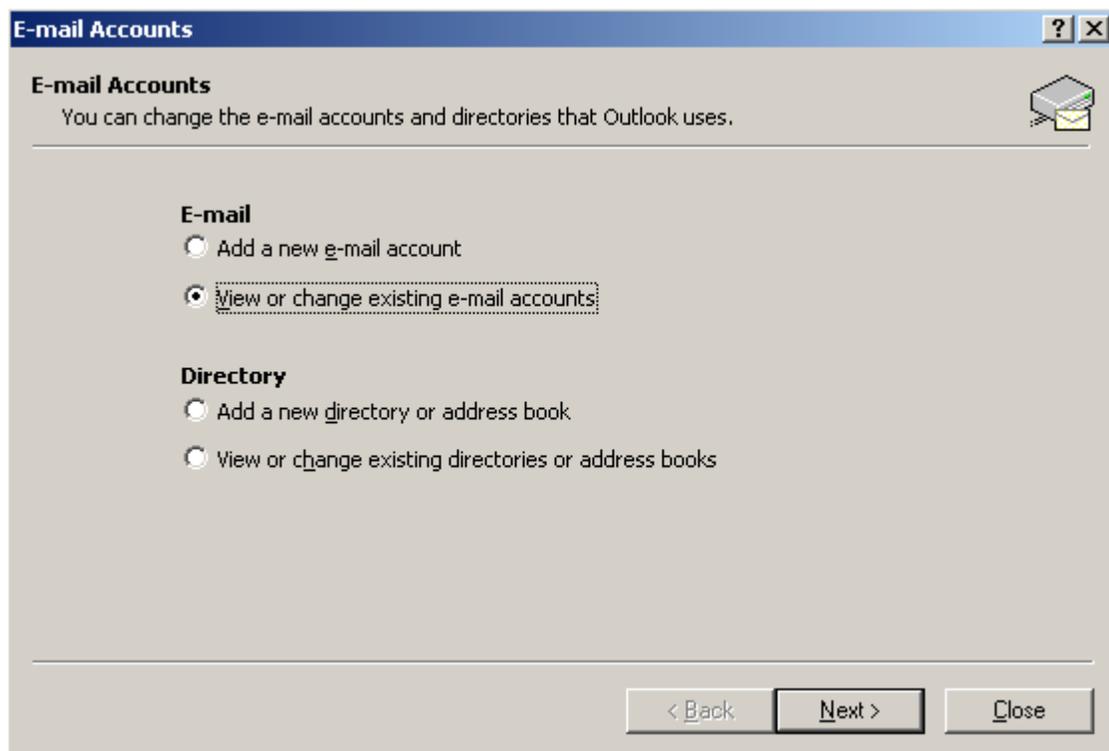


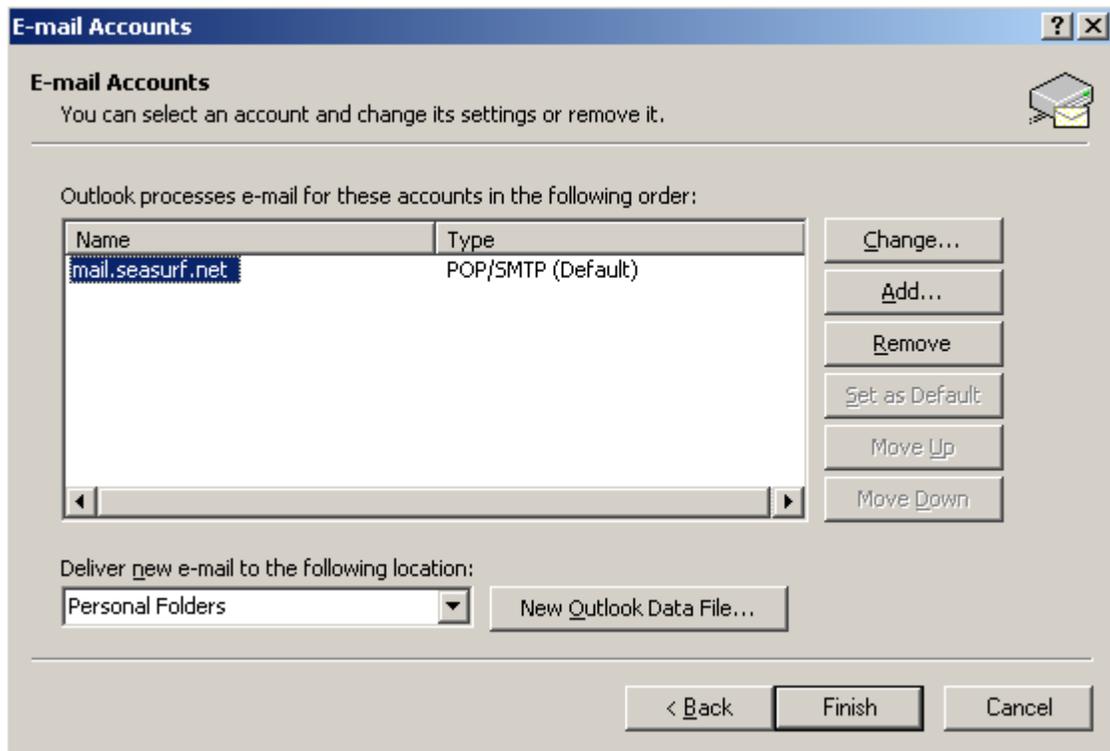


How to Check the Setup of Microsoft Outlook

With Microsoft Outlook open choose “Tools”, “E-mail Accounts...” it will start a wizard that will take you through the process of setting up a new eMail account.



