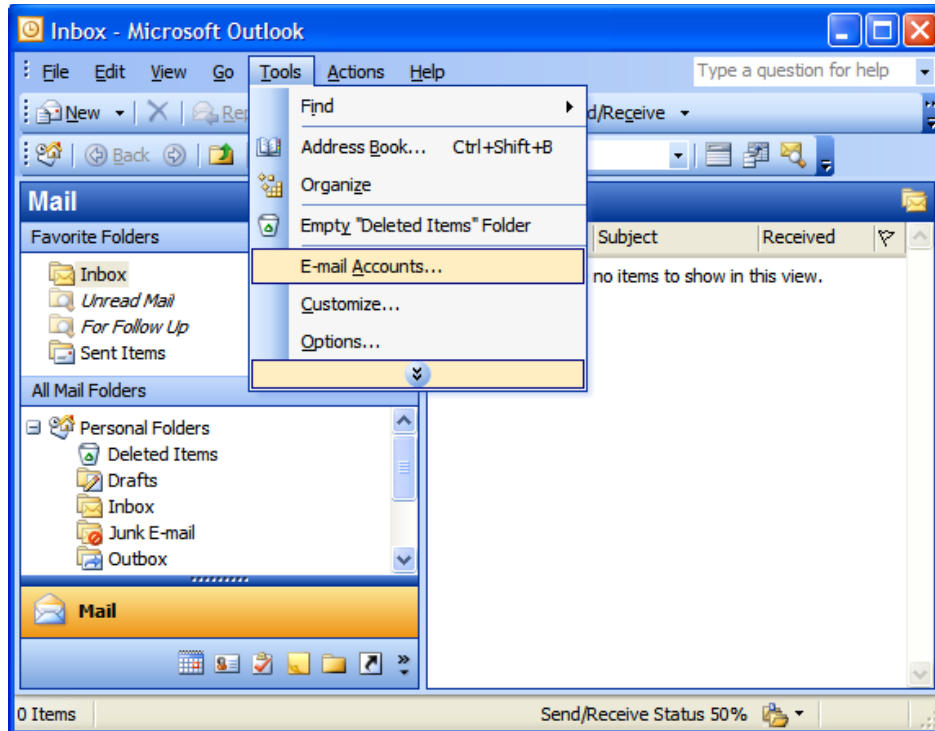
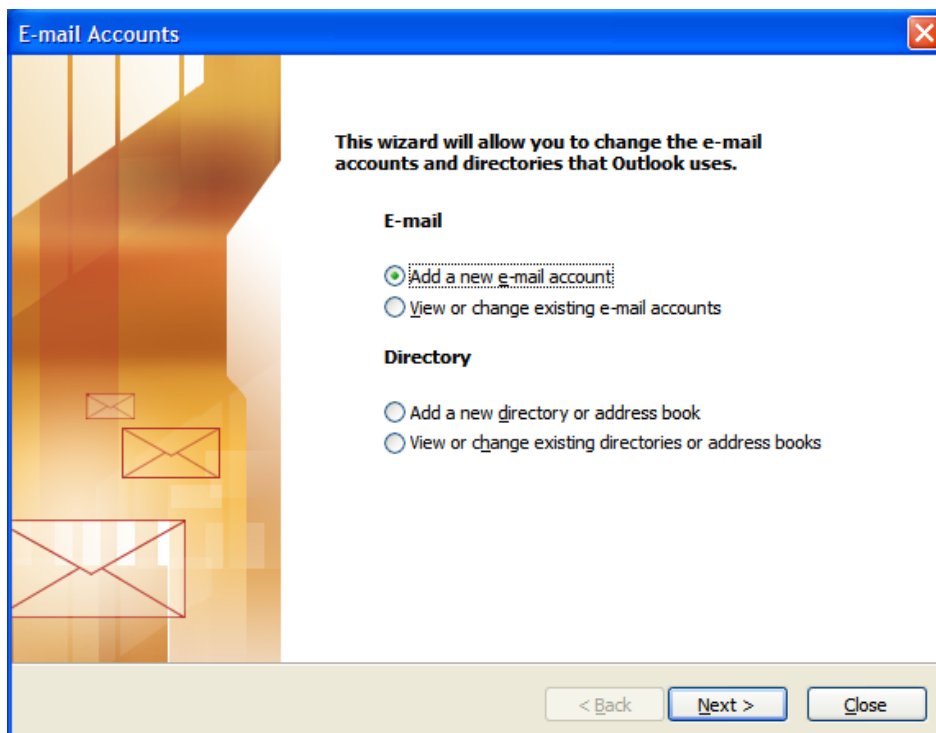


