



## Net4Tay Internet Mail

Configuring POP3 Internet Mail using Microsoft Outlook

### Screen Shot Example

### Directions:

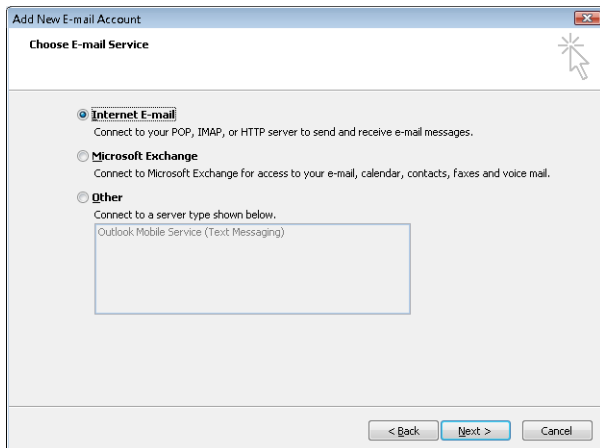
This screenshot shows the "Add New E-mail Account" dialog box in Microsoft Outlook. The title bar reads "Add New E-mail Account". The main heading is "Choose E-mail Service". There are two radio button options: "Microsoft Exchange, POP3, IMAP, or HTTP" (which is selected) and "Other". Below the "Other" option is a text box containing "Outlook Mobile Service (Text Messaging)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Select the setting that includes **“POP3”**  
Click **Next**

This screenshot shows the "Add New E-mail Account" dialog box in Microsoft Outlook, at the "Auto Account Setup" step. The title bar reads "Add New E-mail Account". The main heading is "Auto Account Setup". There are four input fields: "Your Name:" (with example "Barbara Sankovic"), "E-mail Address:" (with example "barbara@contoso.com"), "Password:", and "ReType Password:". Below these fields is a checkbox labeled "Manually configure server settings or additional server types" which is checked. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

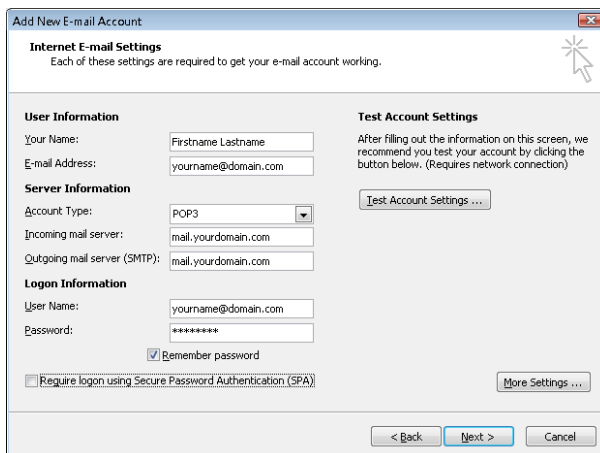
Select **“Manually configure server”**

Click **Next**



Select **"Internet E-Mail"**

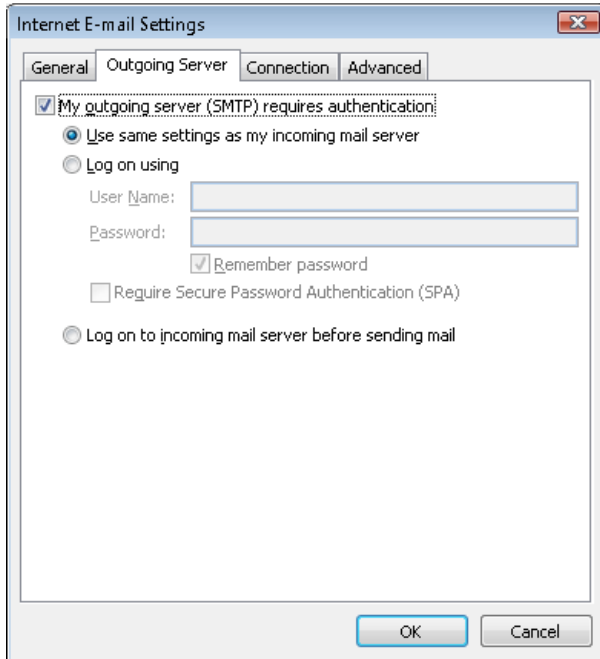
Click **Next**



Enter

- ✓ Your Name
- ✓ Your E-Mail Address
- ✓ Your Incoming Mail Server
  - (should be set to *mail.yourdomain.com* – where yourdomain.com should be set to your actual domain)
- ✓ Your Outgoing Mail Server
  - (should be set to *mail.yourdomain.com* – where yourdomain.com should be set to your actual domain)
- ✓ Your username (should be set to your full e-mail address including your @domain name)
- ✓ Your E-Mail Password

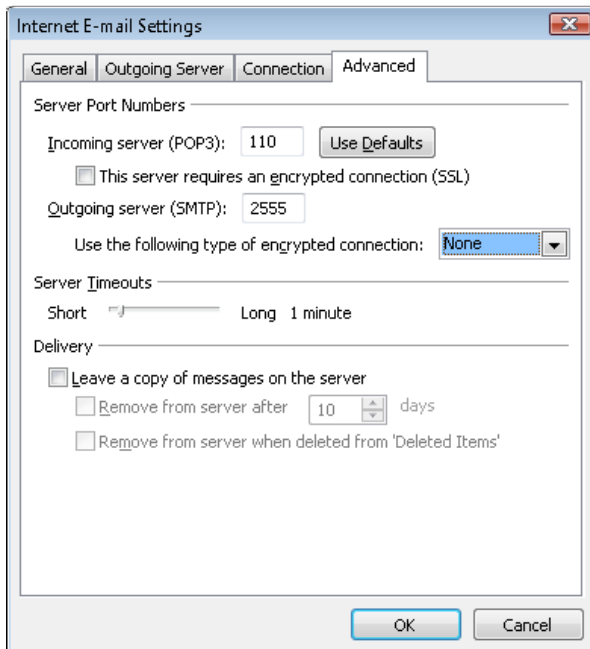
Click **More Settings**



Click **“Outgoing Server”** tab to change outgoing server settings.

Select

- ✓ **“My outgoing server (SMTP) requires authentication”**
- ✓ **Use same settings as my incoming mail**



Click **“Advanced”** tab to change advanced settings.

Enter **2555** into “Outgoing server (SMTP)”

Click **OK** to Exit Advanced Screen

Click **NEXT** and **FINISHED** to save the configuration

**Your mail should be ready to use!**