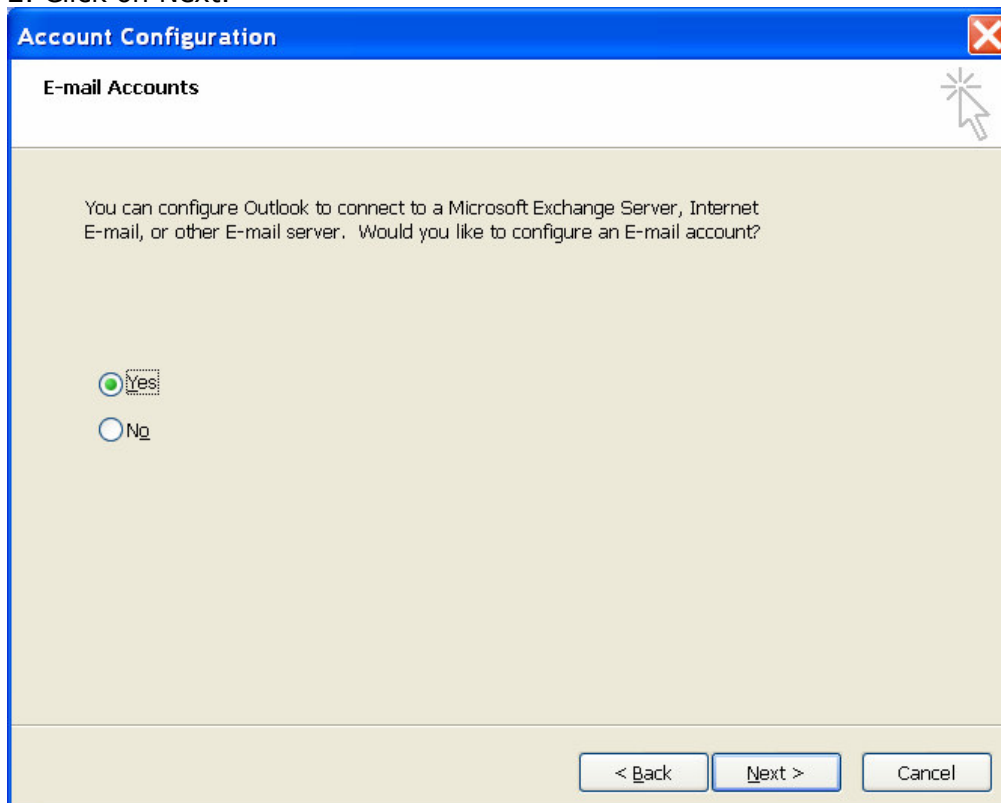


How to setup a new Email account using when running Microsoft Outlook for the first time.  
1.



2. Click on Next.



### 3. Select Yes and click on Next

**E-mail Accounts** [Close]

**Server Type**  
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

< Back    Next >    Cancel

### 4. Select Pop3 and click on Next.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="John Smith"/>	Incoming mail server (POP3): <input type="text" value="mail.cmconline.com"/>
E-mail Address: <input type="text" value="JSmith@cmconline.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.cmconline.com"/>

