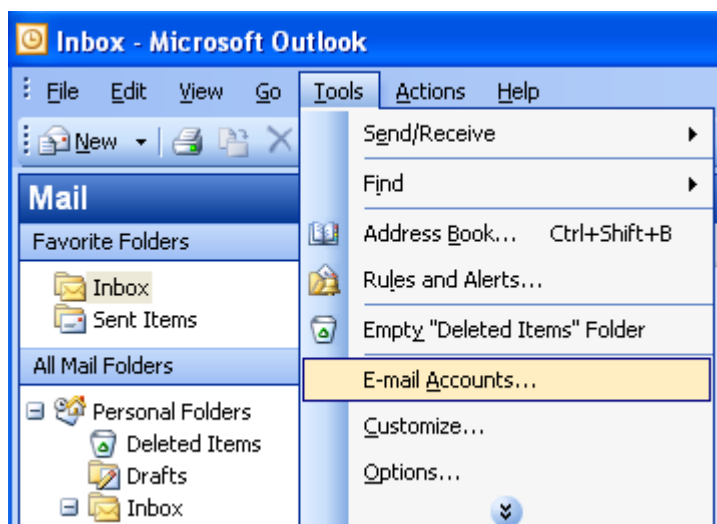
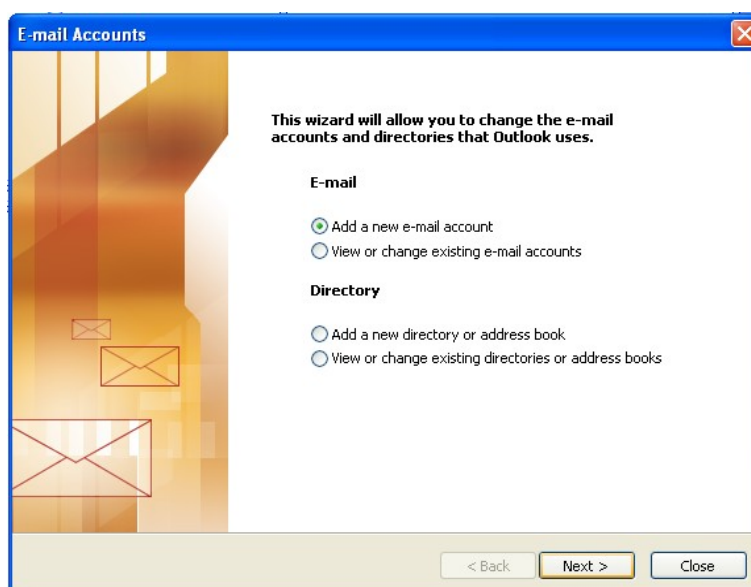




