

Outlook for Microsoft Office XP Mail Setup

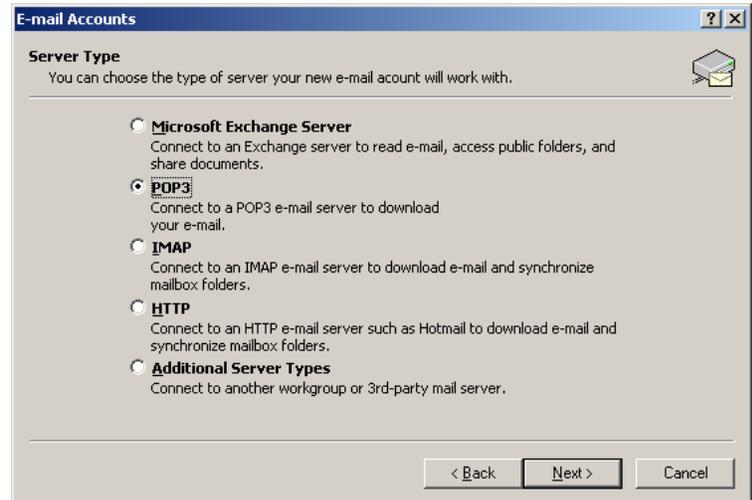
1. Open Microsoft Outlook XP.
2. Click on Tools at the top of the screen.
3. Click on **Email Accounts**.
4. Under the Email category-type choose "**Add a new e-mail account**" and click next."
5. Choose **POP3** and click next.
6. Fill in your user information. (Name, E-Mail address etc...)
7. Fill in you server information.

Our incoming and outgoing mail servers are both mail.snworks.com.

If you have your own domain name with us the incoming server will be pop.yourdomain.com.

The outgoing mail server will be smtp.yourdomain.com.

8. Fill in your Logon Information. The username will be your full email address. (I.e. email@snworks.com) Your password will be your assigned or chosen password. If you can't recall your password you can contact us to get that information.
9. **Do not** press the **Test Account Settings** button. Click next and then press the Finish button.

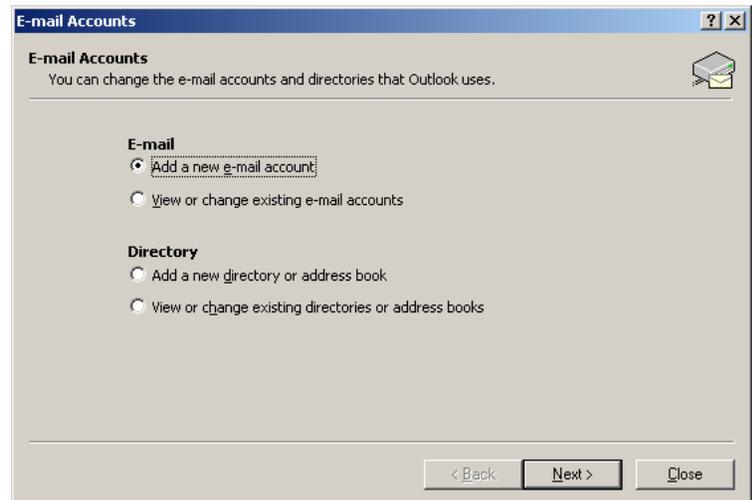


E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

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E-mail Accounts

E-mail Accounts
You can change the e-mail accounts and directories that Outlook uses.

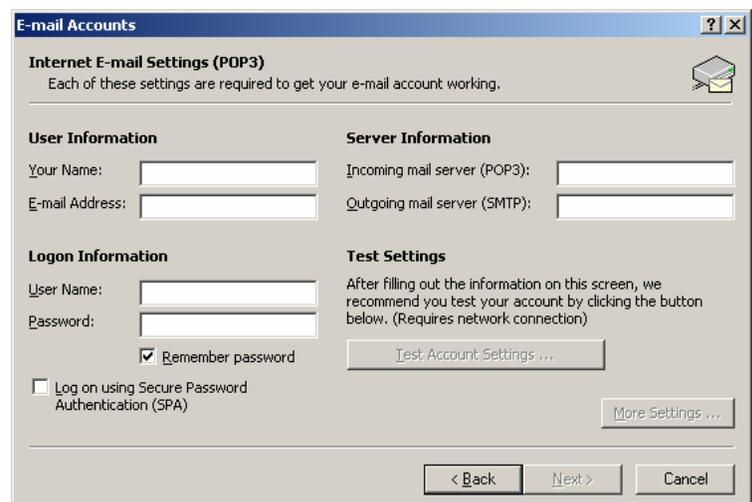
E-mail

- Add a new e-mail account:**
- View or change existing e-mail accounts

Directory

- Add a new directory or address book
- View or change existing directories or address books

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E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text"/>	Incoming mail server (POP3): <input type="text"/>
E-mail Address: <input type="text"/>	Outgoing mail server (SMTP): <input type="text"/>
Logon Information	Test Settings
User Name: <input type="text"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="text"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

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