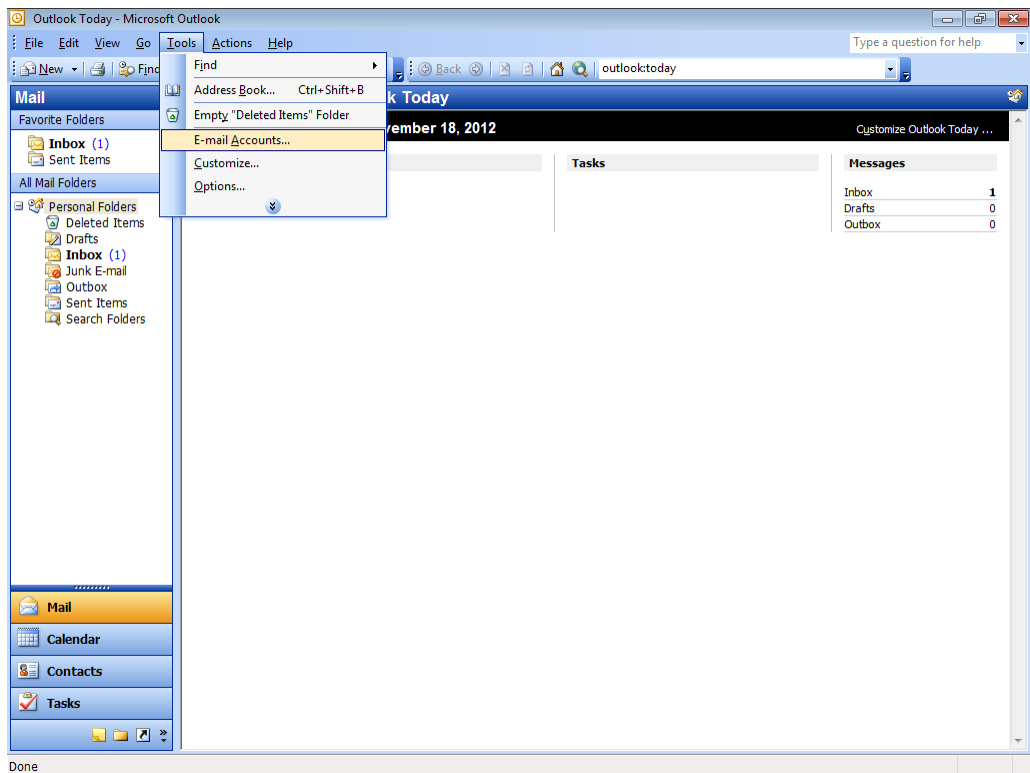
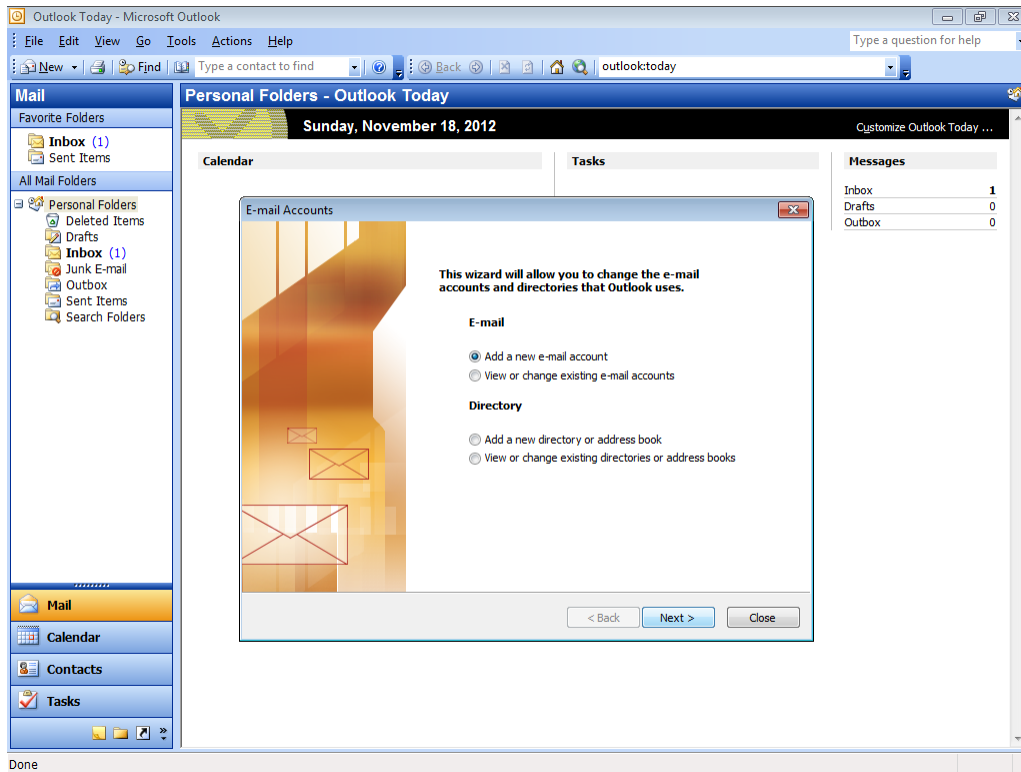


