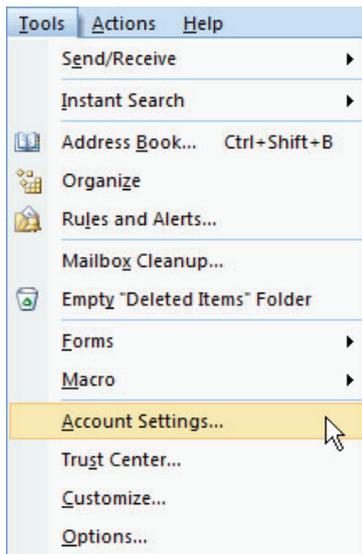


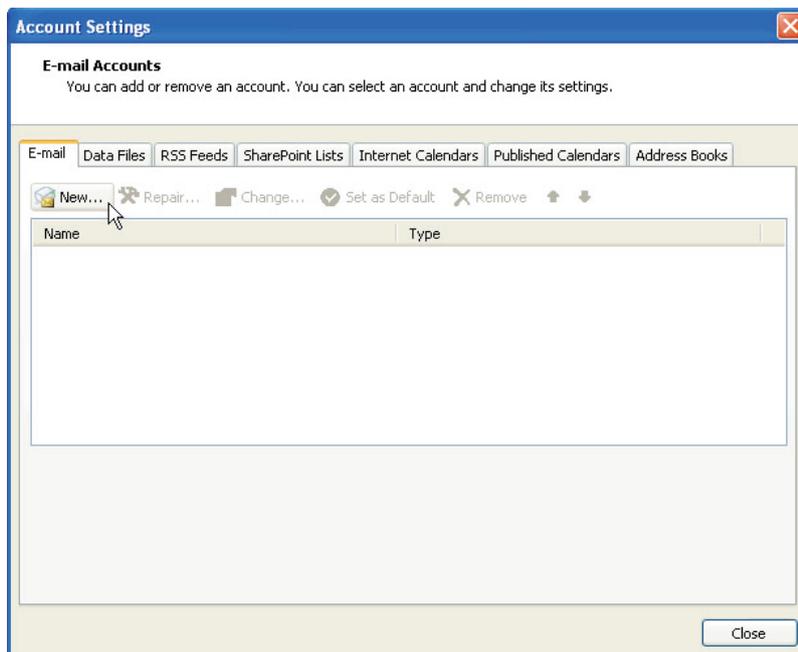
To Setup an email account with Outlook 2003-2007

Follow the steps below:

1. Open Outlook. On the top menu click **Tools** and **Account Settings...**



2. On the E-mail tab, click **New**.



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

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Auto Account Setup' is displayed. There are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.'. At the bottom left, there is a checked checkbox labeled 'Manually configure server settings or additional server types'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Choose E-mail Service' is displayed. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other', there is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Complete the Settings information:

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: your name
E-mail Address: your email address

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

Logon Information
User Name: your email address
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

Your Name: The name you wish displayed when people receive your emails

Email Address: The email address you are sending email from.

Account Type: Select POP3

Incoming mail server: mail.yourdomain

(Example: mail.lightmedia.com.au)

