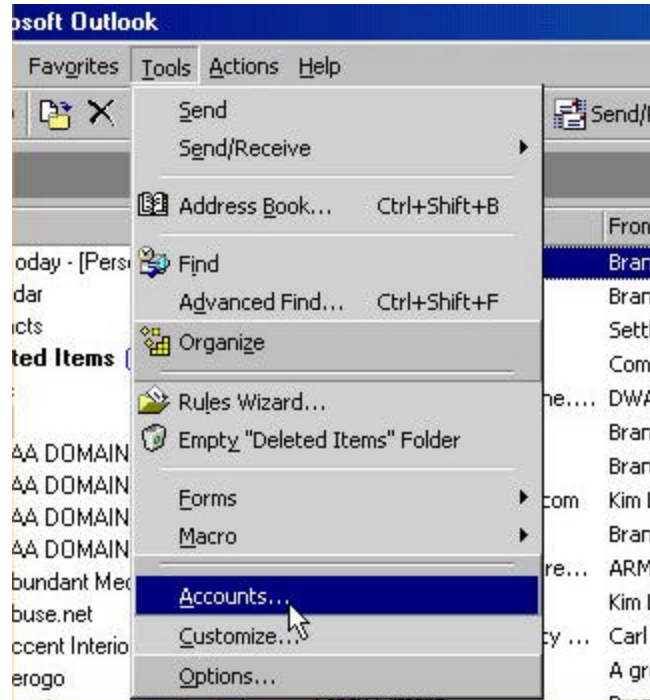


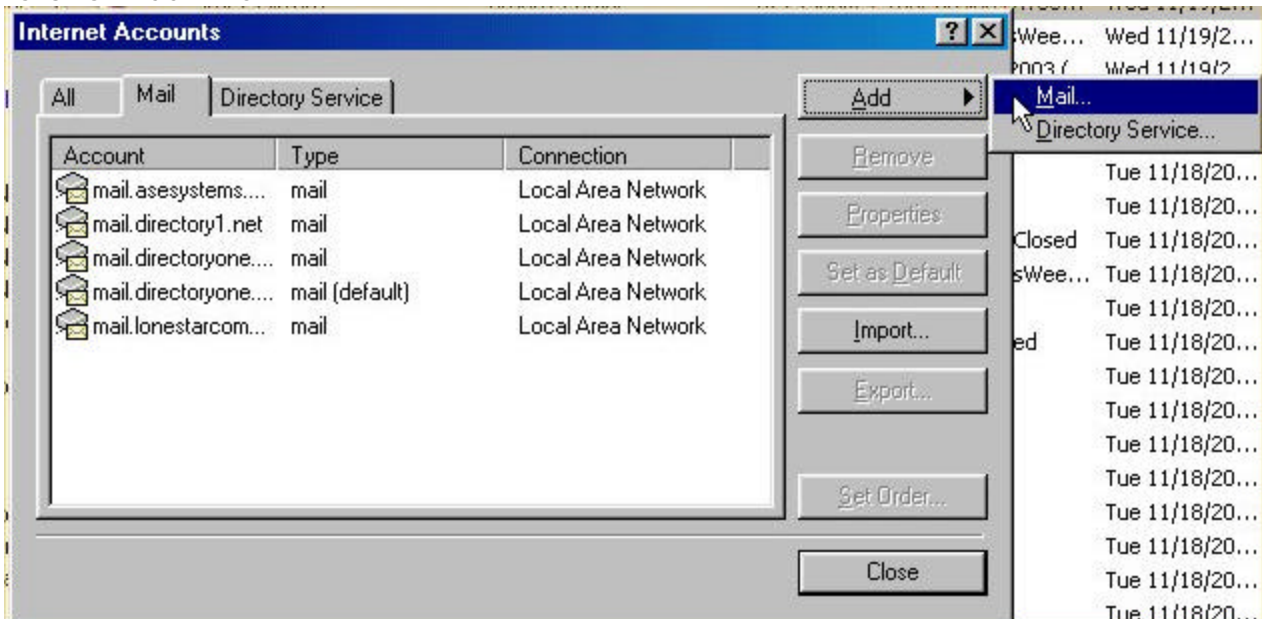
SETTING UP AN EMAIL ADDRESS USING MICROSOFT OUTLOOK

Open Microsoft Outlook

1. In Microsoft Outlook, select Tools > Accounts.



2. Click on Add > Mail



3. In Display Name, type what you want other people to see as your name. Click "Next"

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "Your Name Here". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: John Smith". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the "Next >" button.

4. Type in the email address you will send email from: yourname@yourdomain.com, Click "Next"

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "yourname@yourdomain.com". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the "Next >" button.

5. Enter in the following settings:

My incoming mail server is a POP3 server

Incoming mail (POP3, IMAP or HTTP) server: mail.yourdomain.com

Outgoing mail (SMTP) server: mail.yourdomain.com or that of your ISP

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu)
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'mail.goldenoak.com'
