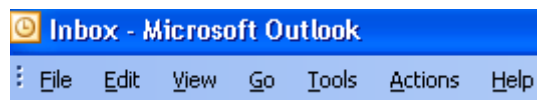


1. Double Click on the Microsoft Outlook Icon.

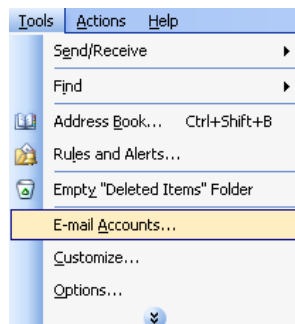


*NOTE: If #2 and #3 do not appear and it goes straight to #4 this is okay just pick up at #4 and follow the rest of the steps*

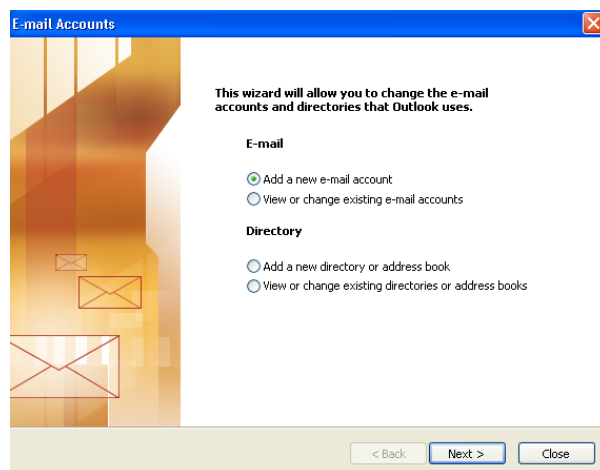
2. On the tool bar at the top click on Tools



