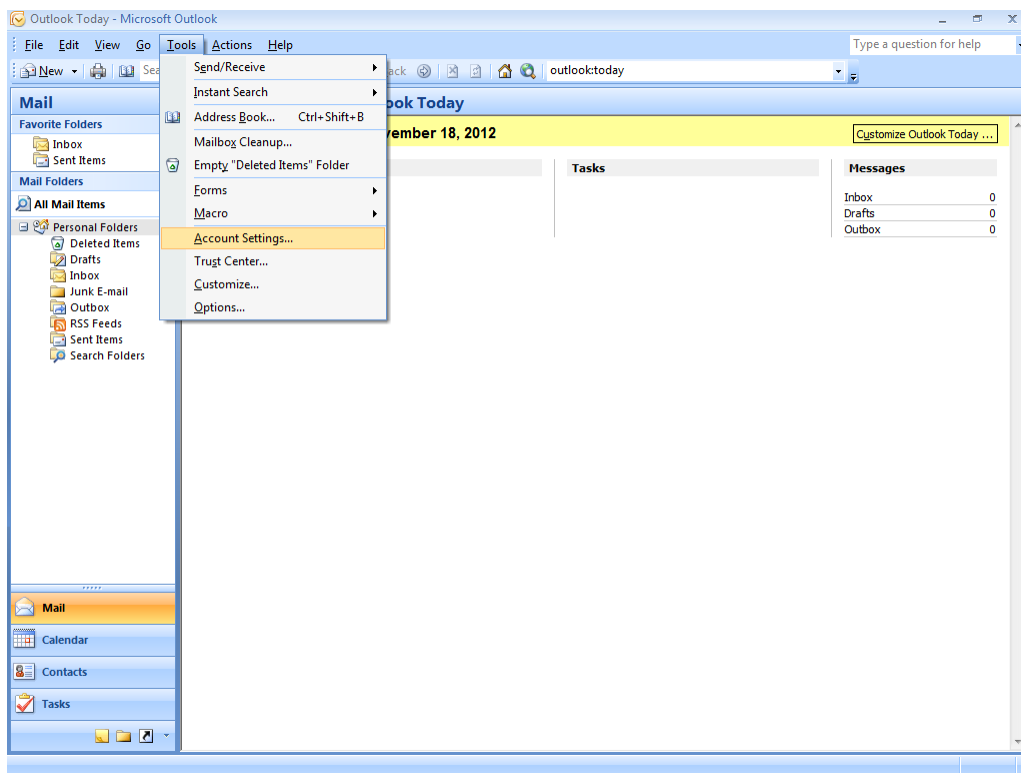
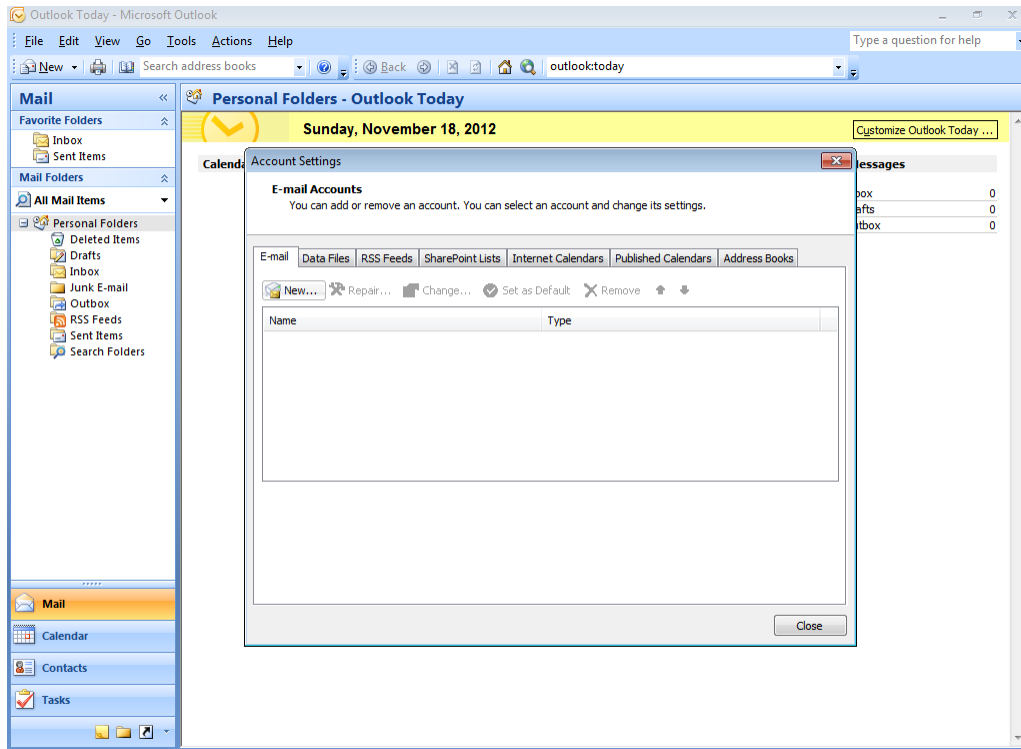


