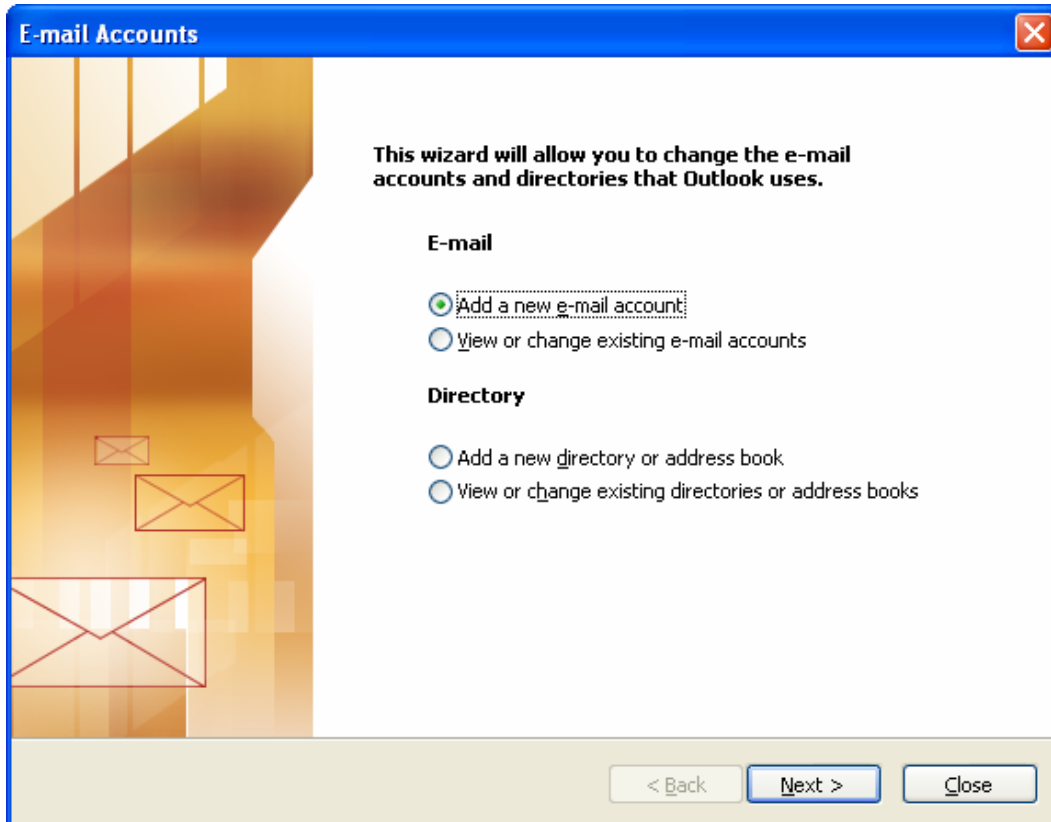
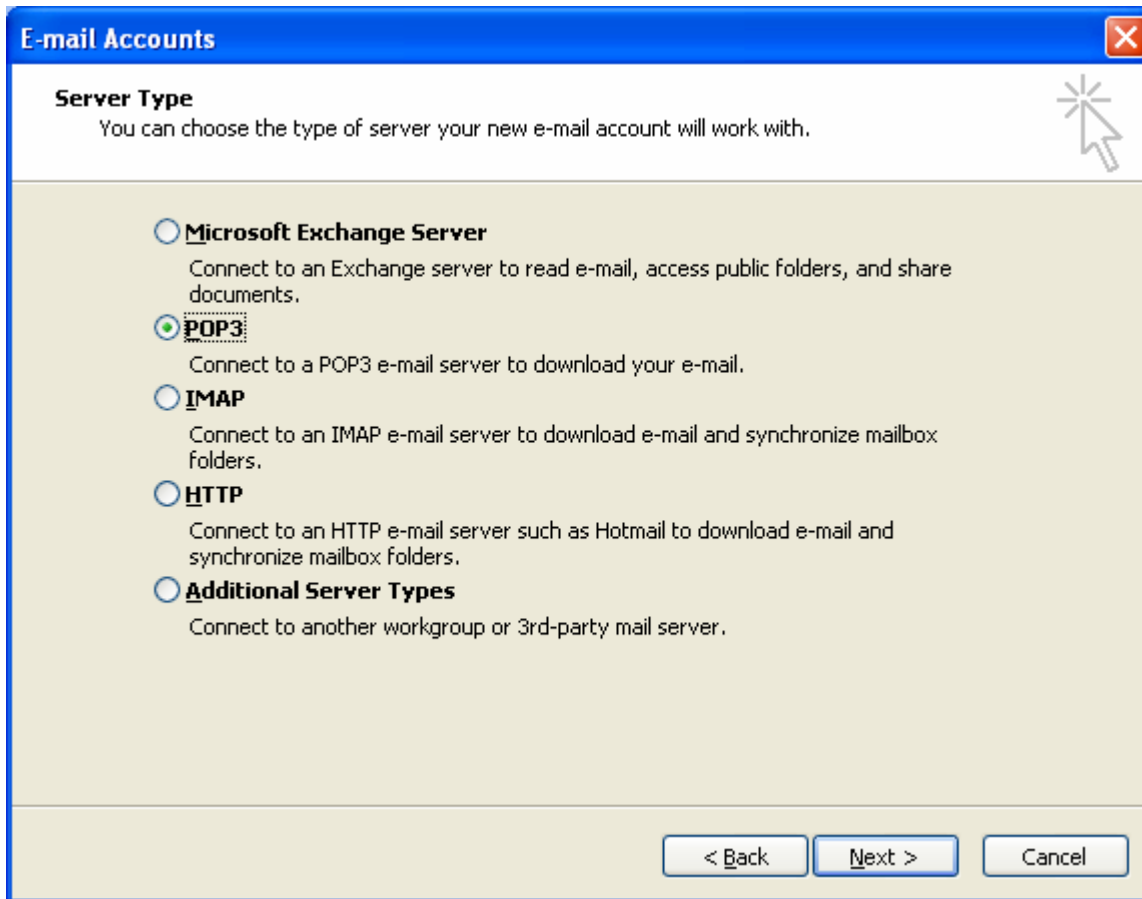


