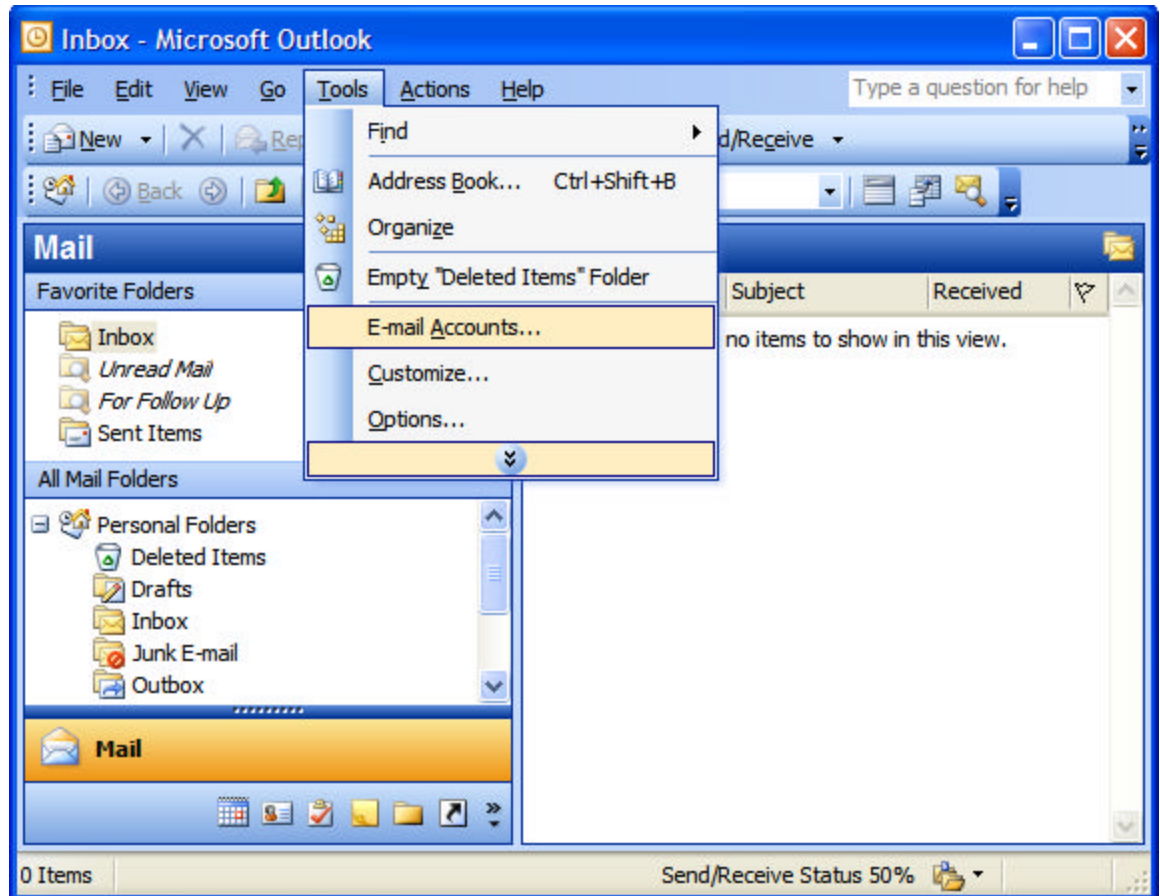


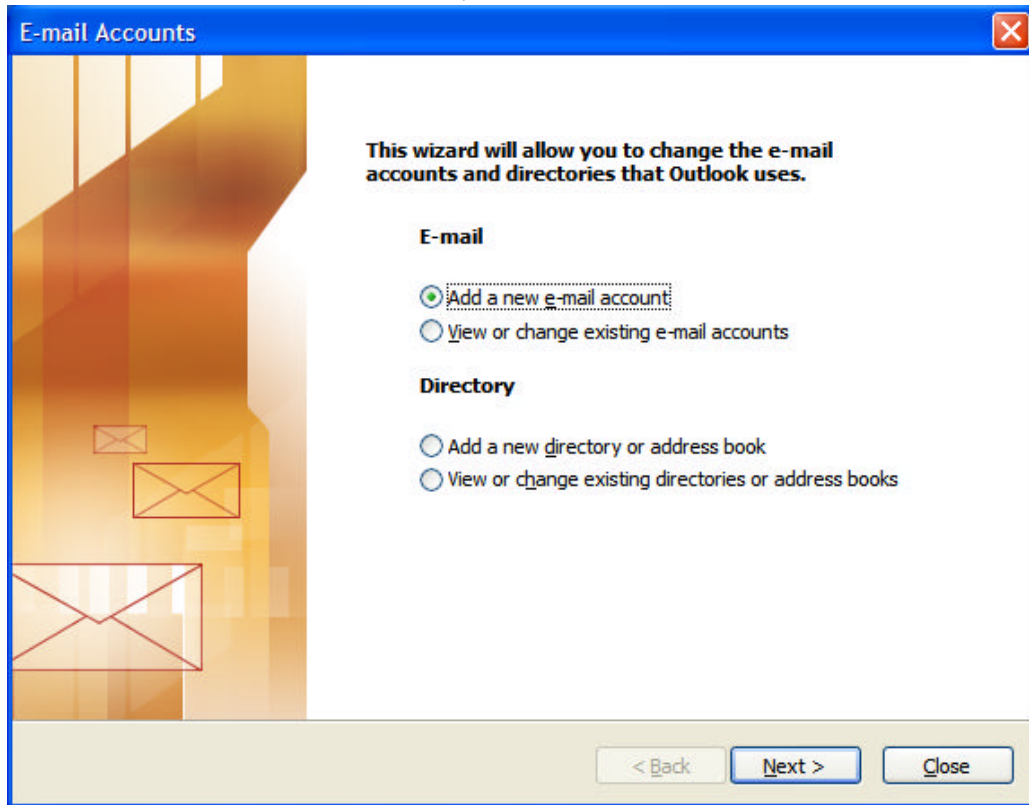
Setting Up Your E-mail in Microsoft Outlook

Depending on what version and how the version was installed on your computer system the screens below may some differ from what you see below.

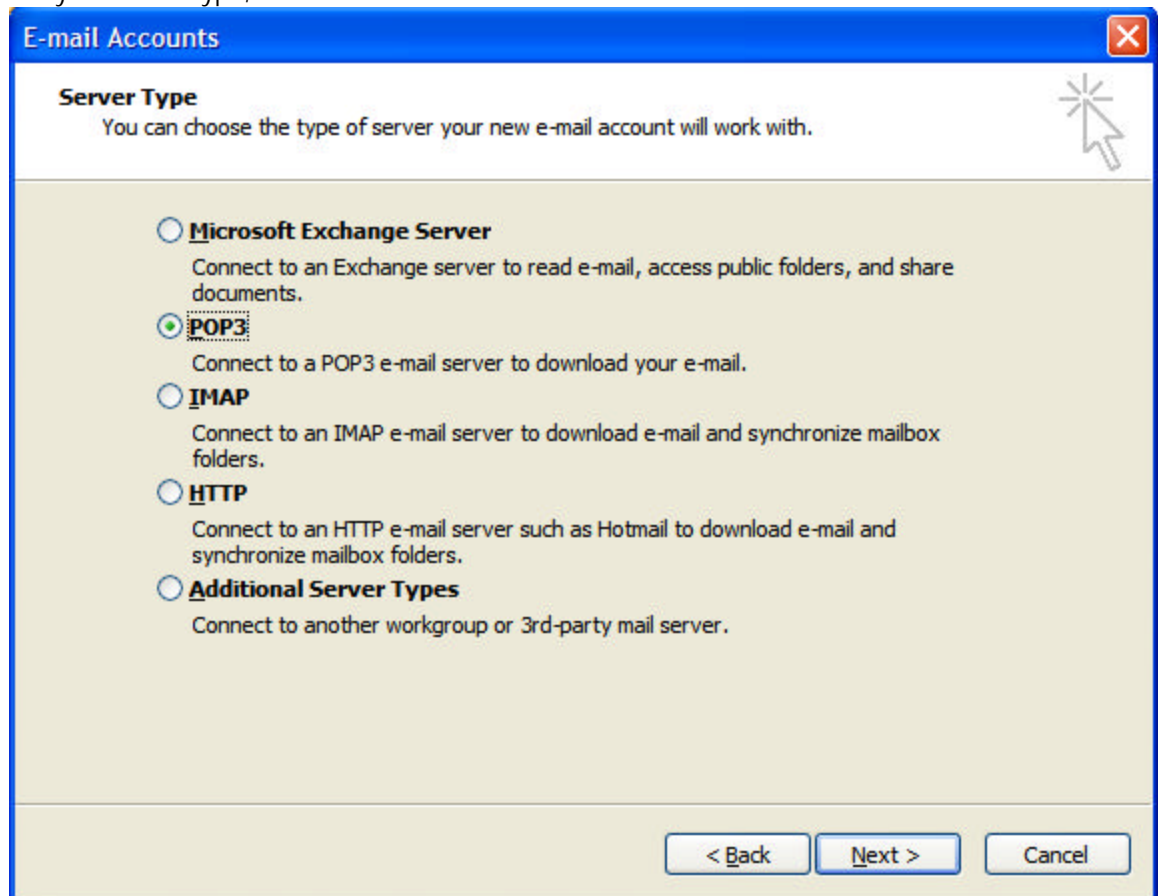
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



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)

4. On the Internet E-mail Settings (POP3) window, enter your information as follows then Click Next:

Your Name

Enter your first and last name, or how you wish to say the E-mail is from.

