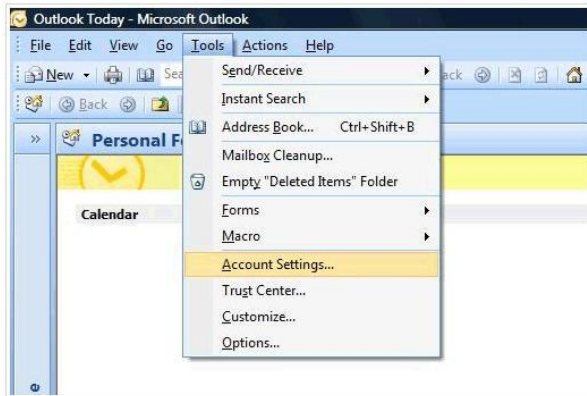


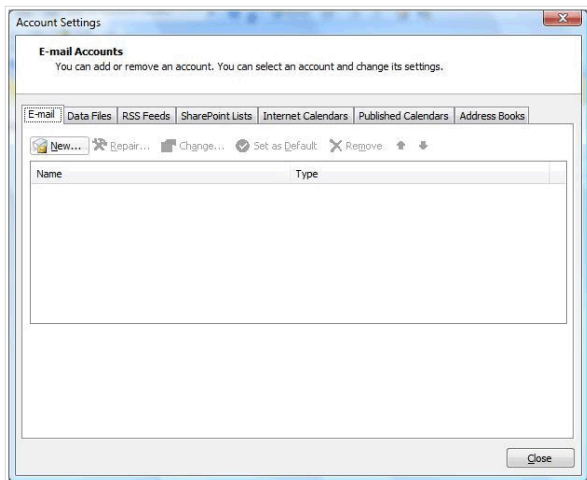
Setup A New Account - Microsoft Outlook 2007



Open Microsoft Outlook 2007.

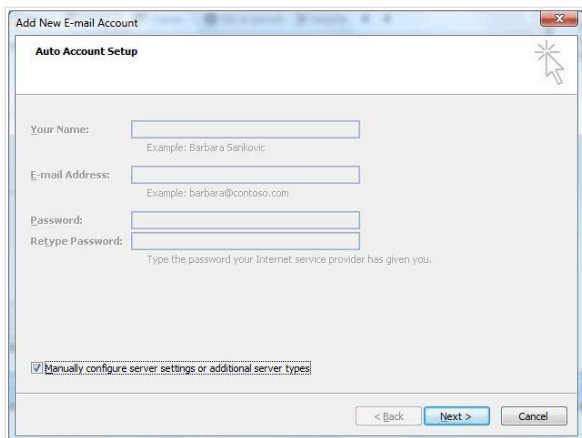
At the top of the page click on the '**Tools**' menu and then select '**Account Settings...**'.

>Tools > Account Settings...



E-mail Accounts

Click the '**New**' button under the '**Email**' tab.

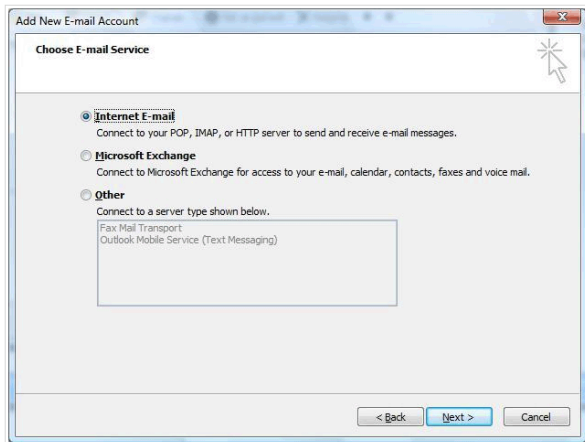


Auto Account Setup

Check the box at the bottom for '**Manually configure server settings or additional server types**'.

