

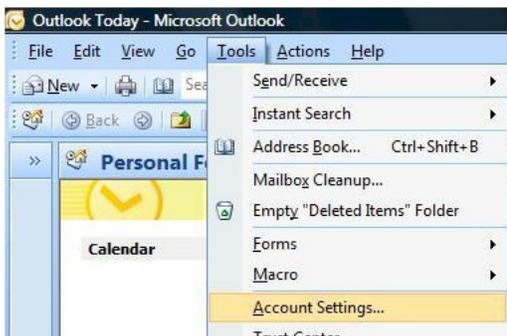


INSTRUCTIONS FOR SETTING UP AN E-MAIL ACCOUNT in Windows 2007

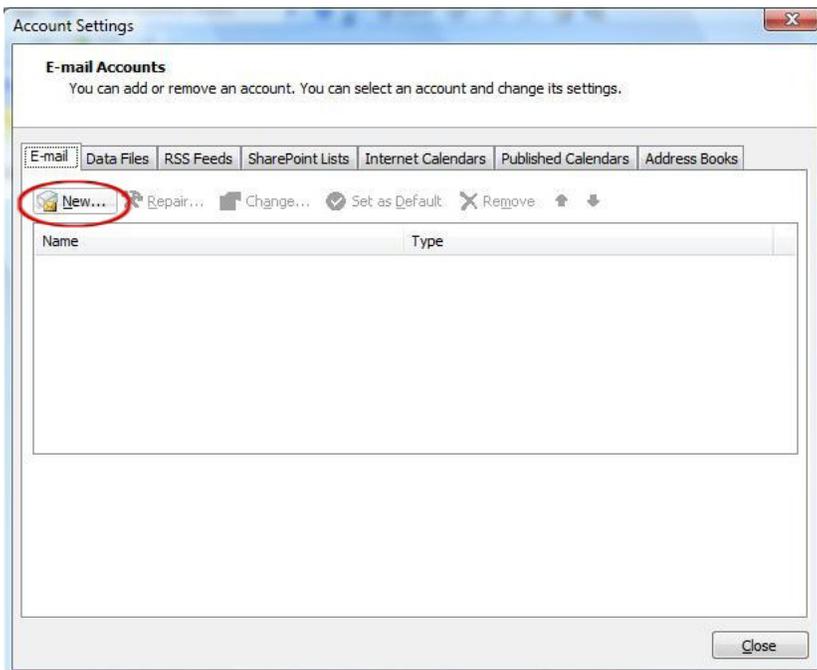
Open **Windows Mail**.



Click **Tools** and then **Account Settings**.



Under the E-mail tab click the **New** button at the top-left.



Place a **checkmark** in “Manually configure server settings or additional server types” and press **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Place a **blue dot** next to “Internet E-mail” at the top and then click **Next**.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

Enter your name in the “Your Name” box.

Enter your e-mail address in the “E-mail Address” box.

In the “Incoming mail server” box, enter **pop.cvctx.com**.

In the “Outgoing mail server (SMTP)” box, enter **smtp.cvctx.com**.

In the “User Name” box enter your **entire e-mail address**.

And of course **your password** in the “Password” box.

Now click the **More Settings** button.

Add New E-mail Account

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

User Information
Your Name: John Doe
E-mail Address: jd@cvctx.com

Server Information
Account Type: POP3
Incoming mail server: pop.cvctx.com
Outgoing mail server (SMTP): smtp.cvctx.com

Logon Information
User Name: jd@cvctx.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

More Settings ...

< Back Next > Cancel

Under the General tab type your e-mail address in the box below.

“Type the name by which you want to refer...” then click the Outgoing Server tab at the top.

