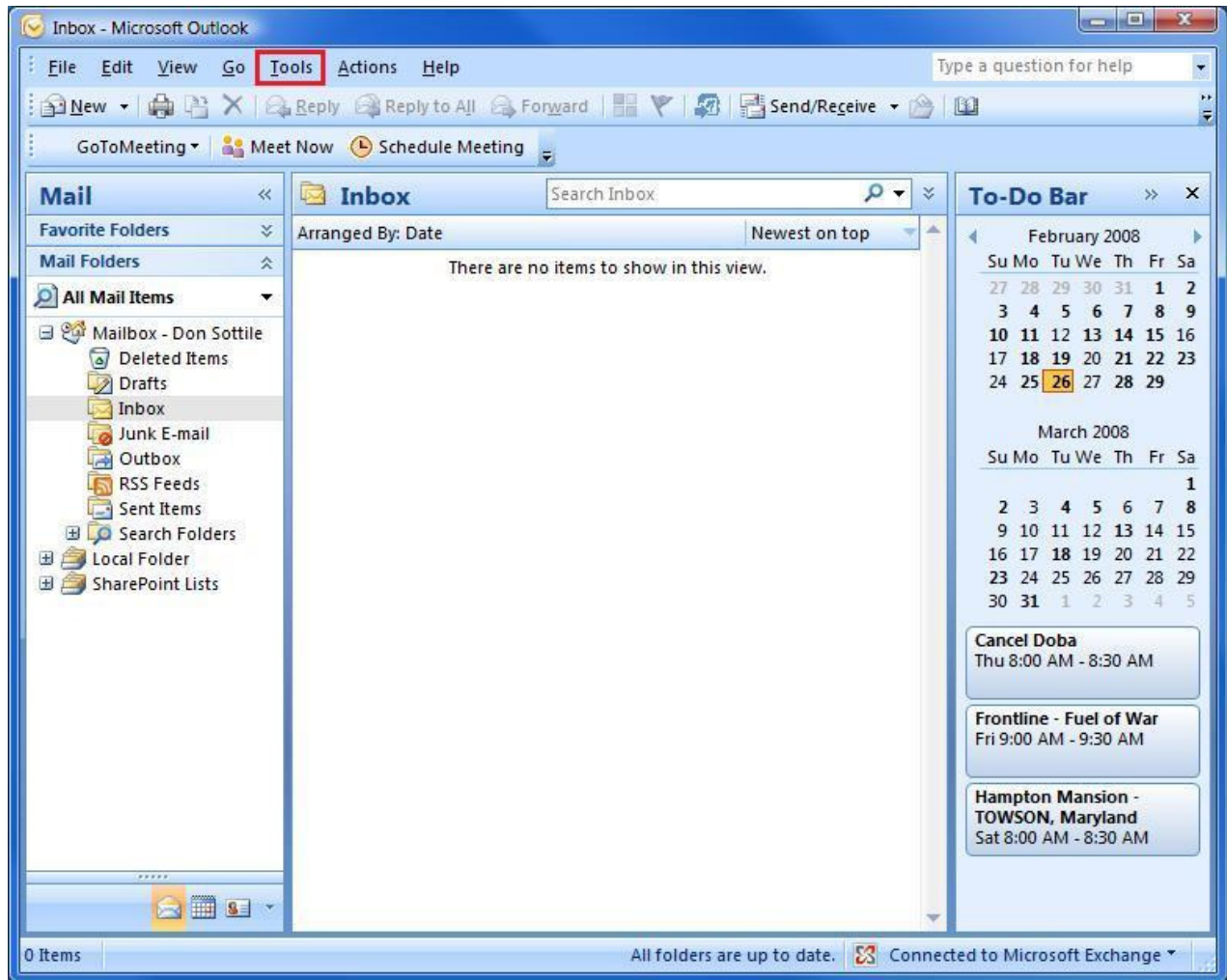
