

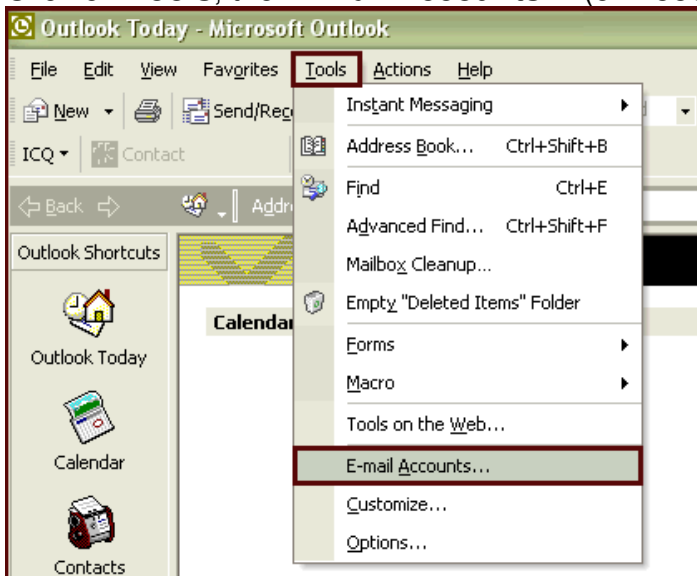
## Setting up a Roaming Email Server – Pacific Internet customers only

Demonstrates what needs to be done in order to view your Outlook e-mails from any location.

1. Open up Outlook



2. Click on **Tools**, then **Email Accounts...** (or **Account settings...** for Outlook 2007)



3. Within the Email accounts window, select **View or change existing email accounts**

4. You should now see the window shown below.

**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="Type your actual name"/>	Incoming mail server (POP3): <input type="text" value="Type incoming mail server"/>
E-mail Address: <input type="text" value="Type your email address"/>	Outgoing mail server (SMTP): <input type="text" value="Type outgoing mail server"/>

Logon Information	Test Settings
User Name: <input type="text" value="Type your email address"/>	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="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

< Back    Next >    Cancel

5. Within the screen shot above please enter the following details;

Incoming mail server: **your e-mail server (eg mail.yourdomain.com.au)**

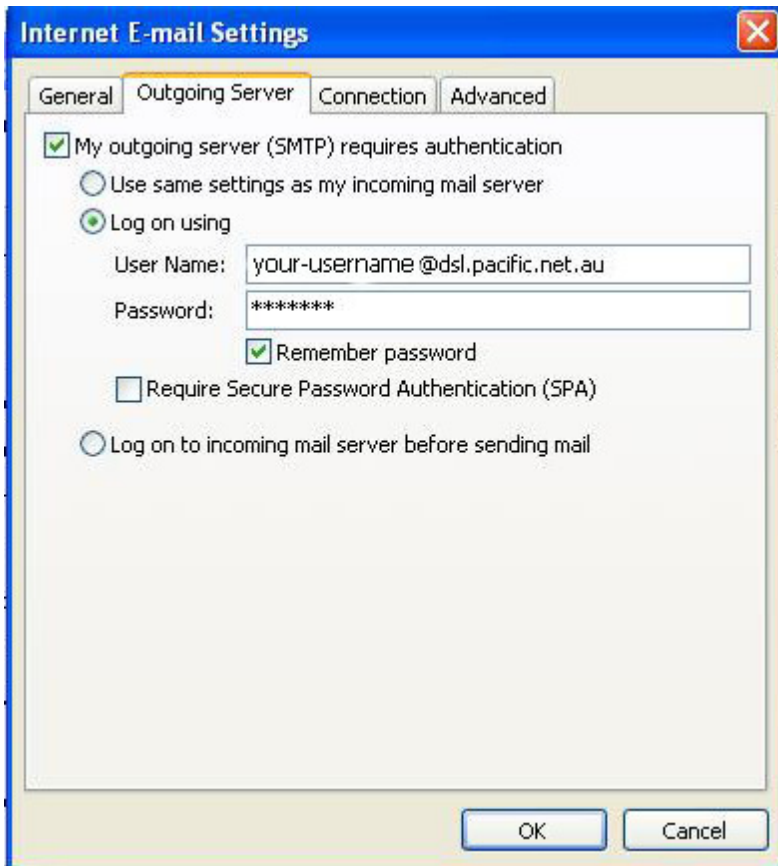
Outgoing mail server: **smtproam.pacific.net.au**

Within the 'e-mail address', 'username', and 'password' boxes put in the details we have supplied you with.

6. Within the window shown in Step 4 click **More settings...** and you will see the following window. Enter the details so that they are the same as in the picture shown below.

Please note: These settings will be the same as your DSL Service user name & password.

When done hit OK.



7. You should now be able to send/receive e-mails in the office as well as at home or any location that has an internet connection.