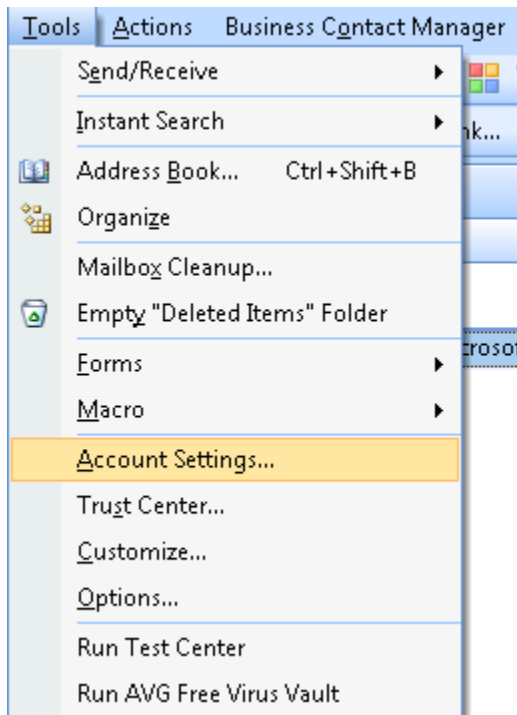
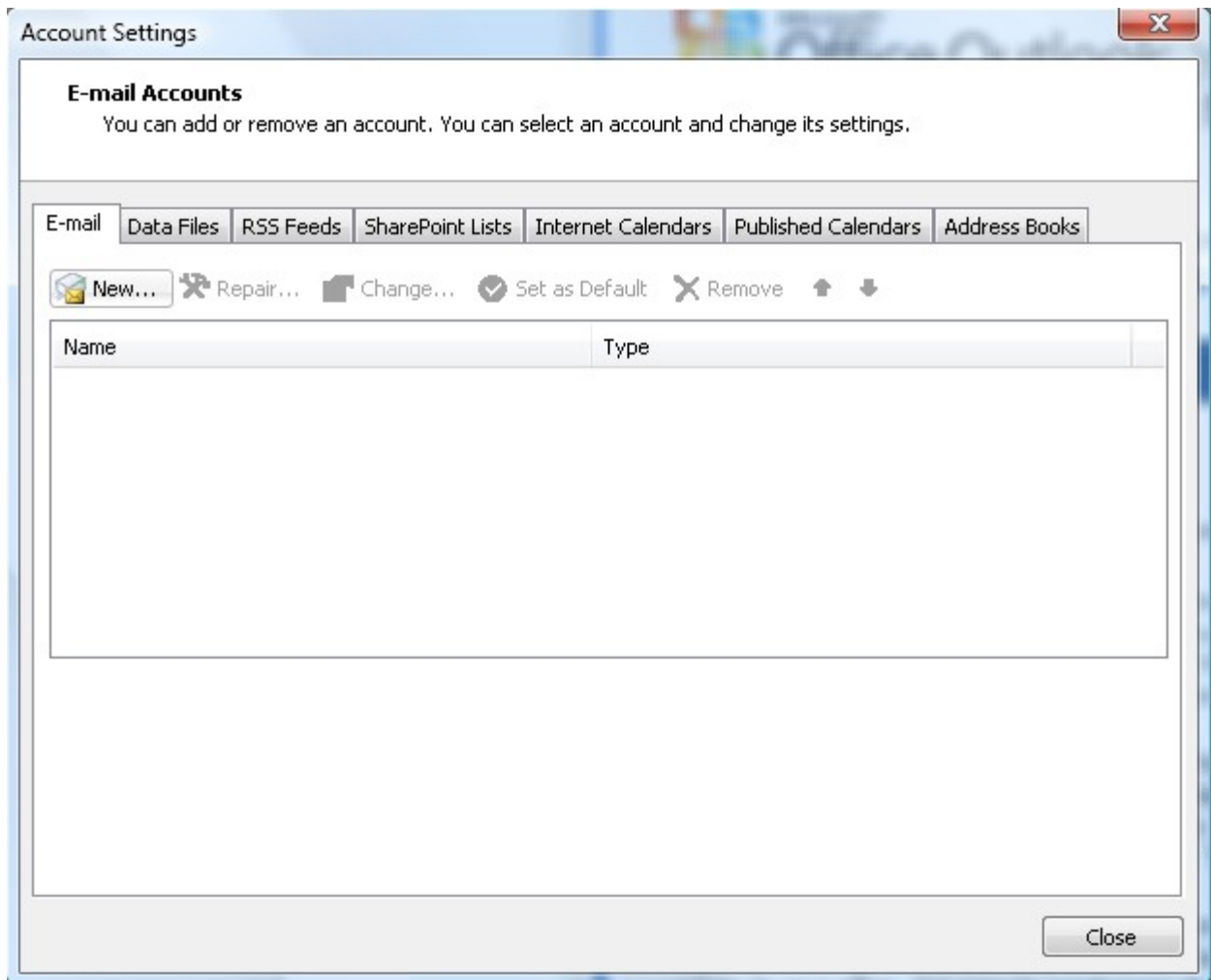


