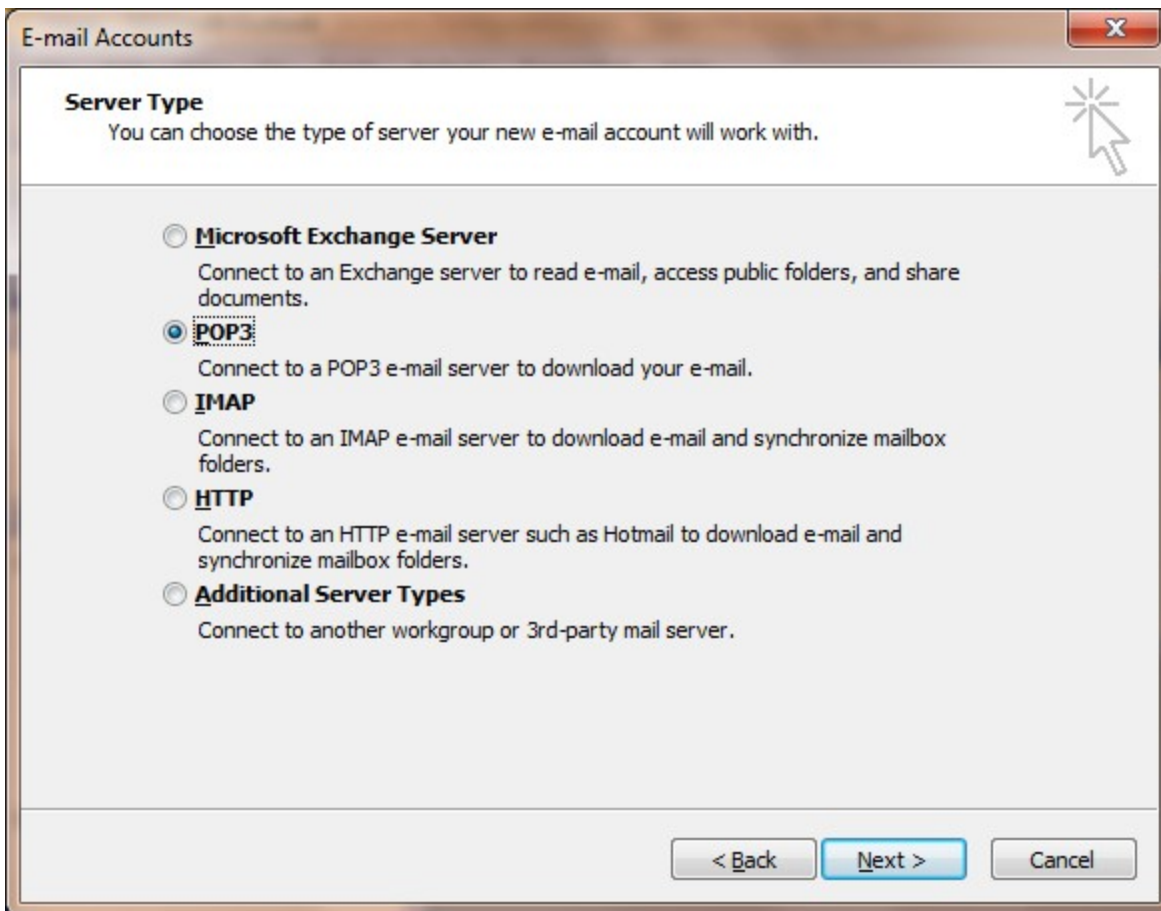




Outlook 2002-2003 POP3 Email Account Configuration

1. Click the **Tools** menu and select **Accounts**
2. Select "**Add a new e-mail account**" and click **Next**
3. For **Server Type**, Select **POP3** and choose **Next**





4. In the **Internet E-mail Settings(POP3)** window, enter Your name, your email address, your user name (**NOTE: your user name is your complete email address**) and password, as well as the incoming and outgoing servers that were provided to you in your **Erado Welcome Kit**. When finished click on **More Settings**.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Inside the window, the title "Internet E-mail Settings (POP3)" is displayed, followed by the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a starburst icon in the top right of the settings area.

