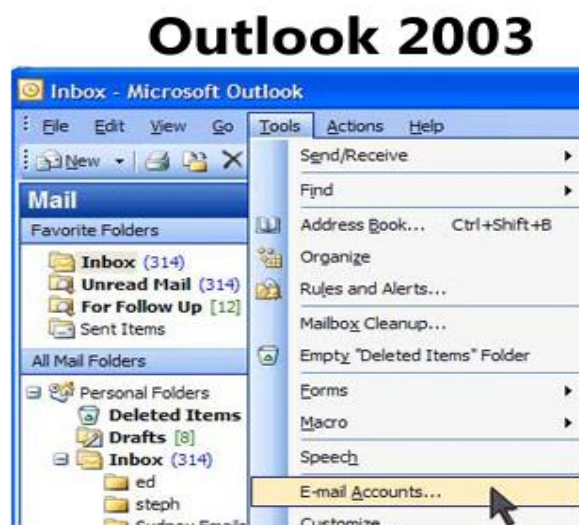


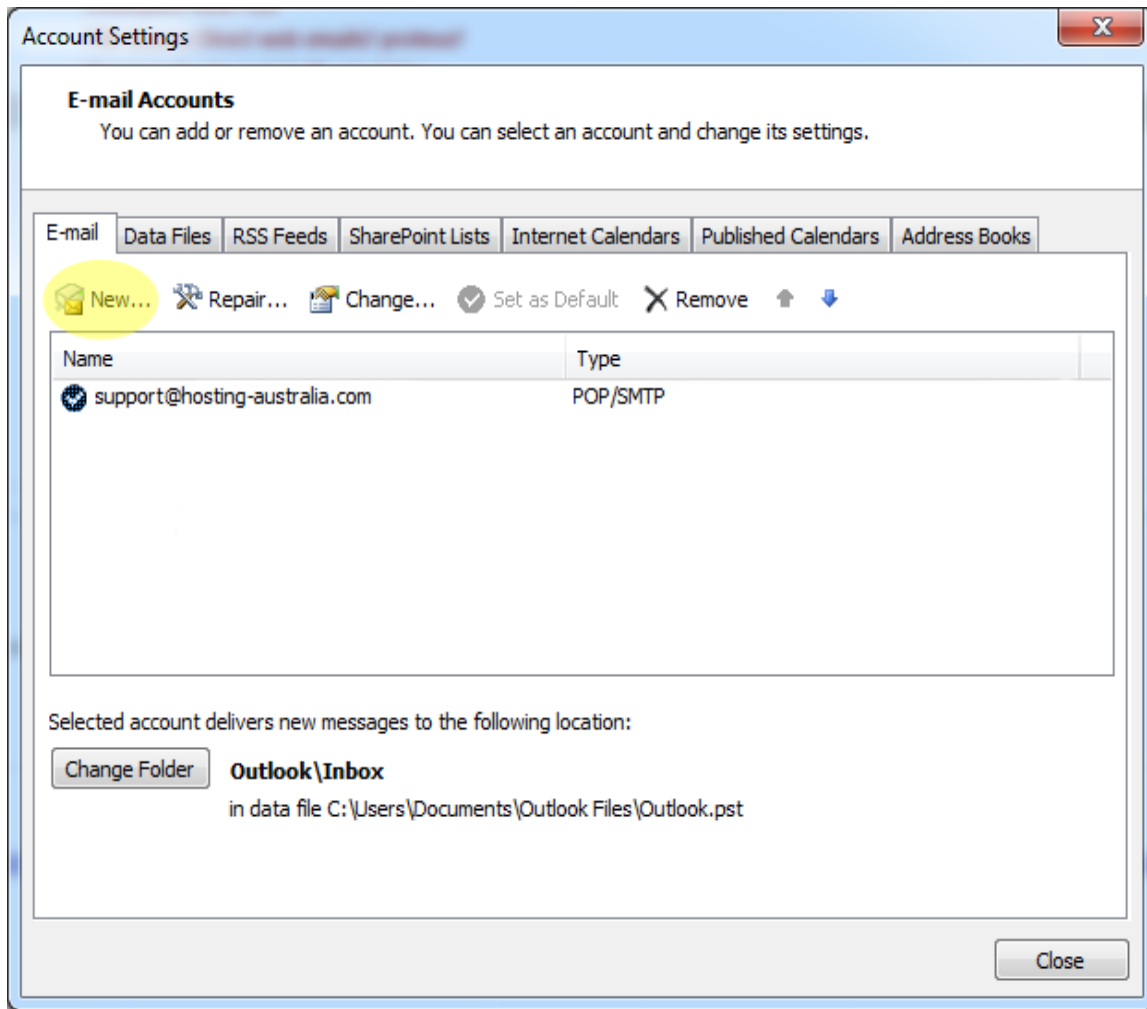
OUTLOOK MAIL CONFIGURATION



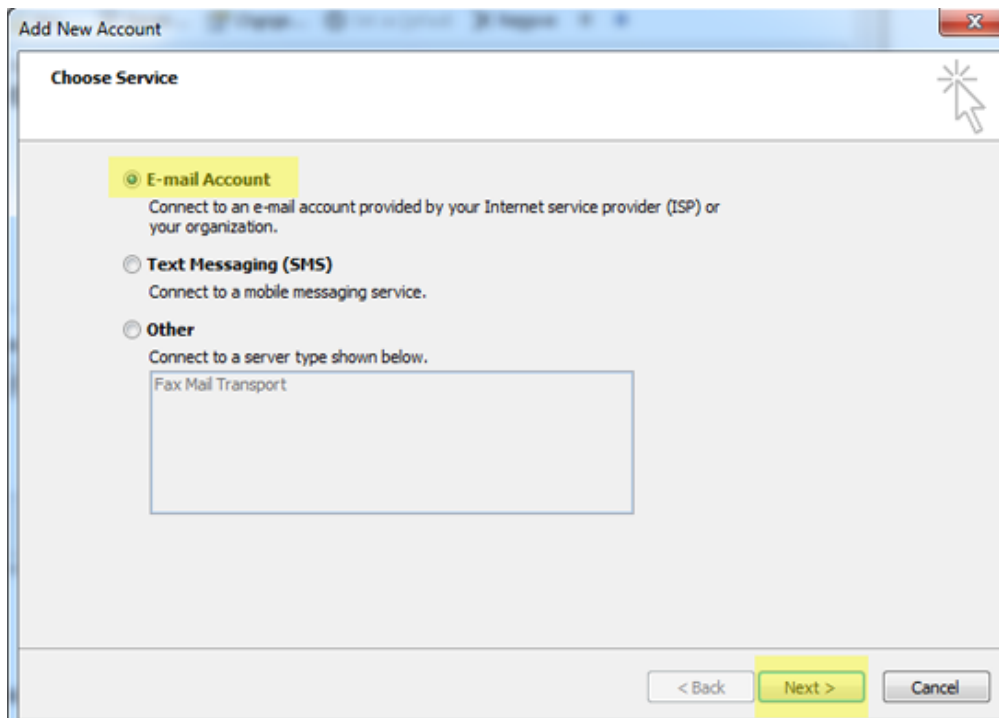
1. Click on Account Settings. Depending on which version of outlook you have, this may be under TOOLS from the horizontal toolbar(Outlook 2003), or under the Orange File Button (2010) or Blue File Button (2013). See below :