Outgoing mail server (smtp): mail.yourdomain

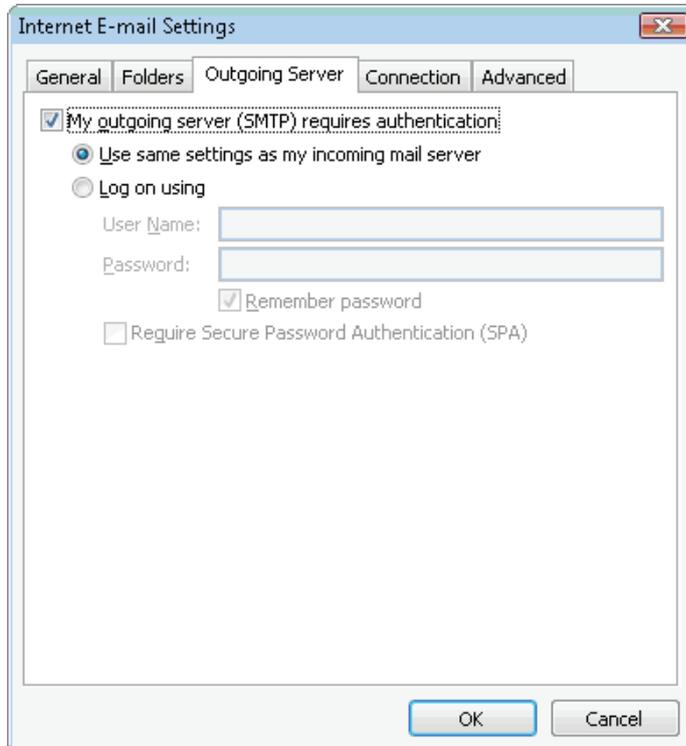
(Example: mail.lightmedia.com.au)

User Name: Your email address

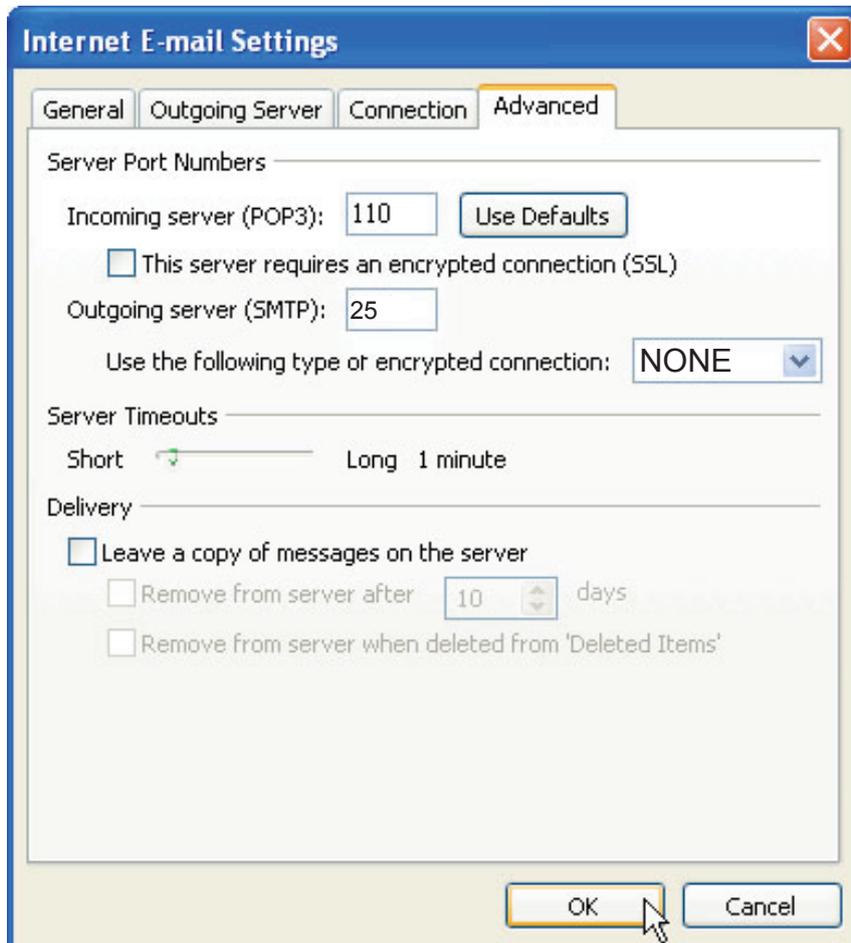
(Example: info@lightmedia.com.au)

Password: The password used for this email account.

6. Click **[More Settings]** button located in the bottom right corner.
7. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected.



- Click on the **Advanced** tab.
This server requires an encrypted connection (SSL) = **Not Selected**.
Change the Outgoing server (SMTP) number to **25**.
Use the following type of encrypted connection = **None**.



- Click **OK**
- Click **[Next]** then **[Finish]**. Your email will be working.