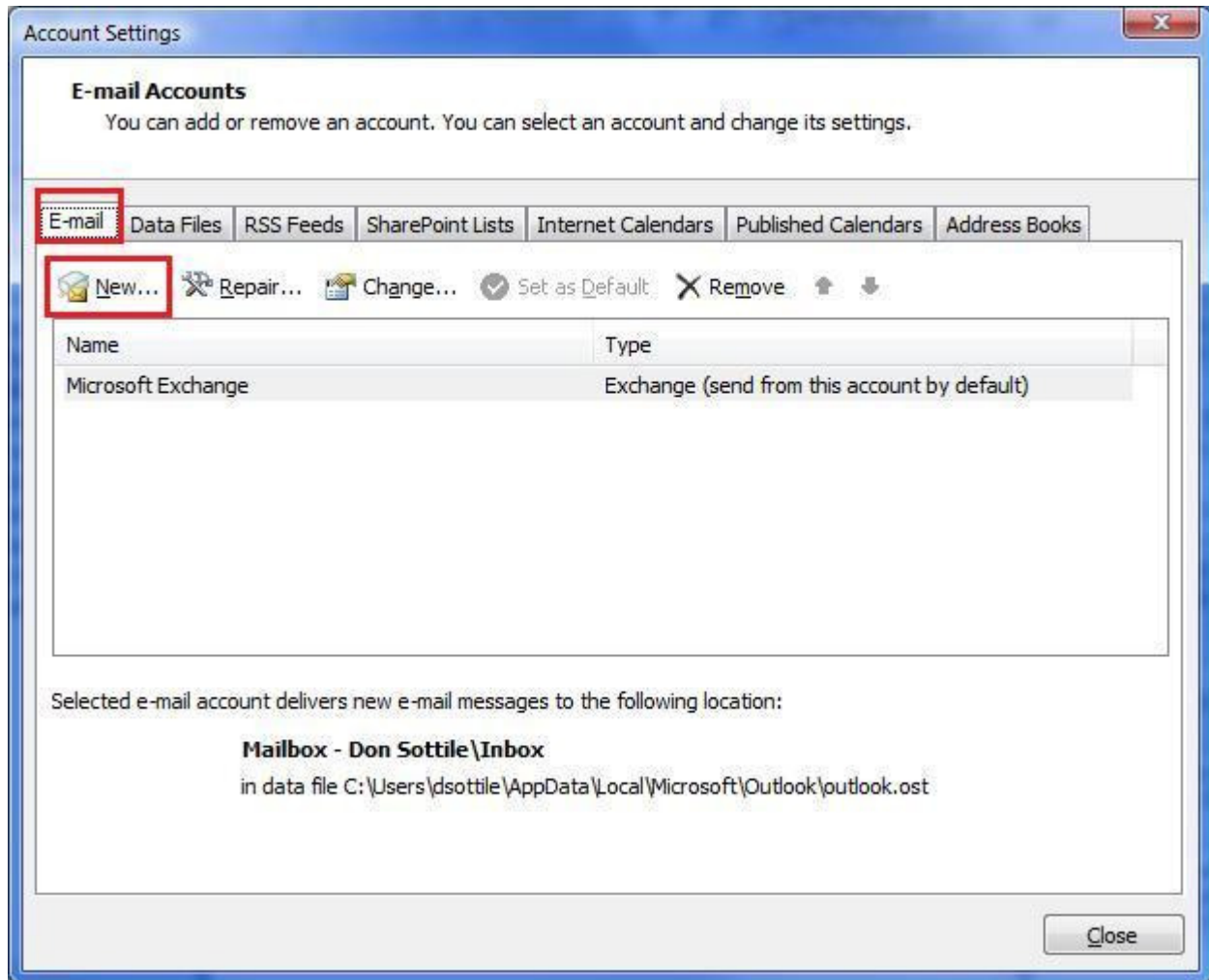


