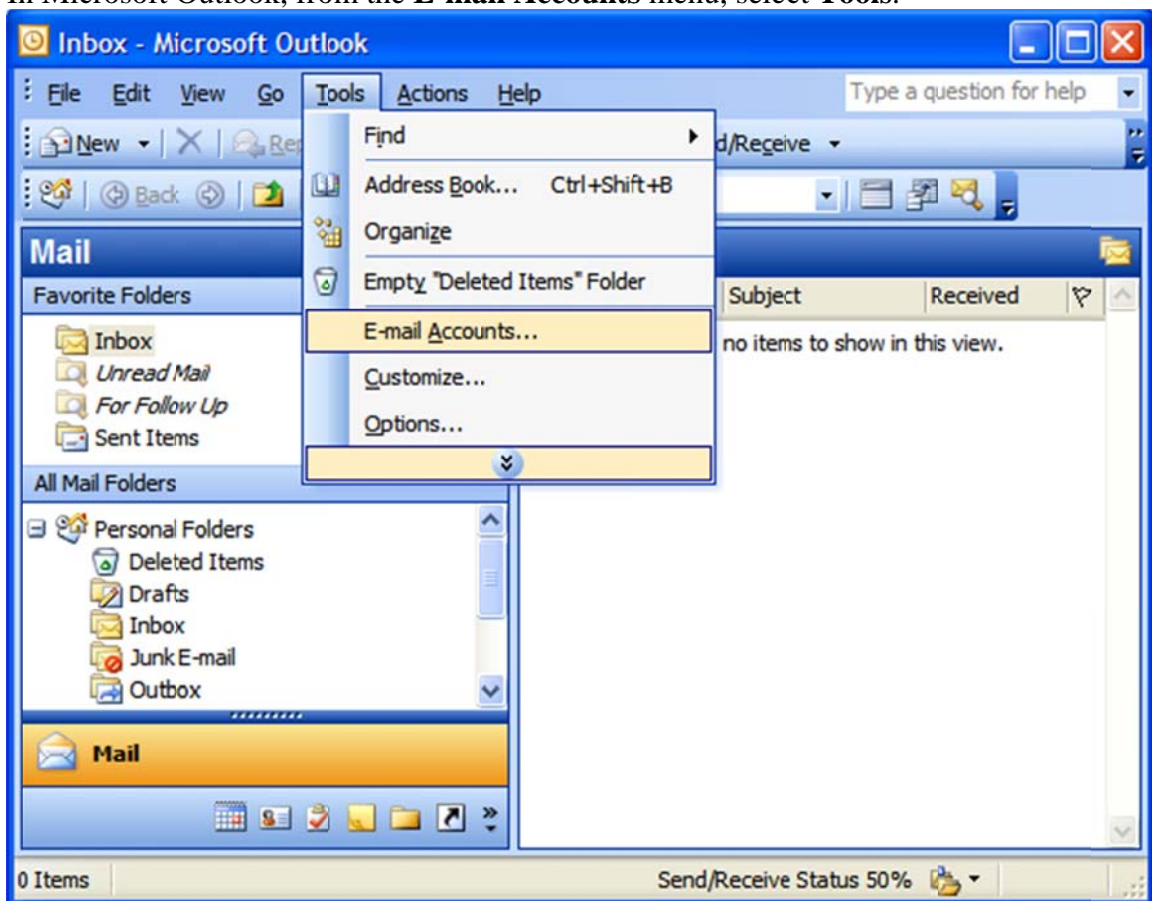


Setting Up Your Hosted Email Address in Microsoft Outlook

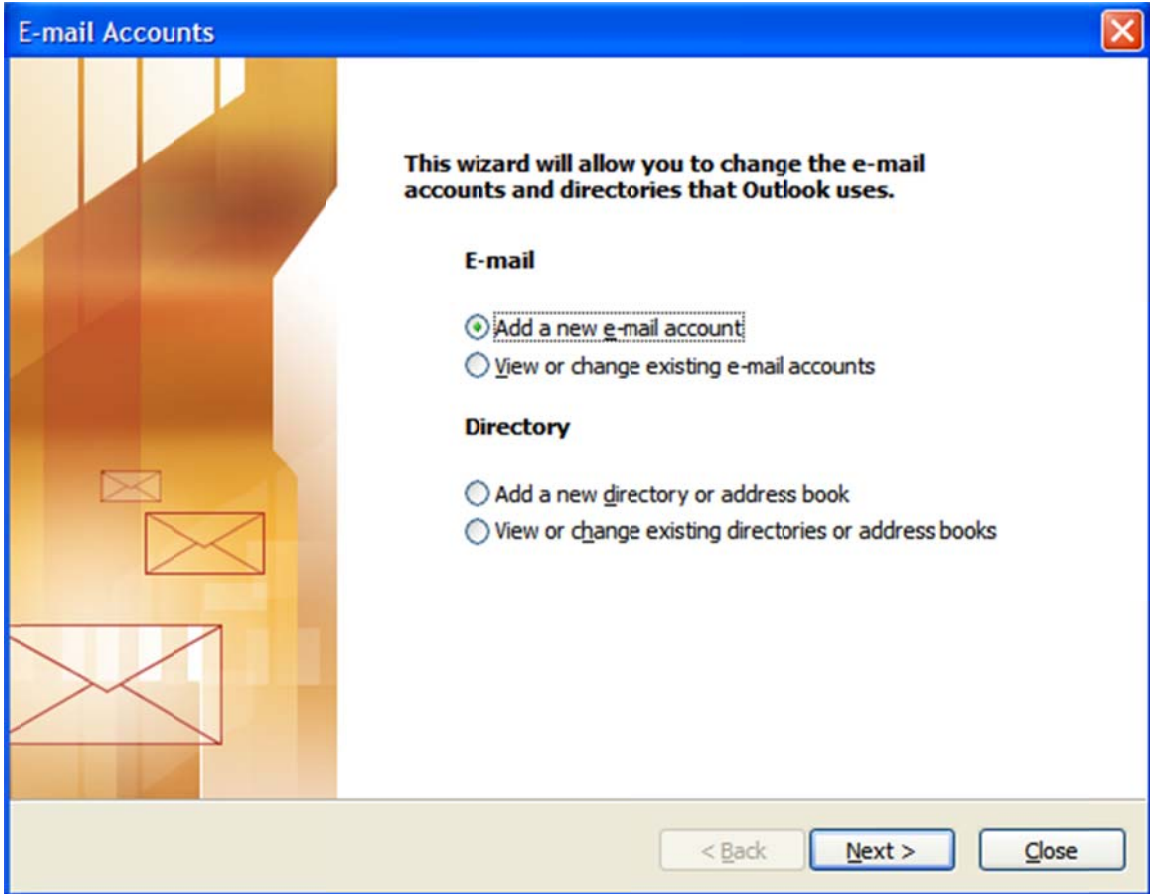
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your