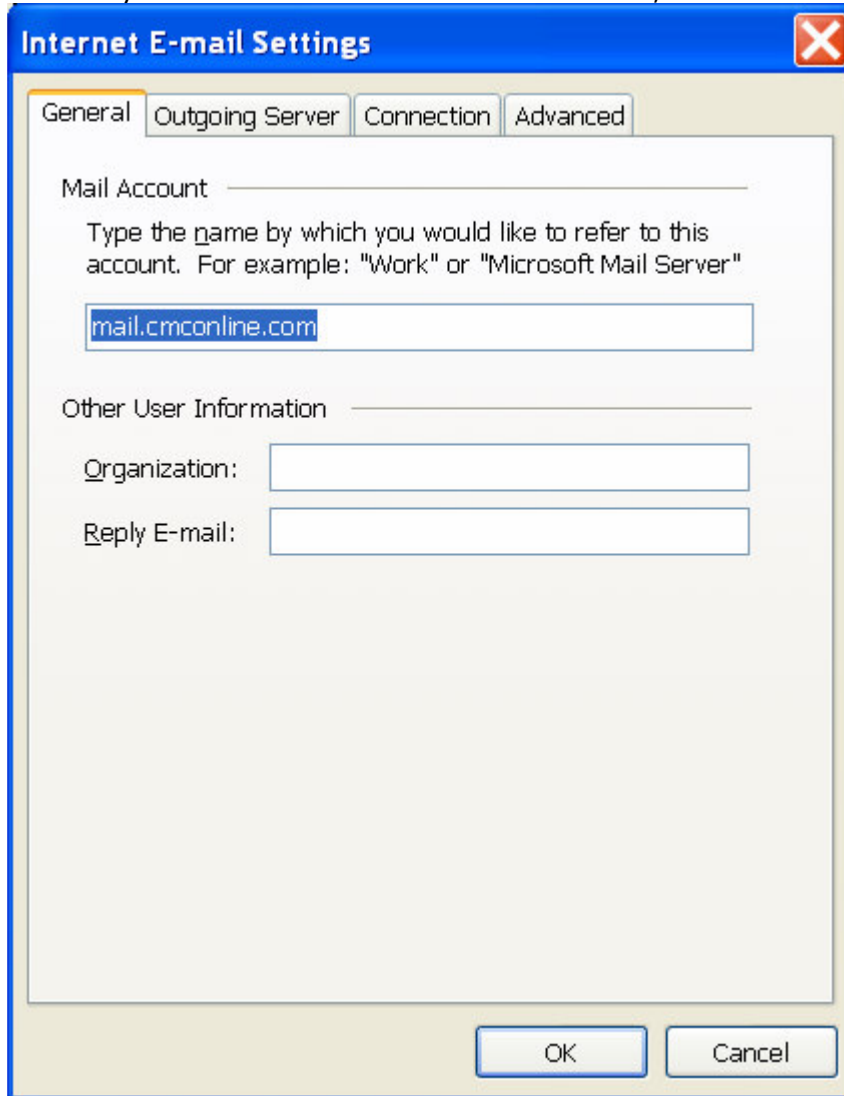
  

<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="jsmith@cmconline.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back    Next >    Cancel

5. Enter the settings as above entering your Name, Email Address, User Name & Password in the above fields. The rest should remain as listed above.