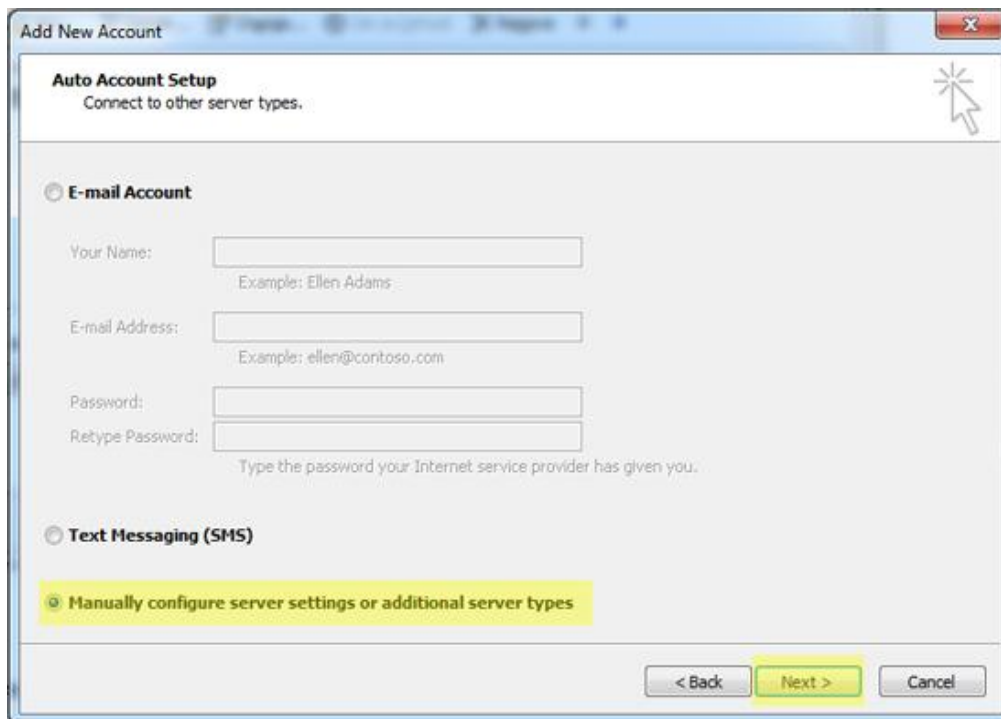
2. From the Account Setting window, click **NEW**



