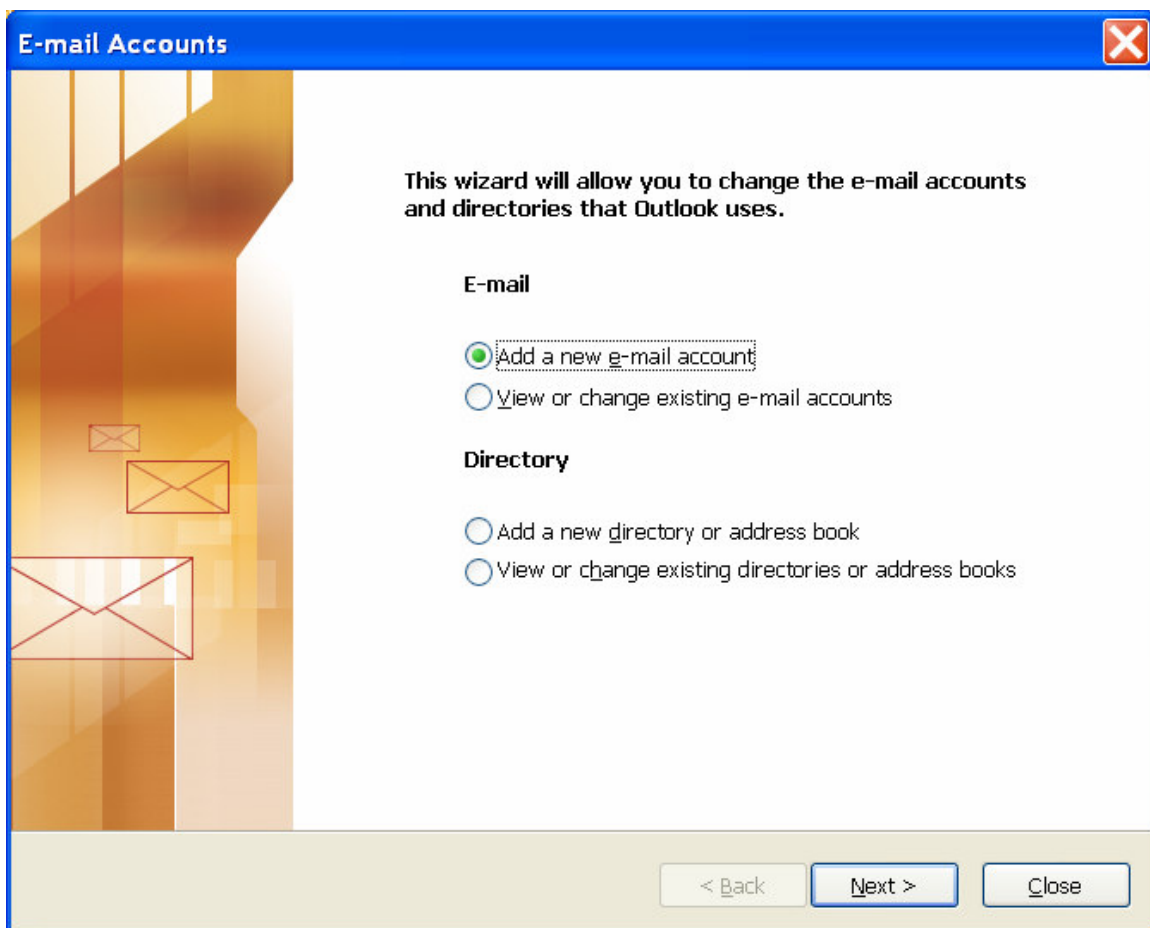
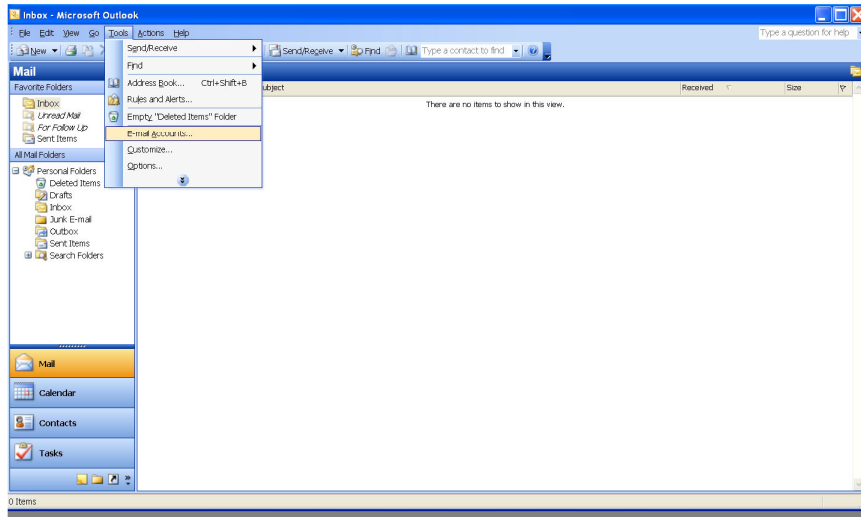


