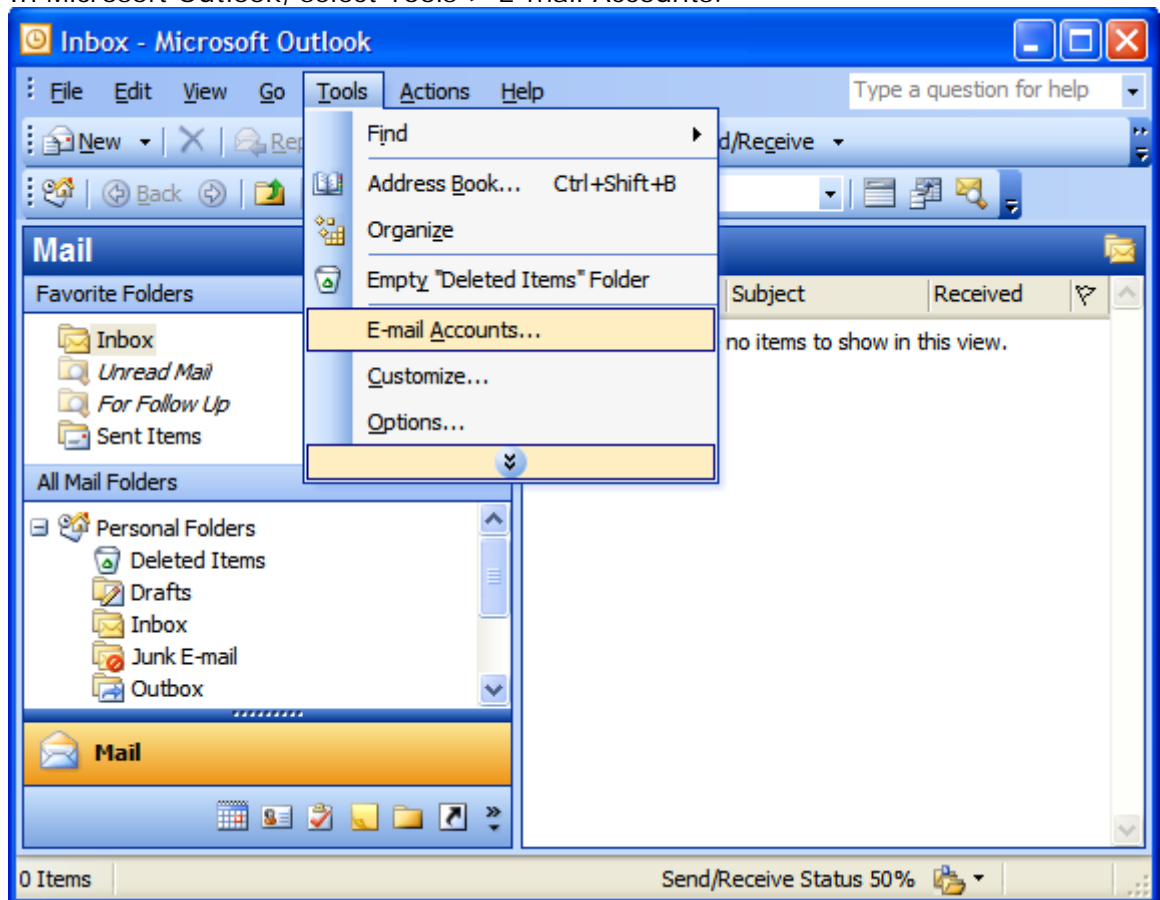


Setting Up Your E-mail in Microsoft Outlook

