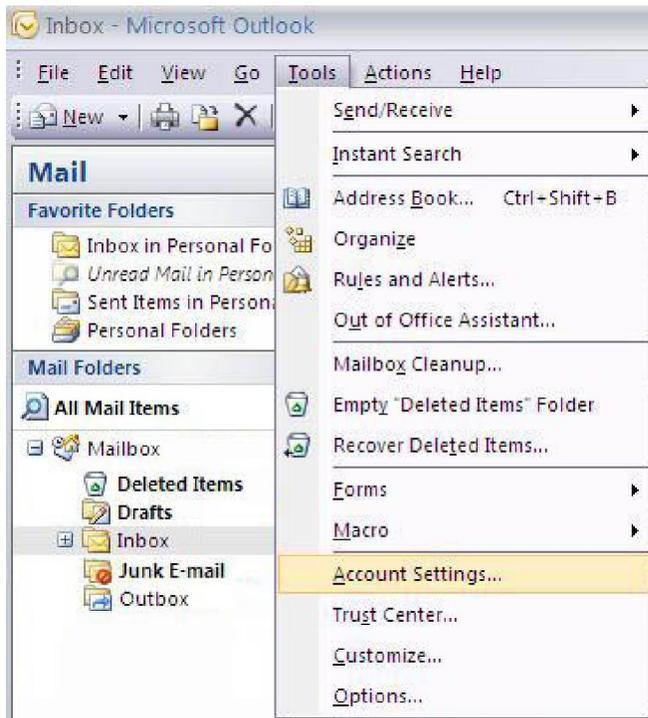


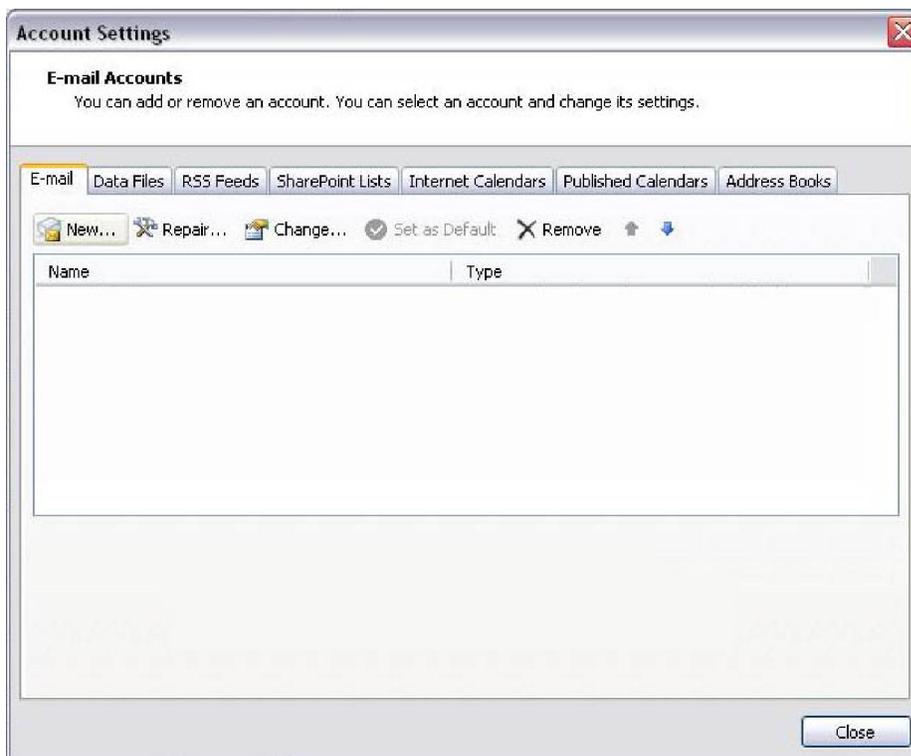
## Detail instructions for configuring your e-mail client - Outlook 2007:

Open "Microsoft Outlook 2007".

Click "Tools" menu, and select "Account Settings"...



In new window click New..."



## Detail instructions for configuring your e-mail client - Outlook 2007:

Select "Microsoft Exchange, POP3, IMAP, or HTTP", and click "Next".



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The 'Microsoft Exchange, POP3, IMAP, or HTTP' radio button is selected. Below it, the text reads: 'Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.' The 'Other' radio button is unselected. Below it, the text reads: 'Connect to a server type shown below.' A list box contains two items: 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

