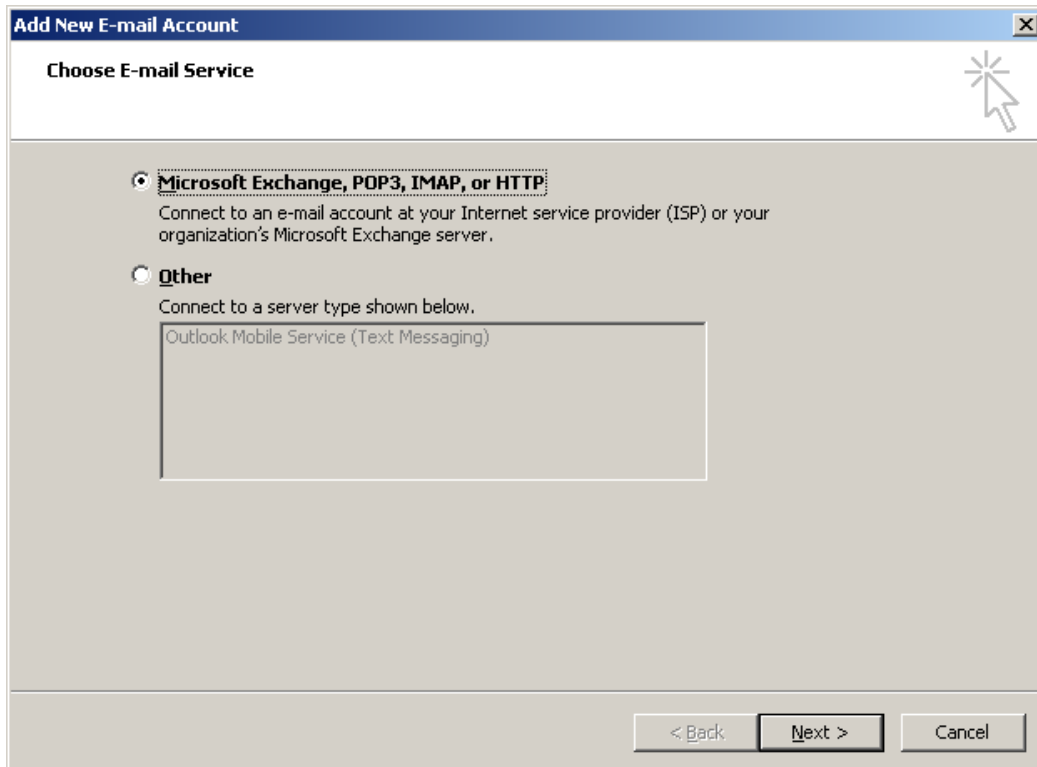


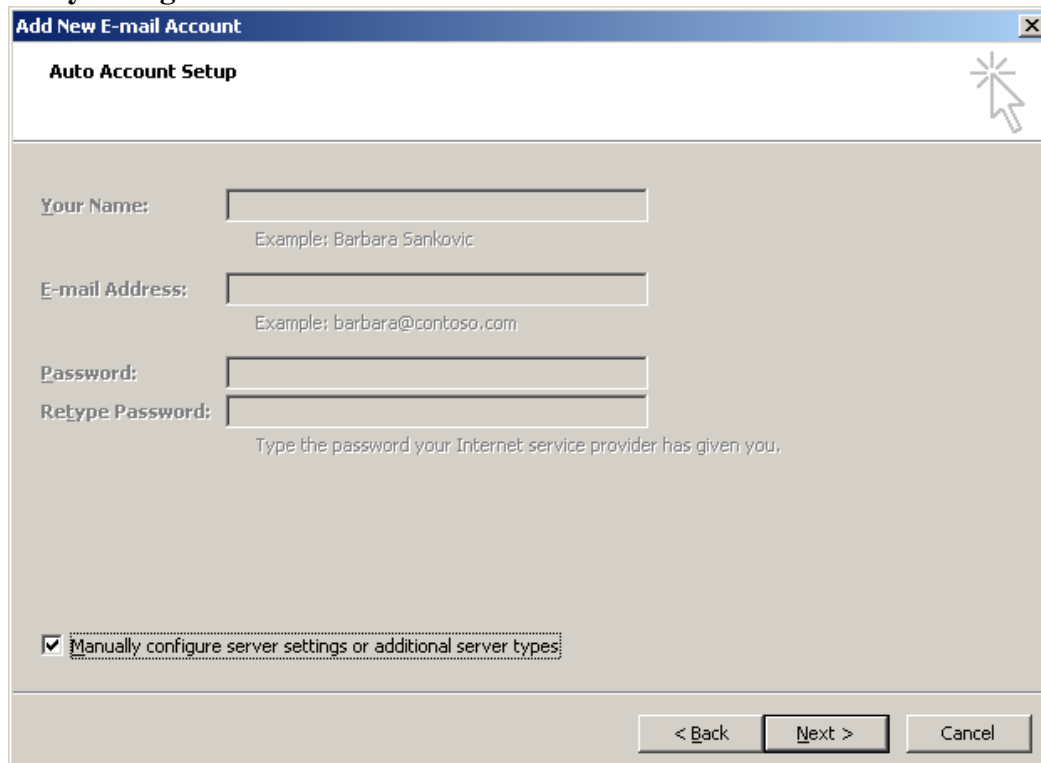
Outlook 2007 Email Instructions

1. Open Outlook 2007.
2. Click **Tools, Accounts**. Click **New** on the **E-mail tab**.
3. Click **Next** to Add a new E-mail account.



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are two radio button options: 'Microsoft Exchange, POP3, IMAP, or HTTP' (selected) and 'Other'. Below the 'Other' option is a text 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.

4. Click **“Manually configure..” Box** and Click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name:' with an example 'Example: Barbara Sankovic', 'E-mail Address:' with an example 'Example: barbara@contoso.com', 'Password:', and 'Retype Password:'. Below the password fields is the text '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.

5. Choose **Internet E-mail** from the list and click **Next**.
6. Fill in the boxes shown below:

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:

E-mail Address:

Server Information

Account Type: POP3

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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

7. Enter your email address for both **Email address** and **User Name**.

Select **POP3** as the account type.

Incoming and Outgoing Servers will both typically be: **mail.YOURDOMAINNAME.com**

For example, if your website is www.YOURDOMAINNAME.com you would put in mail.YOURDOMAINNAME.com

8. If you aren't sure what to use for **Incoming** and **Outgoing**, you should call Forbin Tech Support at 319-274-4430 to find out the correct information to enter in these boxes.
8. Click the **More Settings** box and then the **Outgoing Server** tab. Check the box that says **My outgoing server (SMTP) requires authentication**. Then make sure the dot below it is set as **Use same settings as my incoming server**. Click the **OK** button at the bottom.
9. Click **Next**. Then click **Finish**. You should now test your account by sending an email to your own email address. You should receive the test message within 15 minutes.