E-mail Address

Enter your e-mail address.

User Name

If your e-mail address ends in *@i-america.net* or *Statesville.net* then enter your username (This is everything before the @ sign)

If you have your own domain enter your entire e-mail address

Password

Enter the password for your e-mail account.

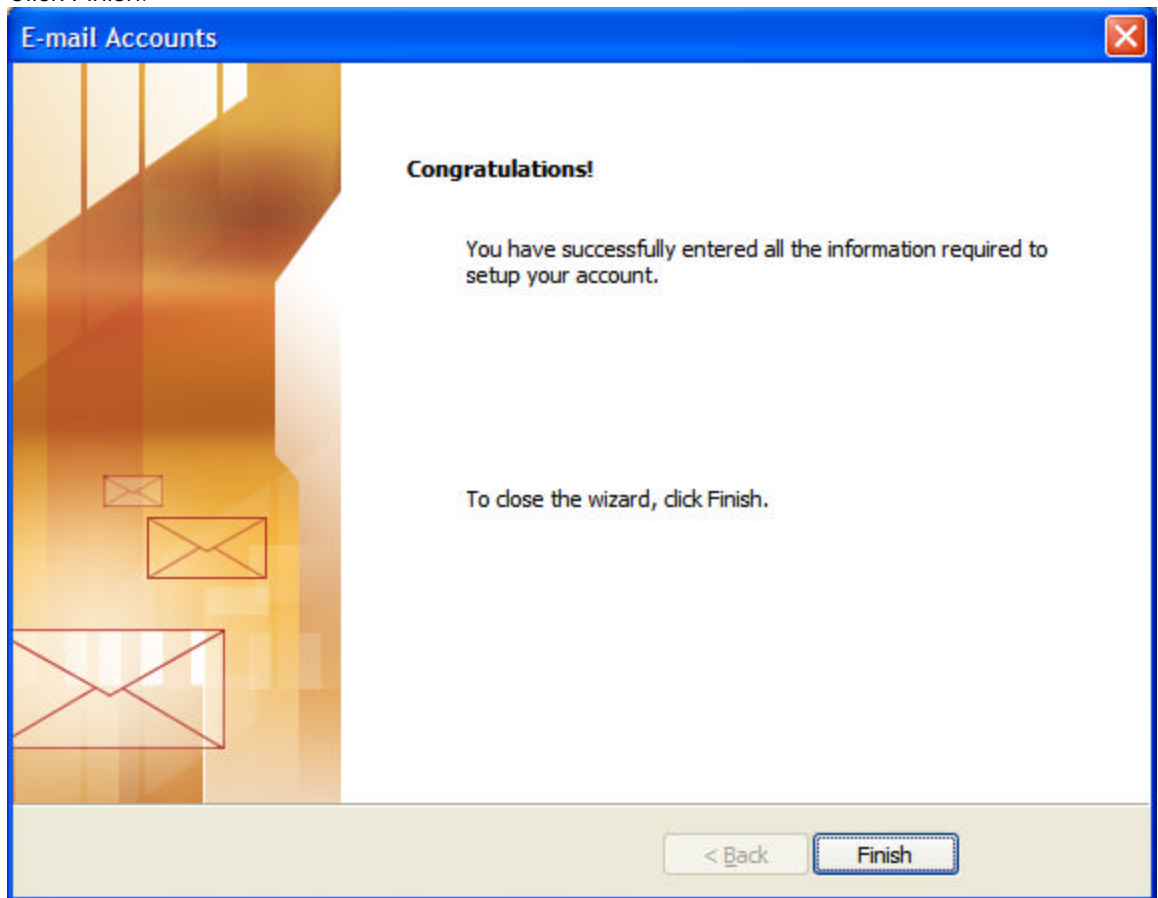
Incoming mail server (POP3) and Outgoing mail server (SMTP)

If your e-mail address ends in *@i-america.net* then enter **mail.i-america.net**

If your e-mail address ends in *@statesville.net* then enter **mail.statesville.net**

If you have your own domain enter **mail.yourdomainhere.com**

5. Click Finish.



You will now need to close Outlook and you must restart your computer for the settings to take effect.