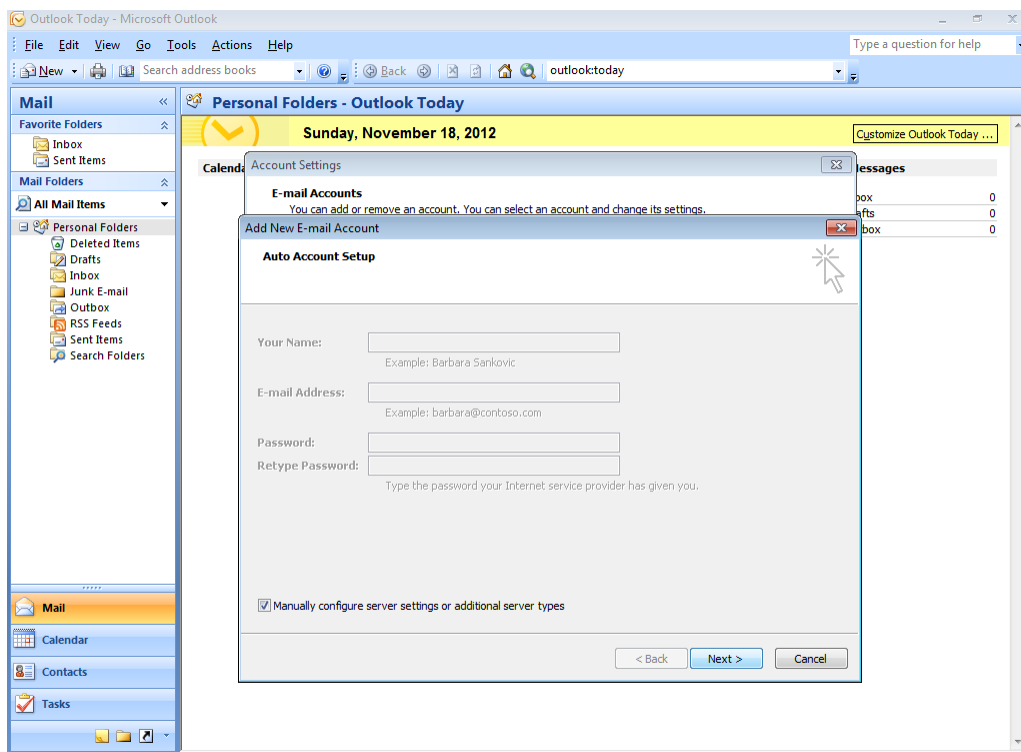
From the main window of outlook, click the **Tools** menu.



