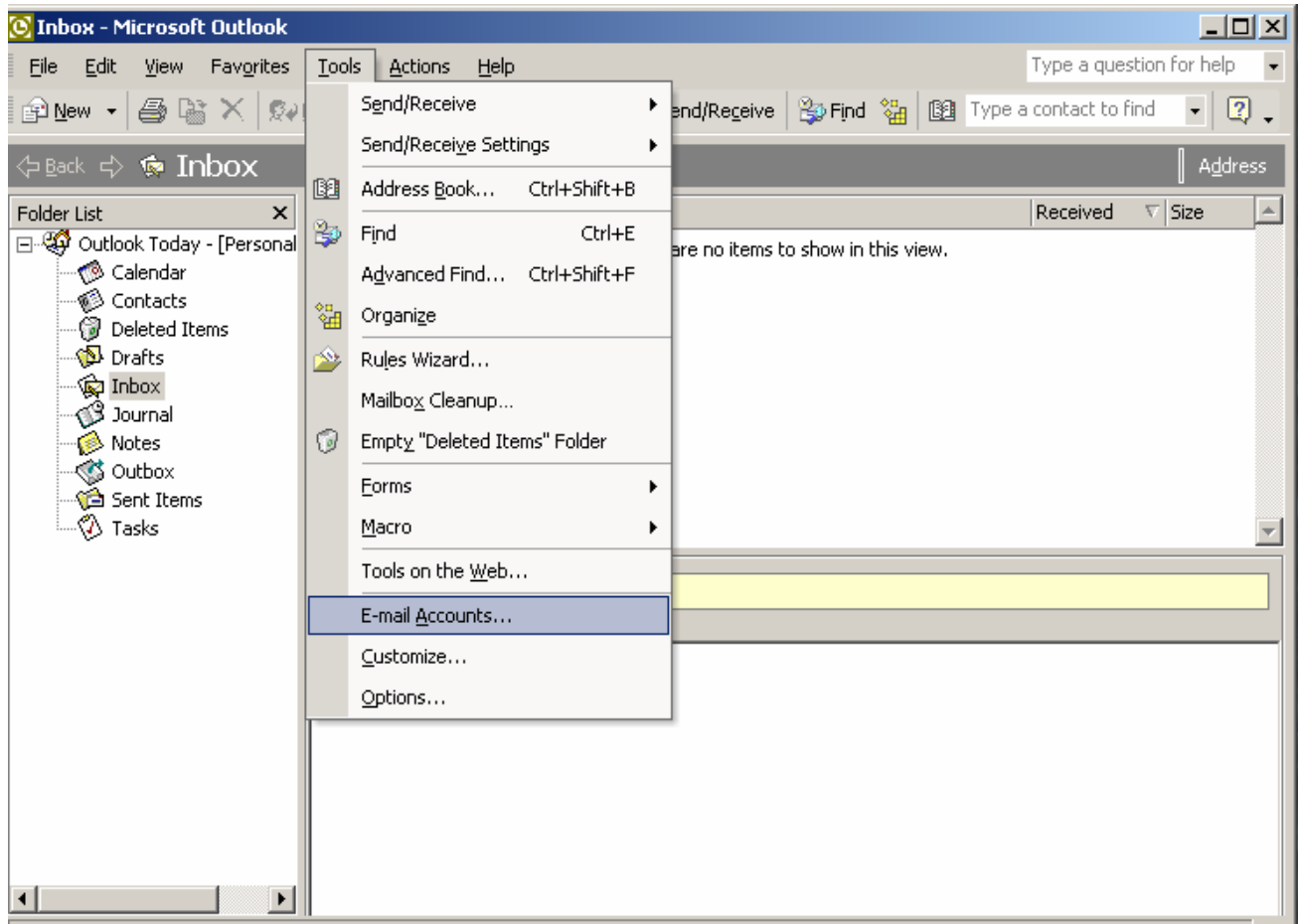




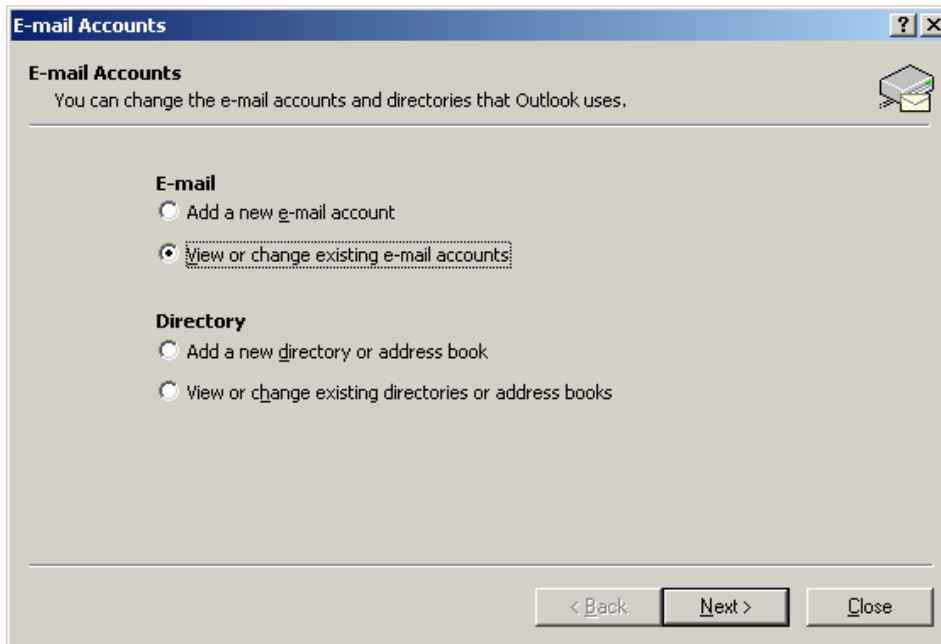
Use this option when adding a new email account.