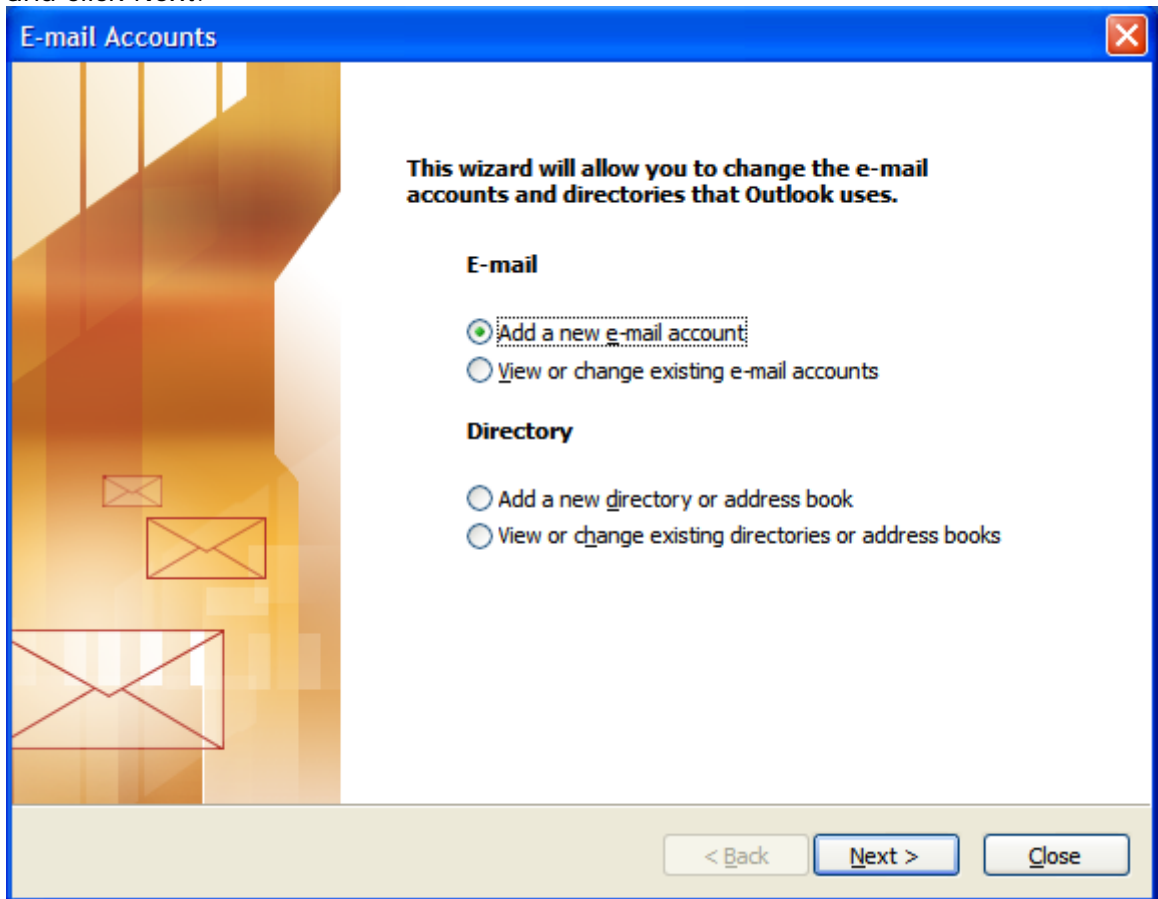
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook.

