

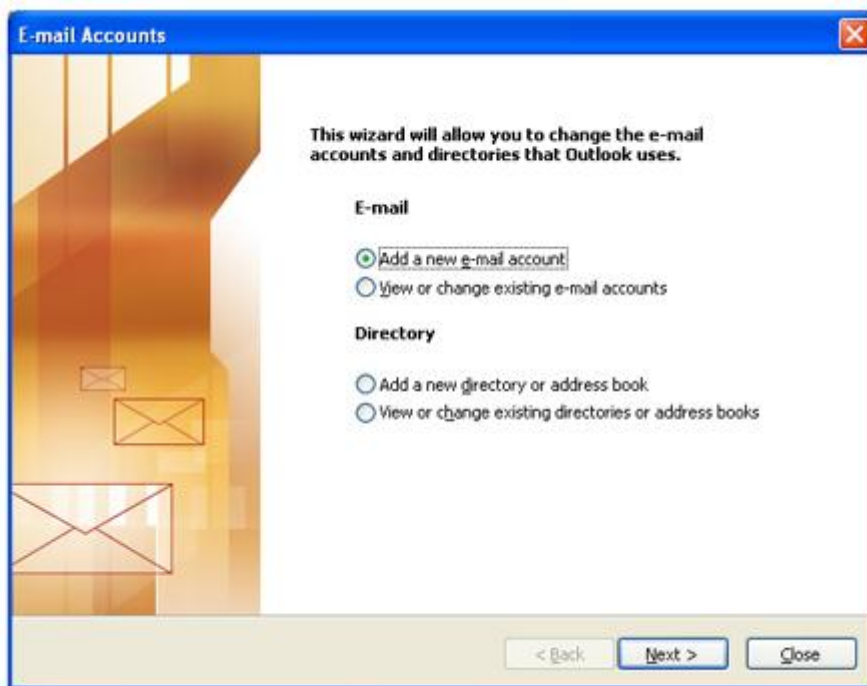


How to setup your Fivenines hosted email account in Outlook

1) Go to Tools > select "E-mail Accounts"



2) A pop-up window will be presented > select option under E-mail sub header "Add a new e-mail account" > press "Next"





3) The next screen prompts you to select server type > select "POP3" > press "Next"

E-mail Accounts

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 folders, and share documents.
- POP3**
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.

< Back Next > Cancel

4) Please enter your relevant details as per the screen below. Please enter the User Information and Logon information as provided in your email/letter – now press "More Settings"

E-mail Accounts

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

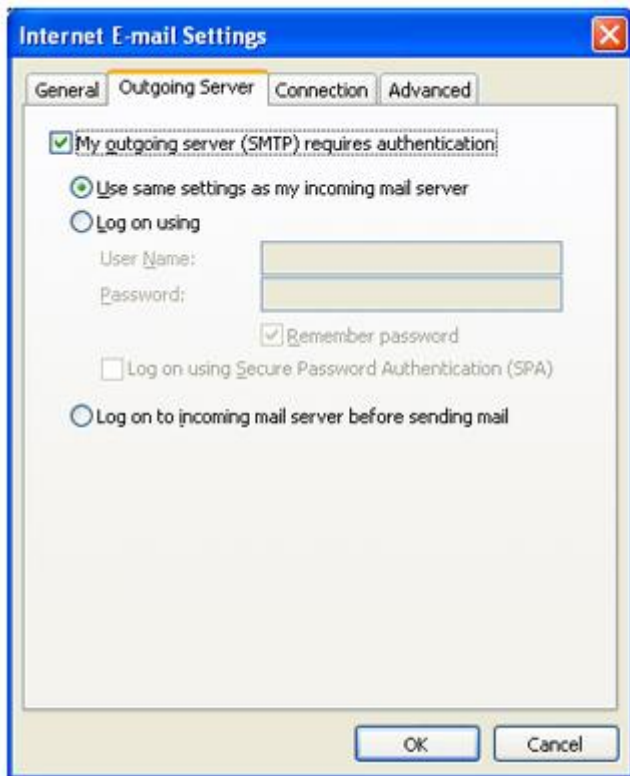
User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="pop.yourweb.com"/>
E-mail Address: <input type="text" value="username@yourweb.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.yourweb.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="username"/>	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"/>	
<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 ..."/>

< Back Next > Cancel



5) Please tick the box shown below marked “My outgoing server (SMTP) requires authentication” and that the “Use same settings as my incoming mail server” is selected. Now click “OK” and then “Next”.



6) You've successfully completed the email setup! > click "Finish"