Creating New Email Account with Outlook

1. Open Outlook
2. Tools > e-mail Accounts
3. Add a new e-mail account > Click next



4. Pop3 > Click Next



5. Your Name:
6. E-mail Address (**your email address** (example: you@yourdomain.ca))
7. User Name (same as your e-mail address (example: you@yourdomain.ca))
8. Password (**your password**)
9. Incoming mail server (pop3) mail.**yourdomain.ca**
10. Outgoing mail server (smtp) mail.**yourdomain.ca**

E-mail Accounts

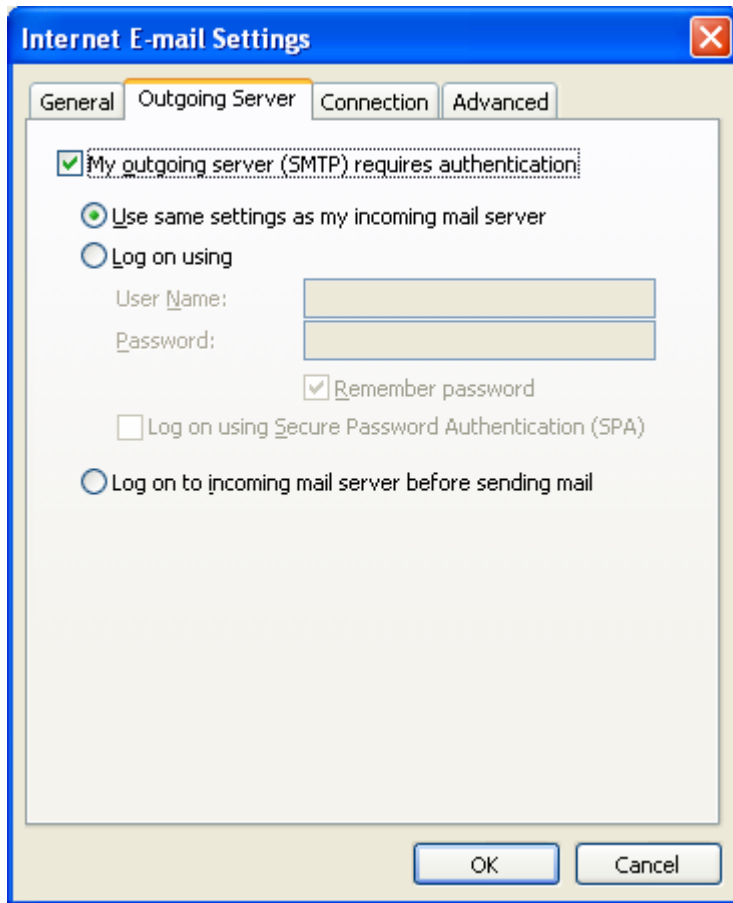
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.ca"/>
E-mail Address: <input type="text" value="you@yourdomain.ca"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.ca"/>

Logon Information	Test Settings
User Name: <input type="text" value="you@yourdomain.ca"/>	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

11. Click > More settings
12. Click > Outgoing Server



13. Check My outgoing server (SMTP) requires authentication

14. Check Use same settings as my incoming mail server

15. Click > OK

16. Click > Next

17. Click > Finish