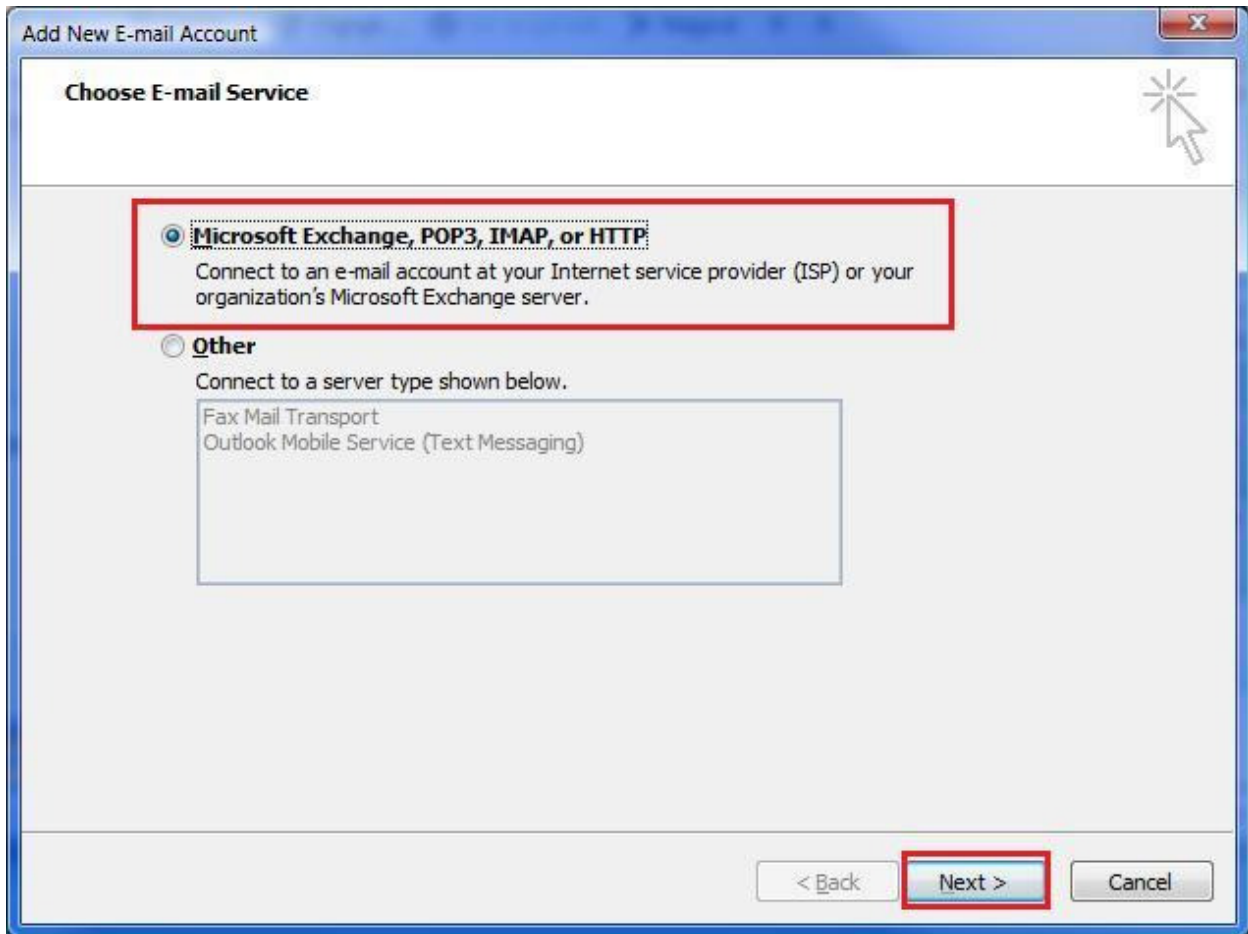
Step 1: Open Outlook and go to the Tools menu and select “Account Settings”.



