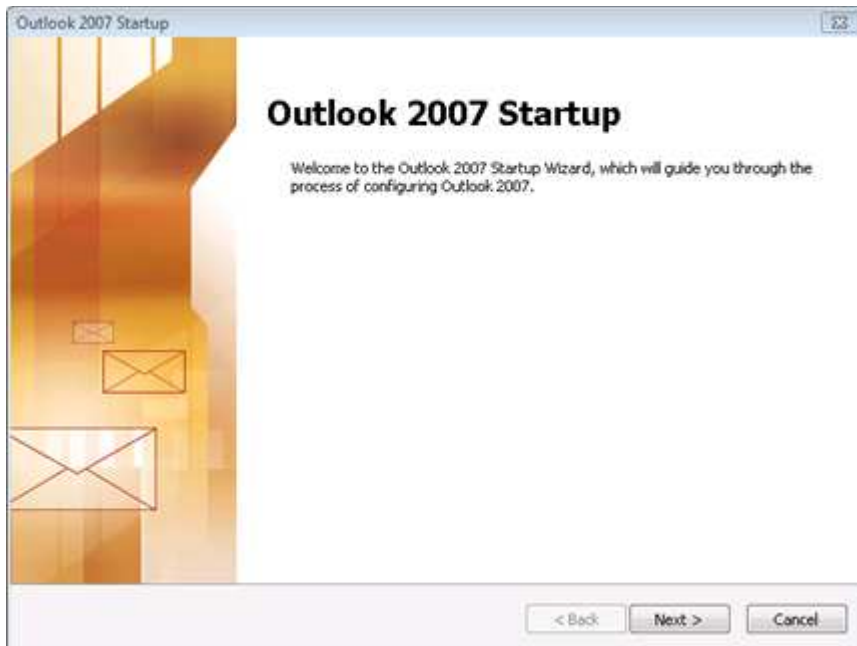


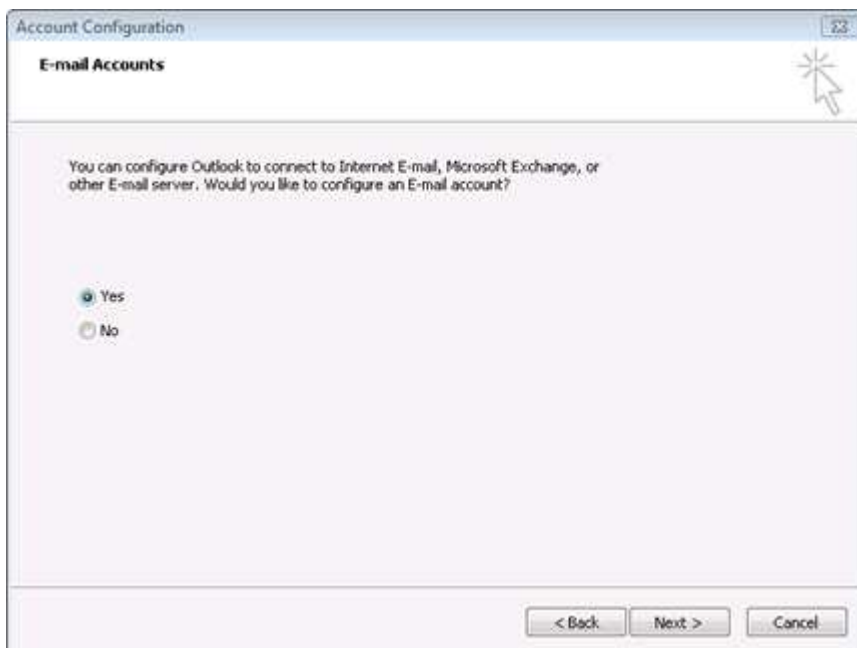
To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

NOTE: If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

- Your Name
- E-mail Address
- Password
- Retype Password

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.

The screenshot shows a window titled "Add New E-mail Account" with a close button (XX) in the top right corner. The main heading is "Auto Account Setup" with a help icon (magnifying glass over a star) to its right. Below the heading is a sub-heading "Auto Account Setup" and a note: "Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings." The form contains four input fields: "Your Name:" with the text "Jane Smith" and an example "Example: Barbara Sankovic"; "E-mail Address:" with the text "jsmith@coolexample.com" and an example "Example: barbara@contoso.com"; "Password:" with a masked field of seven asterisks; and "Retype Password:" with a masked field of seven asterisks. Below these fields is the instruction "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".

5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.

The screenshot shows a window titled "Add New E-mail Account" with a close button (XX) in the top right corner. The main heading is "Choose E-mail Service" with a help icon (magnifying glass over a star) to its right. The form contains three radio button options: "Internet E-mail" (selected), "Microsoft Exchange", and "Other". Below "Internet E-mail" is the text "Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages." Below "Microsoft Exchange" is the text "Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail." Below "Other" is the text "Connect to a server type shown below." and a list box containing "Fax Mail Transport" and "Outlook Mobile Service (Text Messaging)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

6. On the **Internet E-mail Settings** page, enter your email account information as follows:

- Your Name
 - Enter your first and last name.
- E-mail Address
 - Enter your email address.
- Account Type
 - Select **POP3**.
- Incoming mail server
 - Type **pop.bluetie.com** for your incoming mail server.
- Outgoing mail server (SMTP)
 - Type **smtp.bluetie.com** for your outgoing mail server.
- User Name
 - Enter your email address again.
- Password
 - Enter the password you created for your email account.