6. Once your screen looks like the above screen, click on the "More Settings" button.

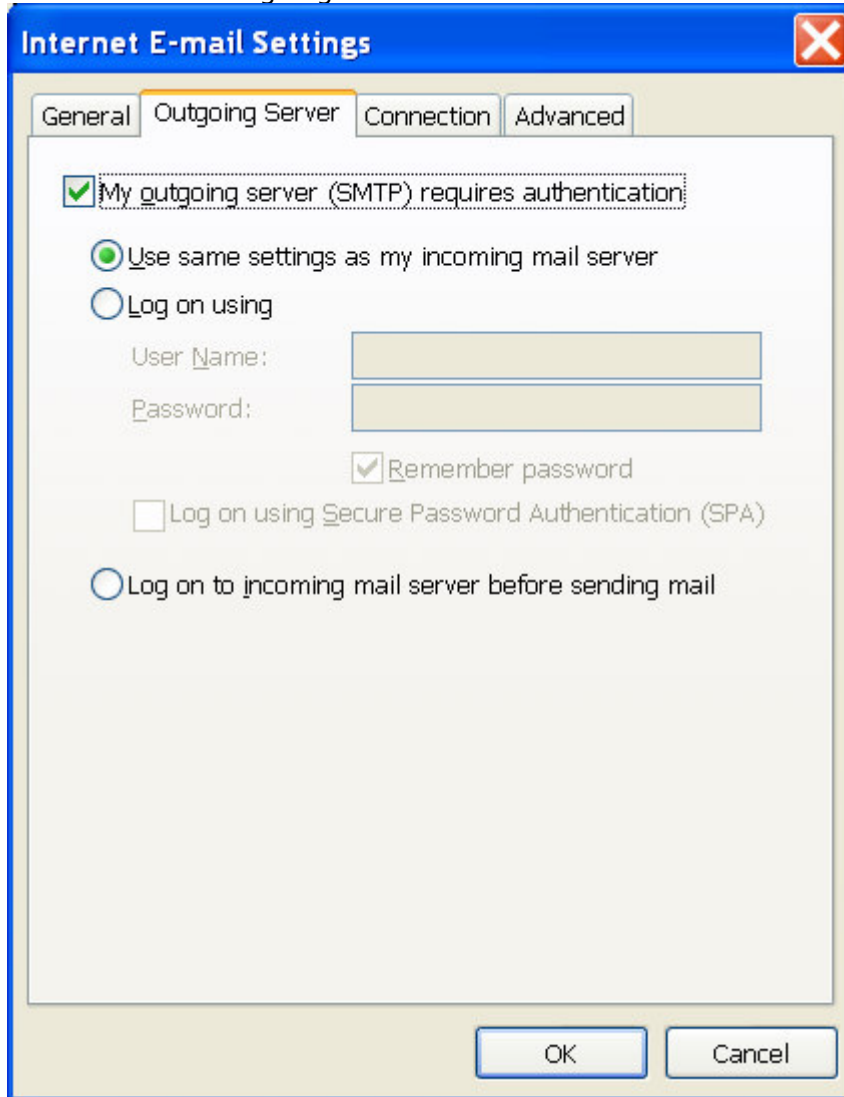


The image shows a screenshot of a Windows-style dialog box titled "Internet E-mail Settings". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is currently selected. The main area of the dialog contains the following fields and text:

- Mail Account**: A text input field with the value "mail.cmconline.com". Below it, a small text box says: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information**: A section containing two more text input fields:
  - Organization:** An empty text input field.
  - Reply E-mail:** An empty text input field.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

7. Click on the Outgoing Server tab.



8. Check the box My outgoing server (SMTP) requires authentication. Make sure the Use same settings as my incoming mail server option is selected as well.

9. Click on the OK button.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

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

10. Click on the Test Account Settings button to verify everything works.

11. Click on the Next button to complete the setup.

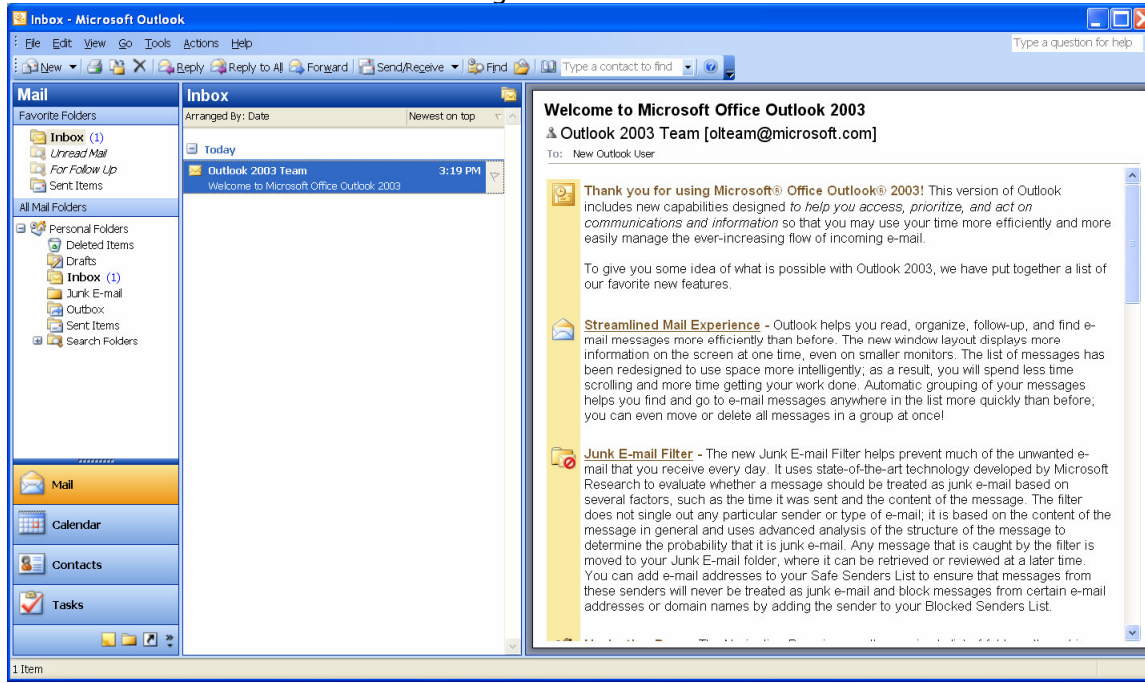
**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

12. Click on Finish to close the dialog box.



13. Your email should now be setup.