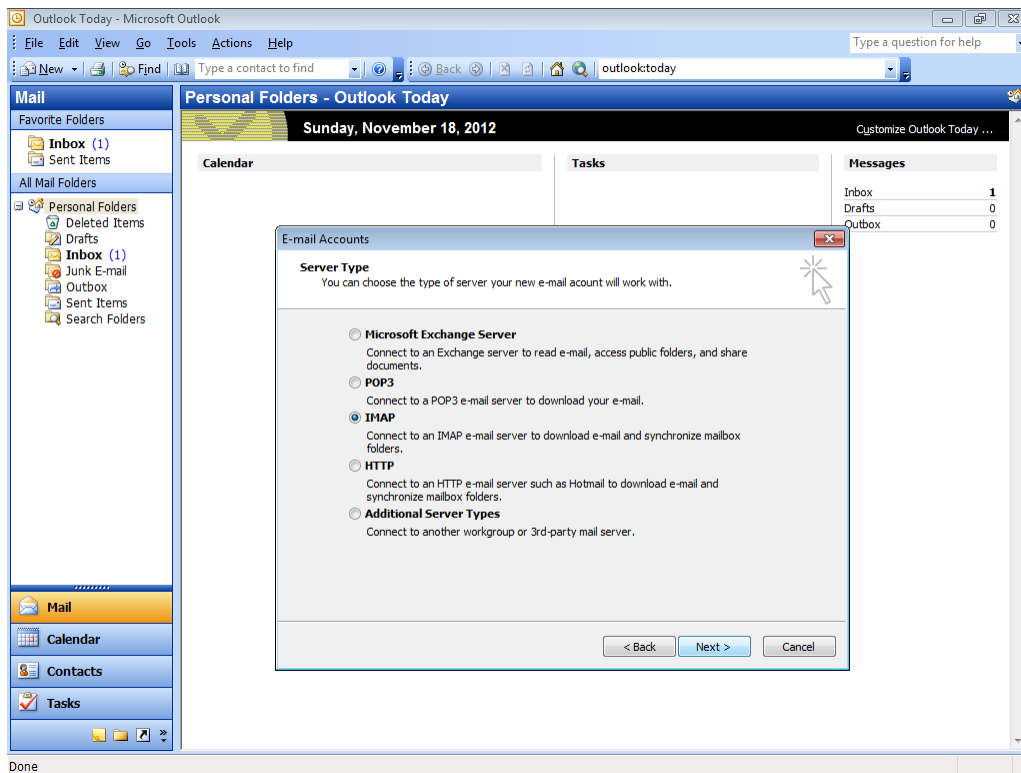
From the main window of outlook, click the **Tools** menu.



