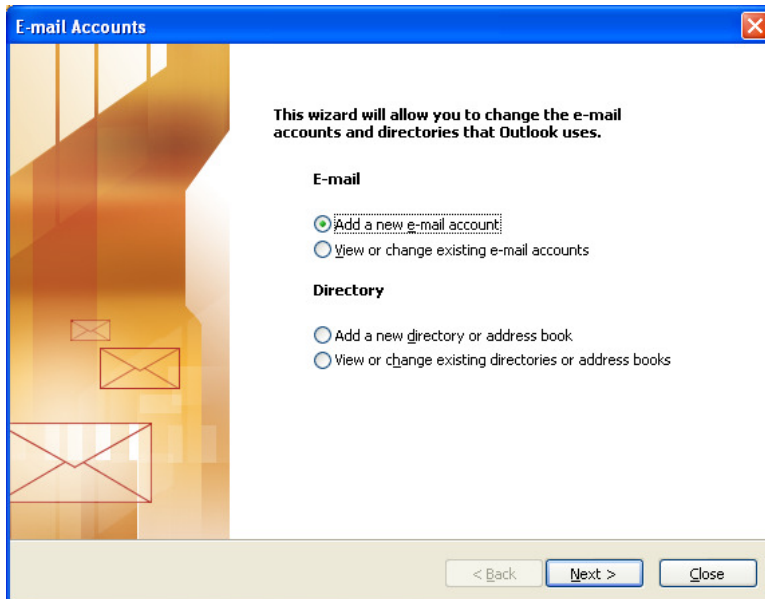


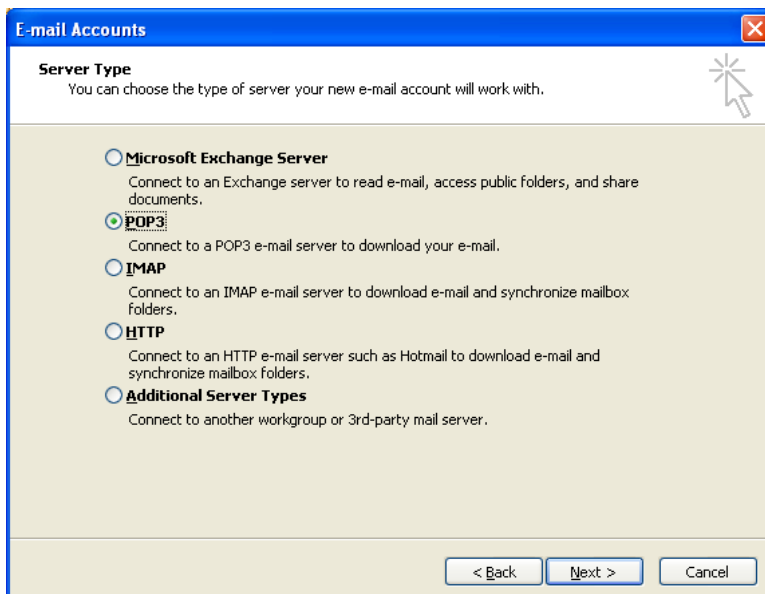
Microsoft Office Outlook

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 the subtitle is 'Internet E-mail Settings (POP3)'. Below the subtitle, it says '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', 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)' are both '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'. The 'Outgoing Server' tab is active, showing options for authentication. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the 'Use same settings as my incoming mail server' radio button is selected. There are also 'Log on using' and 'Log on to incoming mail server before sending mail' radio buttons. Below the 'Log on using' option, there are fields for 'User Name' and 'Password', and a checked 'Remember password' checkbox. There is also an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. At the bottom, there are 'OK' and 'Cancel' buttons.

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

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button (X) in the top right corner. Below the title bar, the text reads "Internet E-mail Settings (POP3)" and "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 area.

The dialog 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 text box containing "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 dialog, 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.