Outlook 2003 IMAIL Set Up

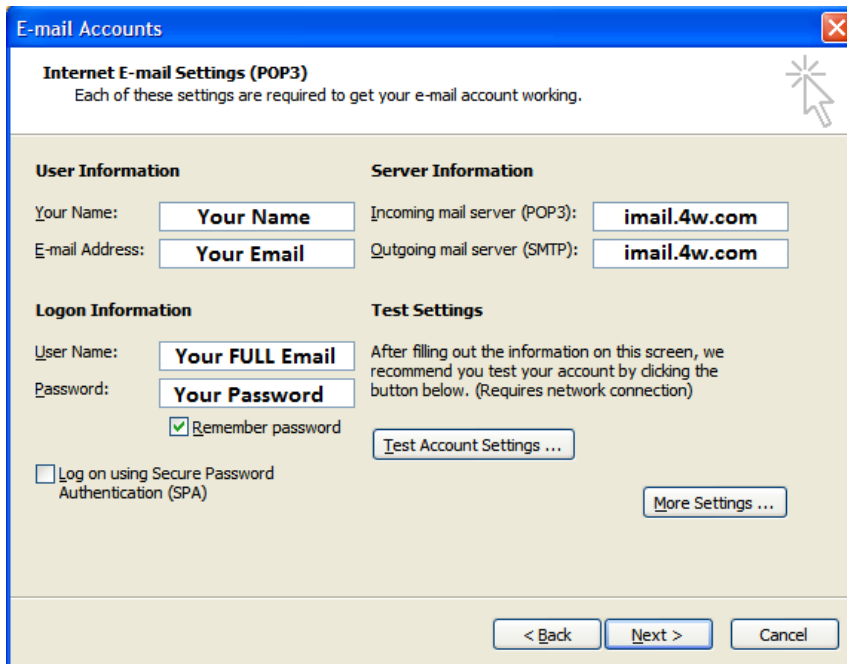
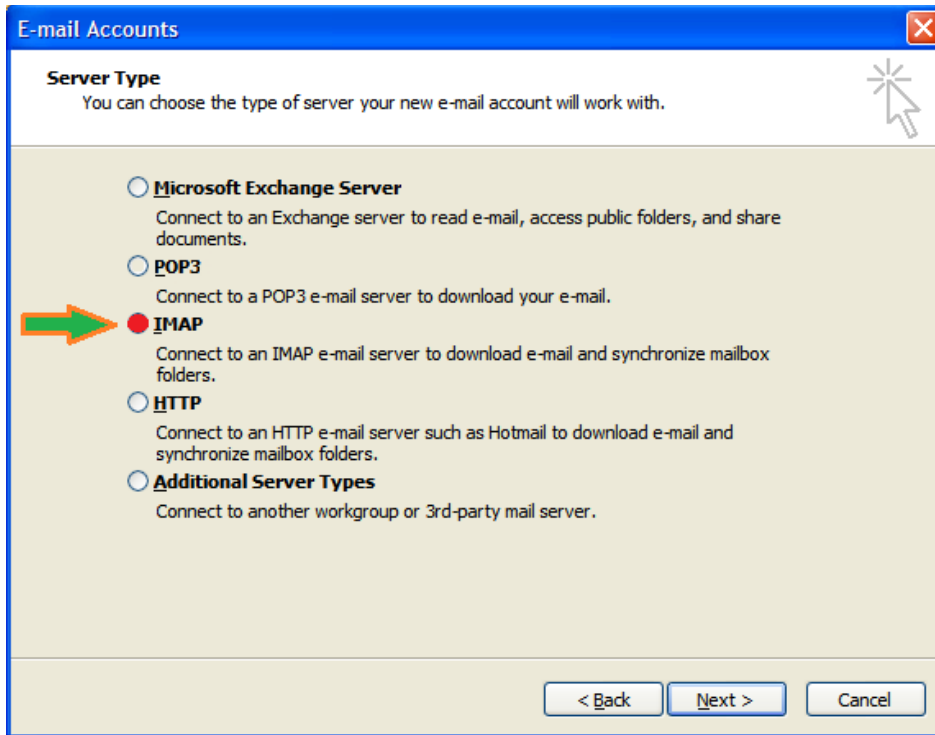
- From the **E-mail Accounts** menu, select **Tools**.