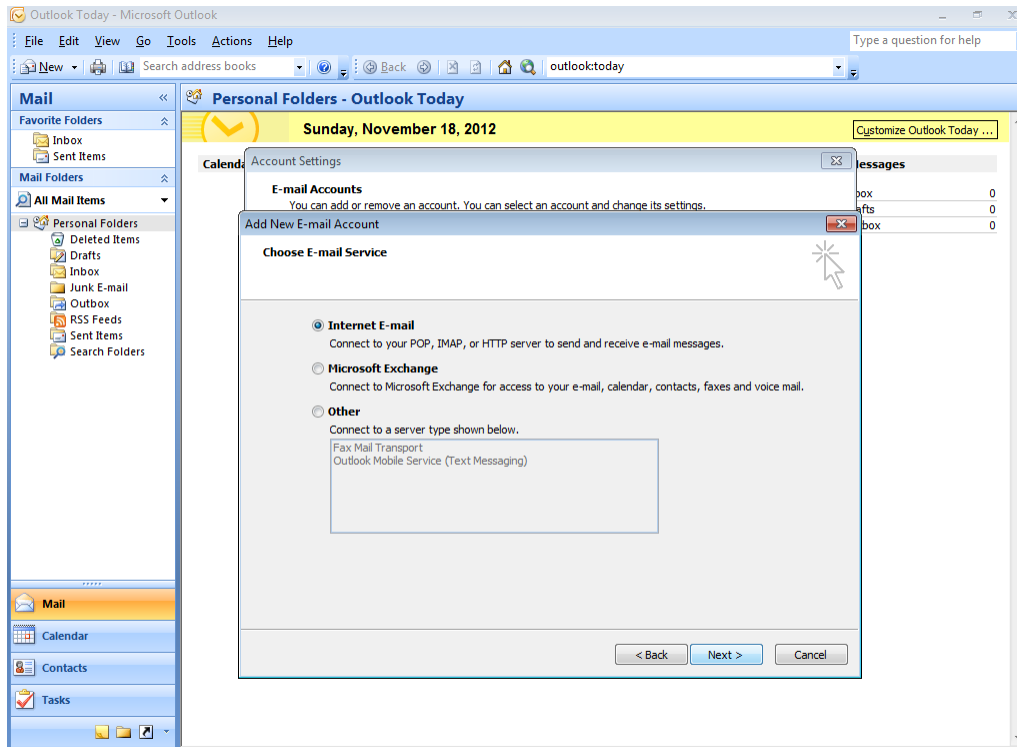
Select **Account Settings** from the menu.



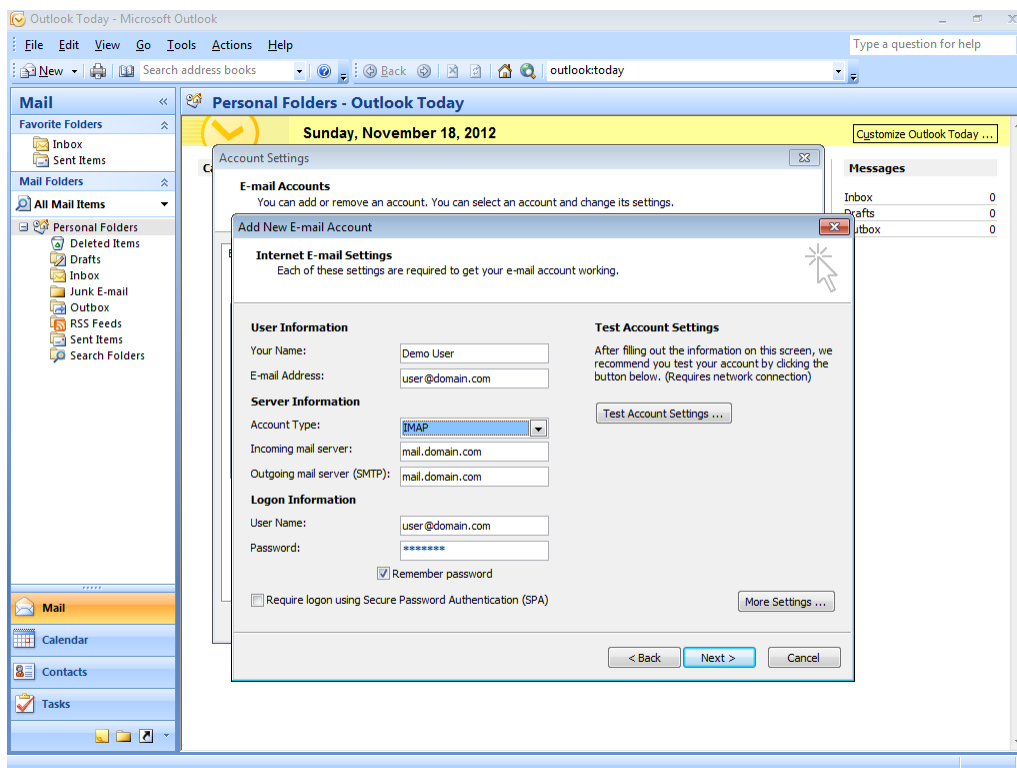
Click **New**.