## How to setup an Email account using Microsoft Outlook.

1. Open Microsoft Outlook.
2. Go to the Tools – Email Accounts menu.



3. Select Add a new e-mail account and then click on the Next button.

The screenshot shows the 'E-mail Accounts' dialog box with the title bar 'E-mail Accounts' and a close button. The main heading is 'Server Type' with a sub-heading 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**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

4. Select POP3 and then click on the Next button.

The screenshot shows the 'E-mail Accounts' dialog box with the title bar 'E-mail Accounts' and a close button. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' The screen is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**E-mail Accounts**

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

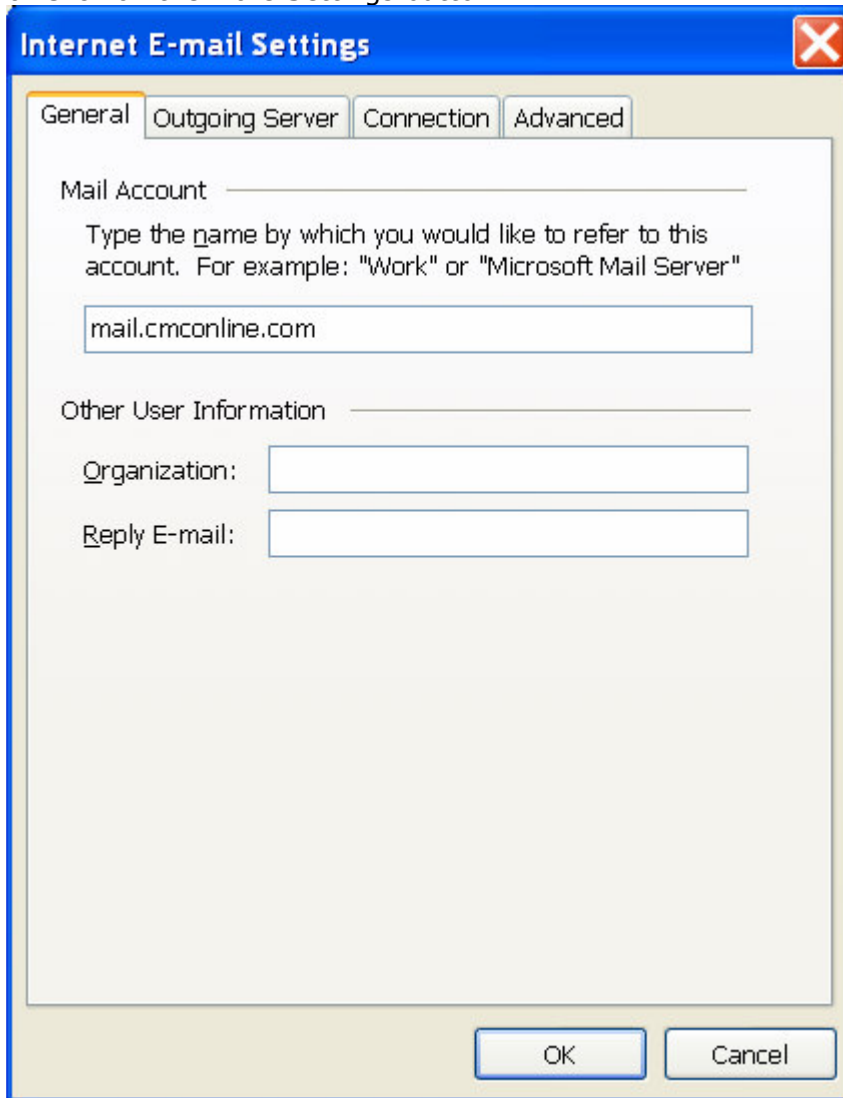
<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="John Smith"/>	Incoming mail server (POP3): <input type="text" value="mail.cmconline.com"/>
E-mail Address: <input type="text" value="JSmith@cmconline.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.cmconline.com"/>

<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="jsmith@cmconline.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

5. Enter Your Name, E-mail Address, User Name, and Password above. The remaining fields should be filled out as listed above.

