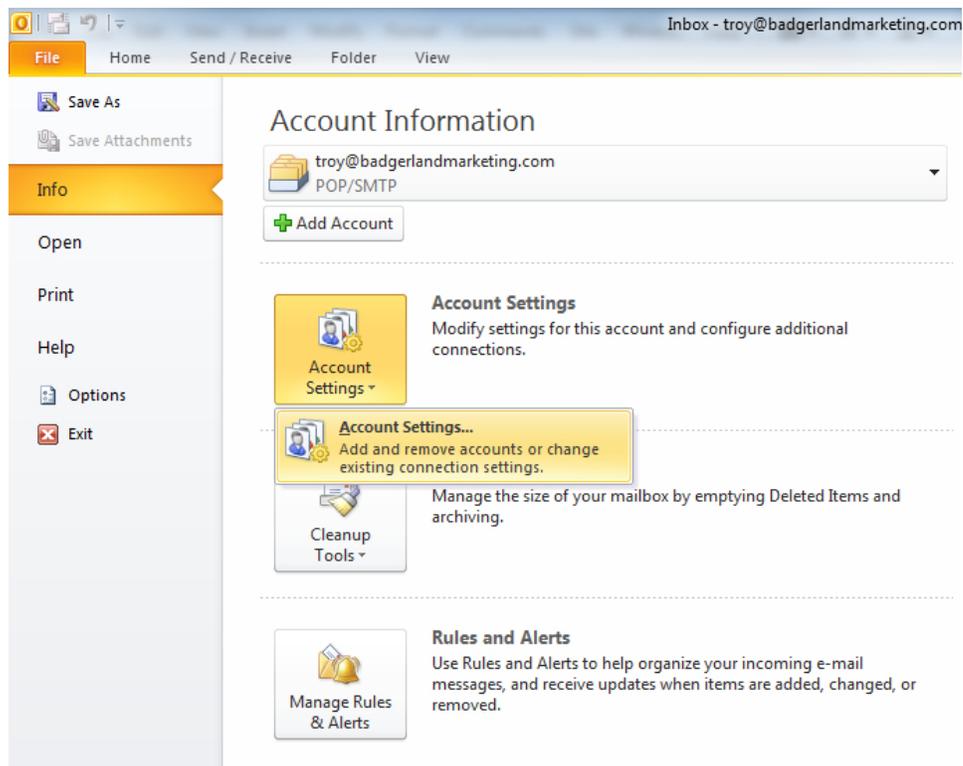
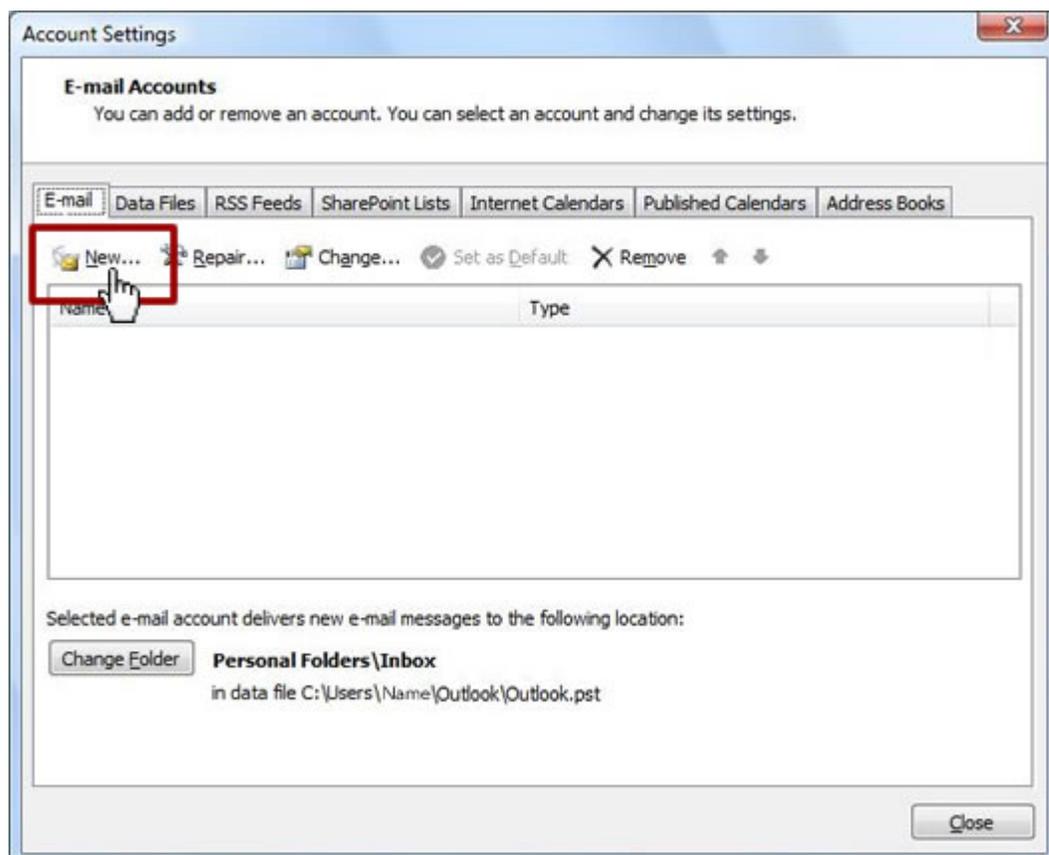


