




Add New E-mail Account 


Choose E-mail Service 

Microsoft Exchange, POP3, IMAP, or HTTP
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

Add New E-mail Account 

Auto Account Setup 


Your Name:
Example: Barbara Sankovic


E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types


Add New E-mail Account 


Choose E-mail Service 

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

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:

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)

Internet E-mail Settings [Close]

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

- Use same settings as my incoming mail server
- Log on using
 - User Name:
 - Password:
 - Remember password
- Log on using Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

OK Cancel

Internet E-mail Settings

General Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (POP3): Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

This server requires an encrypted connection (SSL)

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'

OK Cancel