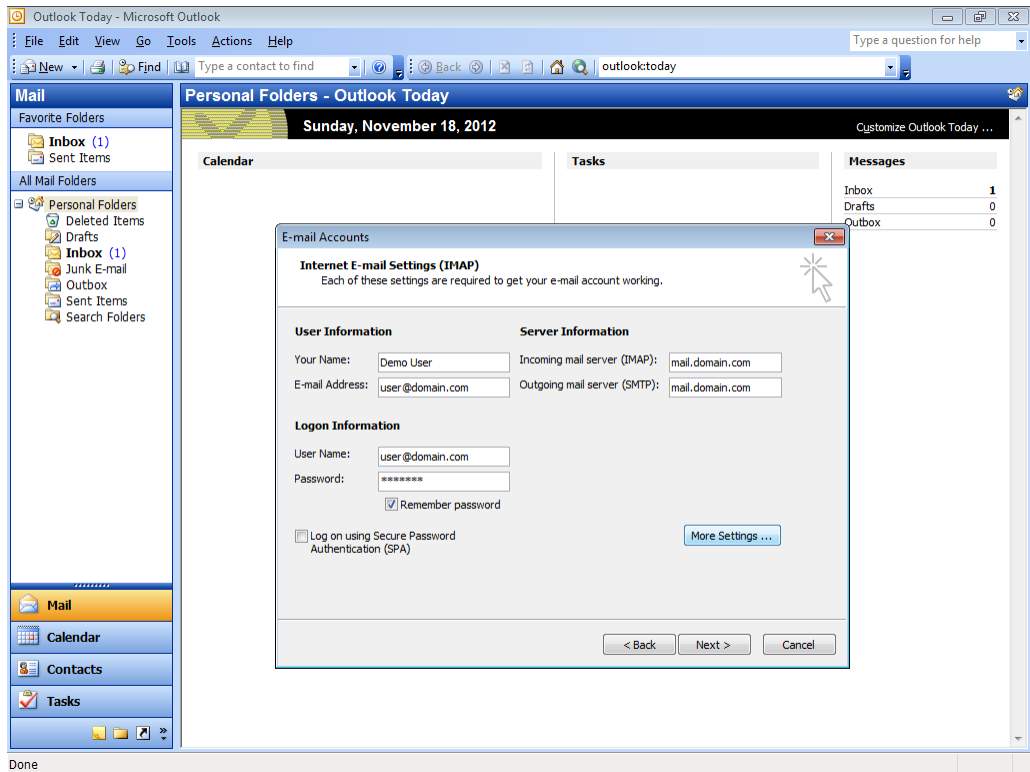
Select **E-mail Accounts** from the menu.



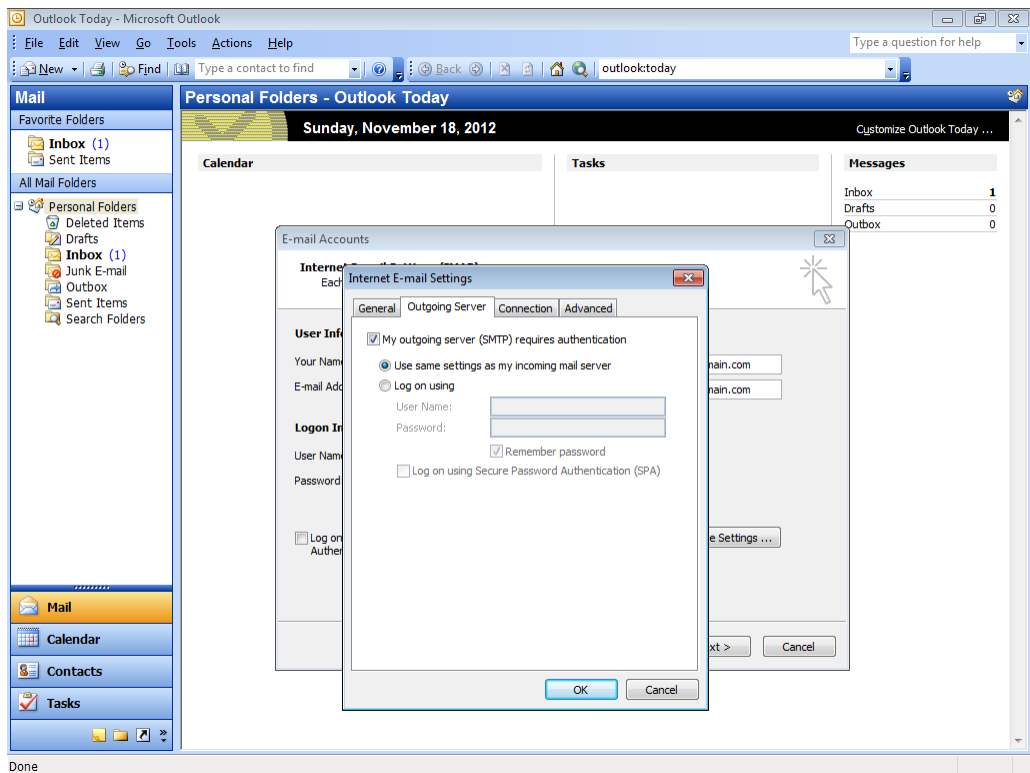
Ensure **Add a new e-mail account** is selected and click **Next**.