hosted e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

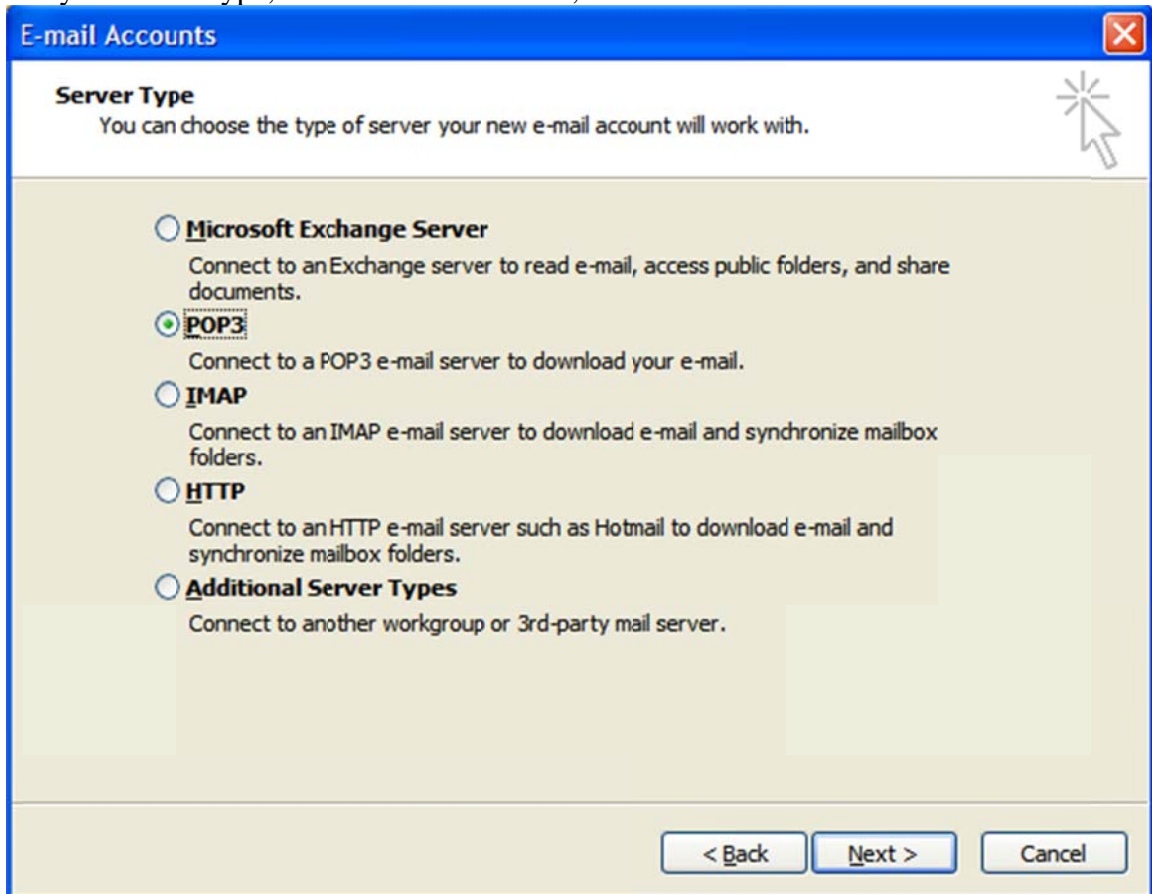
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