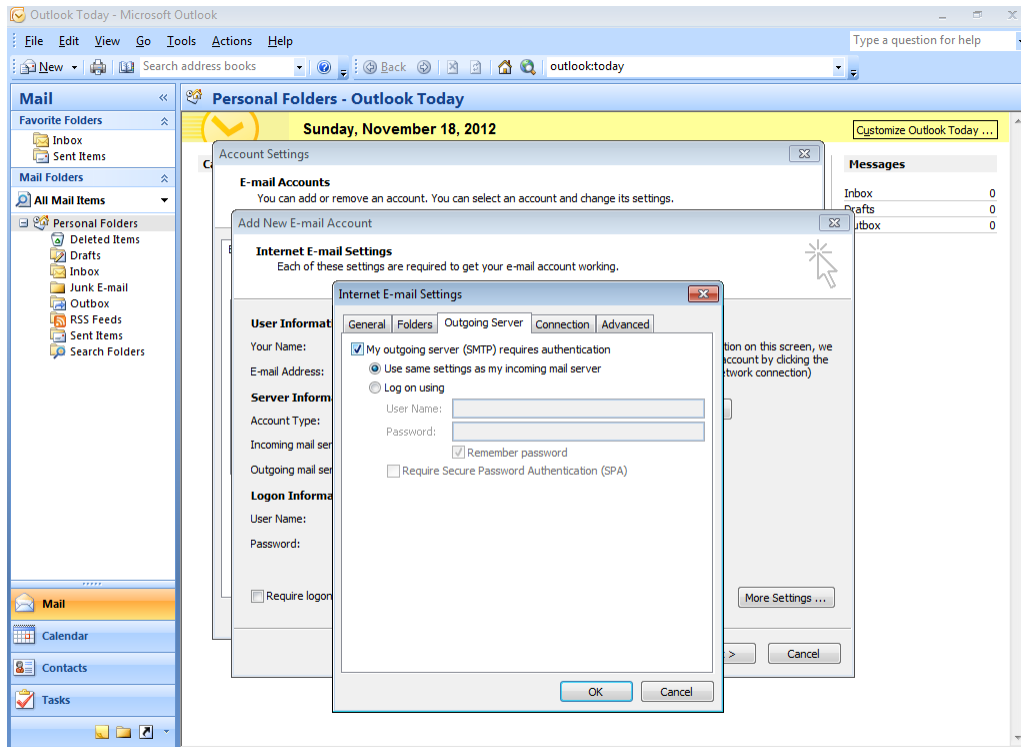
Select **Manually configure server settings or additional server types** and click **Next**.



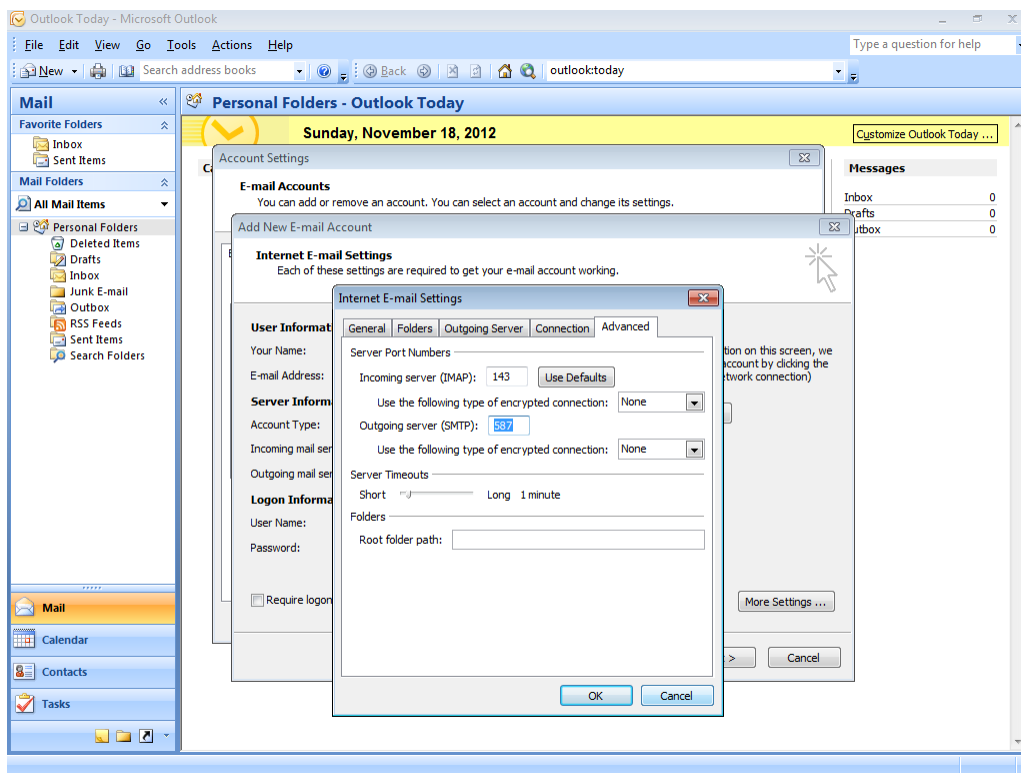
Select **Internet E-mail** and click **Next**.