Step 2: Select the E-mail tab and click “New”.



Step 3: Select “Microsoft Exchange, Pop3, IMAP, or HTTP” and click “Next”.



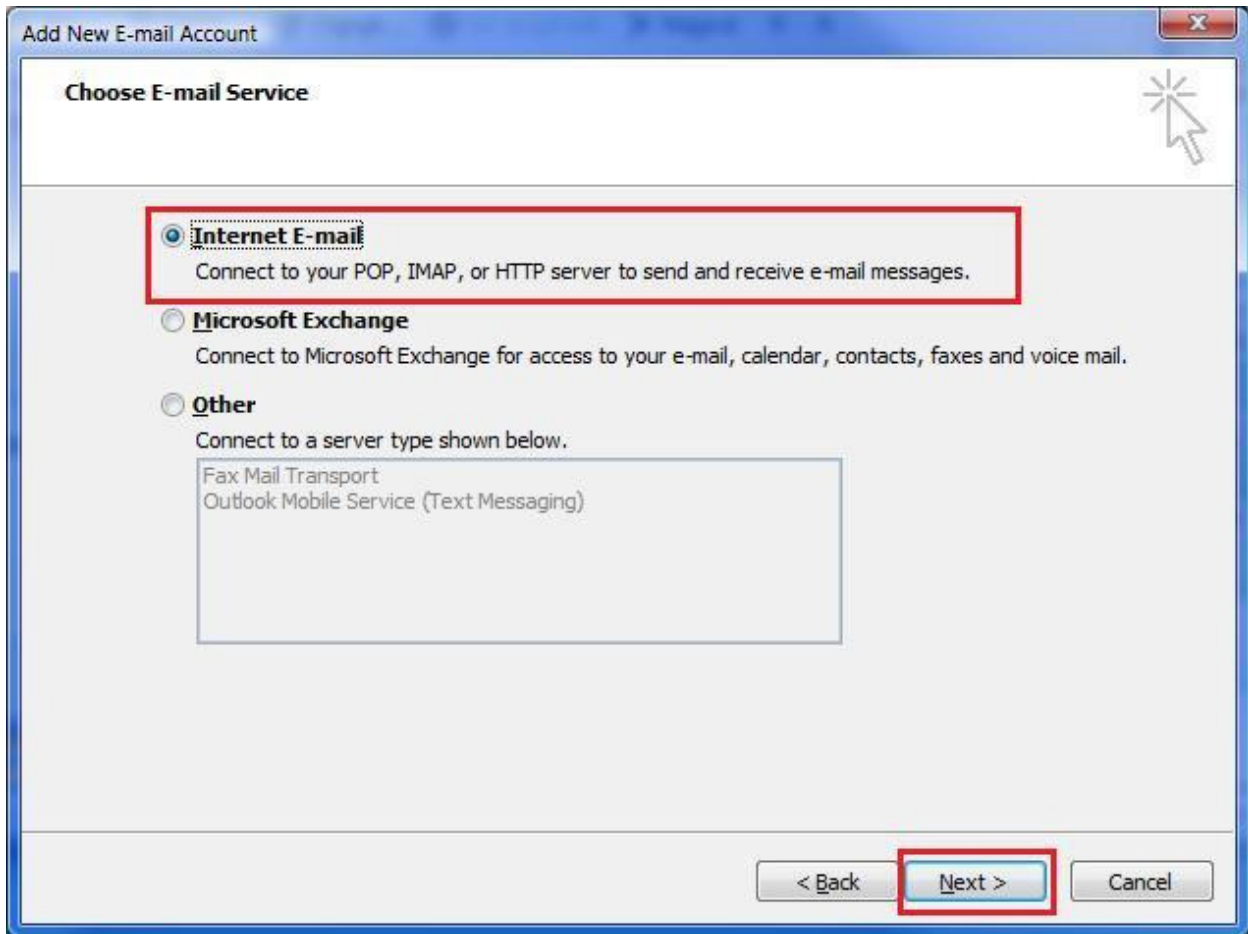
Step 4: Check the box next to “Manually configure server settings or additional server types” and click “Next”.

The screenshot shows a Windows dialog box titled "Add New E-mail Account". The main area is titled "Auto Account Setup" and contains the following fields:

- Your Name:** A text input field with the example text "Example: Barbara Sankovic" below it.
- E-mail Address:** A text input field with the example text "Example: barbara@contoso.com" below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction "Type the password your Internet service provider has given you." below it.

At the bottom of the dialog, there is a checkbox labeled "Manually configure server settings or additional server types" which is checked. This checkbox and the "Next >" button are both highlighted with red boxes. The "Next >" button is highlighted with a blue glow. To the left of the "Next >" button is a "< Back" button, and to the right is a "Cancel" button.

Step 5: Select “Internet E-mail” and click “Next”.



Step 6: Enter your account information using the information provided in your setup email and click “More Settings”.

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:

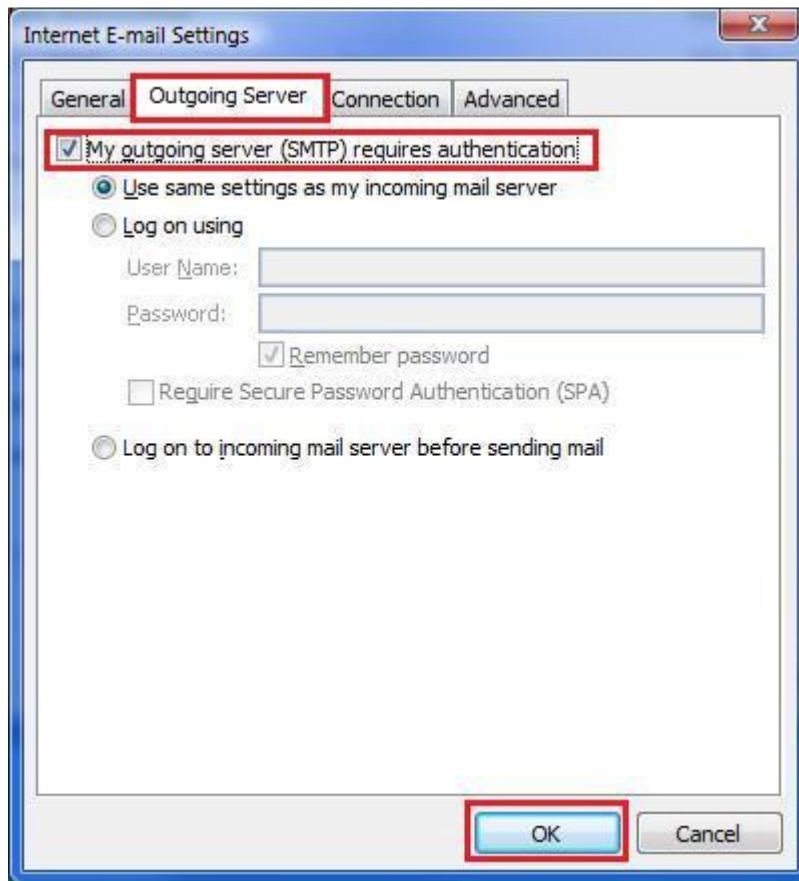
Remember password

Require logon using Secure Password Authentication (SPA)