3. Click on **EMAIL ACCOUNT**, and click **NEXT**

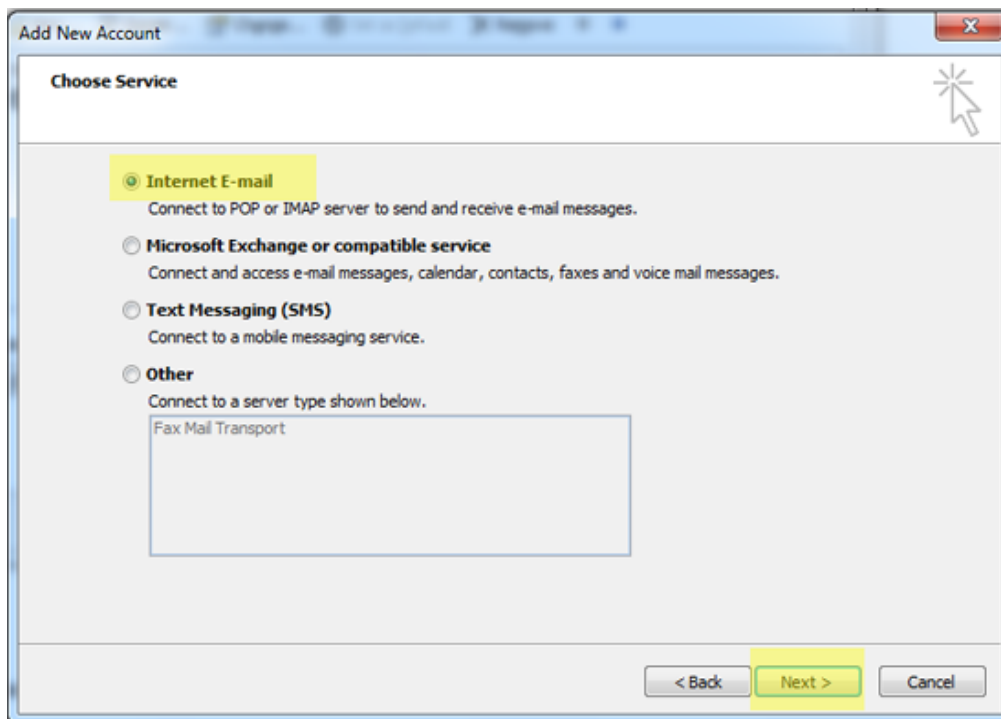


4. Click on **MANUALLY CONFIGURE SERVER SETTINGS** and click **NEXT**



The screenshot shows the 'Add New Account' window with the 'Auto Account Setup' tab selected. The window title is 'Add New Account'. The subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' Below this, there are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected and highlighted in yellow. Below the radio buttons, there are input fields for 'Your Name:', 'E-mail Address:', 'Password:', and 'Retype Password:'. The 'Next >' button is highlighted in yellow. The '< Back' and 'Cancel' buttons are also visible.

5. Click **INTERNET E-MAIL** and click **NEXT**



The screenshot shows the 'Add New Account' window with the 'Choose Service' tab selected. The window title is 'Add New Account'. The subtitle is 'Choose Service'. Below this, there are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option is selected and highlighted in yellow. Below the radio buttons, there are descriptions for each service. The 'Other' option has a text box below it containing 'Fax Mail Transport'. The 'Next >' button is highlighted in yellow. The '< Back' and 'Cancel' buttons are also visible.

6. Enter your details in the boxes as specified by Daylesford Web Hosting support, see step 6.1, below if you aren't sure of these settings. Then click **MORE SETTINGS**

Add New Account

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

User Information
Your Name: YOUR NAME
E-mail Address: myemail@example.com

Server Information
Account Type: POP3
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): mail.example.com

Logon Information
User Name: myemail@example.com
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 ...
☒ Test Account Settings by clicking the Next button

Deliver new messages to:
☒ New Outlook Data File
☐ Existing Outlook Data File
Browse

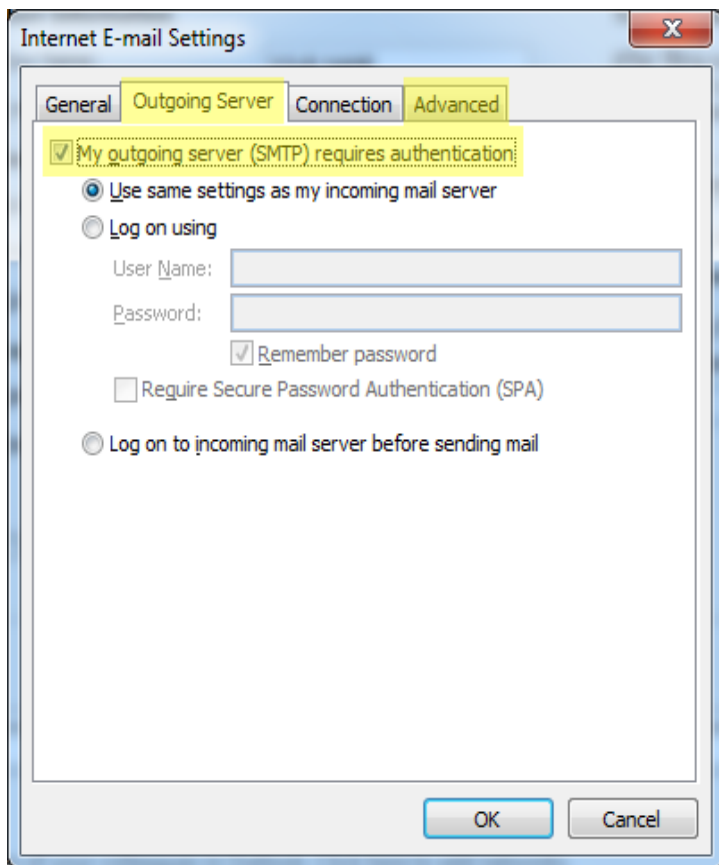
More Settings ...