OUTLOOK 2007 EMAIL SETUP

From the menu bar select **Tools/Account Settings**.



Click on the **New** button.

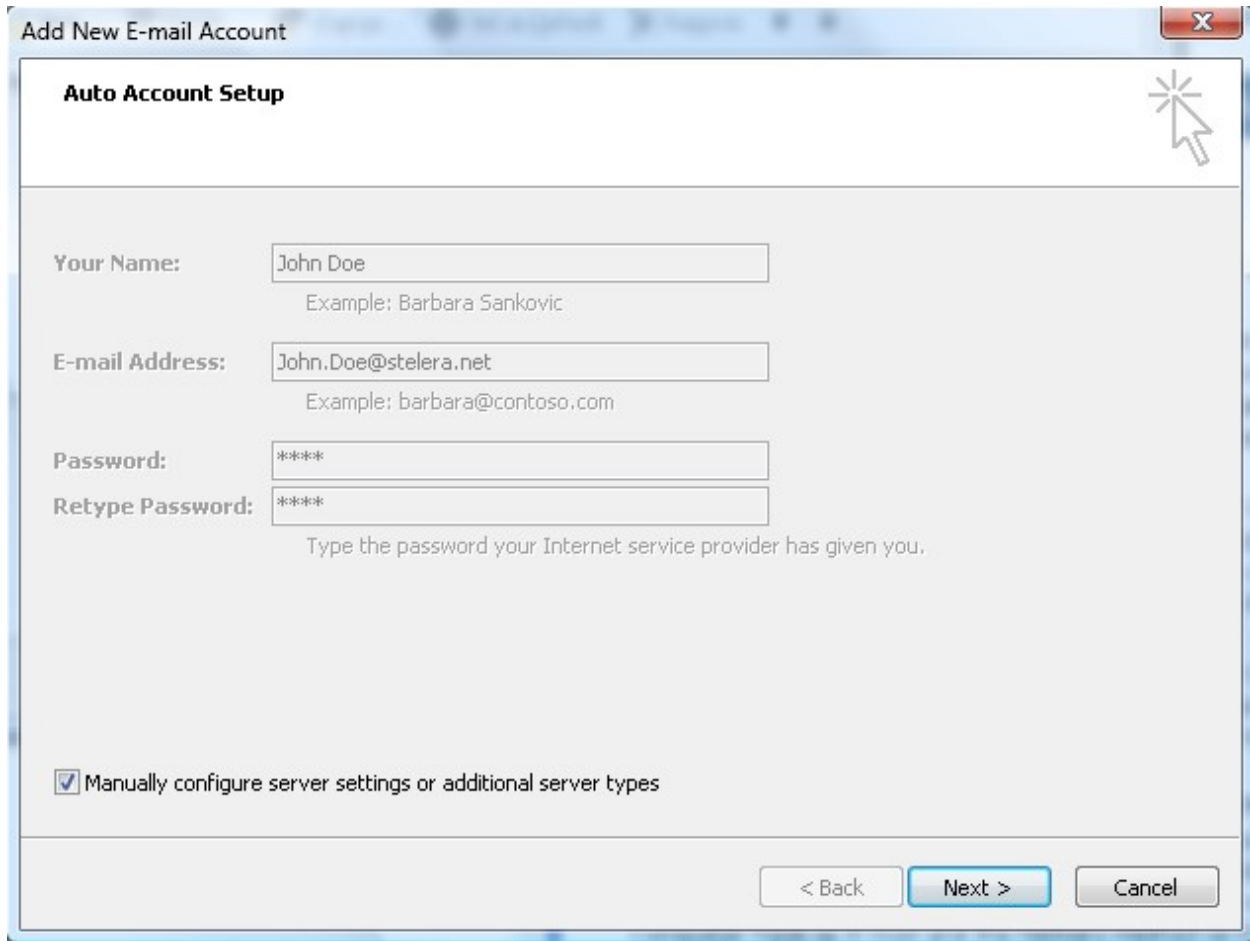


Your Name: The name you would like to appear on your outgoing email.

E-mail Address: Email address assigned to you by Stelera.