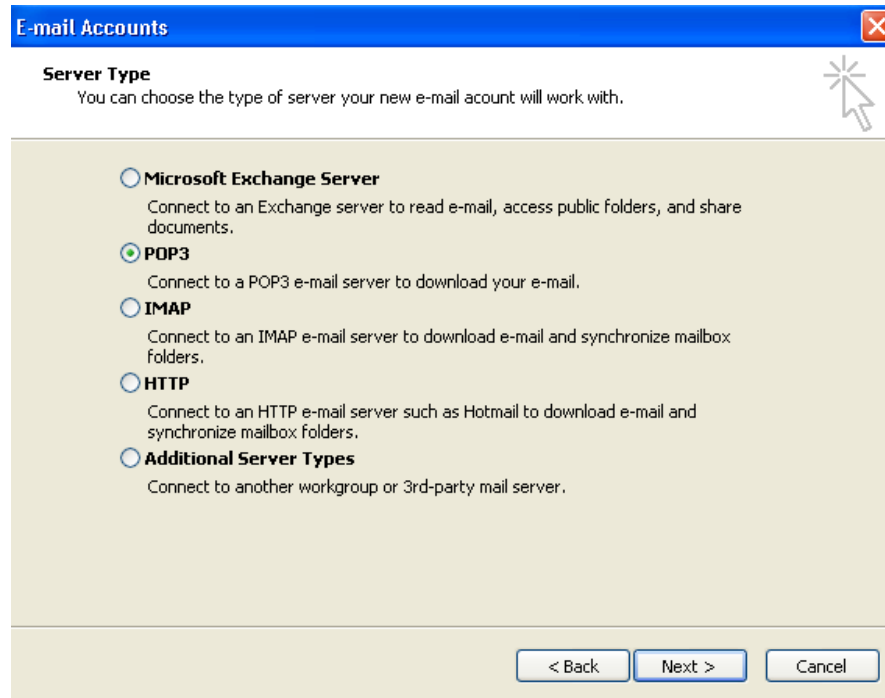
3. Go to E-Mail Accounts



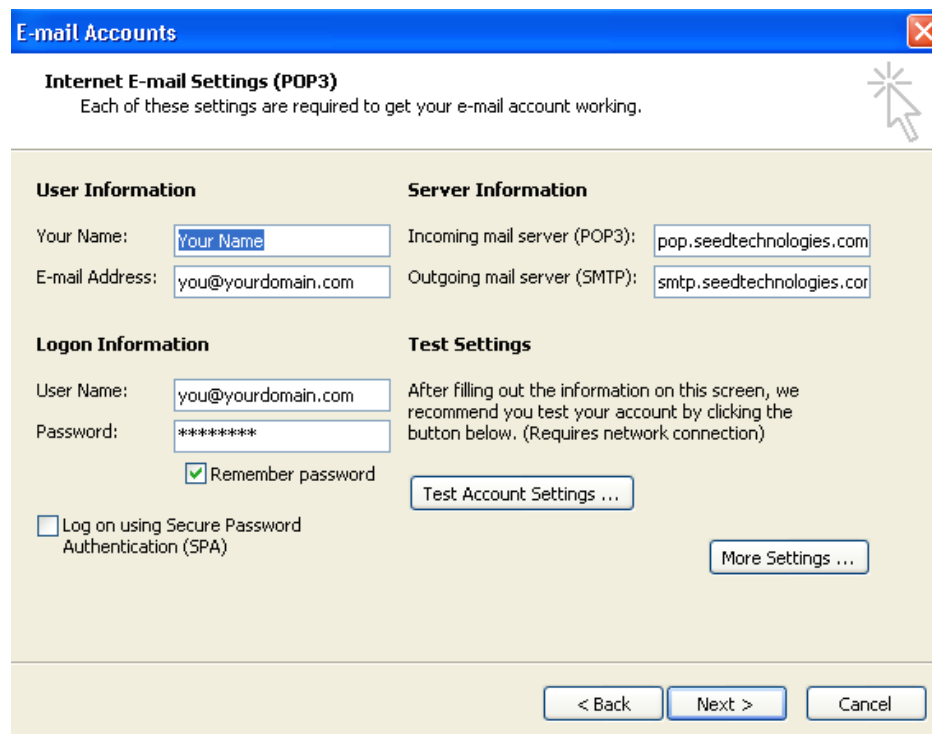
4. E-Mail Accounts will appear Click "Add a new email account"



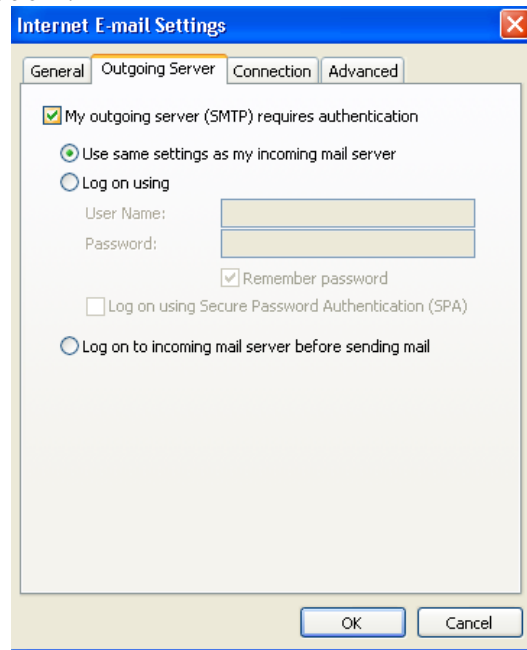
5. Click "Next" then "Server Type" will appear Click on POP3



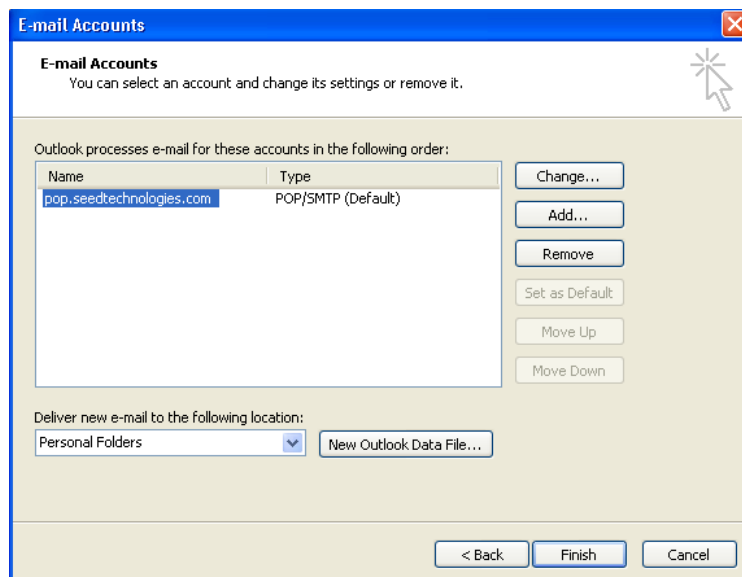
6. Click on Internet E-Mail Settings (POP3). Fill in the blanks with the values specified on the picture.



7. Click on "More Settings..."
8. Click on Outgoing Server and Check the box that say's "My outgoing Server (SMTP) requires authentication".



9. Click Ok then hit next.
10. E-Mail Accounts: This screen should look like below.



11. Click Finish