< Back Next > Cancel

6.1. If you aren't sure of your settings in step 6, they will be as follows. NOTE please replace your email address and domain name as required.

- **EMAIL ADDRESS** – your full email address, i.e. me@acmeproducts.com.au
- **ACCOUNT TYPE** – generally this will be pop3, however, Daylesford Web Hosting servers do support IMAP.
- **INCOMING & OUTGOING SERVER** – this will be [mail.\[MYDOMAIN\]](mailto:mail.acmeproducts.com.au), where [mydomain] will equal the name of your email domain, aka whatever follows the @ symbol in your email address. For example, if your email address is me@acmeproducts.com.au, your incoming and outgoing server will be the highlighted section, i.e. mail.acmeproducts.com.au
- **USERNAME** – This will be your full email address.
- **PASSWORD** – This will be your password, as configured when creating your email address, or as supplied by Daylesford Web Hosting tech support.

7. Click on the **OUTGOING SERVER** tab, and click **MY OUTGOING SERVER REQUIRES AUTHENTICATION**. Ensure the following option below is selected.



The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The 'General' tab is also visible. The 'Outgoing Server' tab is selected, and the checkbox 'My outgoing server (SMTP) requires authentication' is checked. Below this, the radio button 'Use same settings as my incoming mail server' is selected. The 'Log on using' section has empty text boxes for 'User Name' and 'Password', and the 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is also unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet E-mail Settings

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:

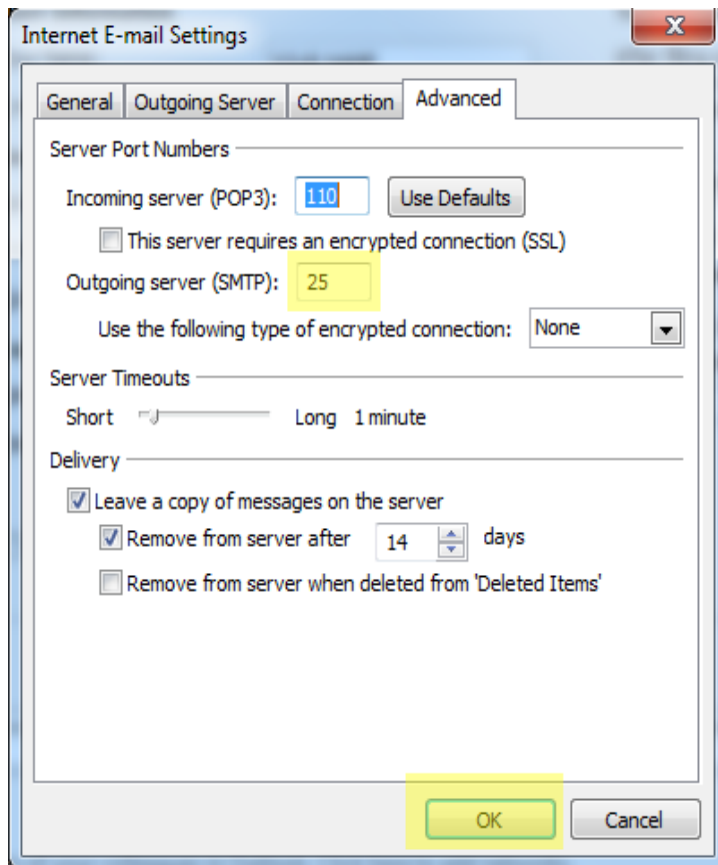
☒ Remember password

☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

8. Click **ADVANCED** and change the outgoing port to 26. Click **OK**, and click **NEXT**.



Congratulations, your email account is now setup!

NOTE - If you require assistance with this, Daylesford Web Hosting can use Remote Desktop access to set your account up, but charges may apply.