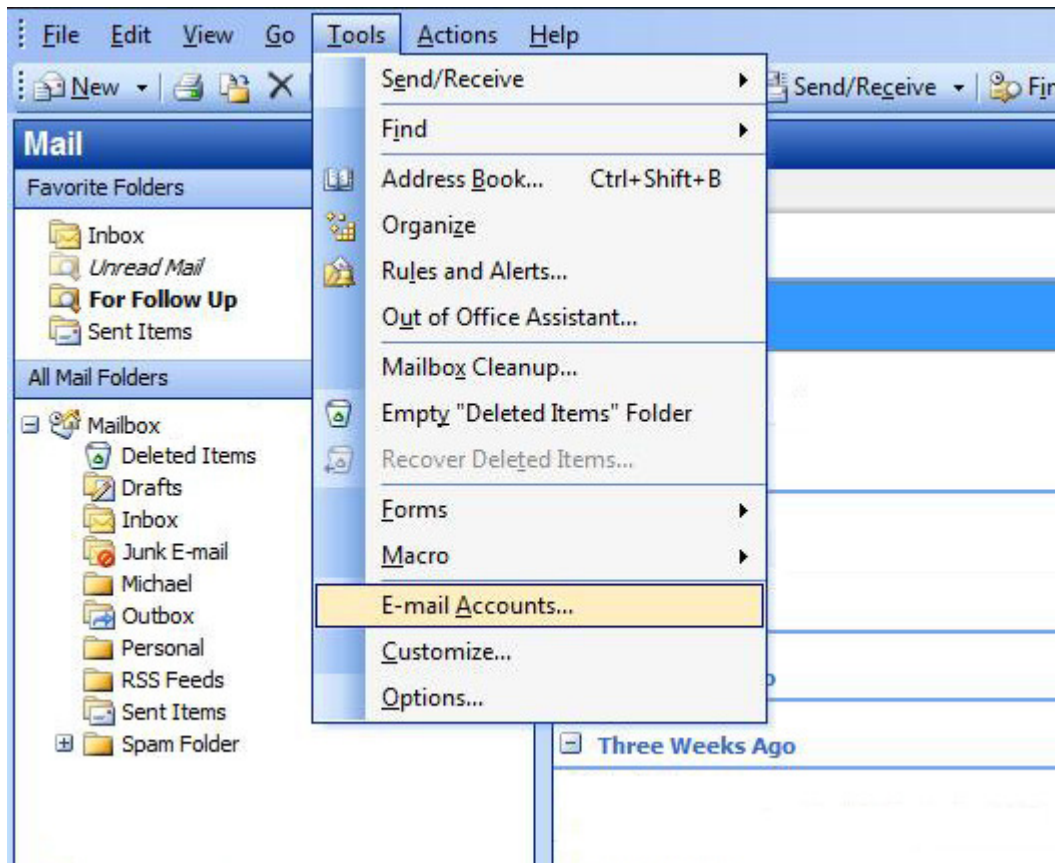


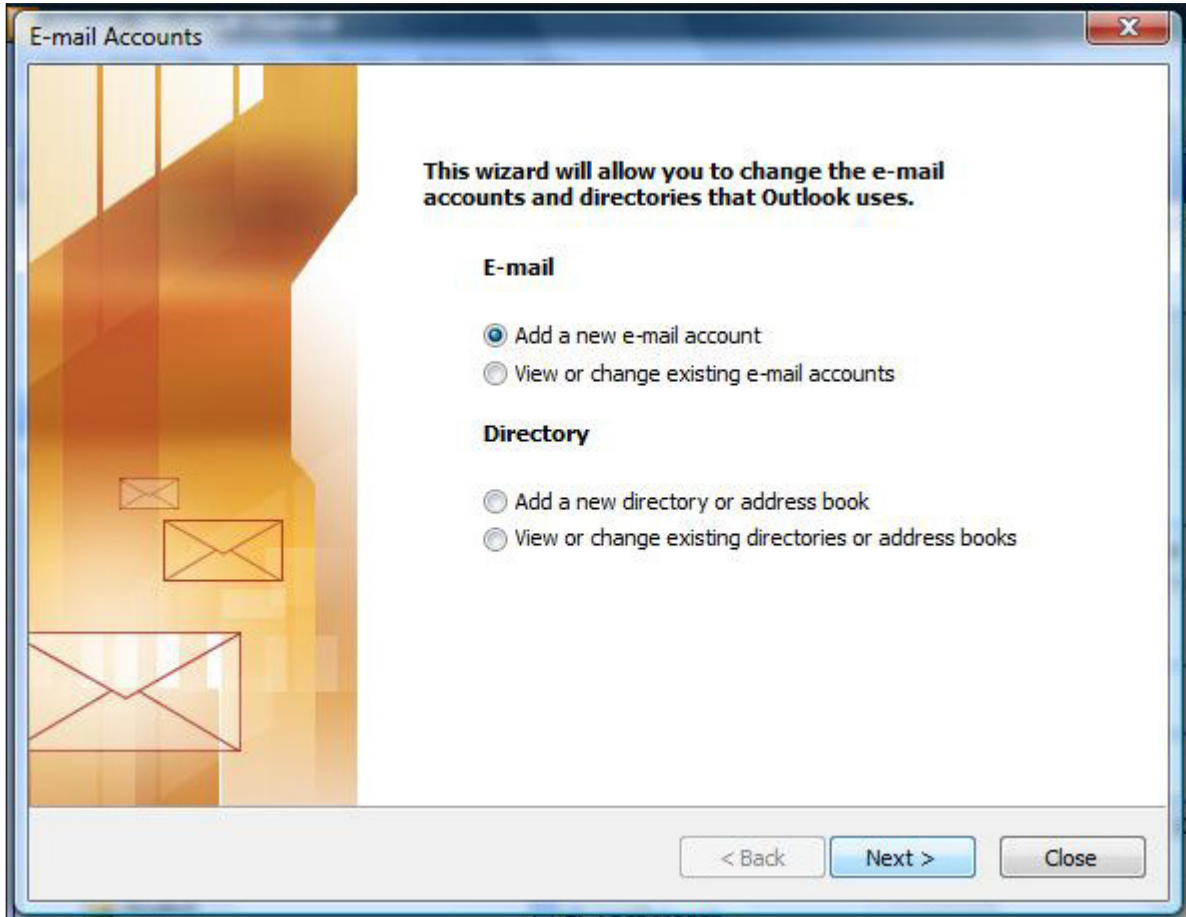
SETTING UP AN EMAIL ACCOUNT IN MICROSOFT OUTLOOK

Step 1: Start Outlook from the Start Menu or Desktop Icon. Within Outlook you will be able to set up your email account to send and receive emails.

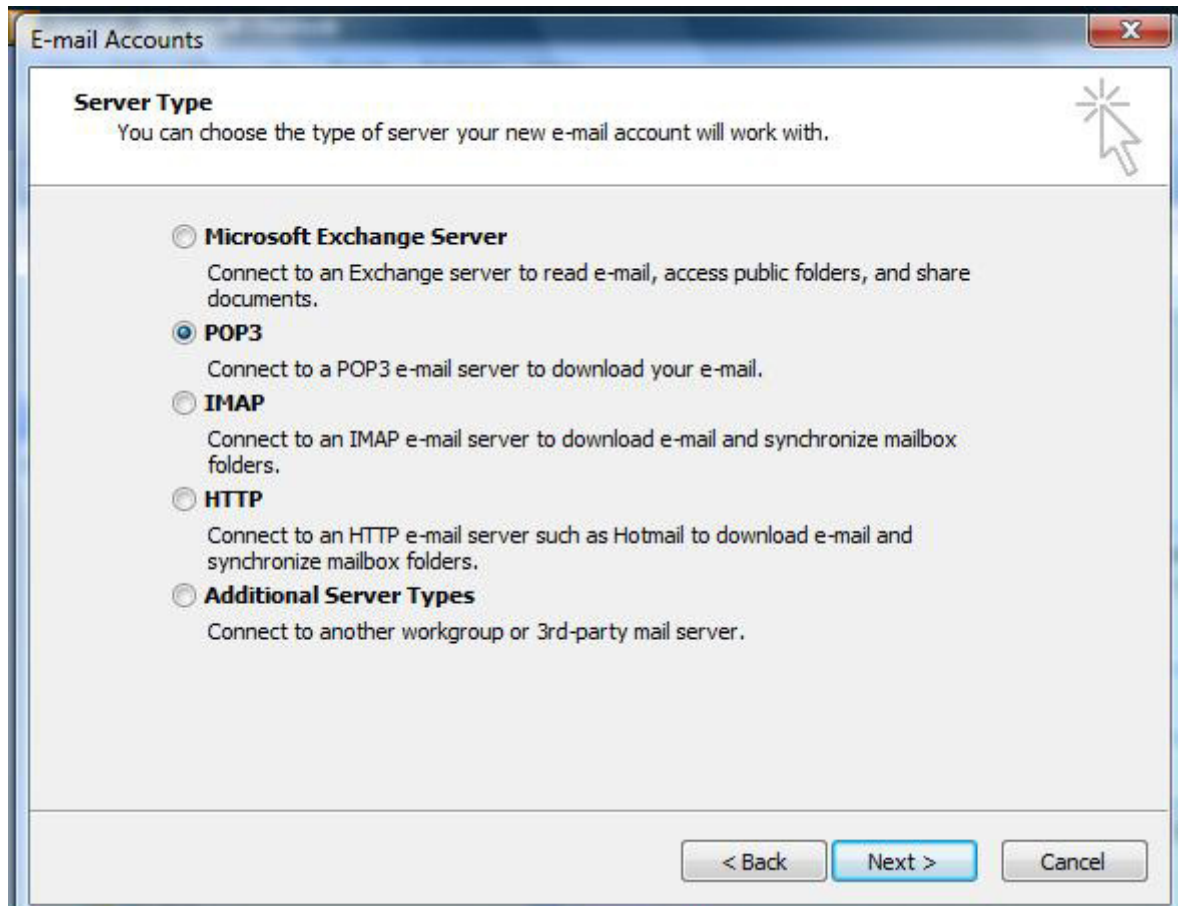
Step 1A: Click on menu bar: **Tools** ---> **E-mail Accounts** to enter into the set-up process.



Step 2: Select **Add a new e-mail account** and then click the **Next** Button.



Step 3: Select **POP3** and then click the **Next** Button.



Step 4: Now enter your personal details:

User Information

Your Name: This is the actual name that you want to appear on the e-mail.

(Example: John Smith)

E-mail Address: john@example.com.au

Server Information

Incoming mail server (POP3): Example: Bigpond would be mail.bigpond.com

Outgoing mail server (SMTP): Example: Optusnet would be mail.optusnet.com.au

Mail servers generally depend on who the ISP is, unless you own a domain name.

Logon Information

Please see below for an example:

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)

Password: Enter the password supplied for your email account.

Step 5: Click **Next** and then **Finish**.

CONGRATULATIONS!!!! You should have successfully set up your email account.

Step 6: Close and restart Outlook