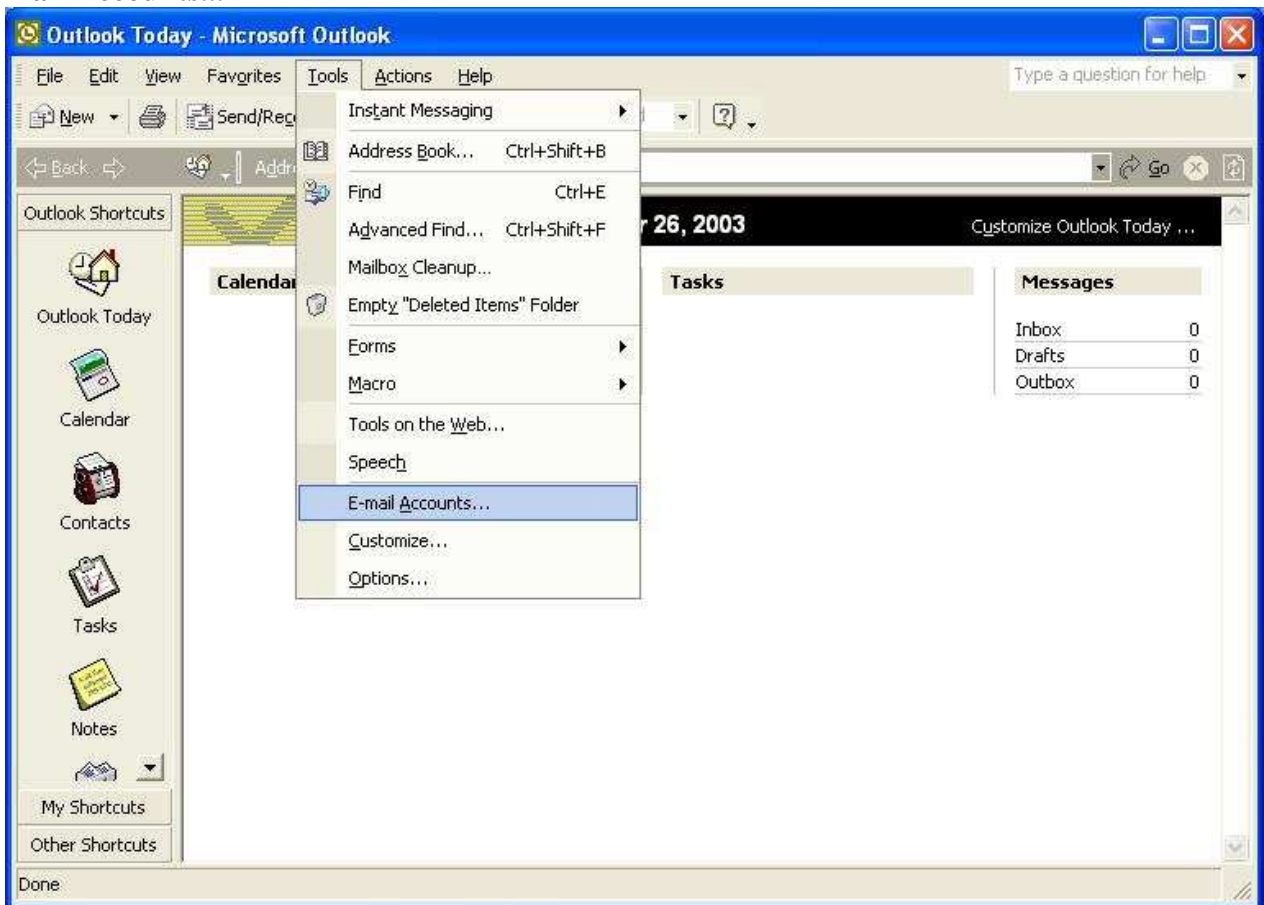


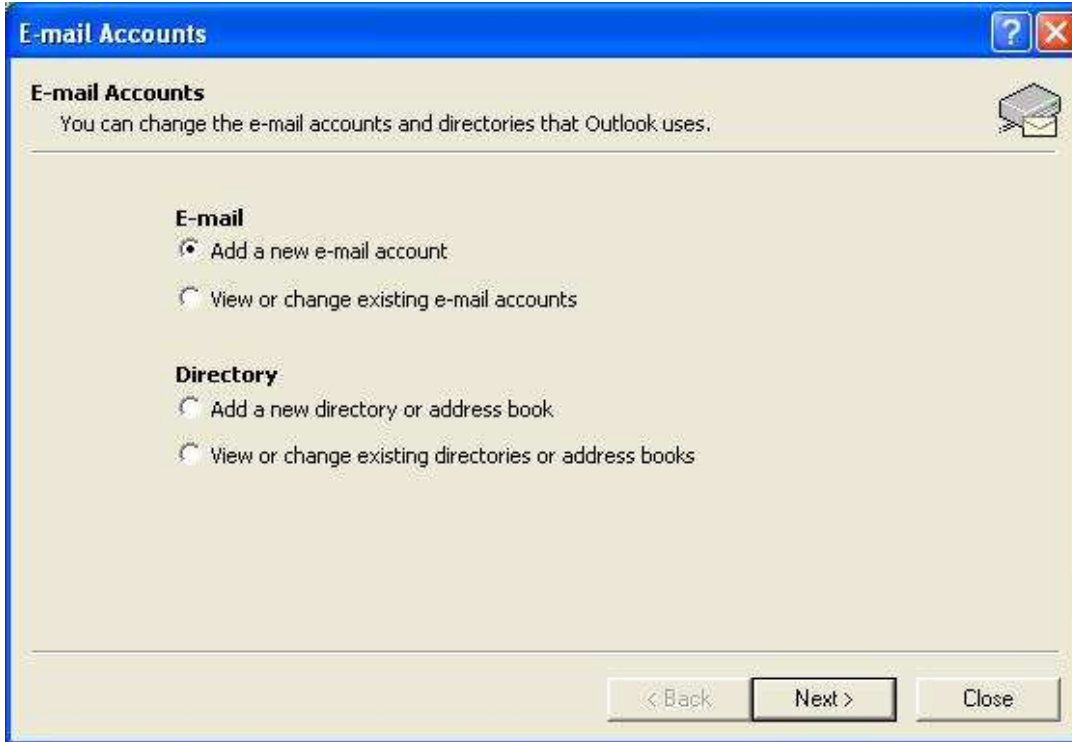
## E-mail Account Setup in Microsoft Outlook

Note: Different versions of Outlook may have slightly different looks or options. This guide should still be close enough to guide you through the process.

- 1) Open Outlook, go to the "**Tools**" menu (if you get other pop-up screens when opening Outlook click the cancel button next to them until you can click on the "**Tools**" menu), and click on "**E-mail Accounts...**"



- 2) When the "E-mail Accounts " window appears, click on the circle next to "Add a new e-mail account " then click "Next".



- 3) Click the circle next to "POP3" and then click "Next"



4) This screen requires you to enter all your e-mail account information.

