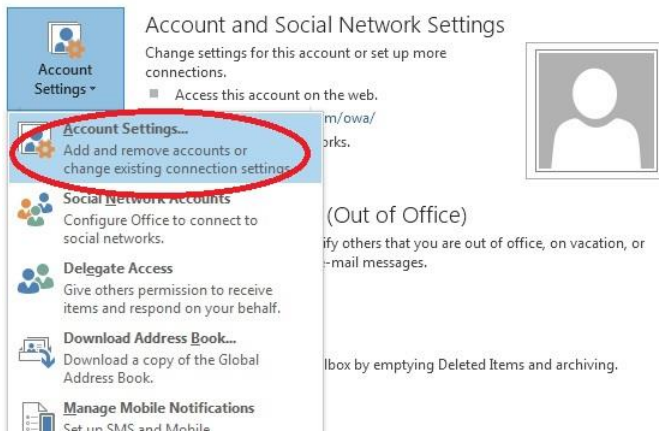


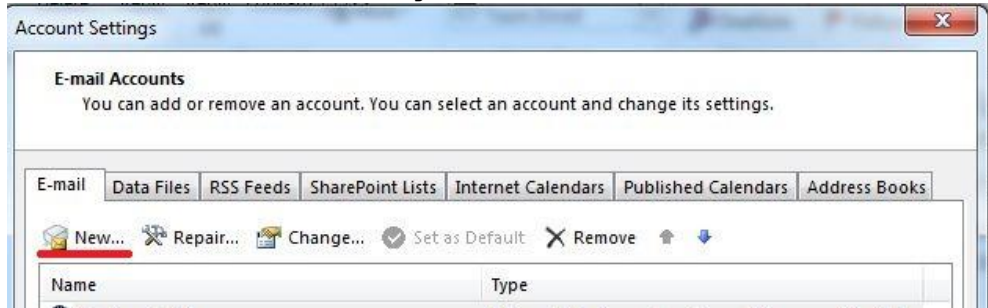
1. In Outlook, click on the file button in the upper left hand corner.



2. Click the account settings pull down menu on the Account Information page. Select Account Settings on the menu.



3. In the Account Settings E-mail tab, click on New.



4. On the Choose Service screen, select **E-mail Account** and hit next.

5. On Auto Account Setup screen, select **Manual setup or additional server types** and click next.

Add Account

Auto Account Setup

Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

6. On the Choose Service screen, select **POP or IMAP** and hit next.
7. Fill in your name and email address.
Under Server Information, Account Type must be set to POP3.
Enter imail.4w.com for Incoming and Outgoing mail.
Under Login, enter username - must be full email address- and password.
Click on More Settings to open the Internet E-mail Settings window.

Add Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:
Email Address:

Server Information

Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

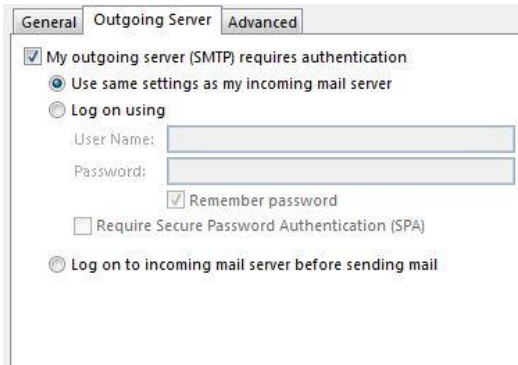
Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File
 Existing Outlook Data File

< Back Next > Cancel

8. On the Internet E-mail Settings Window, Click the **Outgoing Server** tab.

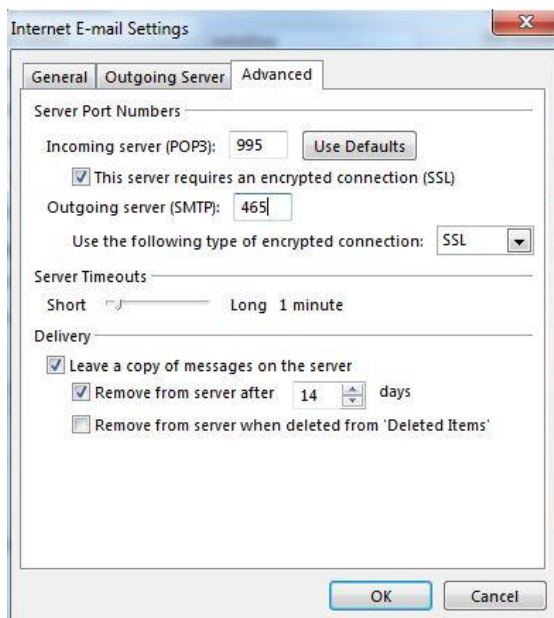


9. Click the box next to "My outgoing server (SMTP) requires authentication" and select, "Use the same settings as my incoming mail server."

10. Click on the tab labeled **Advanced**.

11. Under Server Port Numbers, click "This server requires an encrypted connection (SSL) under Incoming Server. Make sure the port is 995.

Under outgoing, set "Use the following type of encrypted connection" to SSL. Set the Outgoing server port to 465. Click ok when finished.



12. Click next. Outlook will now test your email. Once done, click close

13. On the final page, click finish or add another account as needed.