

Setting up an E-mail Account in Outlook (Screenshots from Outlook 2007)

From within Outlook enter Tools...Accounts

The admin will send you the username and password.

The username on the Ultima Mail servers is always the e-mail address.

Change E-mail Account

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

User Information

Your Name: Troy Dotson

E-mail Address: troy@3dotsmedia.com

Server Information

Account Type: POP3

Incoming mail server: mail.3dotsmedia.com

Outgoing mail server (SMTP): mail.3dotsmedia.com

Logon Information

User Name: troy@3dotsmedia.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

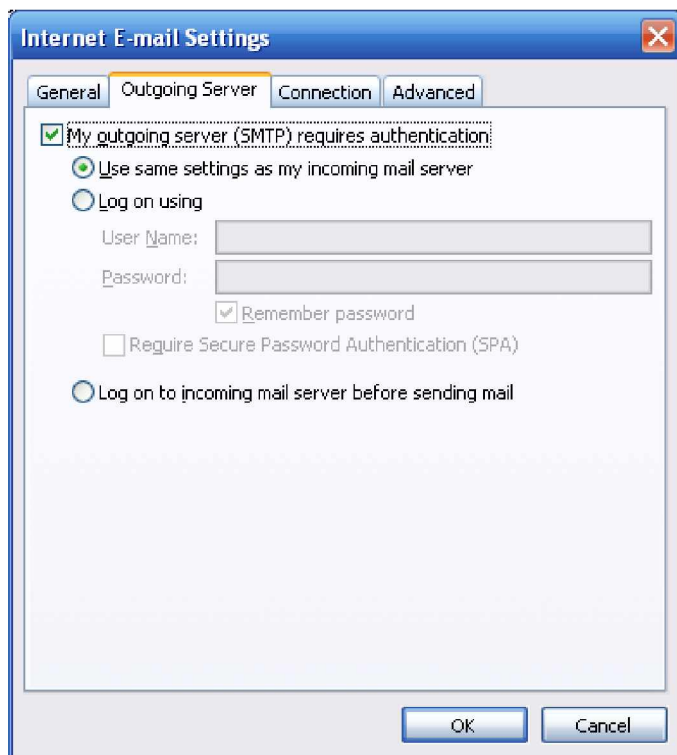
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

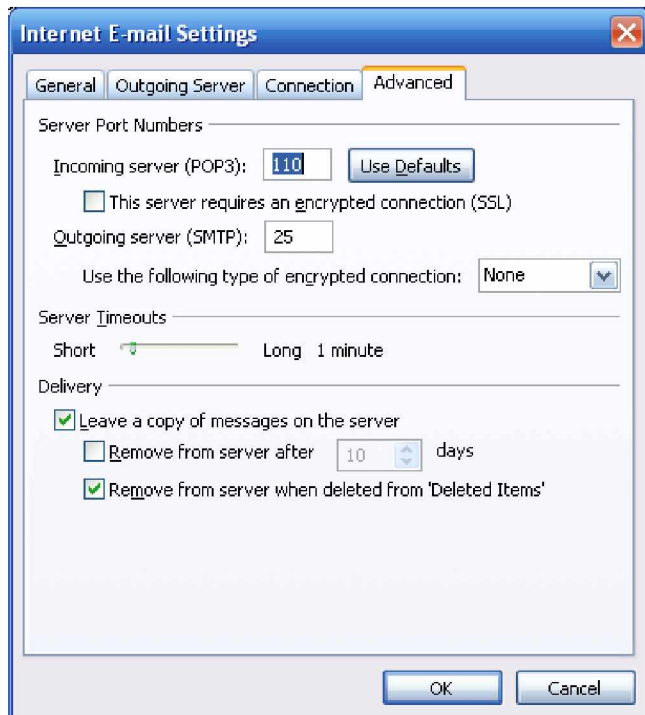
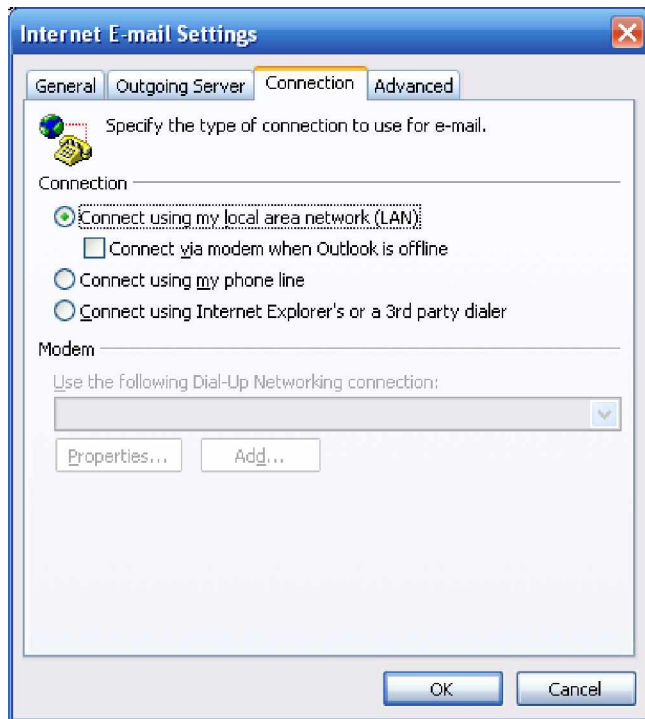
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Click the More Settings button to enter the specific server settings.





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Logon Information
User Name: troy@3dotsmedia.com
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Click the Test Account settings to validate the settings.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Change E-mail Account

Congratulations!

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

To close the wizard, click Finish.

< Back Finish