To Set Up Your E-mail Account in Microsoft Outlook

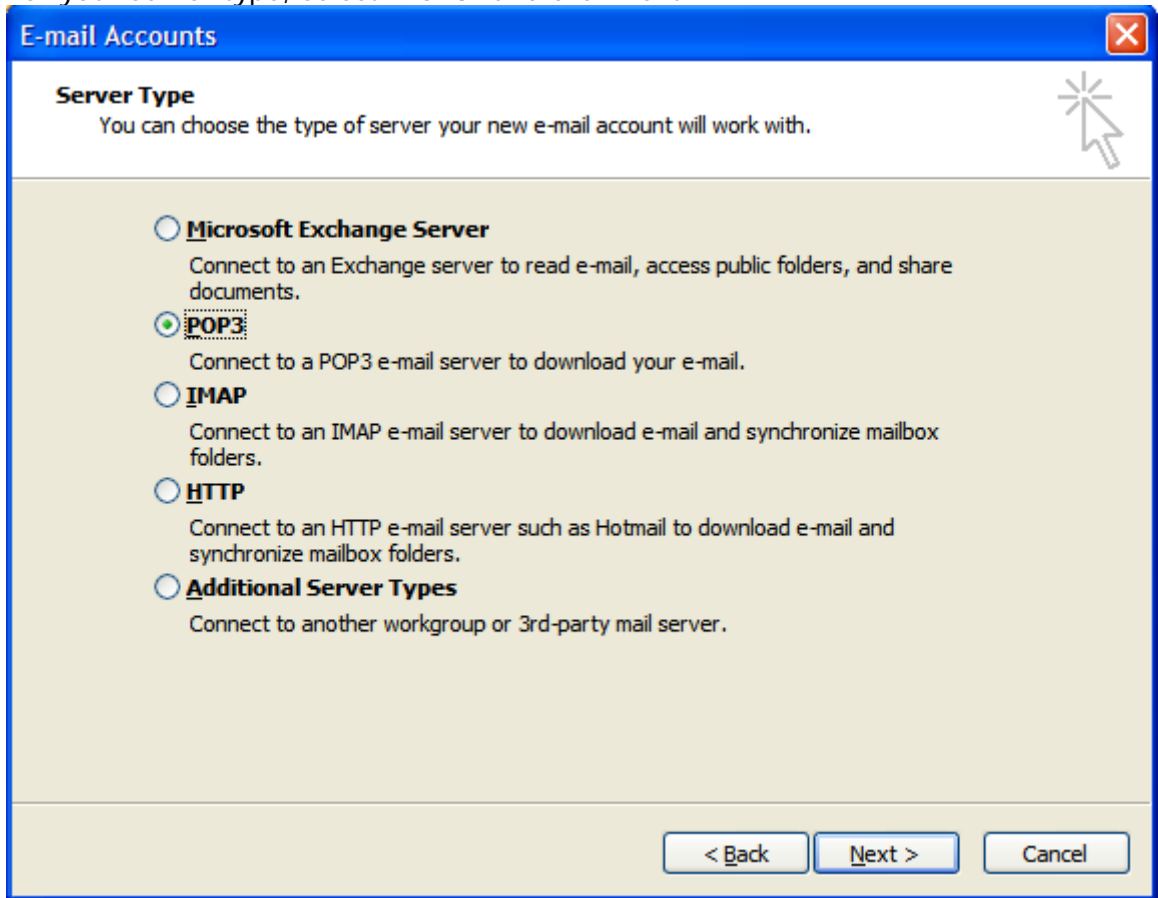
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address provided by Mixed Media Creative Group, Inc.

User Name/or Account Name

Enter your e-mail address, again.

Password

Enter the password set up for your e-mail account.

Incoming mail server (POP3)

Enter mail.*yourdomain.com* for your incoming mail server.

Make sure you put in your own website domain name.

Outgoing mail server (SMTP)

Enter `smtp.yourdomain.com` for your outgoing mail server.
Make sure you put in your own website domain name.

Click "More Settings."

E-mail Accounts [Close]

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

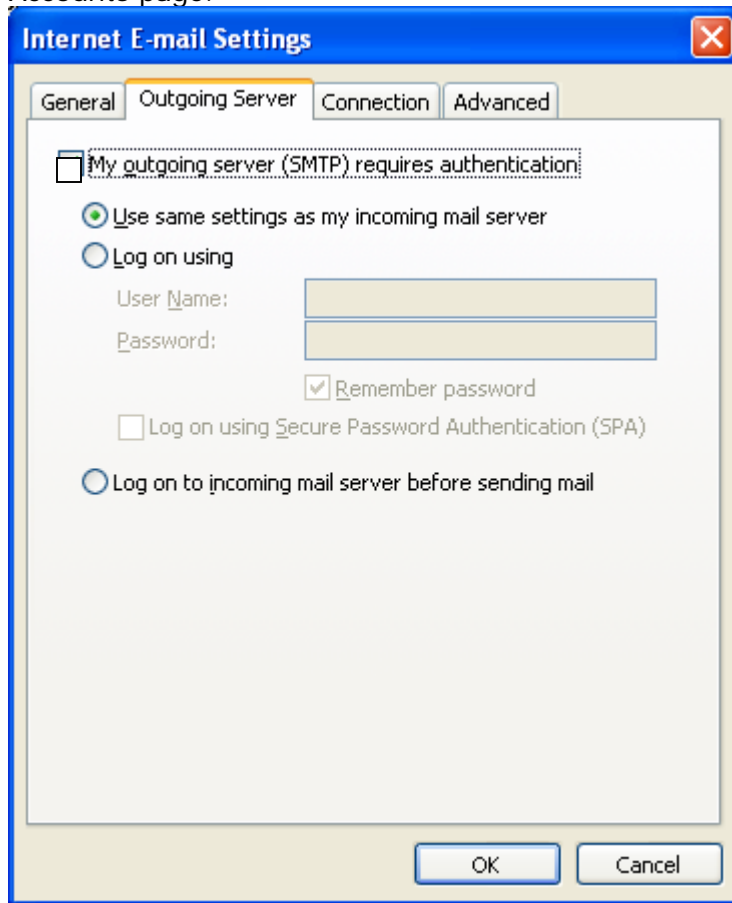
Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