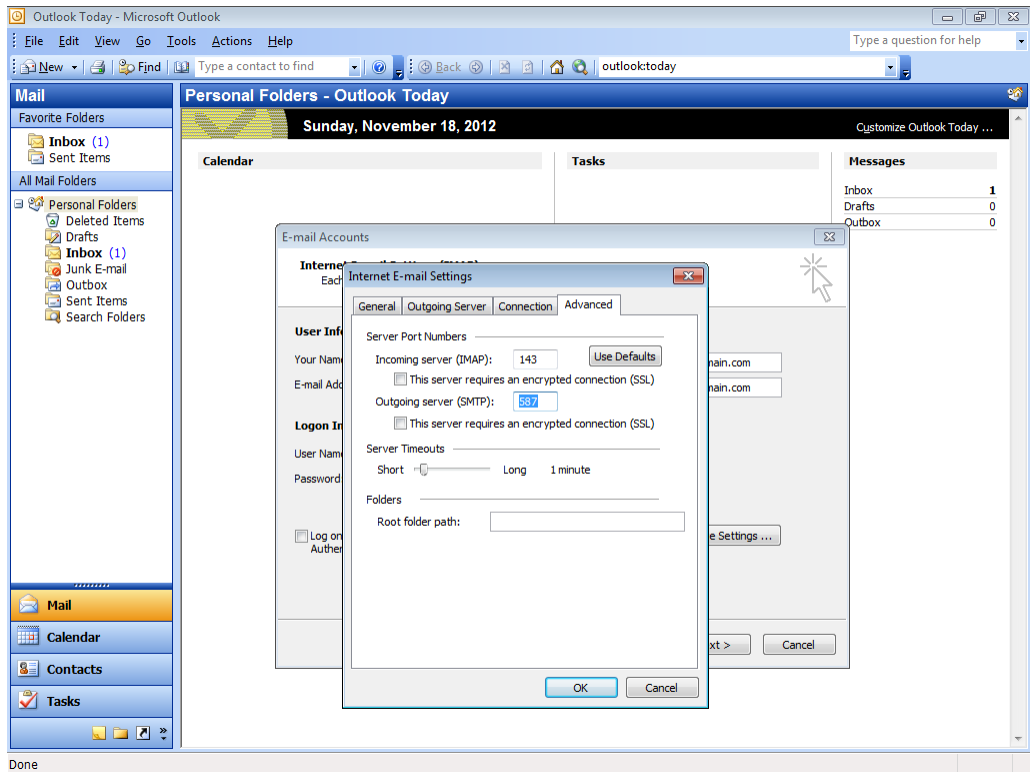
Select **IMAP** and click **Next**.



