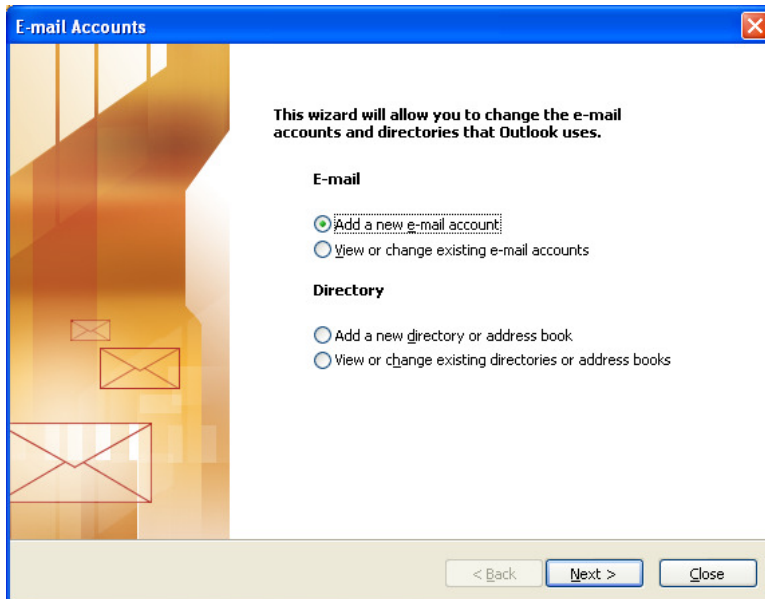


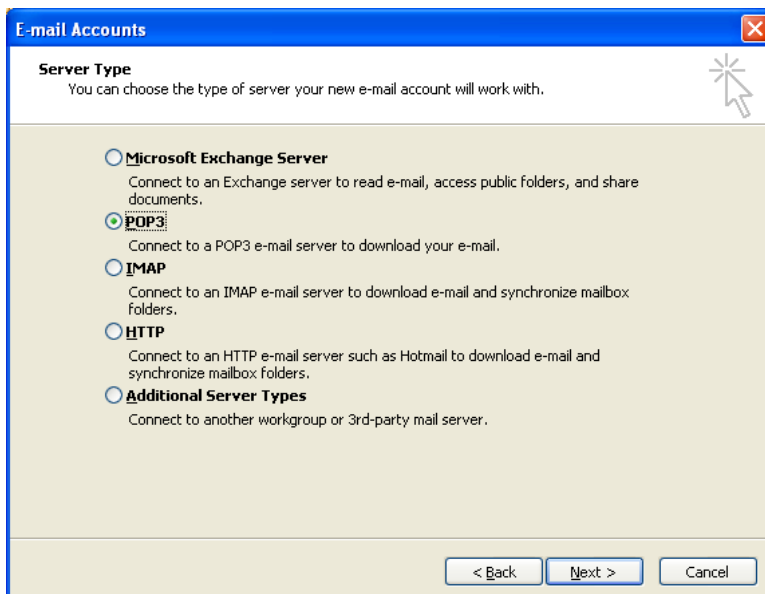
Microsoft Office Outlook

Before you can set up your email account, you will need your **login** and **password**.

- 1.) When you load Microsoft Office Outlook, go to **Tools** → **Email Accounts**.
- 2.) Select **Add a new e-mail account** and select **Next**.



- 3.) Select **POP3** and select **Next**.



- 4.) Fill out the following fields and then select **Next**.
- a. Your Name: **Your full name**
 - b. Email Address: **Your full email address (including @winexus.net)**
 - c. Incoming Mail Server: **mail.winexus.net**
 - d. Outgoing Mail Server: **mail.winexus.net**
 - e. User Name: **Your full email address (including @winexus.net)**
 - f. Password: **Your password**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The window title is 'E-mail Accounts' and it has a close button in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In 'User Information', 'Your Name' is 'Your Name' and 'E-mail Address' is 'someone@winexus.net'. In 'Server Information', both 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)' are 'mail.winexus.net'. In 'Logon Information', 'User Name' is 'someone@winexus.net' and 'Password' is '*****'. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. In 'Test Settings', there is a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

- 5.) Select **My outgoing server (SMTP) requires authentication** and then select **OK**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The window title is 'Internet E-mail Settings' and it has a close button in the top right corner. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is active and contains the following options: a checked checkbox for 'My outgoing server (SMTP) requires authentication', a selected radio button for 'Use same settings as my incoming mail server', an unselected radio button for 'Log on using', and a 'Log on to incoming mail server before sending mail' option. Below the 'Log on using' option, there are 'User Name' and 'Password' text boxes, a checked checkbox for 'Remember password', and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are 'OK' and 'Cancel' buttons.

6.) Now select **Next** and **Finish**

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

The main content area is divided into four sections:

- User Information:** "Your Name:" with a text box containing "Your Name"; "E-mail Address:" with a text box containing "someone@winexus.net".
- Server Information:** "Incoming mail server (POP3):" with a text box containing "mail.winexus.net"; "Outgoing mail server (SMTP):" with a text box containing "mail.winexus.net".
- Logon Information:** "User Name:" with a text box containing "someone@winexus.net"; "Password:" with a text box containing "*****"; a checked checkbox labeled "Remember password"; and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A paragraph of text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)"; a button labeled "Test Account Settings ..."; and a button labeled "More Settings ...".

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

7.) Your email account is now set up and you should be able to send / receive without any errors.