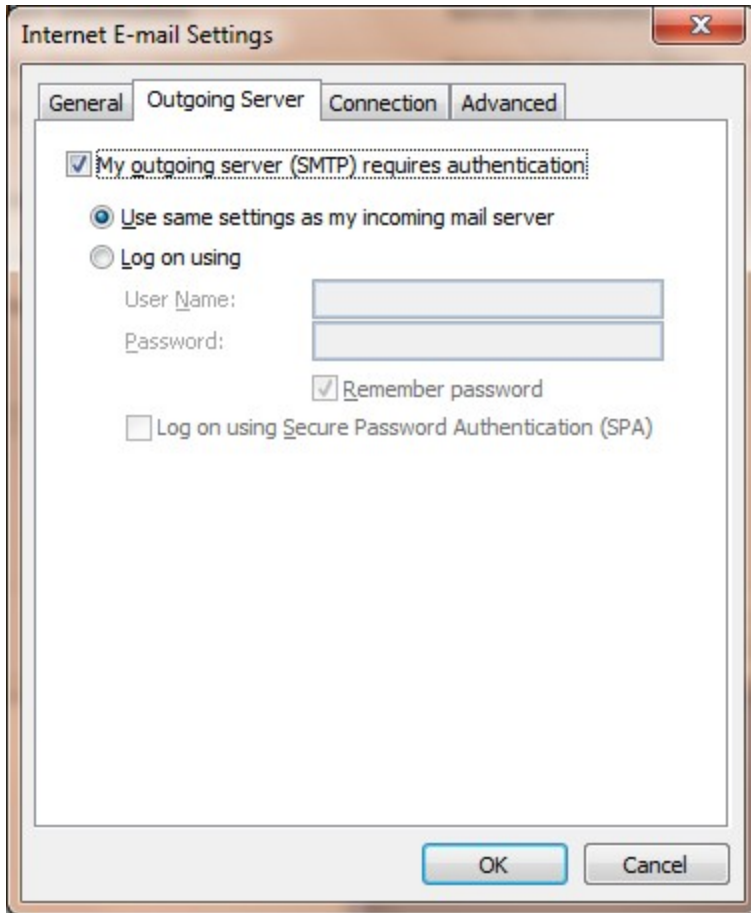
The settings are organized into four sections:

- User Information:** Includes fields for "Your Name" (containing "Your Name") and "E-mail Address" (containing "address@yourdomain.com").
- Server Information:** Includes fields for "Incoming mail server (POP3)" (containing "mail.yourdomain.com") and "Outgoing mail server (SMTP)" (containing "mail.yourdomain.com").
- Logon Information:** Includes fields for "User Name" (containing "address@yourdomain.com") and "Password" (containing "*****"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** Includes a text box with the instruction: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button.

At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel". A "More Settings ..." button is also located in the bottom right area of the settings panel.



5. On the Outgoing Server tab, choose **My server requires authentication** and click **“Use same settings as my incoming mail server”**





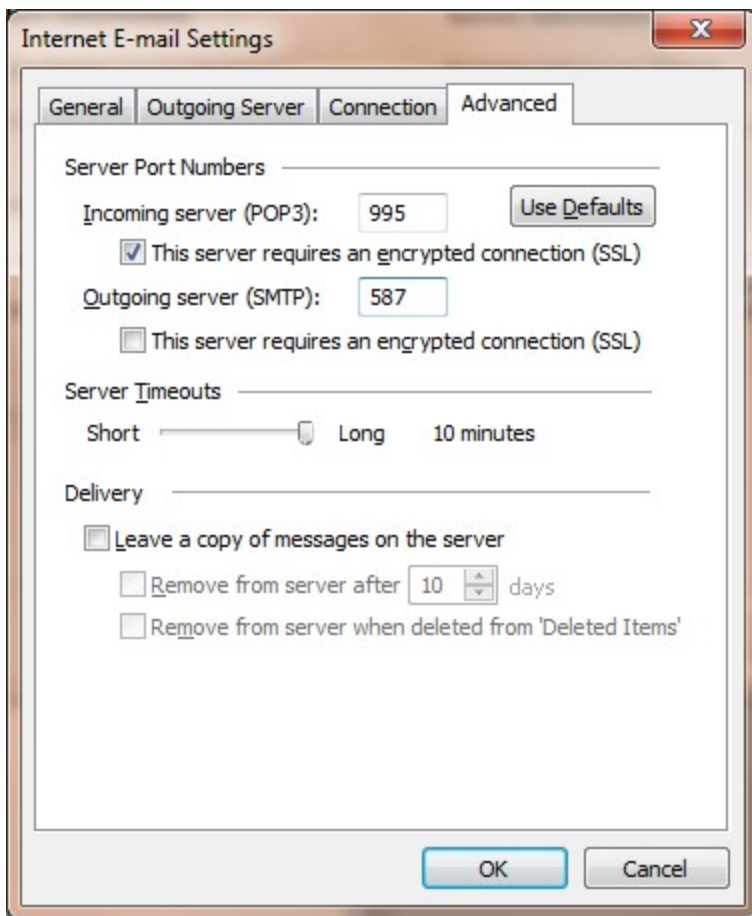
6. On the Advanced tab enter the following:

Set the incoming server (**POP3**): **995** and

click This server requires an encrypted connection (SSL)

Set the outgoing server (**SMTP**): **587** and

click This server requires an encrypted connection (SSL)



7. Click **OK** and choose **Finish**. Your account is now set up.