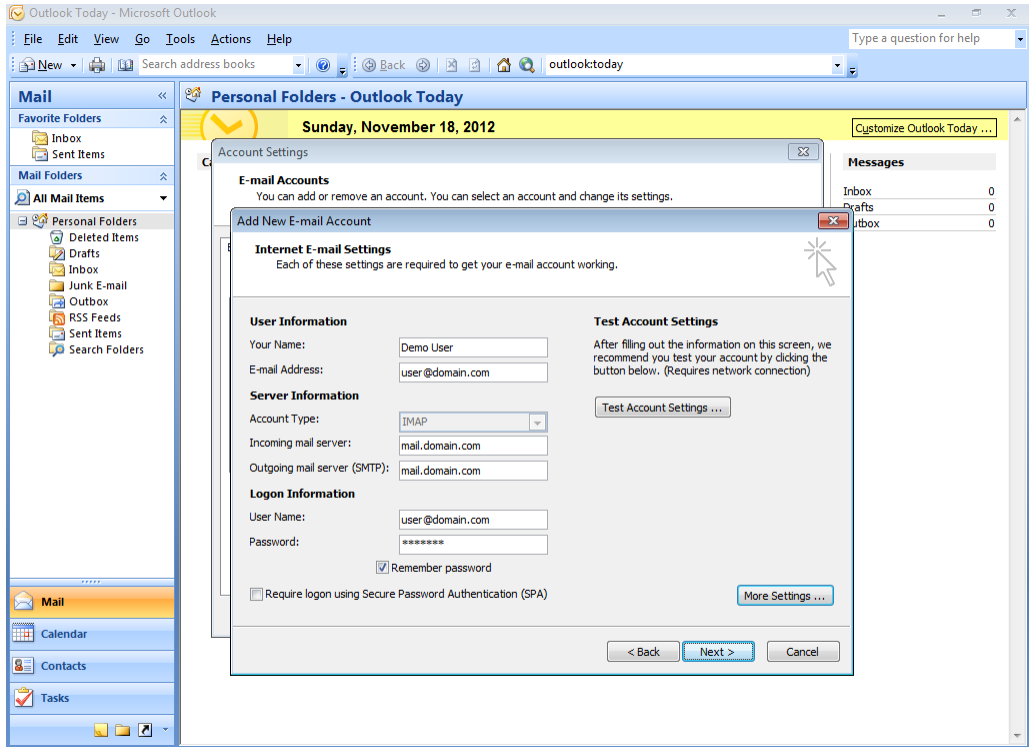
Complete all fields replacing the sample data with your domain specific settings. Ensure **IMAP** is selected and click **More Settings**.