How to Set Up Outlook 2010 for Windows to Send and Receive Email

1. Open Outlook. Select **File, Info, Account Settings**.



2. Click the New button to start the “Add New Account” wizard.



3. Select "Manually configure server settings or additional server types" and click **Next >**.

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' radio button is selected. Below it are input fields for 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with a note: 'Type the password your Internet service provider has given you.'). The 'Text Messaging (SMS)' radio button is also visible. The 'Manually configure server settings or additional server types' radio button is highlighted with a red box and a mouse cursor. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'. A mouse cursor is also pointing at the 'Next >' button.

4. Select **Internet E-mail** and click **Next >**.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The 'Internet E-mail' radio button is selected and highlighted with a red box. Below it are three other options: 'Microsoft Exchange or compatible service' (with description: 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.'), 'Text Messaging (SMS)' (with description: 'Connect to a mobile messaging service.'), and 'Other' (with description: 'Connect to a server type shown below.'). Under 'Other', there is a text box containing 'Fax Mail Transport'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Enter the following information for E-mail Accounts.

- **Your Name:** Enter the name you wish recipients to see when they receive your message.
- **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
- **Account Type:** POP3
- **Incoming mail server:** Enter mail.mydiscountwebsites.com
- **Outgoing mail server (SMTP):** Enter mail.mydiscountwebsites.com
- **User Name:** Enter your full e-mail address
- **Password:** If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.

POP3 Example:

Change Account

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

User Information
Your Name: Troy York
E-mail Address: troy.y@badgerlandmarketing.

Server Information
Account Type: POP3
Incoming mail server: mail.mydiscountwebsites.com
Outgoing mail server (SMTP): mail.mydiscountwebsites.com

Logon Information
User Name: troy.y@badgerlandmarketing.
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

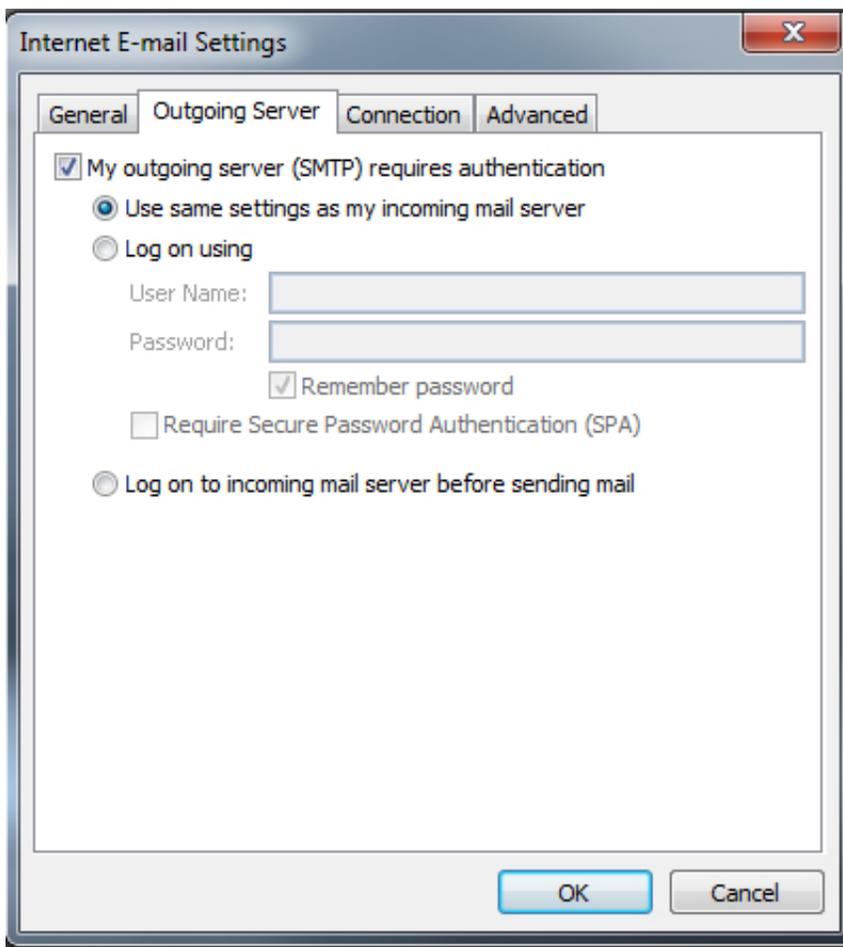
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

6. Click **More Settings...**

7. Click on the **Outgoing Server** tab, and check the box labeled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**.