6. Click on the More Settings button.



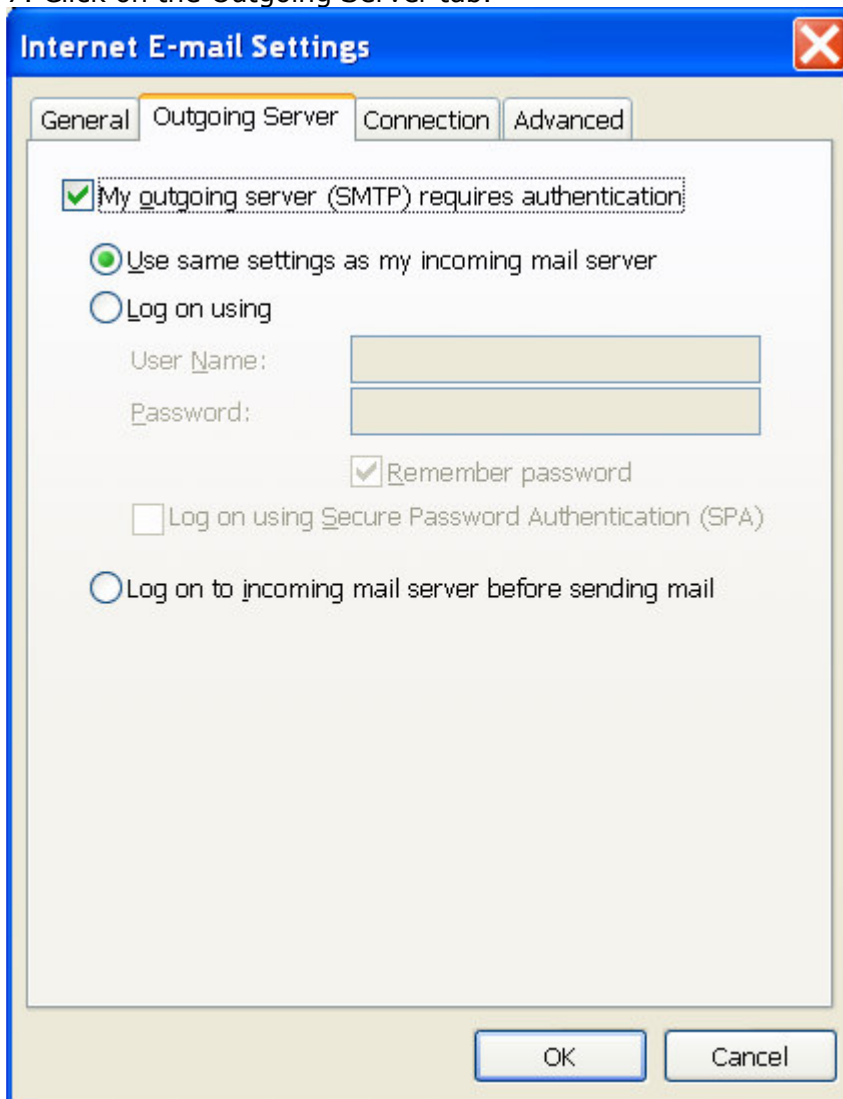
The image shows a screenshot of the "Internet E-mail Settings" dialog box. The title bar is blue with a red "X" close button. The dialog has four tabs: "General" (selected), "Outgoing Server", "Connection", and "Advanced".

Under the "General" tab, there are two main sections:

- Mail Account**: A text input field containing "mail.cmconline.com". Below it is a descriptive text: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information**: Two text input fields. The first is labeled "Organization:" and the second is labeled "Reply E-mail:".

At the bottom of the dialog are two buttons: "OK" and "Cancel".

7. Click on the Outgoing Server tab.



The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Outgoing Server" tab. The dialog 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" (which is selected and highlighted), "Connection", and "Advanced".

Inside the "Outgoing Server" tab, there are several options and input fields:

- A checked checkbox labeled "My outgoing server (SMTP) requires authentication".
- Three radio button options:
  - "Use same settings as my incoming mail server" (selected).
  - "Log on using" (unselected).
  - "Log on to incoming mail server before sending mail" (unselected).
- Under the "Log on using" option, there are two input fields: "User Name:" and "Password:". The "Remember password" checkbox is checked.
- A checkbox labeled "Log on using Secure Password Authentication (SPA)" which is unselected.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

8. Check the items as shown above and then click on OK.

**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)

9. Click on the Test Account Settings and verify that everything is set up correctly.

10. Click on the next button.

**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

11. Click on the Finish button to complete the setup.