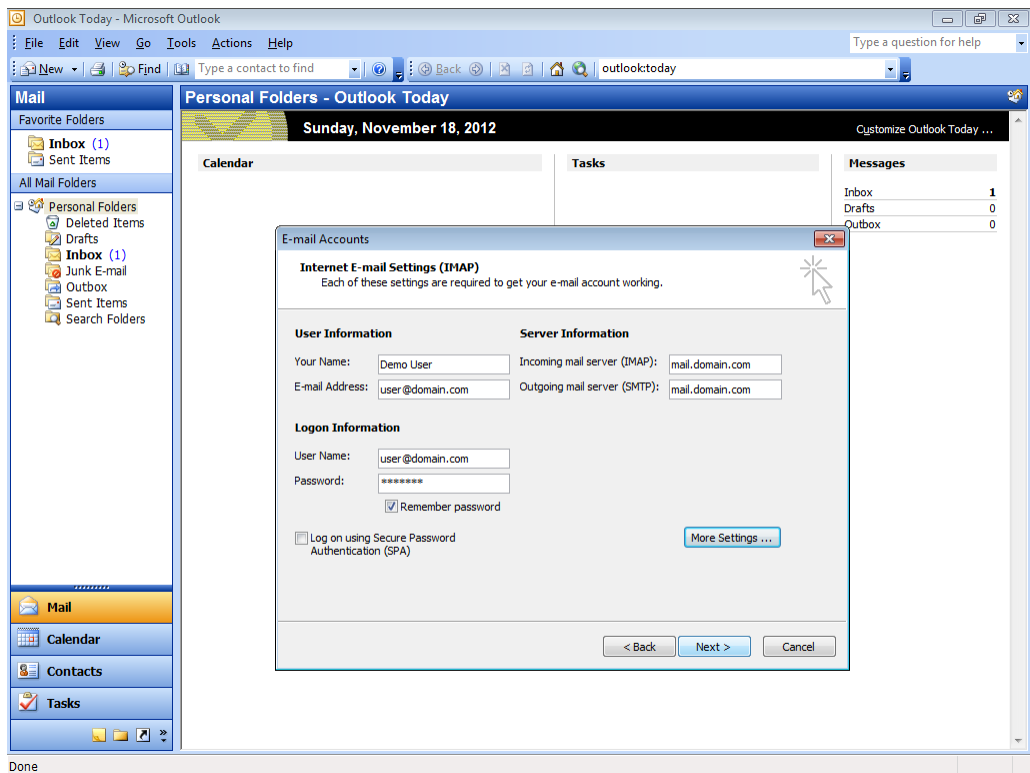
Complete all fields replacing the sample data with your domain specific settings. Click **More Settings**.



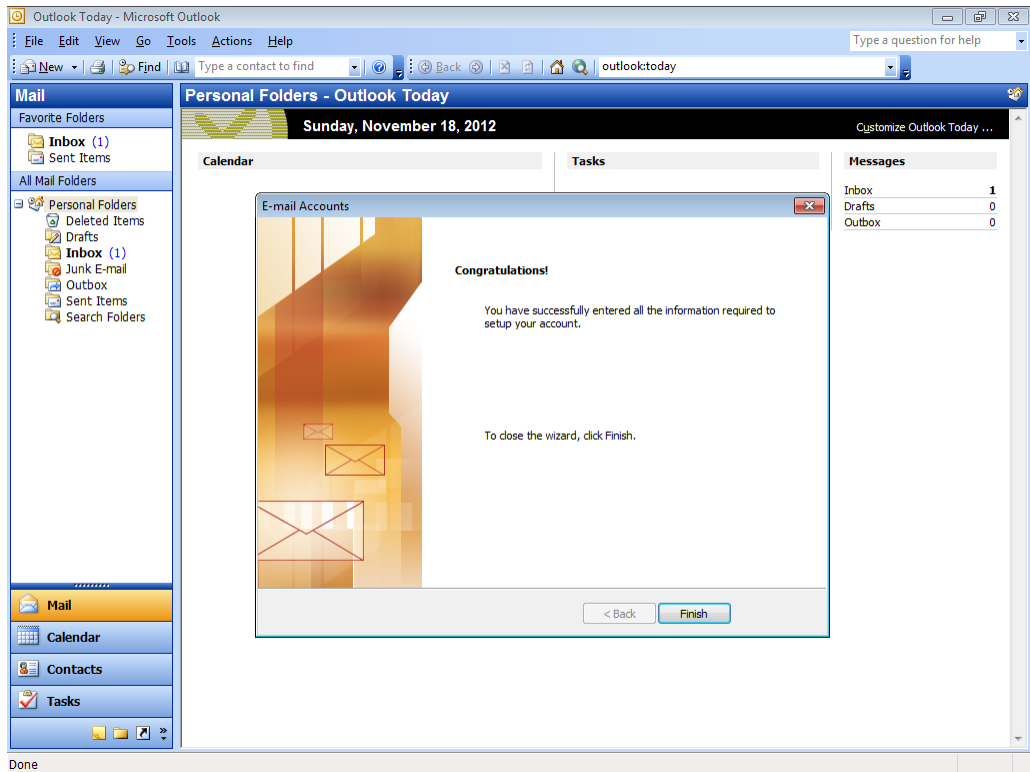
Click **Outgoing Server** and select **My outgoing server (SMTP) requires authentication**.



Click **Advanced** and change **Outgoing server (SMTP)** to **587**. Click **OK**.



Click **Next**.



Click **Finish** to complete your email account setup.