Password: Password assigned to you by Stelera.

Check the **Manually configure server settings or additional server types** box.

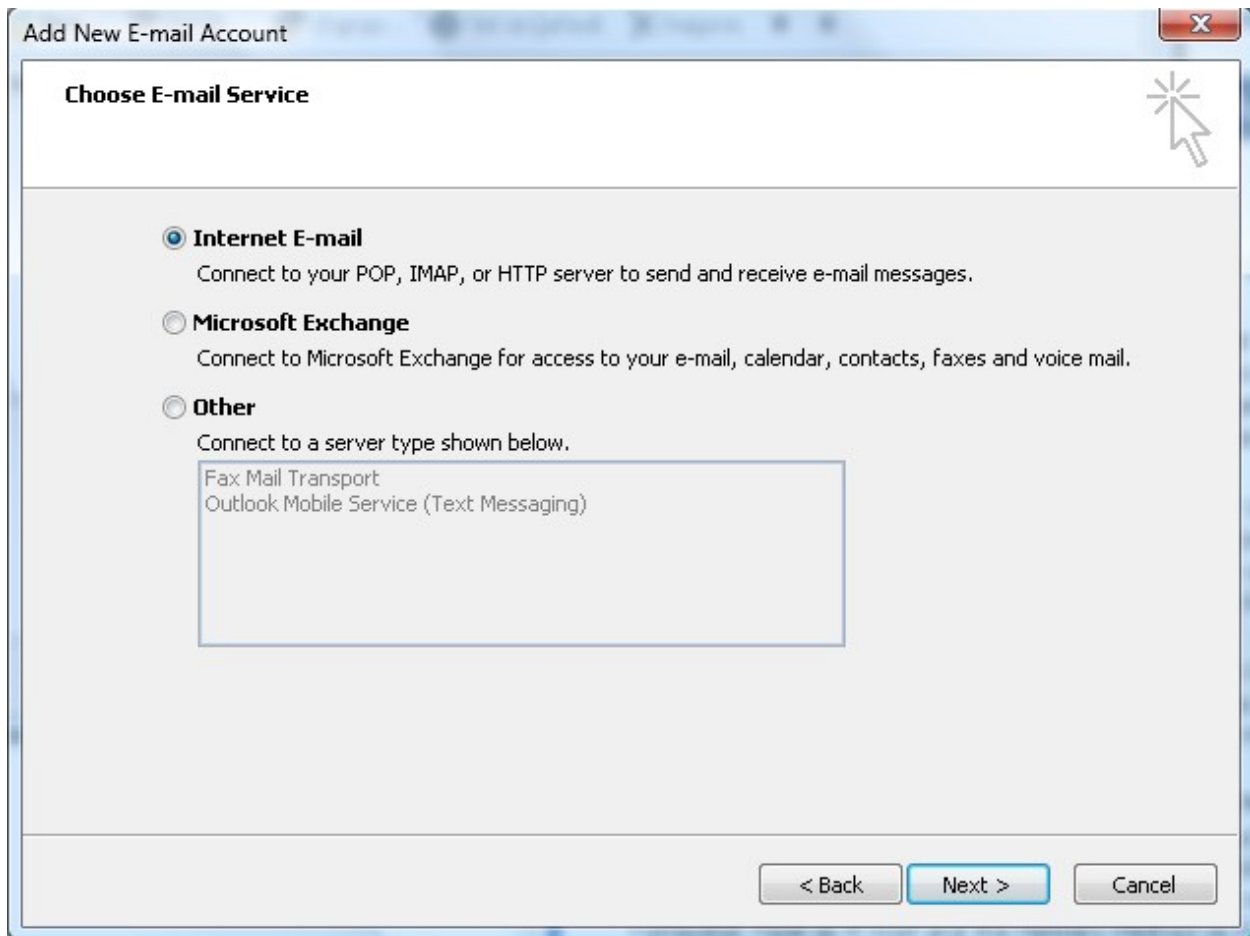


The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The main content area is titled "Auto Account Setup" and contains the following fields and options:

- Your Name:** A text box containing "John Doe". Below it is the example text "Example: Barbara Sankovic".
- E-mail Address:** A text box containing "John.Doe@stelera.net". Below it is the example text "Example: barbara@contoso.com".
- Password:** A text box containing "****".
- Retype Password:** A text box containing "****". Below it is the instruction "Type the password your Internet service provider has given you."
- Manually configure server settings or additional server types**

At the bottom right of the dialog box are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

Select the **Internet E-mail** radio button.



Your Name: The name you would like to appear on your outgoing email.

E-mail Address: Email address assigned to you by Stelera.

Account Type: Select either **POP3** or **IMAP**.

Incoming mail server: Enter **mail.stelera.net**

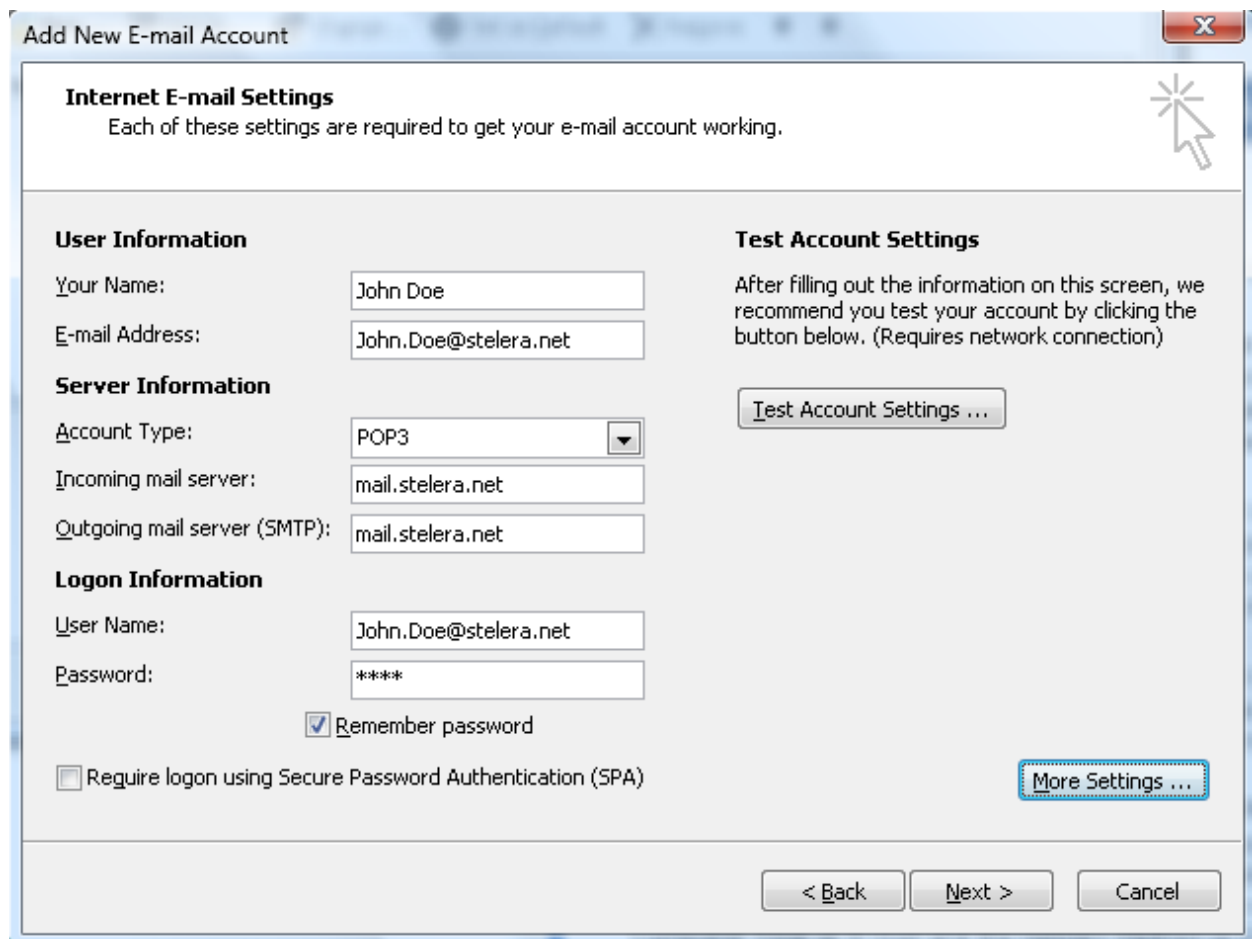
Outgoing mail server: Enter **mail.stelera.net**