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



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

Your email address.

User Name

Your email address, again.

Password

Your email account password.

Incoming mail server (POP3)

POP, **pop.yourdomainname.com** or IMAP, **imap.yourdomainname.com**.

Outgoing mail server (SMTP)

Smtput.yourdomainname.com

Click **More Settings**.

NOTE: "smtput.yourdomain.com" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay

set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

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

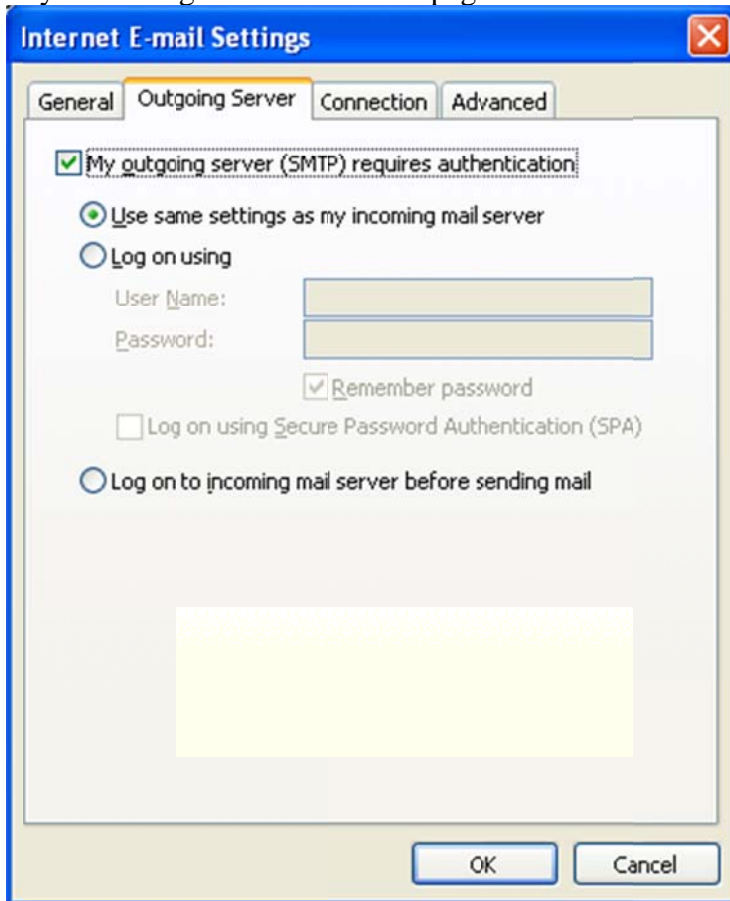
Log on using Secure Password Authentication (SPA)

Test Settings

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

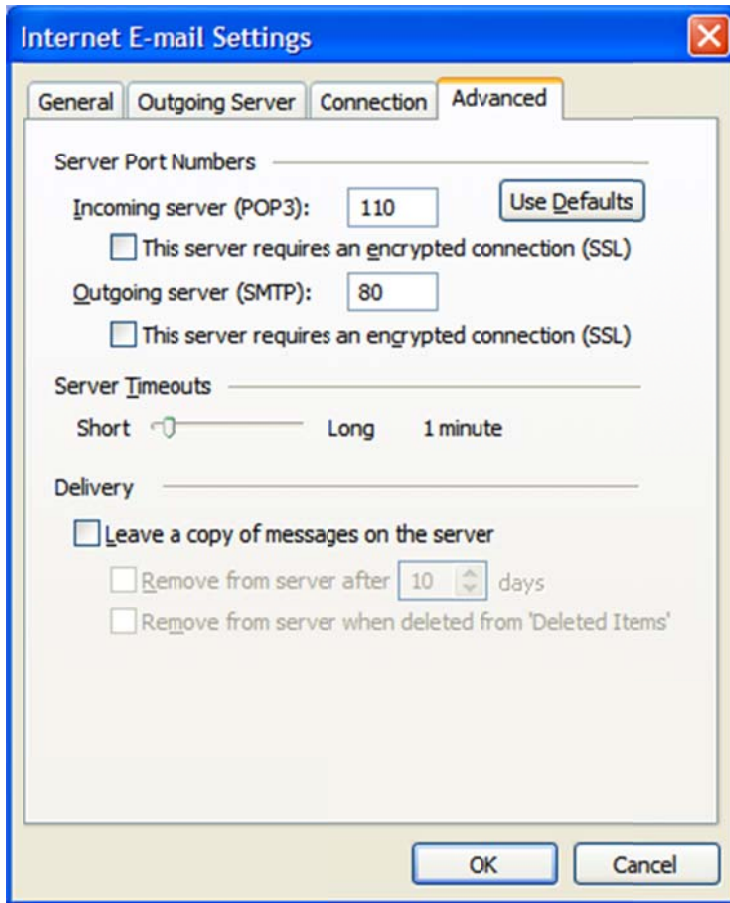
5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.
7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your SMTP relay section

