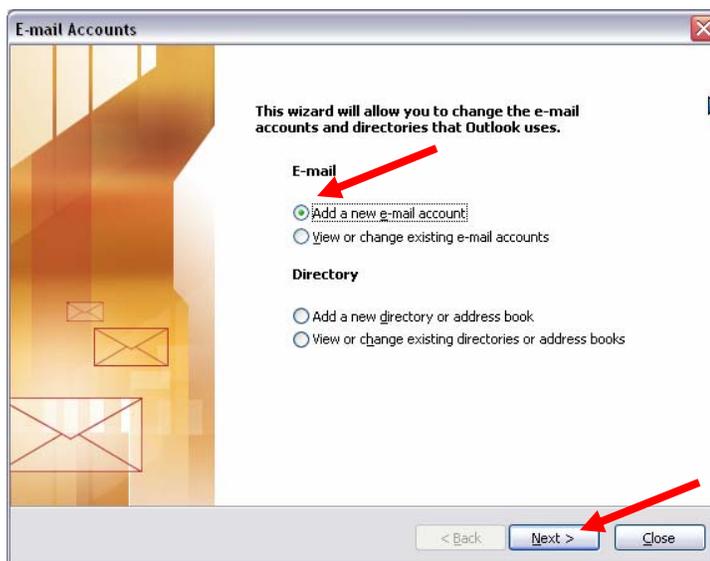## PROCEDURE TO SET UP '2GUYS' EMAIL

1. Click "Start"

2. Click "Control Panel"

3. Click on "Mail"

4. Click on "E-mail Accounts"

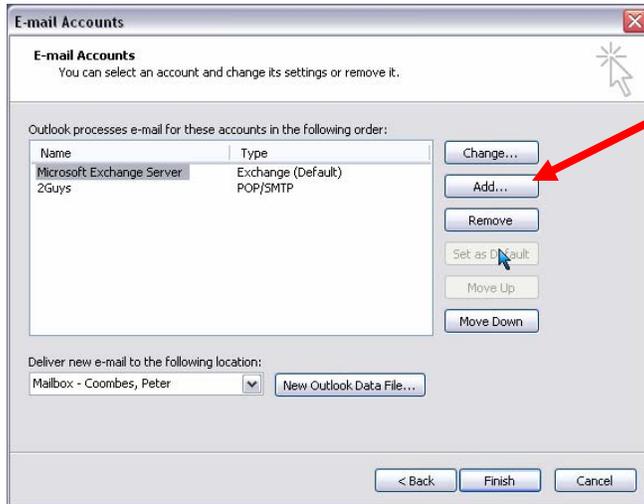5. Select "Add a new e-mail account" and click "Next"

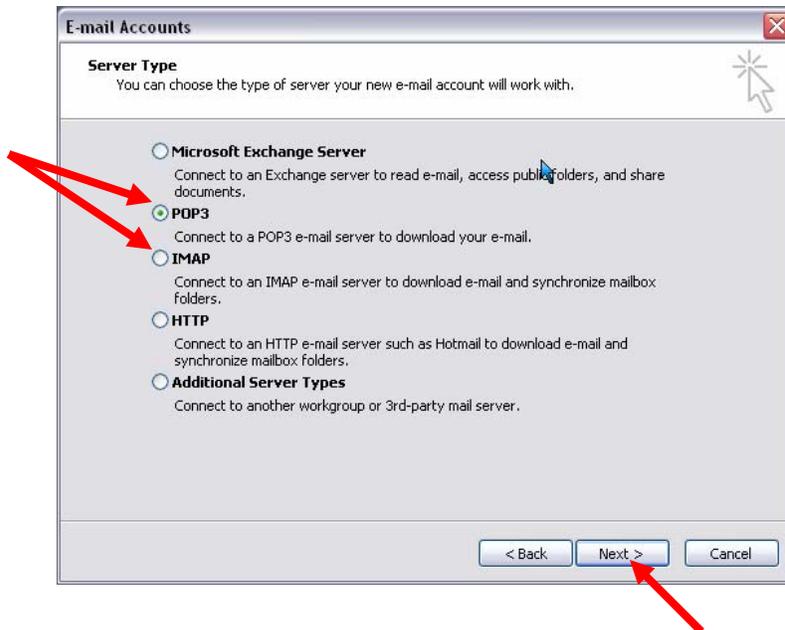*Note: You can also get to this window by opening Outlook and selected "Tools" then "E-mail accounts".*

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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

2GuysFixinPCs.com

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

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"

10. Select "Test Account Settings" to verify the information is entered correctly.

11. Click "OK"

12. Click "Finish"