- From the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



➤ Select **IMAP**, and then click **Next**.



Enter your information as follows:

Your Name:
Your First and Last name.

E-mail Address:
Your FULL email address.

User Name:
Your FULL email address.

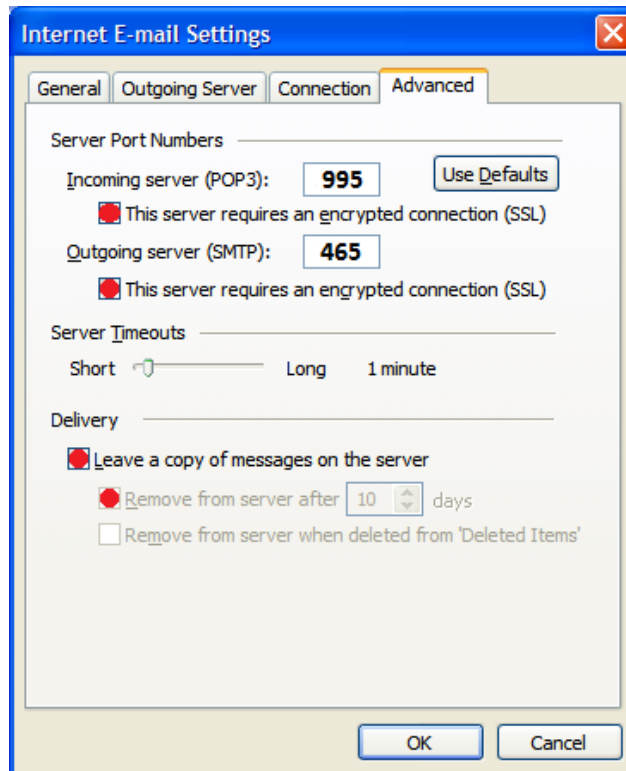
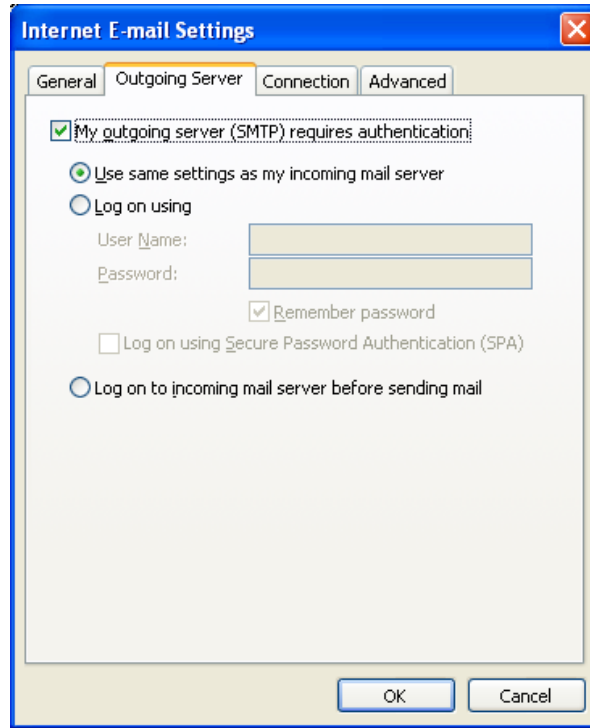
Password
Your email account password.

Incoming mail server (POP3):
imail.4w.com

Outgoing mail server (SMTP):
imail.4w.com

When complete click **More Settings**

- Select the **Outgoing Server** Tab
- Select **My outgoing server (SMTP) requires authentication**



Incoming server (POP3): Set to 995

Select This server requires an encrypted connection (SSL)

Outgoing server (SMTP): Set to 465

Select Leave a copy of message on the server

When complete select **OK**

- Select **Test Account Settings** to verify your account is working.
- If your email account is working select **Next** to finish.

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)

< Back Next > Cancel

E-mail Accounts [Close]

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back Finish