Internet E-mail Settings

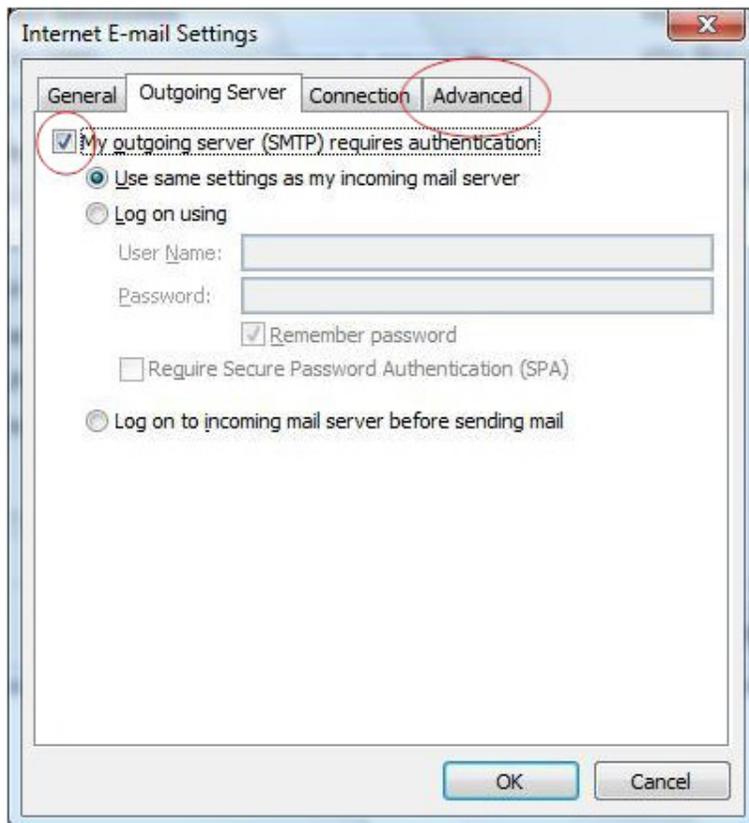
General **Outgoing Server** Connection Advanced

Mail Account
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"
jd@cvctx.com

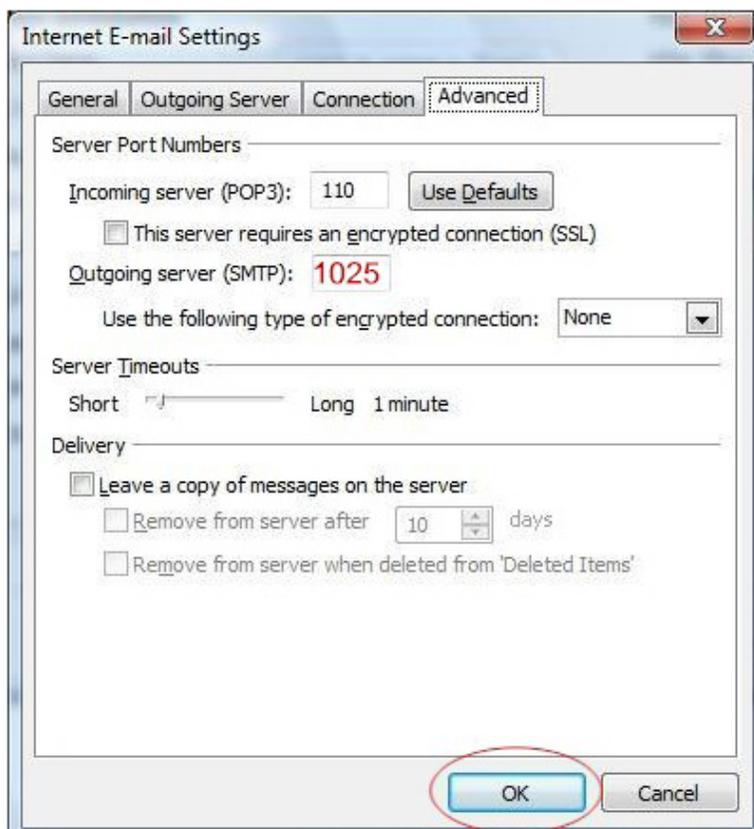
Other User Information
Organization:
Reply E-mail:

OK Cancel

Place a checkmark next to “My outgoing server (SMTP) requires authentication”.
Now click on the Advanced tab at the top.



In the “Outgoing server (SMTP)” box enter the number 1025. Now press the OK button at the bottom.



You are taken back to this screen.

To test your settings **click the “Test Account Settings”** button. You will see a box pop up with all green checkmarks (now shown here) when successful. Click the **Close** button to exit the test screen. Now click the **Next** button at the bottom.

Add New E-mail Account

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

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

Click **Finish**.

Add New E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.