**Your Name:** The name you want to appear on all e-mails you send out (Jeremiah White in this example)

**E-mail Address:** Your e-mail address ([jwhite@enamic.com](mailto:jwhite@enamic.com) in this example)

**User Name:** Your e-mail address ([jwhite@enamic.com](mailto:jwhite@enamic.com) in this example)

**Password:** <your password>

**Incoming Mail server (POP3):** mail.enamic.com

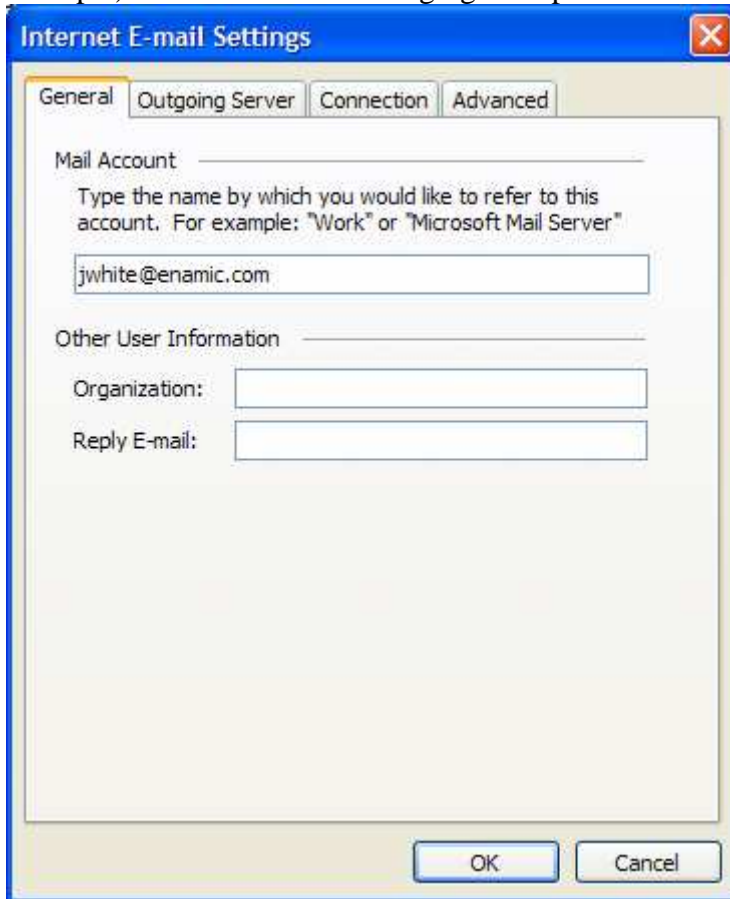
**Outgoing mail server (SMTP):** mail.enamic.com

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. 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." and a help icon. The dialog is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

Section	Field	Value
User Information	Your Name:	Jeremiah White
	E-mail Address:	jwhite@enamic.com
Server Information	Incoming mail server (POP3):	mail.enamic.com
	Outgoing mail server (SMTP):	mail.enamic.com
Logon Information	User Name:	jwhite@enamic.com
	Password:	*****
Logon Information	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	
Test Settings	Test Account Settings ...	
	More Settings ...	

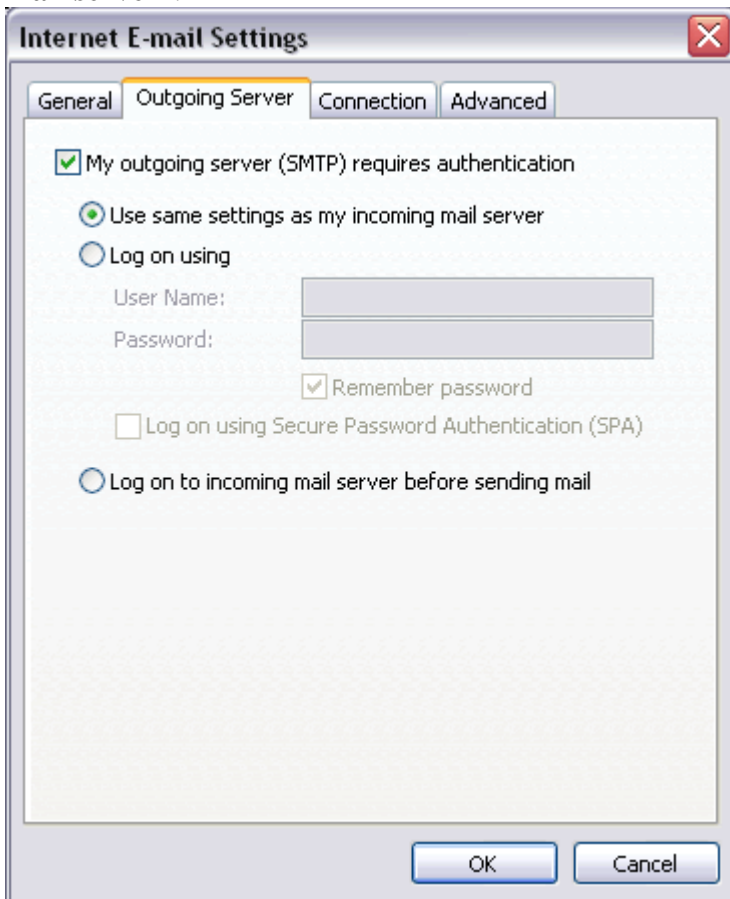
At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- 5) Once you have filled out the blanks, click on "**More Settings...**" Under the "**General**" tab, change the name of this mail account to the e-mail address ([jwhite@enamic.com](mailto:jwhite@enamic.com) in this example). This will make managing multiple accounts easier.