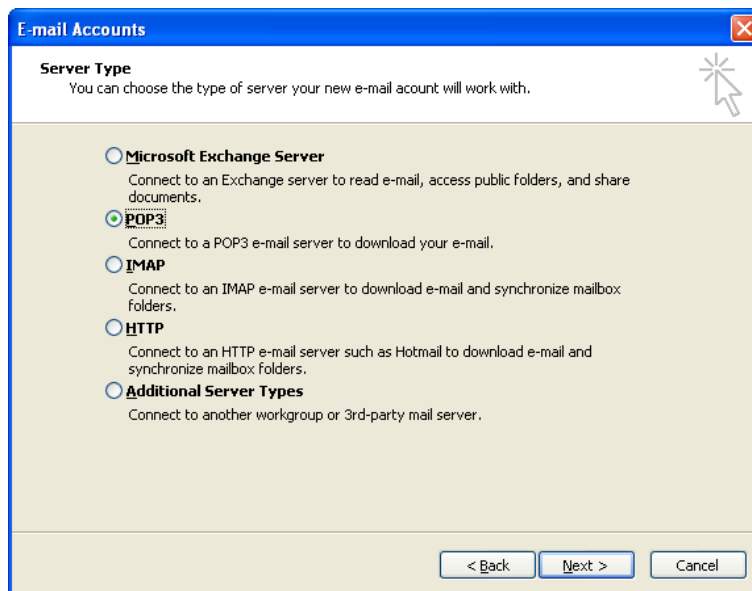
Microsoft Outlook Email Account Setup



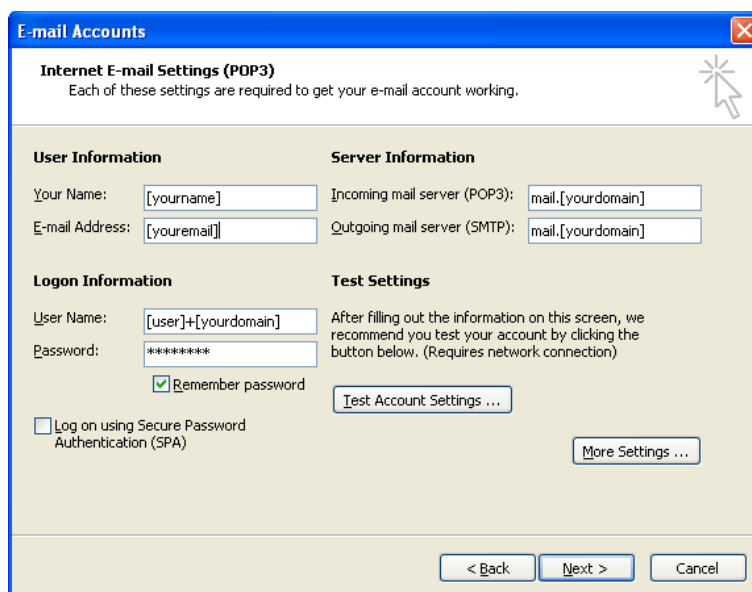
Click 'Tools' and 'E-mail Accounts'



Select 'Add a new e-mail account' and click 'Next'



Select 'POP3' and click 'Next'

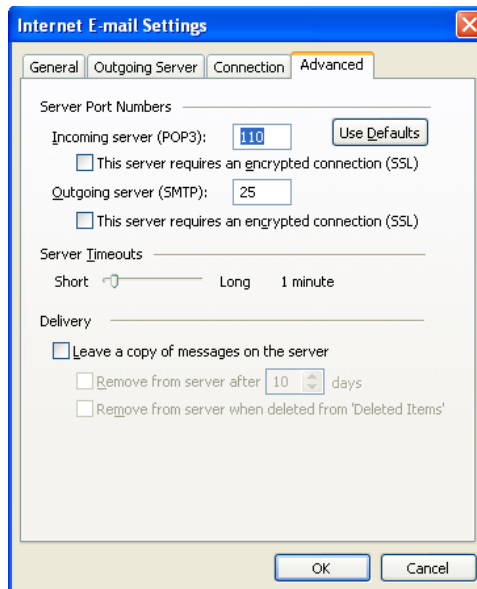


Enter the details of your new email account.

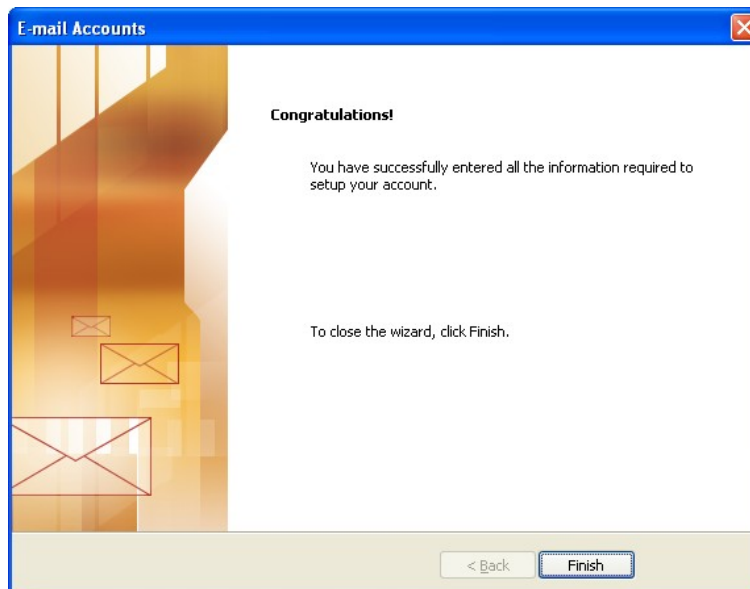
You can choose any name you like (this is what people will see the email as 'from')
Your email address will usually be in the form of **[yourname]@[yourdomain]**
The incoming mail server will usually be **mail.[yourdomain]**
The outgoing mail server can be **main.[yourdomain]** OR your ISP's mail server
Your username will usually be **[yourname]+[yourdomain]**
Your password will be supplied on setup

If you want to be able to receive mail from this account on multiple computers click '**More Settings**', if not, skip the next section.

ESIE Solutions
ABN 37960900416
PO Box 2041
East Ivanhoe VIC 3079
Phone: 0412 822 948
Fax: (03) 9497 2587
Email: support@esiesolutions.com



Select the '**Advanced**' tab. Here you will find the option to '**Leave a copy of messages on the server**'. Checking this option will allow a second computer to be setup the same way so it can also receive emails from the account, however one of the following two check boxes needs to be selected on at least one PC or the mail will never be deleted and your mailbox will fill up. If you are considering enabling this option and are unsure you should contact your provider for clarification.



You are done, click '**Finish**' to return to outlook.

ESIE Solutions
ABN 37960900416
PO Box 2041
East Ivanhoe VIC 3079
Phone: 0412 822 948
Fax: (03) 9497 2587
Email: support@esiesolutions.com