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.goldenoak.com'
- Buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

6. Click "Next"

7. Enter your account/username and password. Click "Next".

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'yourname'
- 'Password:' followed by a text box containing '*****'
- A checked checkbox labeled 'Remember password'
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'
- Buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

8. Choose your connection type depending on your connection method. Click "Next".

Internet Connection Wizard

If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.

Which method do you want to use to connect to the Internet?

Connect using my phone line

Connect using my local area network (LAN)

I will establish my Internet connection manually

< Back Next > Cancel Help

9. Click Finish.

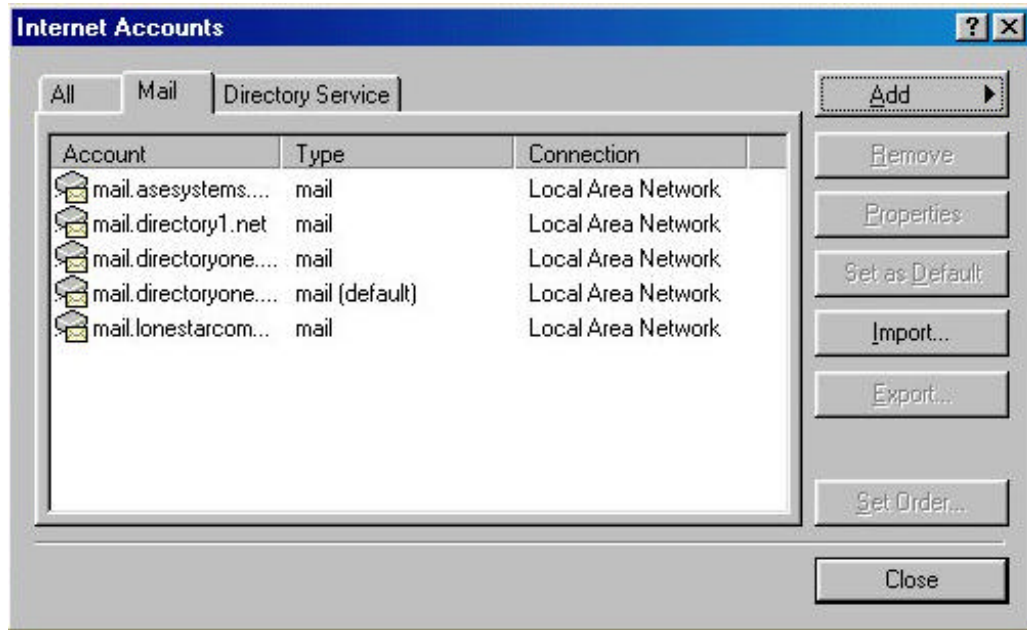
Internet Connection Wizard

Congratulations

You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

< Back Finish Cancel Help

9. Click Close.



Your Account is setup. You can test it by sending an email to yourself.