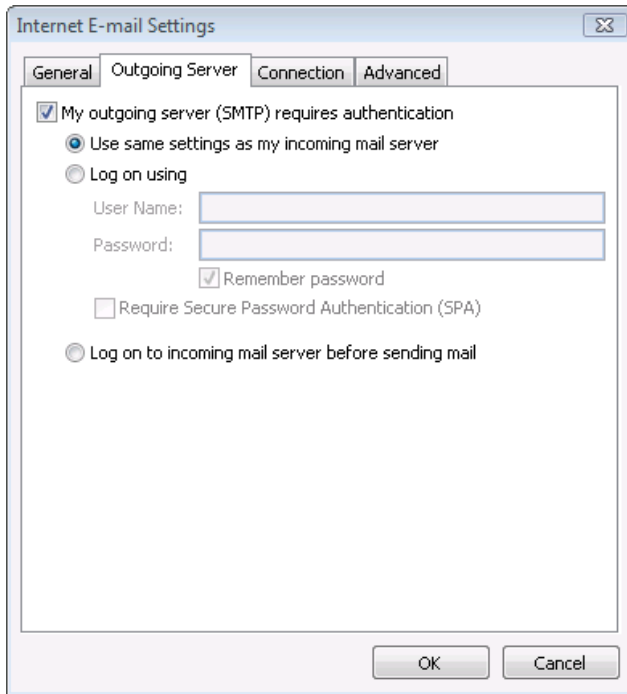
7. Select the **Remember Password** checkbox, and then click **More Settings**.

The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Internet E-mail Settings". Below the sub-header is a note: "Each of these settings are required to get your e-mail account working." The form is divided into three main sections:

- User Information:** "Your Name:" (Jane Smith), "E-mail Address:" (jsmith@coolexample.com).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (pop.secureserver.net), "Outgoing mail server (SMTP):" (smtpout.secureserver.net).
- Logon Information:** "User Name:" (jsmith@coolexample.com), "Password:" (*****).

At the bottom of the Logon Information section, there is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". To the right of the form is a "Test Account Settings ..." button. At the bottom right is a "More Settings ..." button. At the very bottom are navigation buttons: "< Back", "Next >", and "Cancel".

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

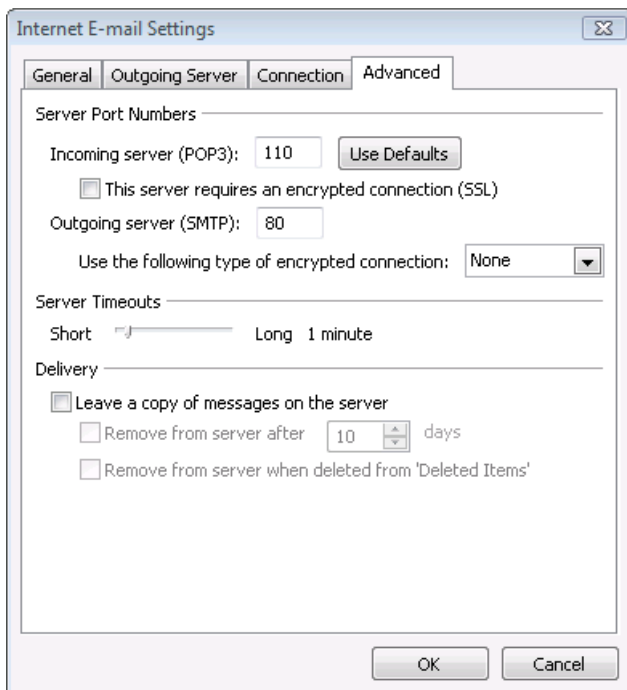


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the radio button for 'Use same settings as my incoming mail server' is selected. There are also options for 'Log on using' with fields for 'User Name' and 'Password', a 'Remember password' checkbox, a 'Require Secure Password Authentication (SPA)' checkbox, and a radio button for 'Log on to incoming mail server before sending mail'. 'OK' and 'Cancel' buttons are at the bottom.

9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **5125** for your outgoing server (SMTP), and then click **OK**.

NOTE: If you have trouble sending email you can also try 25 for your outgoing server (SMTP) port.

Optional: It is recommended that you **Leave a copy of messages on the server** and **Remove from server when deleted from “Deleted Items.”** This way, your emails will be backed up on the server until you delete them.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 110 and the 'Outgoing server (SMTP)' is set to 80. There is a 'Use Defaults' button next to the POP3 field. A checkbox for 'This server requires an encrypted connection (SSL)' is unchecked. A dropdown menu for 'Use the following type of encrypted connection:' is set to 'None'. Under 'Server Timeouts', the 'Short' timeout is set to 1 minute. Under 'Delivery', the checkbox for 'Leave a copy of messages on the server' is checked. Below it, 'Remove from server after' is set to 10 days, and 'Remove from server when deleted from 'Deleted Items'' is unchecked. 'OK' and 'Cancel' buttons are at the bottom.

10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.

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

User Information
Your Name: Jane Smith
E-mail Address: jsmith@coolexample.com

Server Information
Account Type: POP3
Incoming mail server: pop.secureserver.net
Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information
User Name: jsmith@coolexample.com
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

11. Click **Finish**.

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Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

< Back Finish