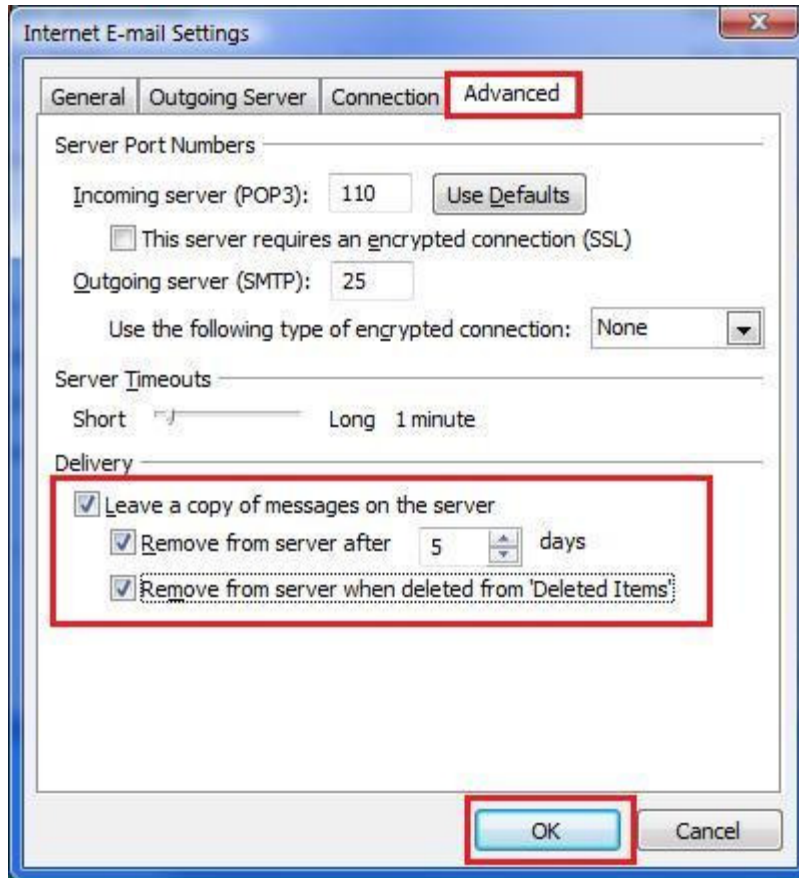
Test Account Settings

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

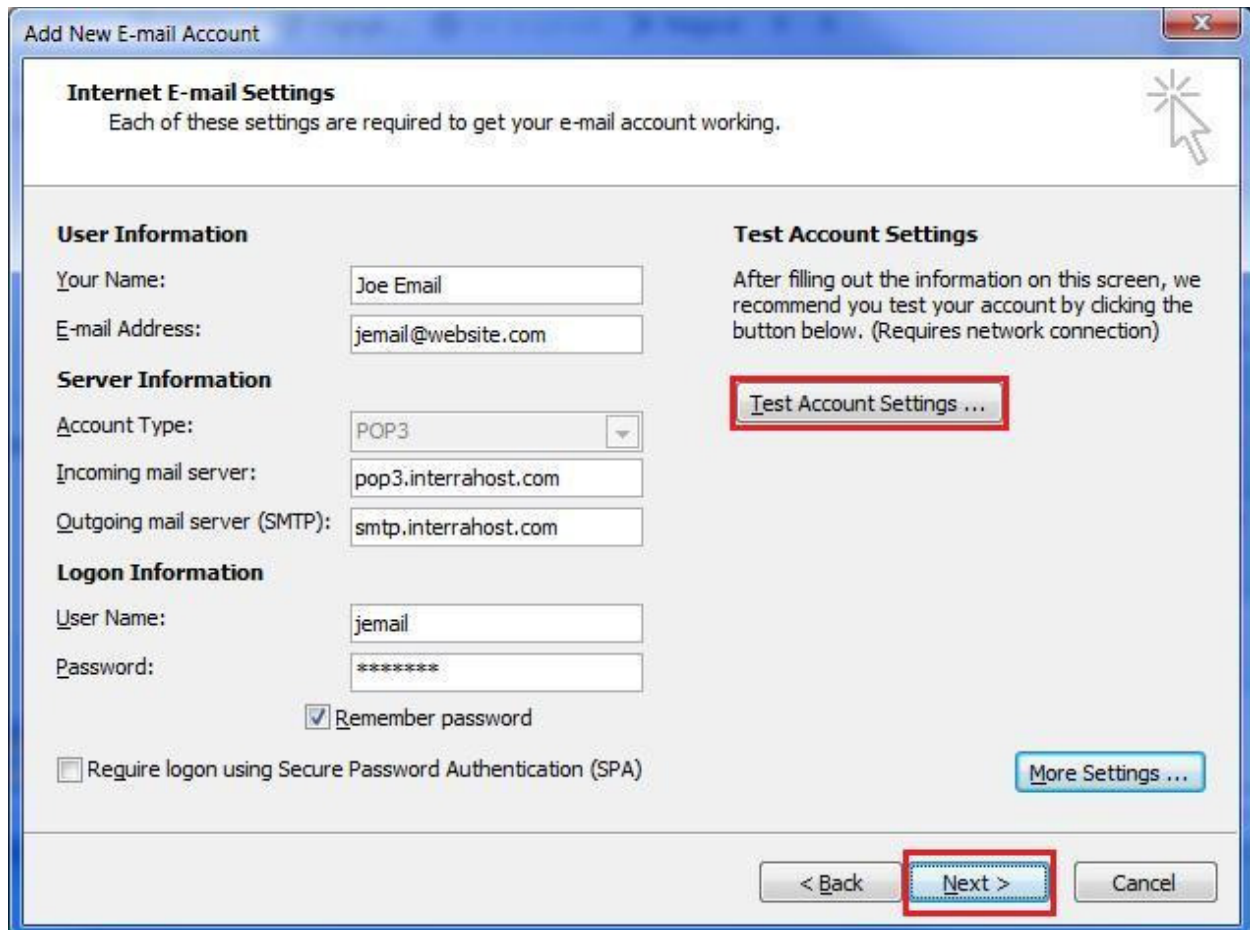
Step 7: Select the “Outgoing Server” tab and make sure there is a check in the “My outgoing server (SMTP) requires authentication”. Click “OK”.



Step 8: This step is optional. Select the “Advanced” tab and configure the “Delivery” section. We recommend doing this to limit the amount of email stored on our server so that you don’t need additional space.



Step 9: Click “Test Account Settings”. Everything should have green check boxes, if not please review your settings and call our technical support at 703.351.6374. Click “Next”.



The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Internet E-mail Settings" with a sub-heading "Each of these settings are required to get your e-mail account working." and a mouse cursor icon in the top right.

User Information

Your Name: Joe Email
E-mail Address: jemail@website.com

Server Information

Account Type: POP3
Incoming mail server: pop3.interrahost.com
Outgoing mail server (SMTP): smtp.interrahost.com

Logon Information

User Name: jemail
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 ...

More Settings ...

< Back Next > Cancel

Step 10: Click “Finish”.

