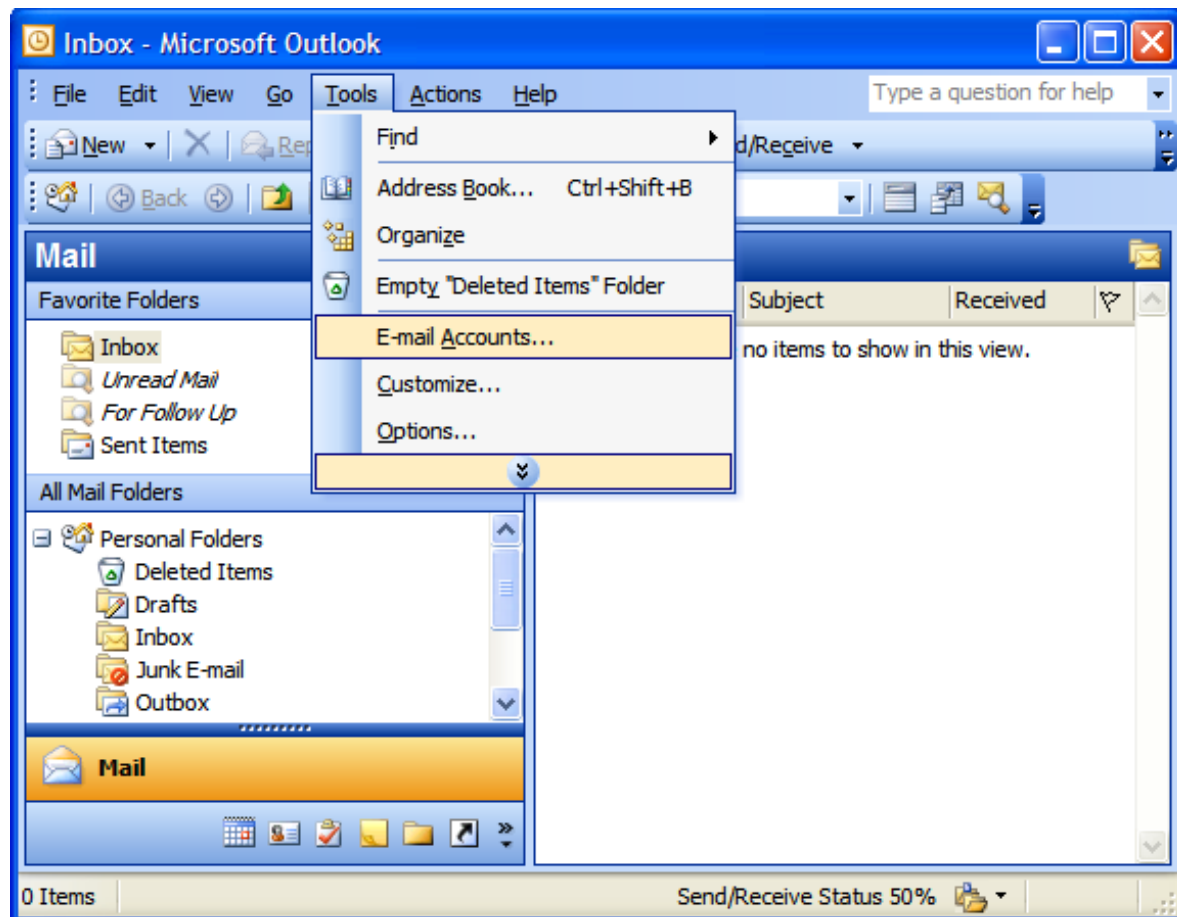


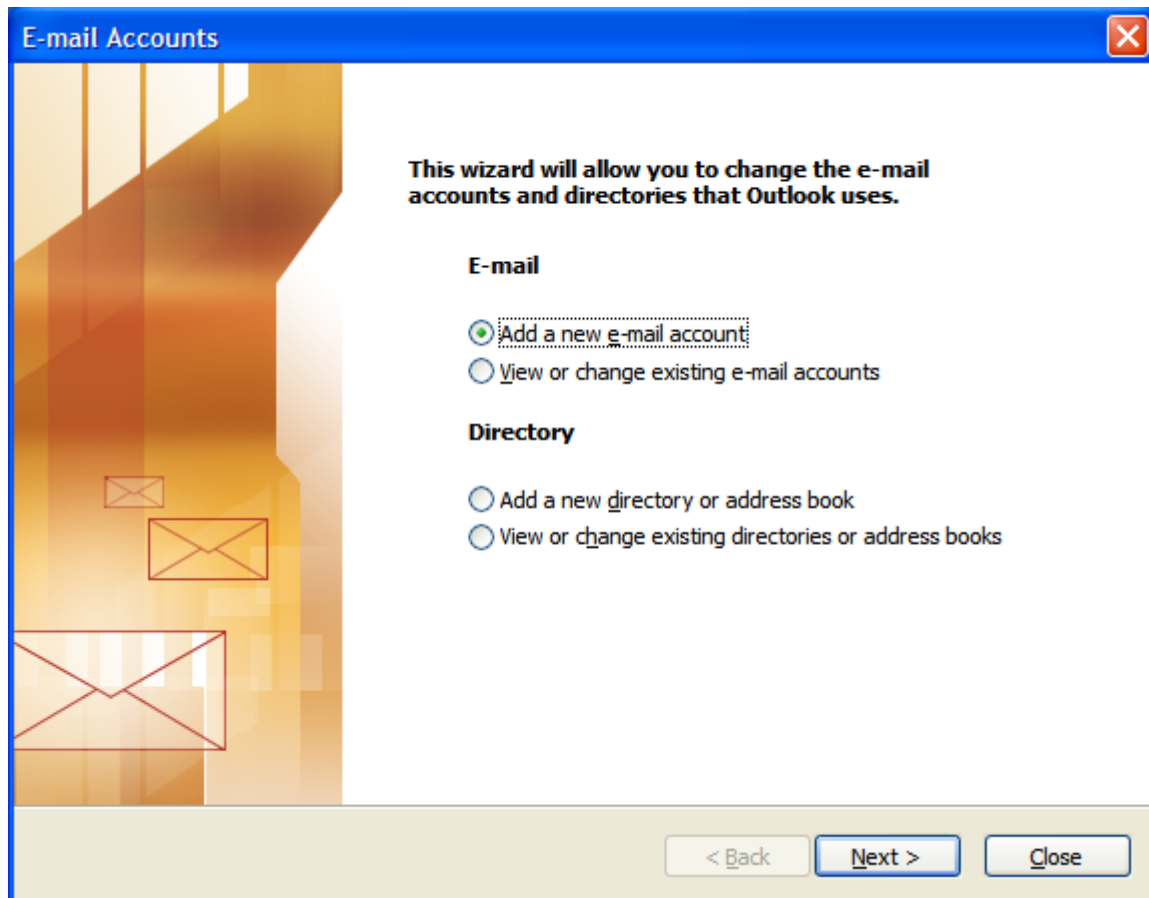
Setting Up Your E-mail in Microsoft Outlook

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. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