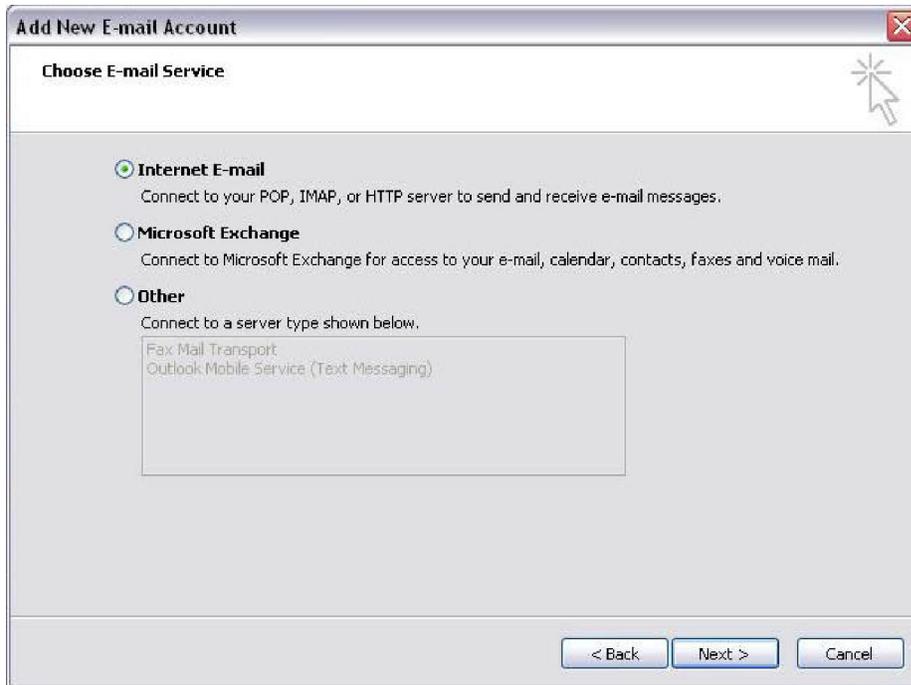
Do not enter information`s in fields, just select "Manually configure server settings or additional server types", then "Next":



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. It contains four text input fields: 'Your Name:' with the example 'Barbara Sankovic', 'E-mail Address:' with the example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with the instruction 'Type the password your Internet service provider has given you.'. At the bottom, the checkbox 'Manually configure server settings or additional server types' is checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## Detail instructions for configuring your e-mail client - Outlook 2007:

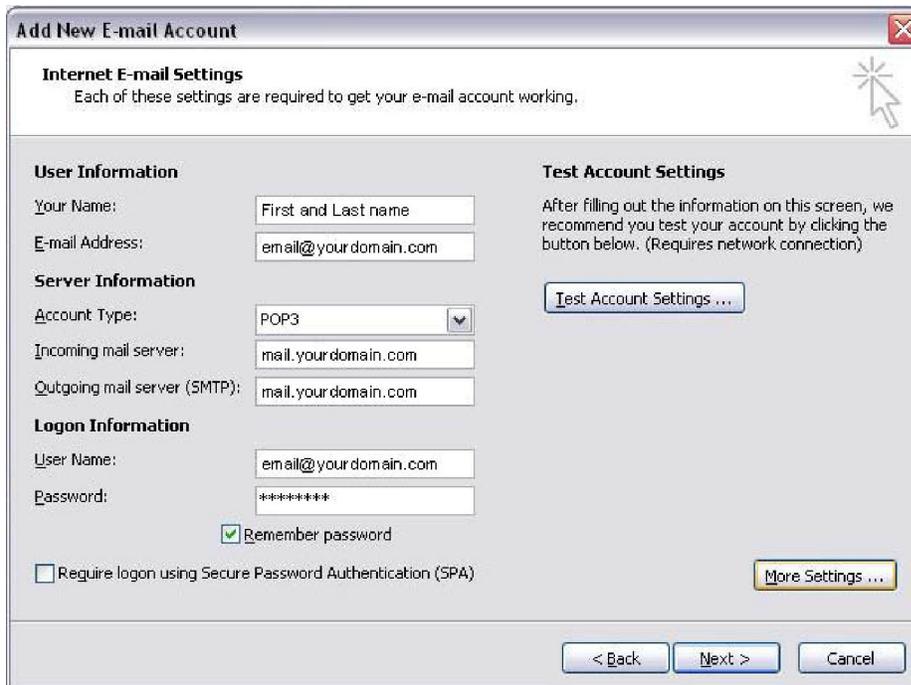
Select "Internet E-mail", then "Next"



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The 'Internet E-mail' option is chosen with a radio button. Below it, there are two other options: 'Microsoft Exchange' and 'Other'. The 'Other' option has a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Fill out all necessary fields.

In field "User Name" YOU MUST enter full e-mail address. Than click "More Settings"



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (containing 'First and Last name') and 'E-mail Address' (containing 'email@yourdomain.com'); 'Server Information' with a dropdown for 'Account Type' (set to 'POP3'), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both containing 'mail.yourdomain.com'); and 'Logon Information' with fields for 'User Name' (containing 'email@yourdomain.com') and 'Password' (containing '\*\*\*\*\*'), a checked 'Remember password' checkbox, and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. On the right, there is a 'Test Account Settings' section with a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

### **Detail instructions for configuring your e-mail client - Outlook 2007:**

In new window click on tab "Outgoing Server", and select "My Outgoing server (SMTP) requires authentication". All other details do not touch. Then click "OK".



Click "Next" and at the end click "Finish"