

PROCEDURE TO SET UP '2GUYS' EMAIL

- 1. Click "Start"
- 2. Click "Control Panel"
- 3. Click on "Mail"
- 4. Click on "E-mail Accounts"

lail Setup - Outlook 🛛 🛛 🔀			
E-mail Ac	counts		
	Setup e-mail accounts and directories.	E-mail Accounts	
Data File:	5		
\$	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles	
Profiles -			
٧	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles	

5. Select "Add a new e-mail account" and click "Next"

E-mail Accounts	×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail
	 Add a new <u>e</u>-mail account ○ yiew or change existing e-mail accounts Directory
	 Add a new directory or address book View or change existing directories or address books
	< Back Next > Cose

Note: You can also get to this window by opening Outlook and selected "Tools" then "E-mail accounts".



6. Click on "Add..."

E-mail Accounts You can select an account and change its settings or remove it.				
utlook processes e-mail for thes	e accounts in the following order:			
Name	Туре	Change		
Microsoft Exchange Server	Exchange (Default)			
2Guys	POP/SMTP	Add		
		Remove		
		Set as D fault		
		Move Up		
		Move Down		
oliver pour o mail to the followin	a location.			
Vailbox - Coombes, Peter	New Outleals Date Eile			
Halbox Coombos, Fotor	New Outlook Data Fik	*		

7. Select "POP3" or "IMAP" and click "Next"

*For help in determining this setting contact <u>www.2GuysFixinPCs.com</u>

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 olders, and share documents. PDP3 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.	



8. Fill out the required fields using the following example.

Internet E-m Each of the	ail Settings (POP3) ese settings are required to (get your e-mail account working,	
User Informa	tion	Server Information	
Your Name:	Guy1&Guy2	Incoming mail server (POP3):	pop.1and1.com
-mail Address:	info@2guysfixinpcs.com	Outgoing mail server (SMTP):	smtp.1and1.com
.ogon Inform	ation	Test Settings	
Jser Name:	info@2guysfixinpcs.com	After filling out the information on this screen, we	
Password:	****	button below. (Requires netwo	ount by clicking the ork connection)
	Remember password		
Authenticatio	Secure Password on (SPA)		More Settings
Authenticatio	Secure Password on (SPA)	< Back	More Settings Next > Cancel
Authenticatio	Iore Settings"	< Back	More Settings Next > Cancel nail Settings
Authentication	Iore Settings" he "Outgoing Serve	< Back Internet E-r cover	More Settings Next > Cancel nail Settings utgoing Server Connection Advanced
Authentication Select "Ma a.Select the b.Select " requires	Iore Settings" he "Outgoing Serve My outgoing serve authentication	<back er" tab er (SMTP) Str (SMTP) Str (SMTP) Str (SMTP) Str (SMTP) Str (SMTP)</back 	More Settings Next > Cancel More Settings Advanced going Server Connection Advanced going server (SMTP) requires authentication same settings as my incoming mail server on using Name:
Authentication Select "Ma a.Select the b.Select " requires c.Select " incomir	Iore Settings" he "Outgoing Serve My outgoing serve authentication Use same settings ng mail server"	<pre>< Back er" tab er" tab er (SMTP) as my </pre>	More Settings Next > Cancel nail Settings utgoing Server Connection Advanced going server (SMTP) requires authentication same settings as my incoming mail server on using Name: word: Remember password og on using Secure Password Authentication (SP4

OK

Cancel



- 10. Select "Test Account Settings" to verify the information is entered correctly.
- 11. Click "OK"
- 12. Click "Finish"

E-mail Accounts You can select an account a	and change its settings or remove it.	×
utlook processes e-mail for thes	e accounts in the following order:	
Name	Туре	Change
Microsoft Exchange Server 2Guys	Exchange (Default) POP/SMTP	Add
		Remove
		Set as D Sault
		Move Up
		Move Down
eliver new e-mail to the followin	g location:	
Mailbox - Coombes, Peter	New Outlook Data File	
	< t	Back Finish Cancel