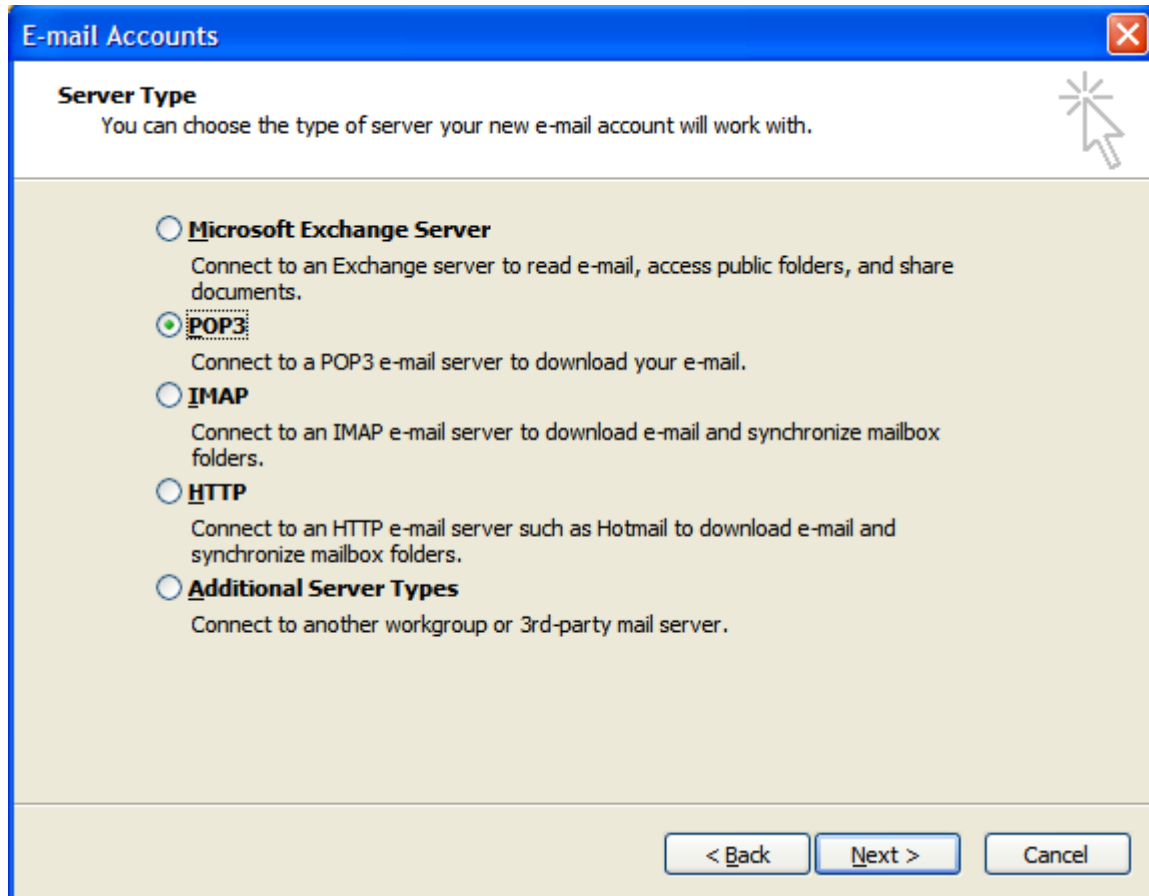
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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:

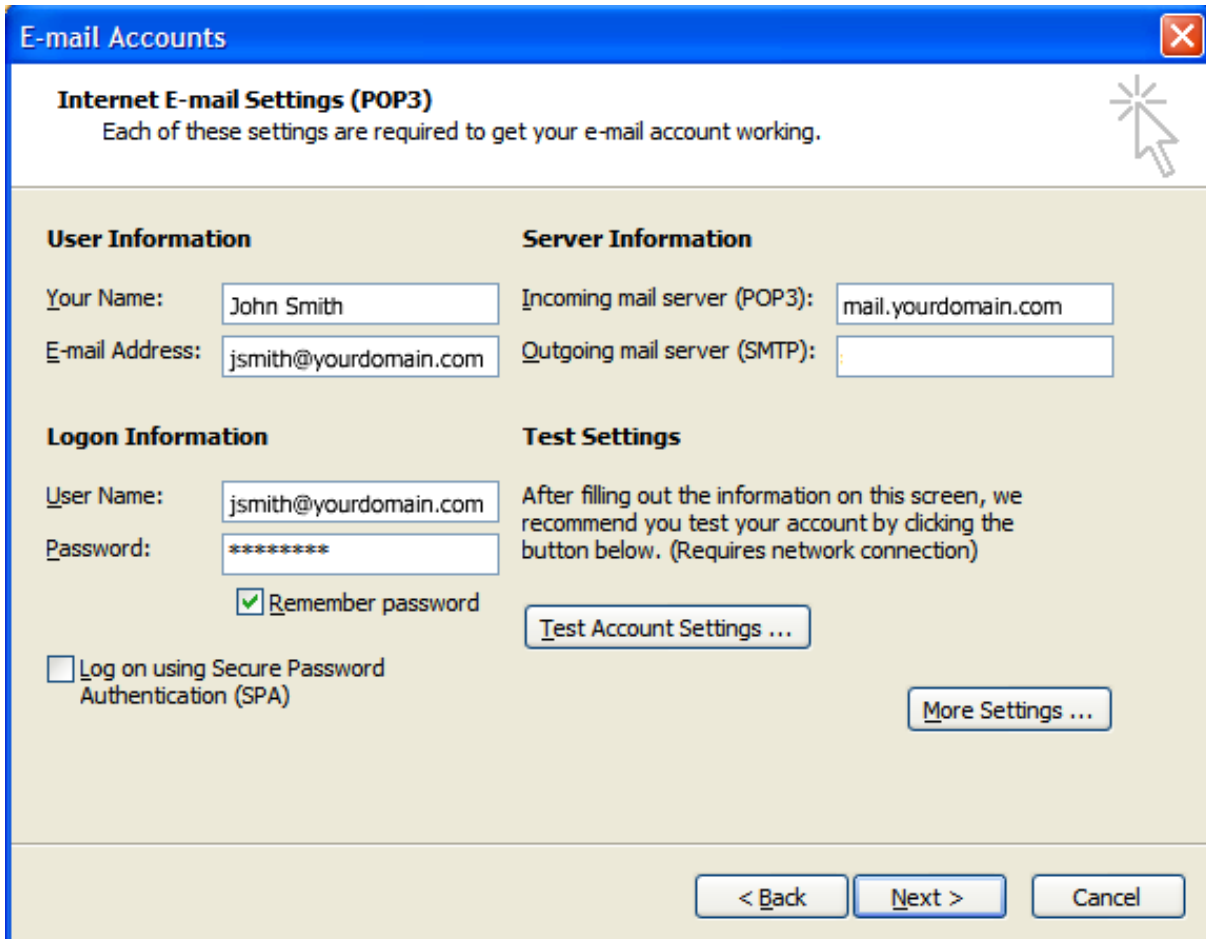
- Your Name:** Enter your first and last name.
- E-mail Address:** Enter your full e-mail address (name@yourdomain.com).
- User Name:** Enter your **full e-mail address**, again.
- Password:** Enter the password for your e-mail account. May have been provided in another e-mail.
- Incoming mail server (POP3):** Your incoming server is:

mail.yourdomain.com

Substitute your actual domain for "yourdomain.com".
- Outgoing mail server (SMTP):** Your outgoing server is:

mail.yourdomain.com

Substitute your actual domain for "yourdomain.com".



E-mail Accounts

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

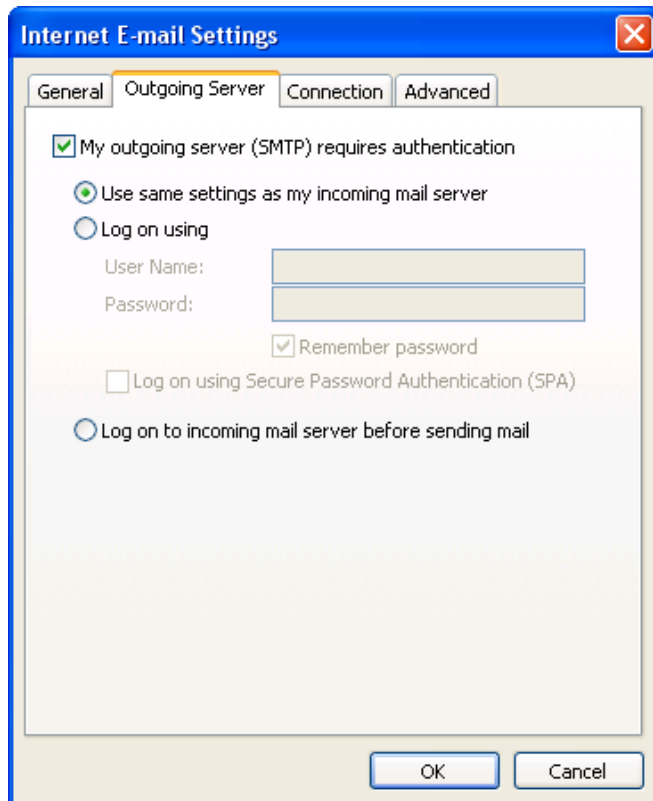
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Do not check the box next to "Log on using Secure Password Authentication (SPA)."

5. Click the "More Settings" box and select the "Outgoing Server" tab.

Check the box next to "My outgoing server (SMTP) requires authentication" **must** be selected.

"Use same settings as my incoming mail server" must be selected.