Start Outlook and choose E-mail Accounts... from the Tools pull down menu.

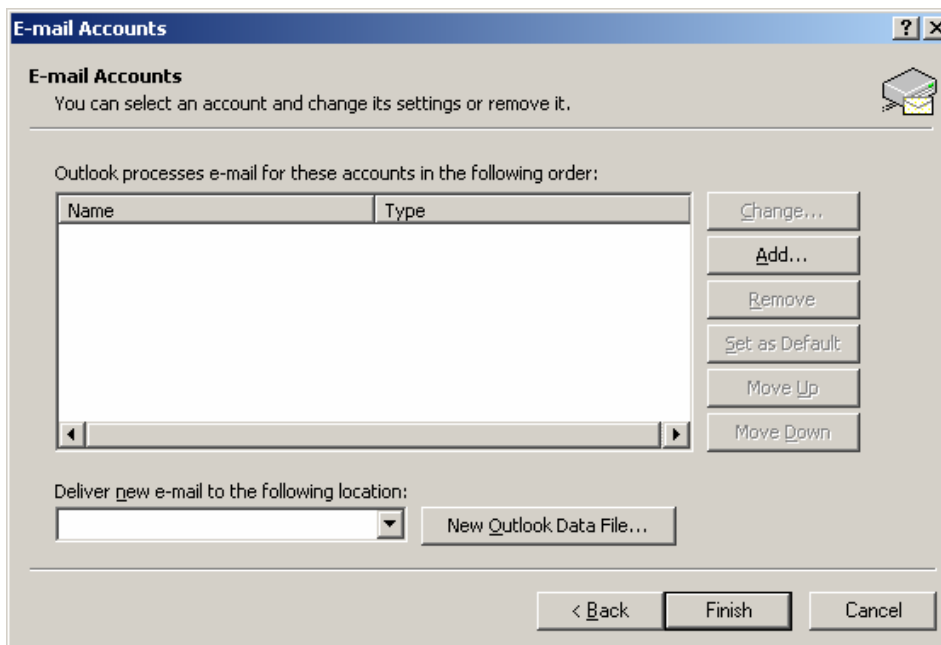




Select View or change existing e-mail accounts and click Next to continue.



Select the Add... button.





Select POP3 and click Next to continue.

E-mail Accounts

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

Enter your full email address for the account name and type in your password. You may use mail.spudsoftware.com or mail.yourdomainname.com for both servers.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="username@yourdomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.com"/>

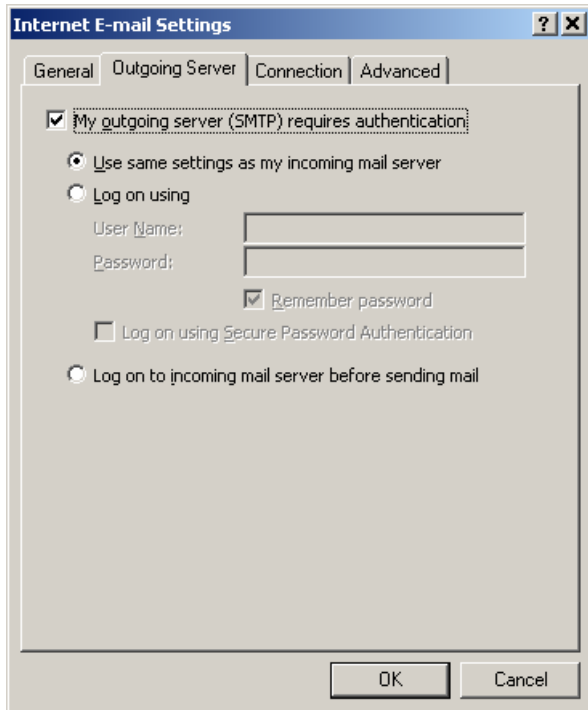
Logon Information	Test Settings
User Name: <input type="text" value="username@yourdomain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

Select More Settings ...



Select the Outgoing Server Tab
Select box to check My outgoing server (SMTP) requires authentication
Select Use same settings as my incoming mail server
Select OK, Select Next and Finish



Select OK, Next to continue and Finish to complete.