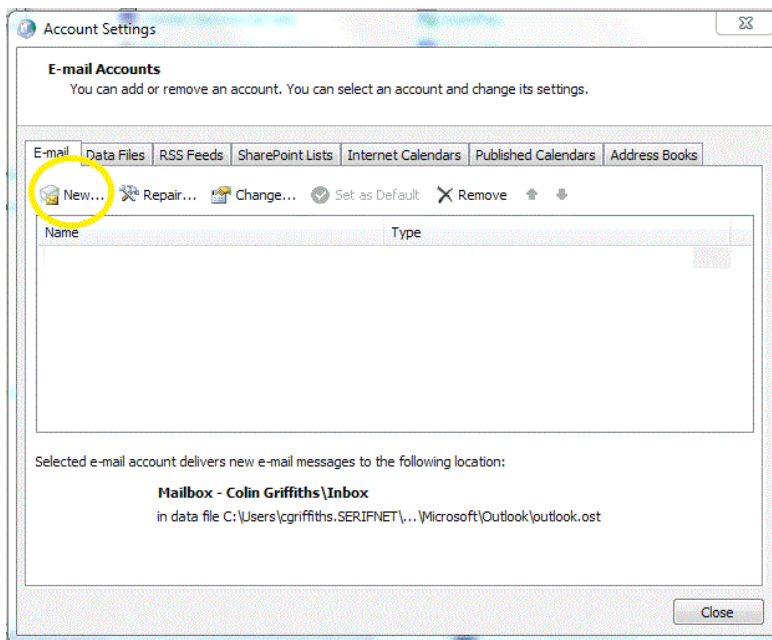
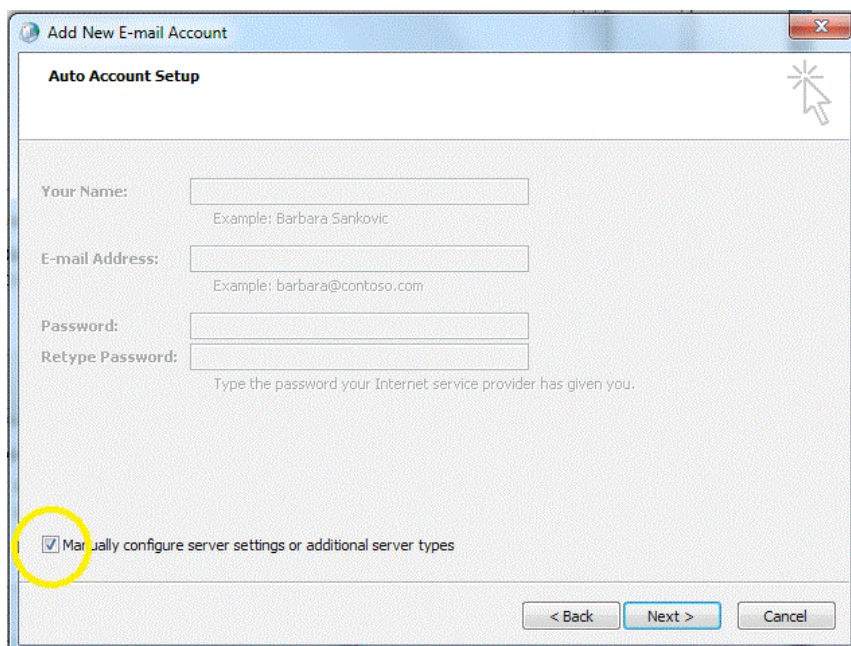


Add an email account to Microsoft Outlook 2007

1. Close all applications and return to Desktop
2. Click START – CONTROL PANEL
3. Open the MAIL applet
4. Click on E-mail Accounts
5. Select 'New' on the E-mail tab



6. Hit NEXT without changing anything on this screen
7. Place a tick in the selection box as shown. And hit NEXT



8. Leave the 'Internet e-Mail' option selected
9. Fill in the form as follows:

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail 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
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

You will have been given your email address, username and password separately to these instruction.

10. Click on the 'More Settings...' button
11. Click on the 'Outgoing Server' tab and tick the 'My outgoing server (SMTP) requires authentication'

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)
 Log on to incoming mail server before sending mail

authentication.’

12. Click OK to return to the Email Accounts page
13. Click NEXT and FINISH to return to the Mail Setup applet
14. Click CLOSE to return to the Control Panel and then Close the Control Panel
15. Your email is now configured.