6. Select the "Advanced" tab.

Make sure the server port numbers are as follows:

Incoming Server (POP3): 110

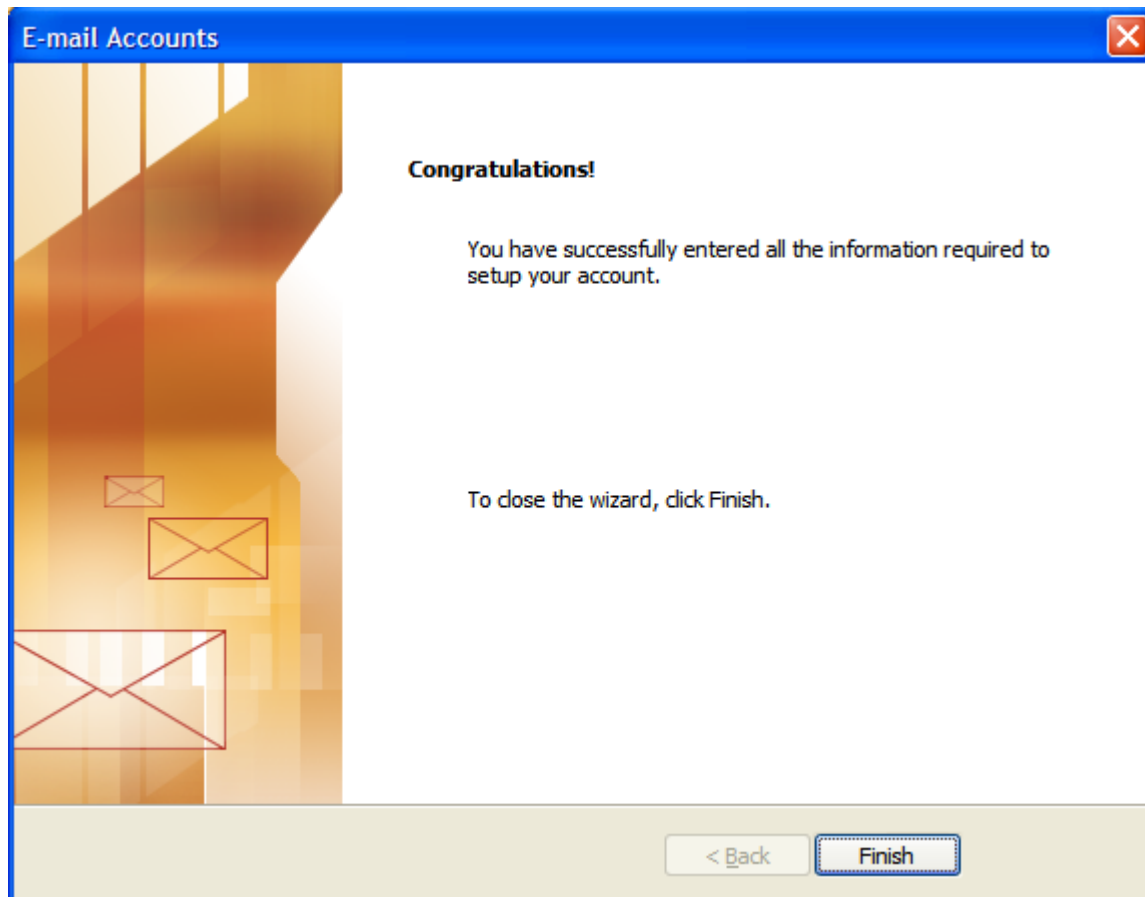
Outgoing Server (SMTP): 2525 or 26. Port number depends on which server your email is installed on. Check with your Project Manager.

If your ISP, the company you use to access the Internet, is blocking port 25 (fairly common to reduce spam), you will have to use the ISP SMTP server for outgoing mail.

For example, EarthLink is a company that does not allow domain SMTP.

If you use EarthLink, your SMTP server must be set to mail.earthlink.net or smtp.earthlink.net depending on the service you have. If you are unsure if you can use your domain name SMTP, contact your ISP.

7. Click OK.
8. Click Next.
9. Click Finish



We also offer free WebMail service for all our clients where you can check and respond to e-mails from anywhere in the world. This is accessible via the web at <http://www.yourdomain.com/webmail>.

If you have any questions, please email us at support@insWebsites.com.

Thank you for using INS Digital Media!