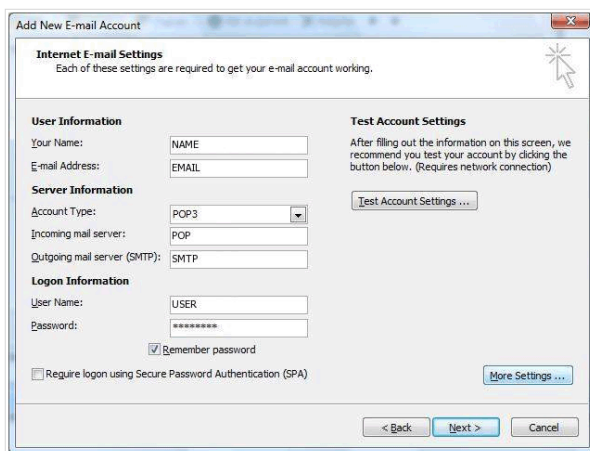
Note: *at this point, depending on whether the user has setup a previous account in Outlook, the next couple screens may vary in order but they are nearly identical, just confirm with the user which menu they are viewing.*

They will see either the '**Choose Email Service**' (POP, IMAP, HTTP) or the user's settings window with '**Manually configure server settings or additional server types**'.



Choose E-mail Service

Choose the E-mail Service: Put a dot in 'Internet Email' (or in 'Microsoft Exchange, POP3, IMAP, or HTTP' depending on the screen user is viewing).



Make sure that your settings look like the settings shown in this screenshot.

The following are the most important:

Your Name: Your Name (eg. John Smith)

E-mail Address: email@domain.tld (eg. john@test.com)

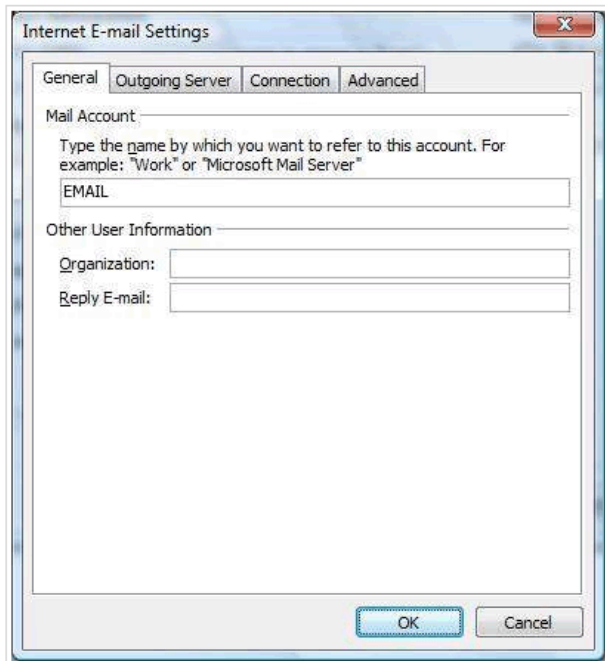
Incoming mail server (POP3): mail.domain.tld (eg. mail.test.com)

Outgoing mail server (SMTP): mail.domain.tld (eg. mail.test.com)

User Name: email.domain.tld (eg. john.test.com NOT john@test.com)

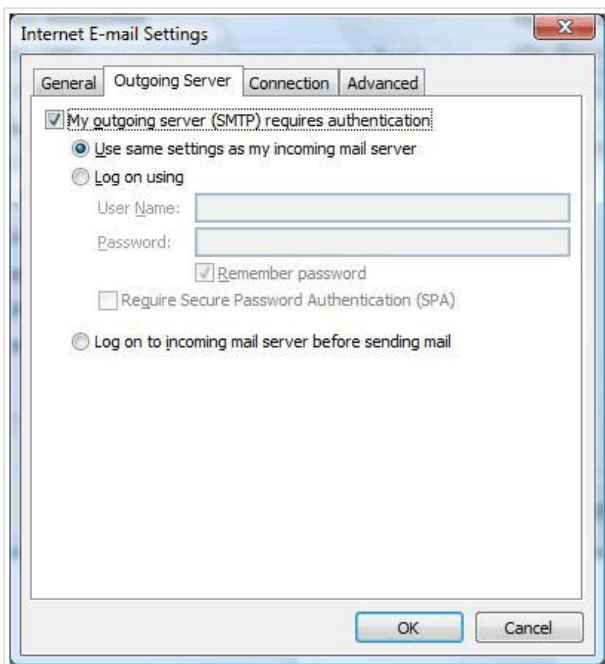
Password: The one you specified in your EasyMail Setup (8 characters maximum).

