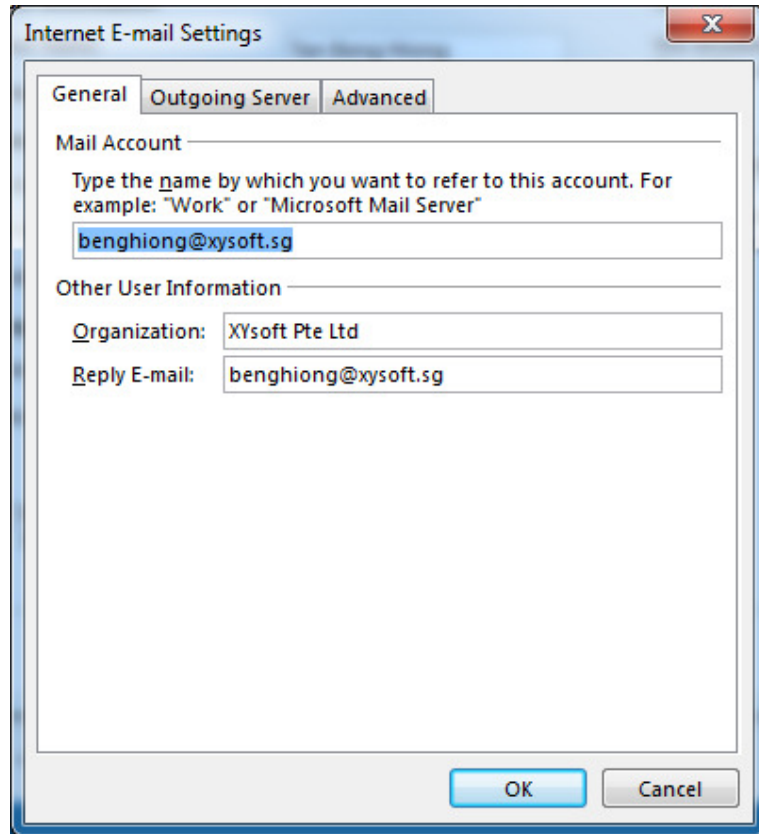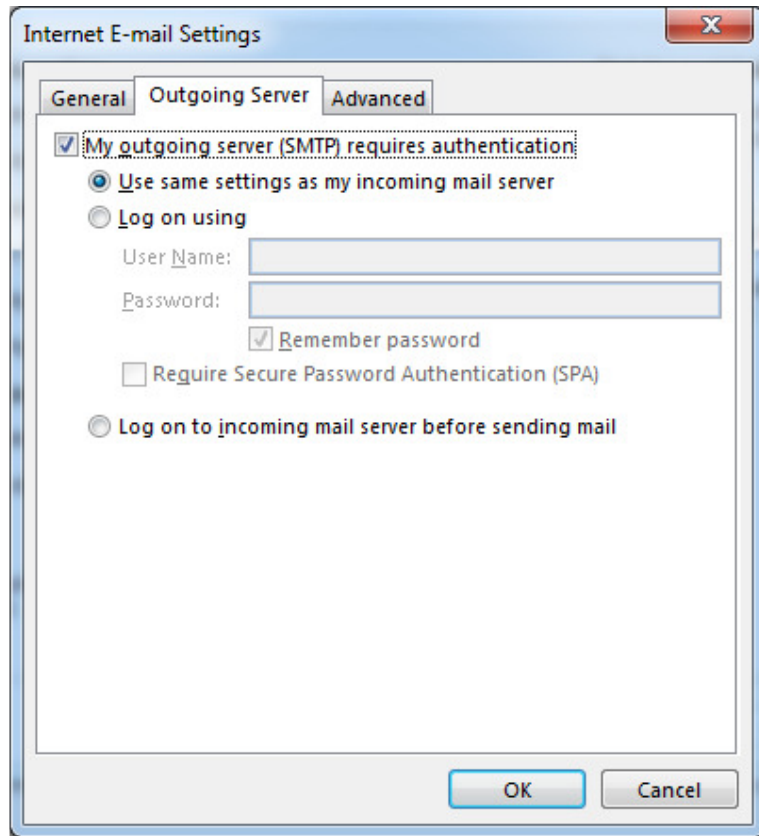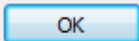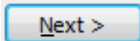**Step 9 :** Click on the [Outgoing Server] tab for and check the checkbox for [My outgoing server (SMTP) requires authentication] as shown below:

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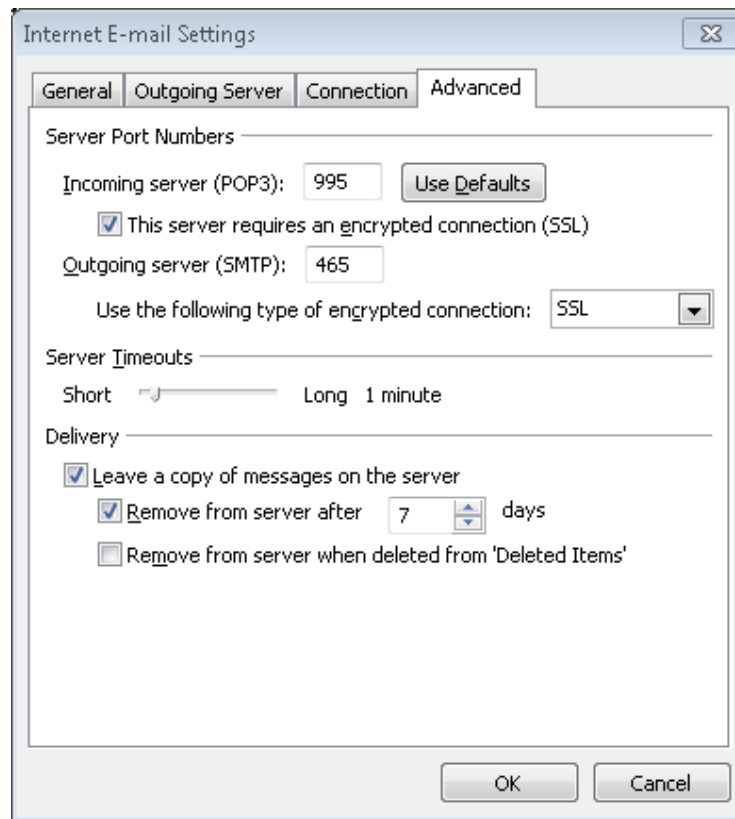
Step 11 : Next, click on [OK] and then [Next >] to finish the setup.

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

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