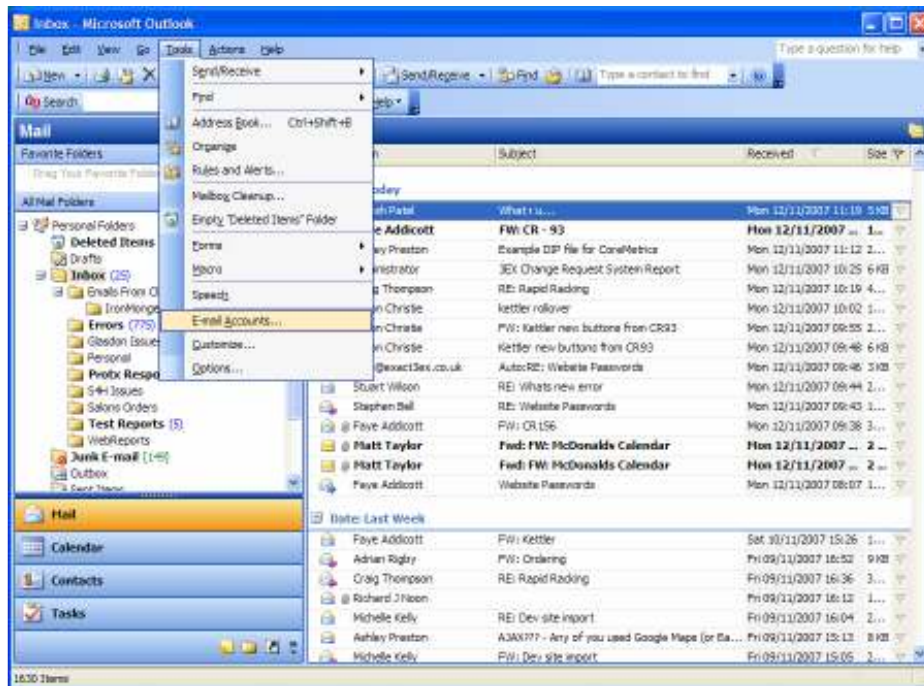


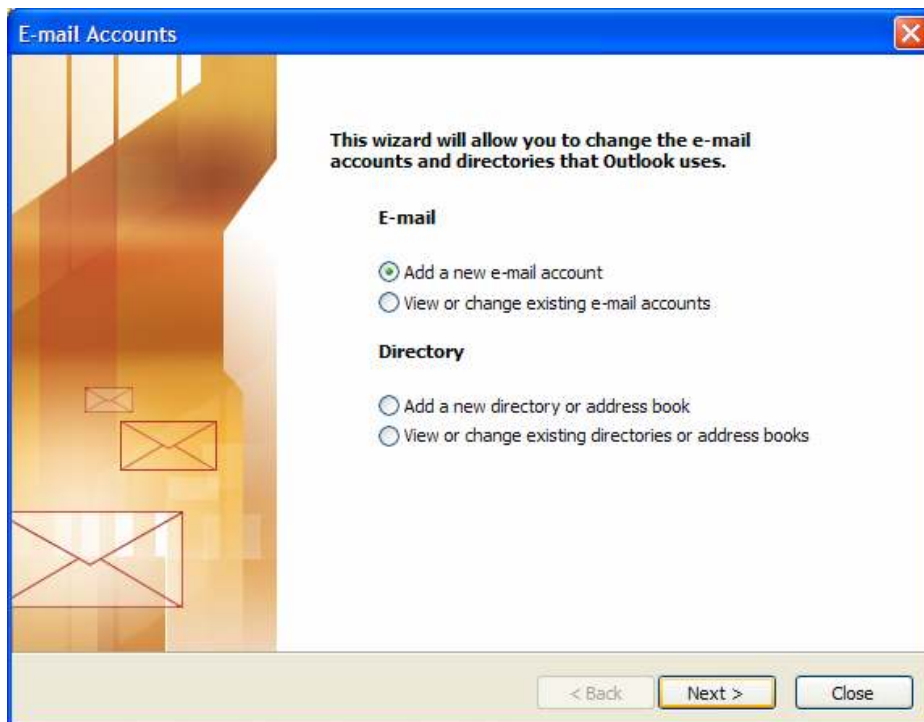
Setting up email in outlook

Setup based on outlook 2003.

1. Open Outlook and select the "Tools" Menu and then select "Email Accounts".



2. Select the "Create a New Email Account" radio button and press next



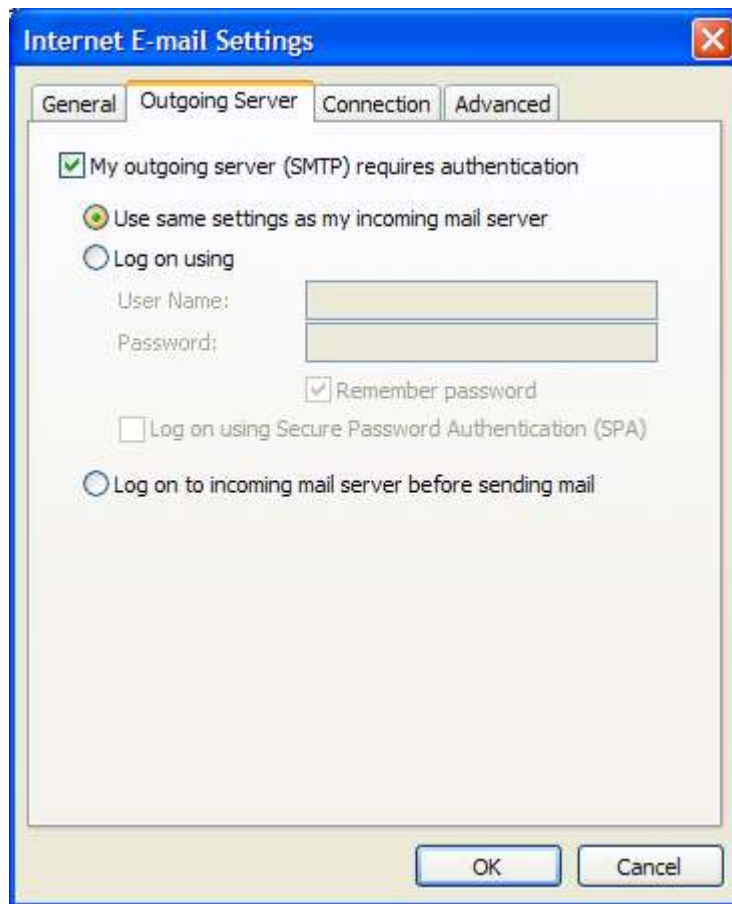
3. Select "POP 3 Account"

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There is a mouse cursor icon in the top right corner. The main area contains five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Fill in Your name, email address, user name and password
User Name is your email address without the TLD (.co.uk/.com etc)
Pop & SMTP Server is: mail.scarycow.co.uk

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There is a mouse cursor icon in the top right corner. The main area is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' and 'E-mail Address'. 'Server Information' has fields for 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)'. 'Logon Information' has fields for 'User Name' and 'Password', a 'Remember password' checkbox, and a 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Click on the “More Settings” Button and open the “Outgoing Server” Tab
Tick the “My Outgoing Server Requires Authentication” checkbox and ensure that the radio button for “Use same settings as my incoming mail” is checked.



Press OK.

6. Press Next, then finish.