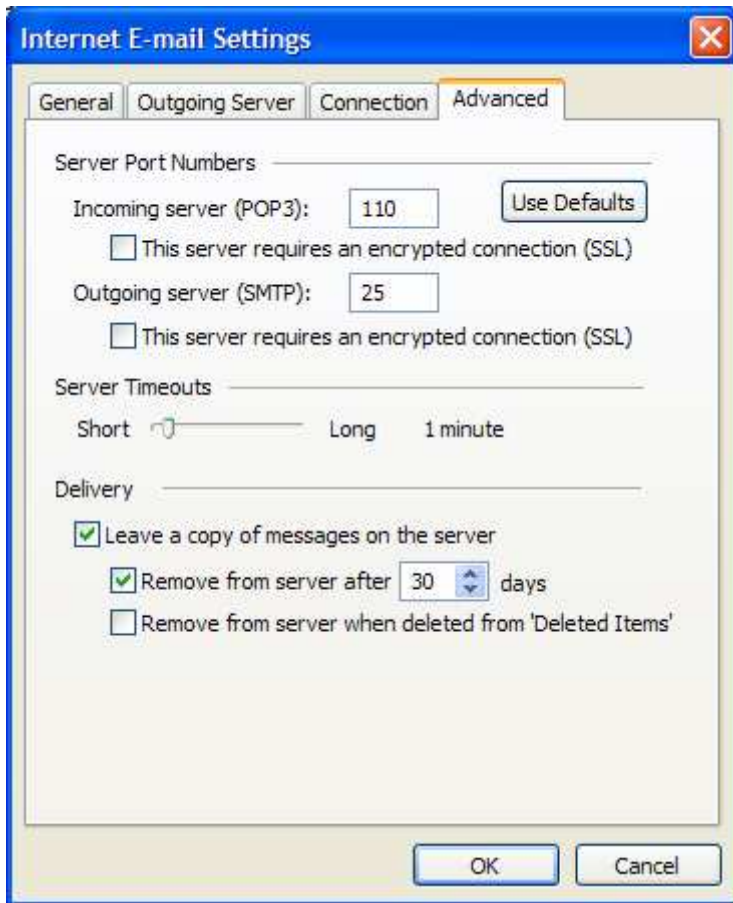


- 6) Under the "**Outgoing Server**" tab, check the box next to "**My outgoing server (SMTP) requires authentication**". Then click the button next to "**Use same settings as my incoming**"

mail server”.



- 7) If you plan on checking your e-mail from more than one place, you'll want to keep a copy of your e-mails on the server until you've downloaded them to all of your computers. By default, the e-mails are deleted from the server when you download them to Outlook. This takes the storage burden off the server, but it can be confusing when you check your e-mail from another computer and none of your previously read e-mails are there anymore! As a good balance between convenience and managing the amount of data stored on the server, we recommend you save a copy of your e-mails on the server for 30 days. To do this, choose the "Advanced" tab and check the checkbox next to "Leave a copy of messages on the server" and also the checkbox next to "Remove from server after \_\_\_ days". Now, set the number of days to 30.



- 8) Click “OK” to close the “Advanced Settings” and click “Next” on the main window. And you’re done! If you plan to check several accounts from a single computer, we recommend you follow the instructions outlined in “Using Outlook Rules to Manage Your E-mail Accounts”.