in your Manage Email Accounts page.



8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **80** or **3535**.

9. Click **OK**.



10. Click **Next**.

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

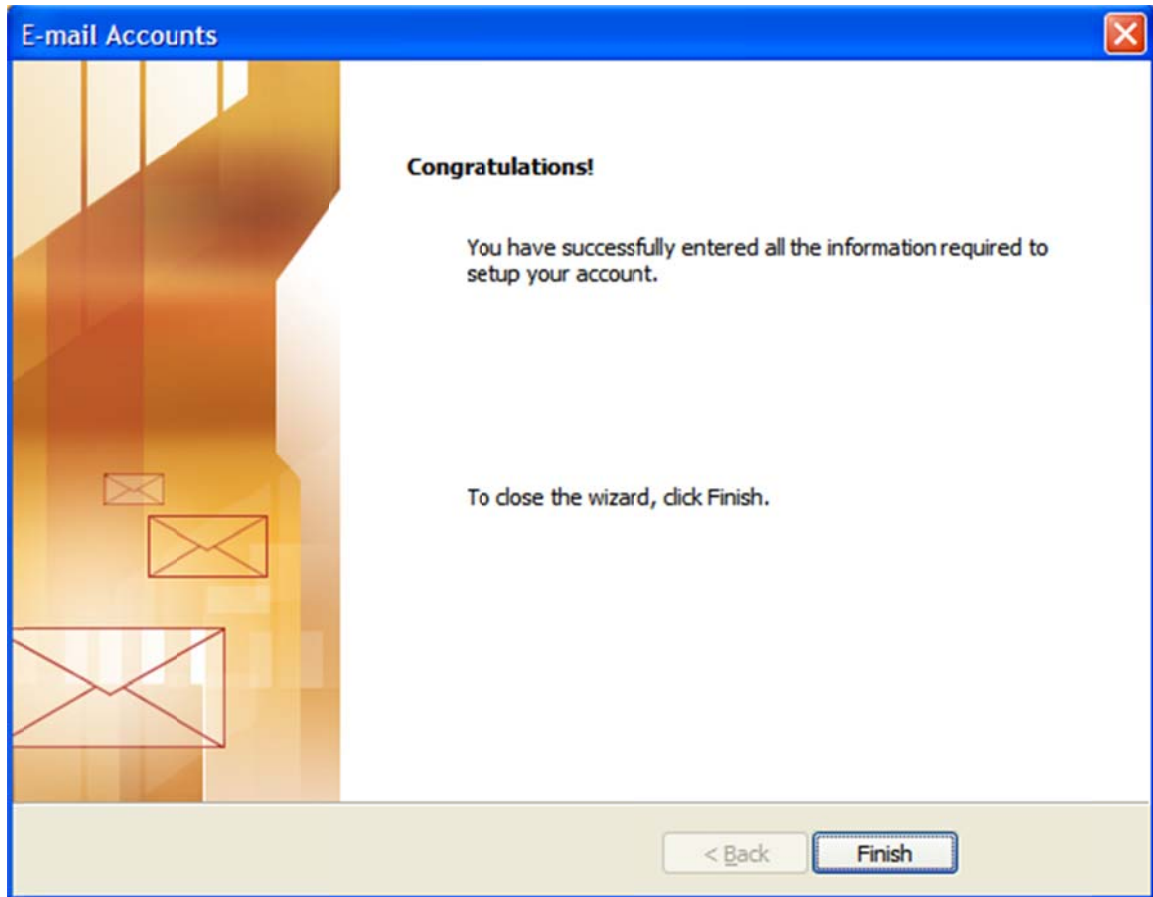
Log on using Secure Password Authentication (SPA)

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

11. Click **Finish**.



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