Click “View or change existing e-mail accounts” and click “Next”



The program should now show only one entry so click “Change..”

E-mail Accounts [?] [X]

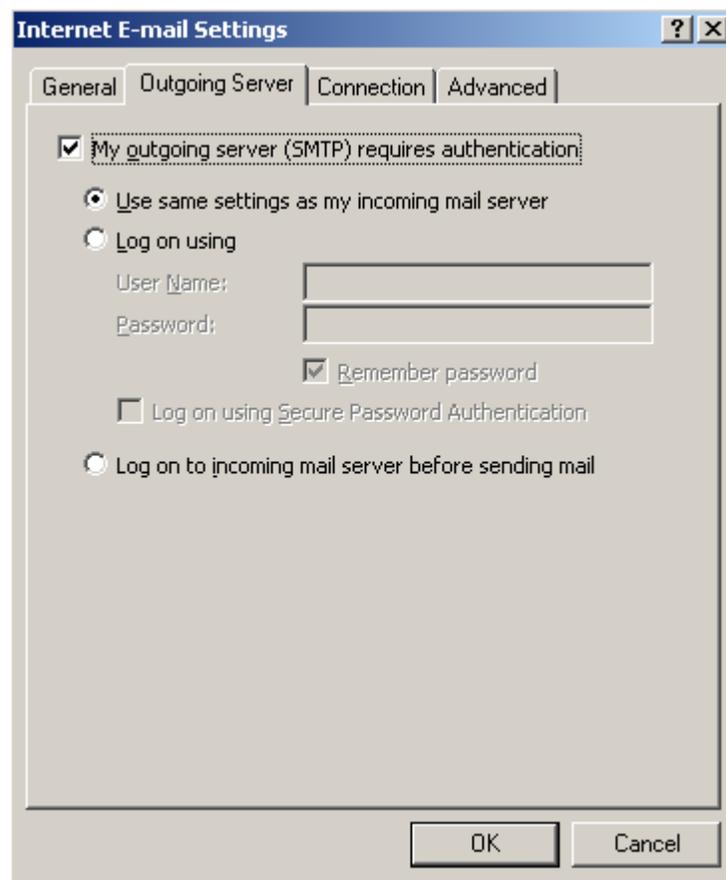
Internet E-mail Settings (POP3) 

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

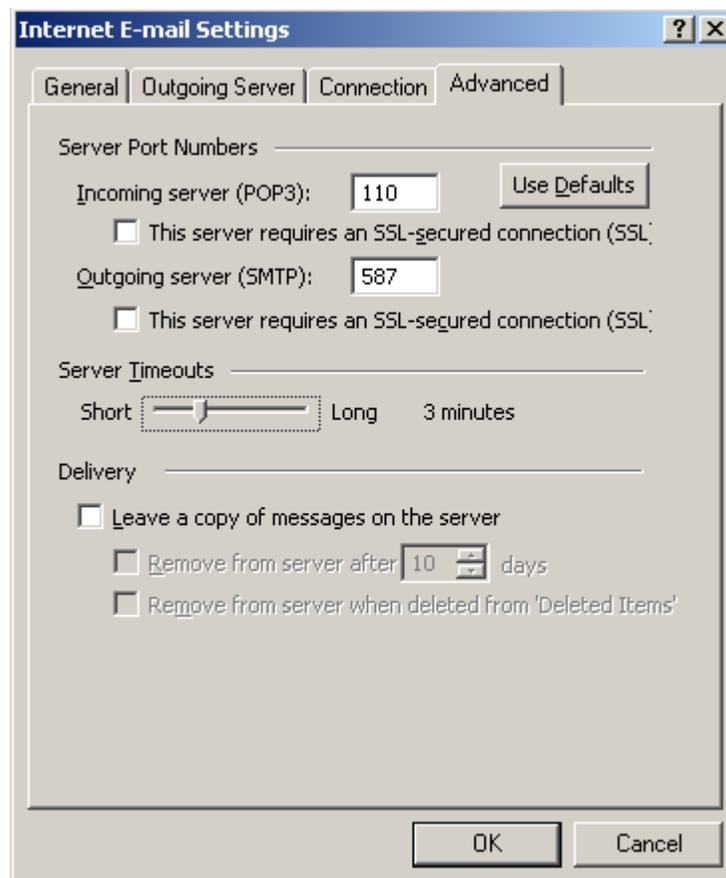
User Information	Server Information
Your Name: <input type="text" value="J Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.seasurf.net"/>
E-mail Address: <input type="text" value="J.Doe@seasurf.net"/>	Outgoing mail server (SMTP): <input type="text" value="mail.seasurf.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="j.doe"/>	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="password" value="*****"/>	
<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 ..."/>

Check The “User Information”, “Login Information”, and “Server Information” “mail.seasurf.net” in both of the incoming and outgoing server boxes and click “More Settings . . .”



Click on the “Outgoing Server” tab and check that the “My outgoing server (SMTP) requires authentication” is checked



Click on the “Advanced” tab check that the “Outgoing server (SMTP):” is set to 587, and “Server Timeouts” set to 3 minutes, and then click the “OK” button

Click the “Next” button then “Finish” button and you are done

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