Once your settings look like the settings shown in this screenshot, click on the 'More Settings...' button in the bottom right hand corner.



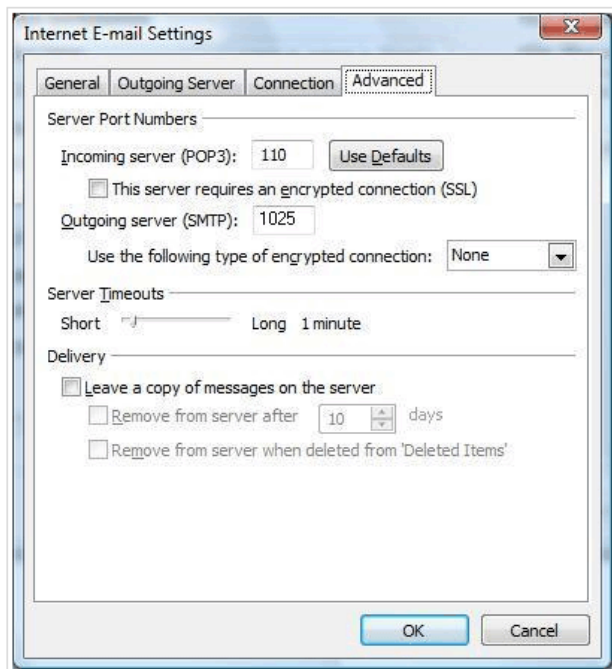
Internet E-mail Settings

Click the '**Outgoing Server**' tab at the top of the screen.



Outgoing Server

Put a checkmark in '**My outgoing server (SMTP) requires authentication**' and make sure that the dot is in '**Use same settings as my incoming mail server**'.



Advanced

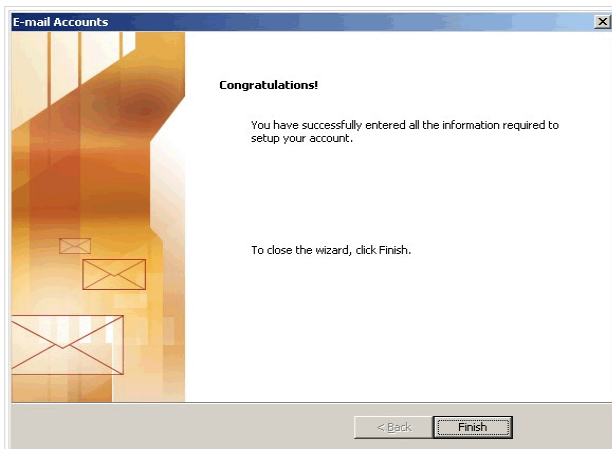
Click on the '**Advanced**' tab at the top.

Make sure that your settings look like the settings shown in this screenshot.

OR

Incoming server (iMAP): 143

Outgoing server (SMTP): 1025



Click the '**OK**', '**Next**' and then '**Finish**' buttons and now you should be able to send and receive email.

CANNOT SEND EMAIL?

If you can receive email however you cannot send email and the settings are exactly as shown above, change your outgoing mail (SMTP) port from the default of 25 to **1025**.

To do this:

Click on the 'Edit' menu > 'Preferences...' > 'Mail Servers' sub-category on the left.

Change the 'Outgoing mail (SMTP) server' from 'Replace with: mail.your_website_address.com' to 'Replace with: mail.your_website_address.com:**1025**'.

Background Reasoning:

In order to combat spam, some Internet Service Providers (ISPs) block traffic to external servers on port 25 so that customers using that ISP can only use the ISP's mail server. If that customer is going to spam, the idea is that they must use the ISP's mail server to spam and therefore be caught very quickly, and handled accordingly. Realizing that many ISP's mail servers have a more restrictive options (ie. not being able to send to more than 100 people at a time) as they are usually residential mail servers, we have opened an alternative port to allow you to send mail using our mail servers, one that the ISPs do not block. That port is SMTP port **1025**.