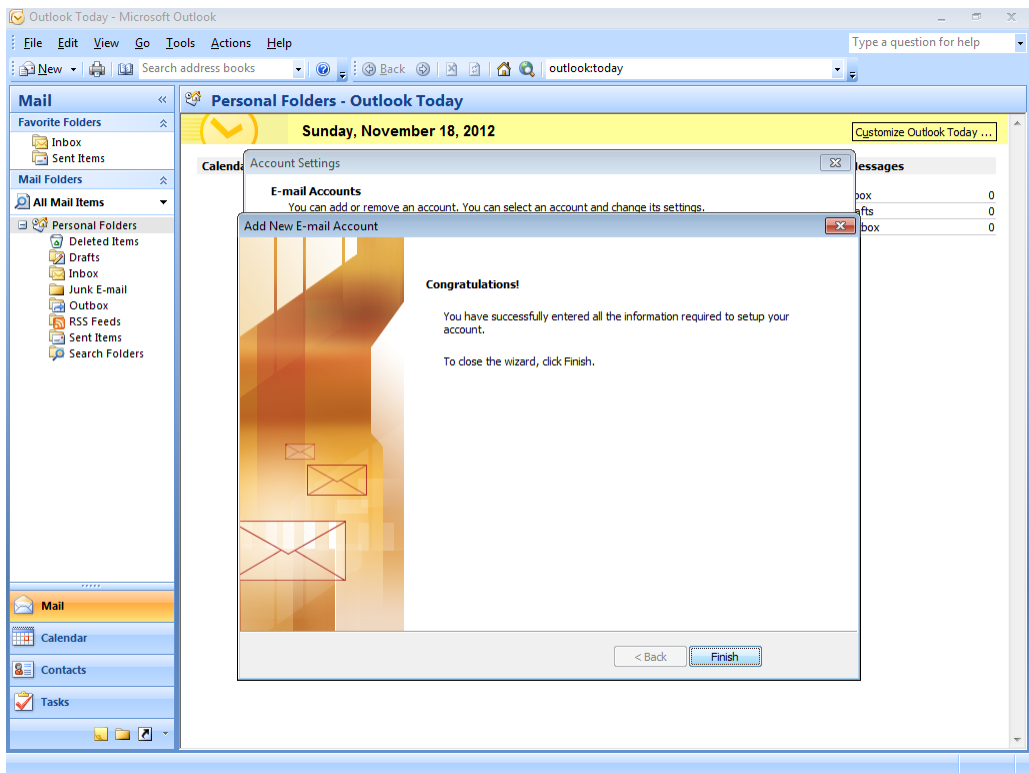
Click **Outgoing Server** and select **My outgoing server (SMTP) requires authentication**.



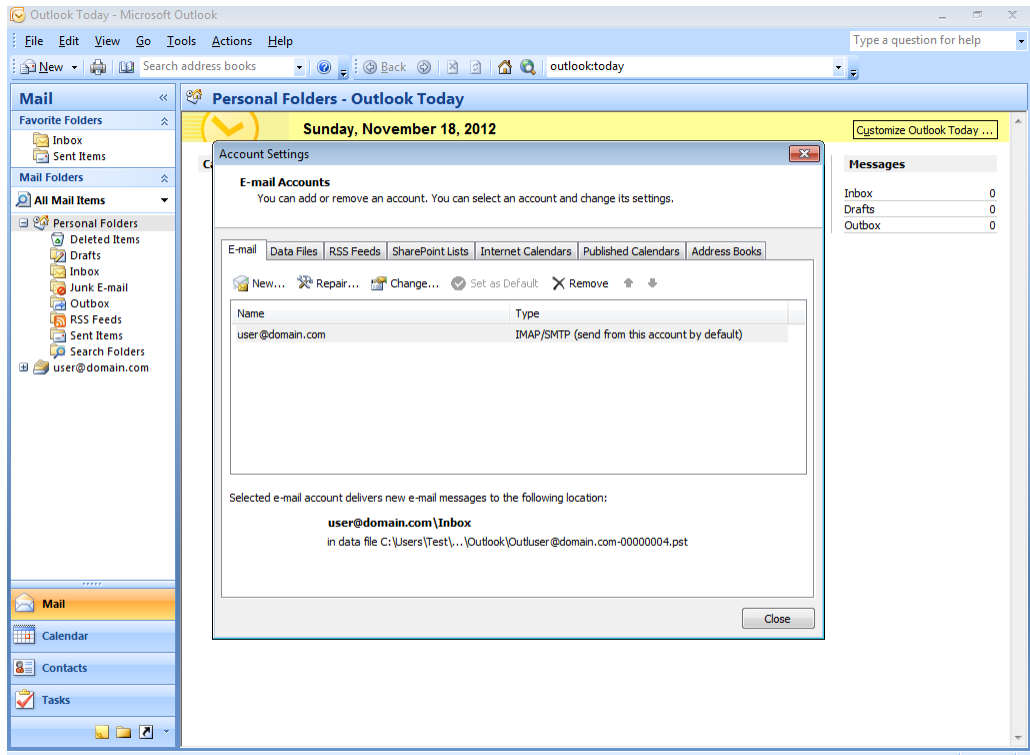
Click **Advanced** and change **Outgoing server (SMTP)** to **587**. Click **OK**.



Click **Next**.



Click **Finish**.



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