8. Click on the Advanced tab.

SERVER PORT NUMBERS

Incoming server (POP3)

Check the box "This server requires an encrypted connection (SSL)
The Incoming Server number should be 995 for POP or 993 for IMAP

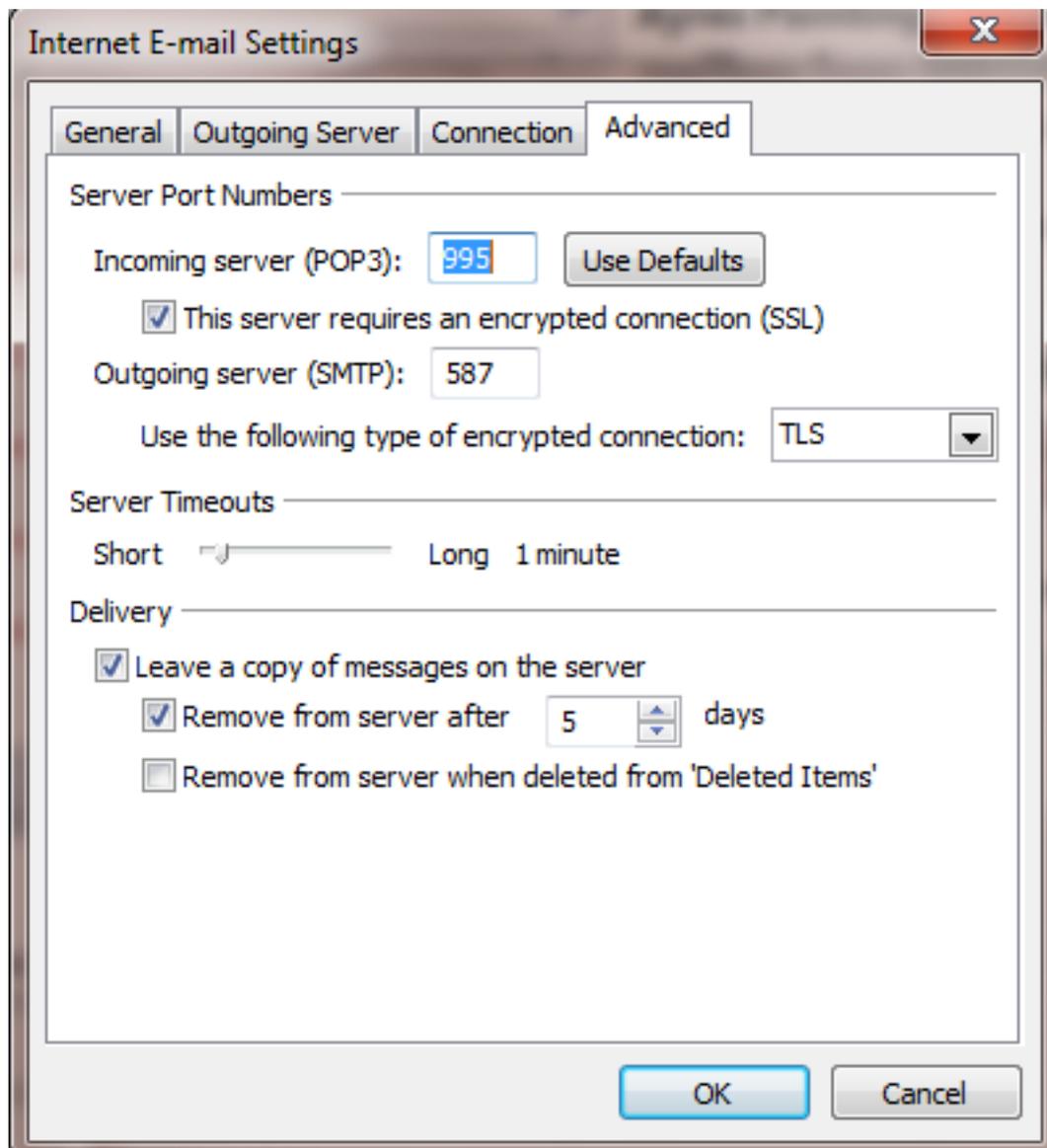
Outgoing server (SMTP)

Use the following type of encrypted connection: SSL or TLS
The Outgoing Server (SMTP) number should be 587

Go to Delivery and check the box "Leave a copy of messages on the server,
Check the box underneath this that reads "Remove from server after 10 days".

Note: This will not automatically delete them from outlook just the server they are sitting on.

POP3 Example:



9. Click OK

10. Click Next. Click Finish.