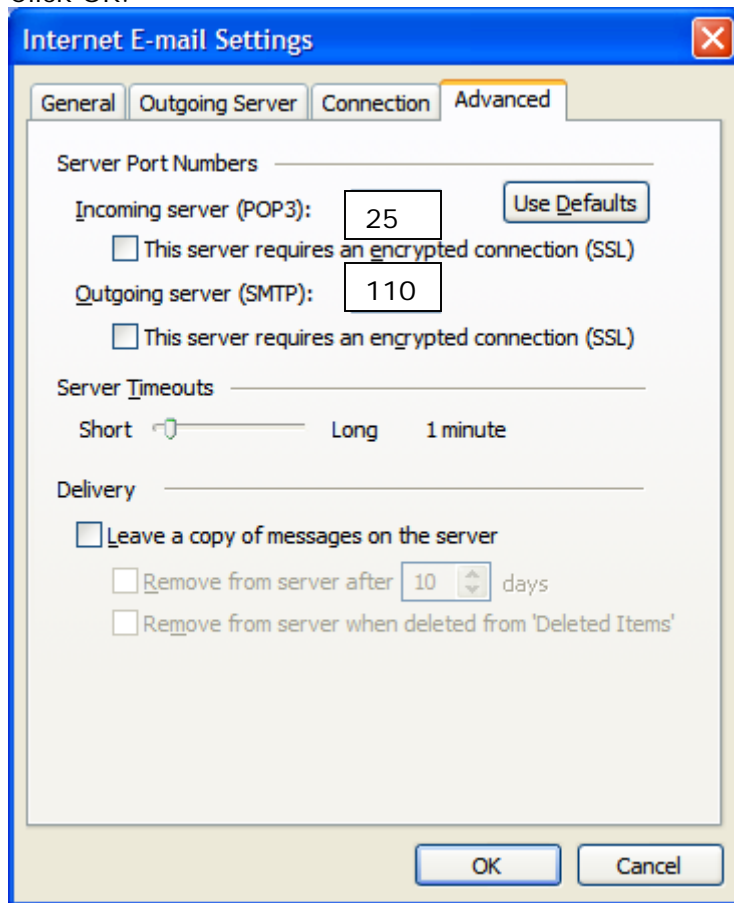
5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. If you did not change the SMTP relay section, select "Use same settings as my Accounts page.



7. Select the "Advanced" tab and change the "Incoming server (POP3)" port to 25 and the "Outgoing server (SMTP)" port to 110.

8. Click OK.



9. Click Next.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "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 icon is positioned over the top right corner of the dialog box.

The dialog box is divided into four sections:

- User Information:** Contains two text input fields. The first is labeled "Your Name:" and contains the text "Jane Smith". The second is labeled "E-mail Address:" and contains the text "jsmith@coolexample.com".
- Server Information:** Contains two text input fields. The first is labeled "Incoming mail server (POP3):" and contains the text "pop.secureserver.net". The second is labeled "Outgoing mail server (SMTP):" and contains the text "smtpout.secureserver.net".
- Logon Information:** Contains two text input fields. The first is labeled "User Name:" and contains the text "jsmith@coolexample.com". The second is labeled "Password:" and contains seven asterisks "*****". Below the password field is a checked checkbox labeled "Remember password".
- Test Settings:** Contains a paragraph of text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text is a button labeled "Test Account Settings ...".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". A "More Settings ..." button is also located in the bottom right area of the main content area.

10. Click Finish.