User Name: Enter your email address assigned to you by Stelera.

Password: Enter your password assigned to you by Stelera.

Be sure to check the Remember Password box if you do not wish to enter your password each time you retrieve your email.

Click on the **More Settings** button.

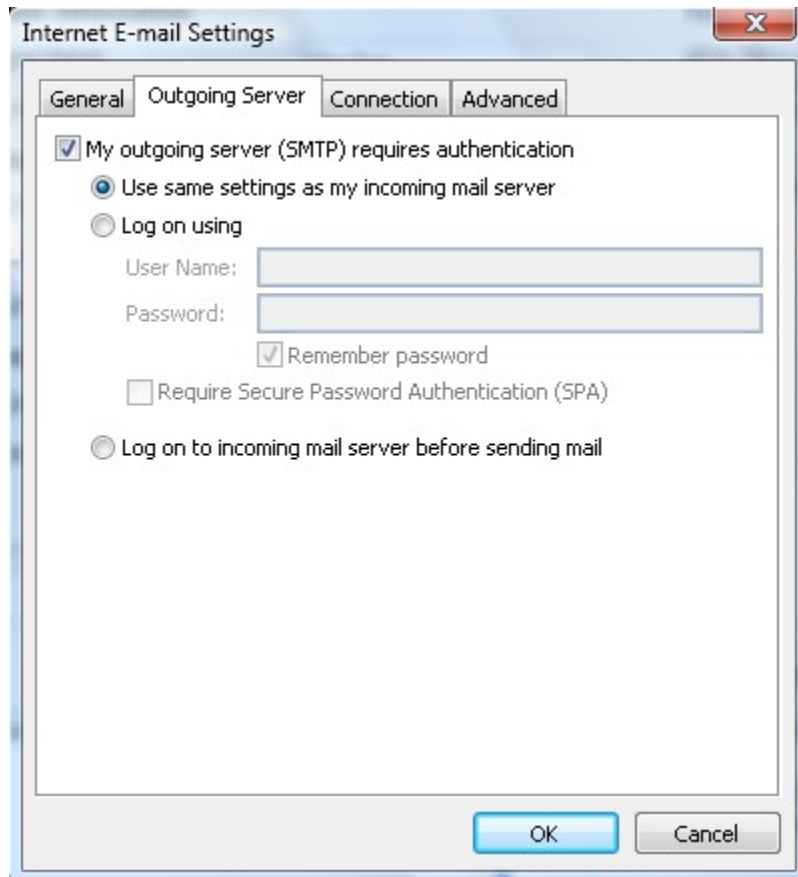


The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** "Your Name:" (John Doe) and "E-mail Address:" (John.Doe@stelera.net).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (mail.stelera.net), and "Outgoing mail server (SMTP):" (mail.stelera.net).
- Logon Information:** "User Name:" (John.Doe@stelera.net) and "Password:" (****). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text block explaining the test button and a "Test Account Settings ..." button.
- More Settings:** A "More Settings ..." button highlighted with a dashed border.
- Navigation:** "< Back", "Next >", and "Cancel" buttons at the bottom.

Select the **Outgoing Server** tab and check the **My outgoing server (SMTP) requires authentication** checkbox.

Select the **Use same settings as my incoming mail server** radio button.



Click on the **Finish** button to complete your email setup.

