

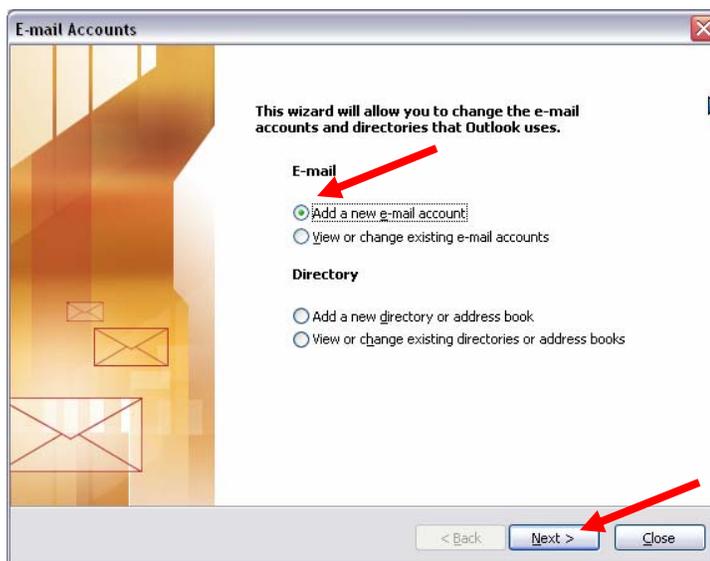


PROCEDURE TO SET UP '2GUYS' EMAIL

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



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

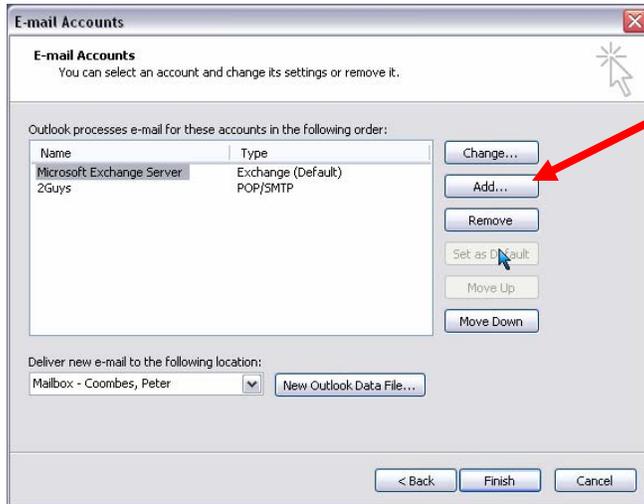


Note: You can also get to this window by opening Outlook and selected "Tools" then "E-mail accounts".



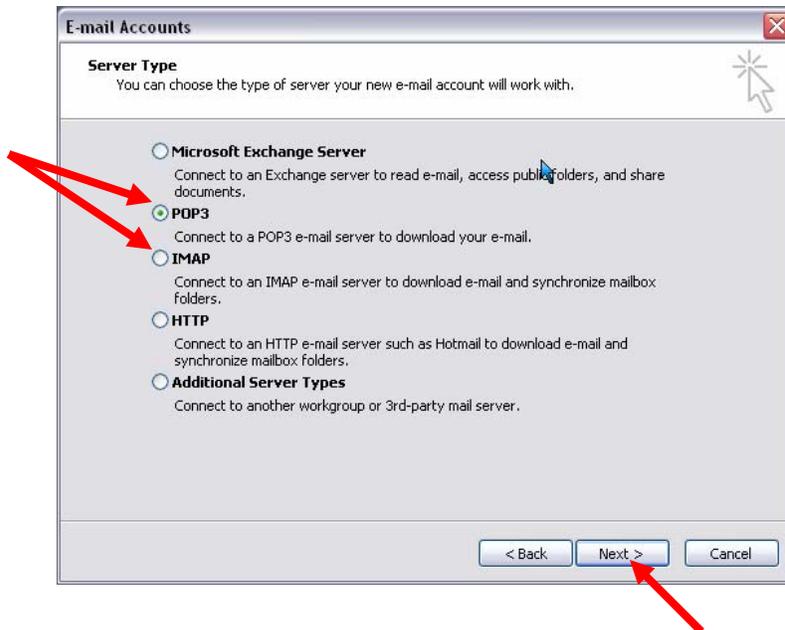
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6. Click on “Add...”



7. Select “POP3” or “IMAP” and click “Next”

*For help in determining this setting contact www.2GuysFixinPCs.com





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

E-mail Accounts

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

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Log on using Secure Password Authentication (SPA)

9. Select "More Settings"
 - a. Select the "Outgoing Server" tab
 - b. Select "My outgoing server (SMTP) requires authentication"
 - c. Select "Use same settings as my incoming mail server"
 - d. Select "OK"

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using
User Name:
Password:

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail



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

