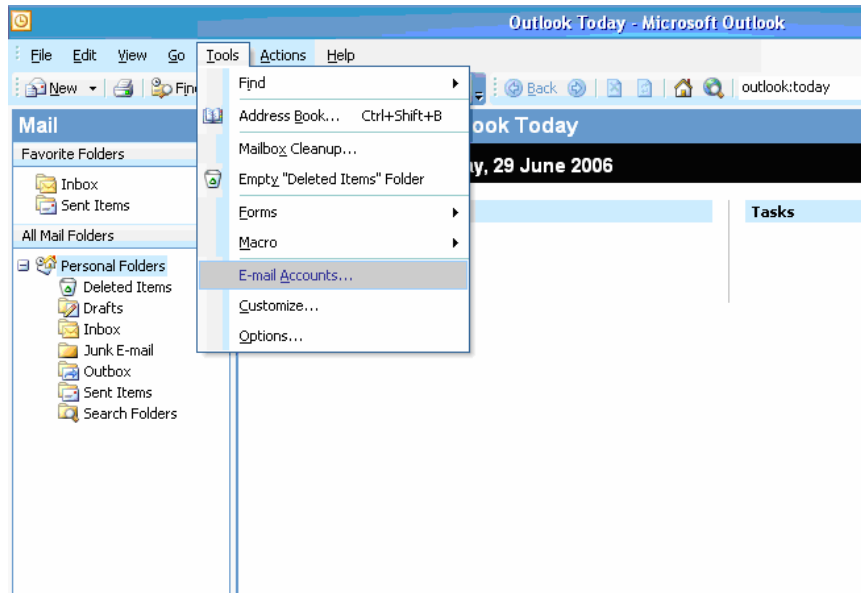


Microsoft Outlook Email configuration

Open Microsoft Outlook

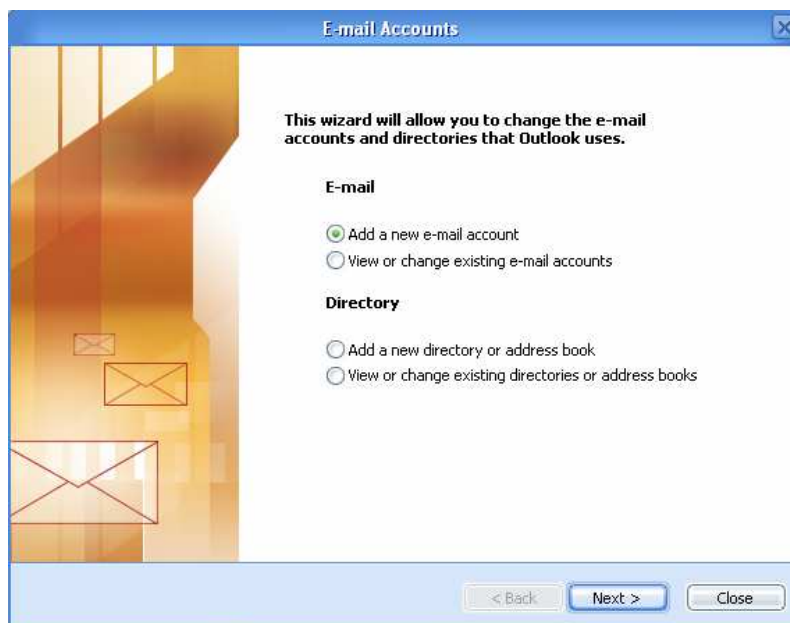
Click on the **Tools** menu

Click on **E-mail Accounts**



The Email accounts wizard will open up

Click on **Add a new e-mail account** then click **Next >**



Click on **POP3** then click **Next >**



The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are 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'.

Enter in your name as you would like email recipients to see it - e.g. John Doe

Enter in your Yless4U email address - e.g. john.doe@yless4u.com.au

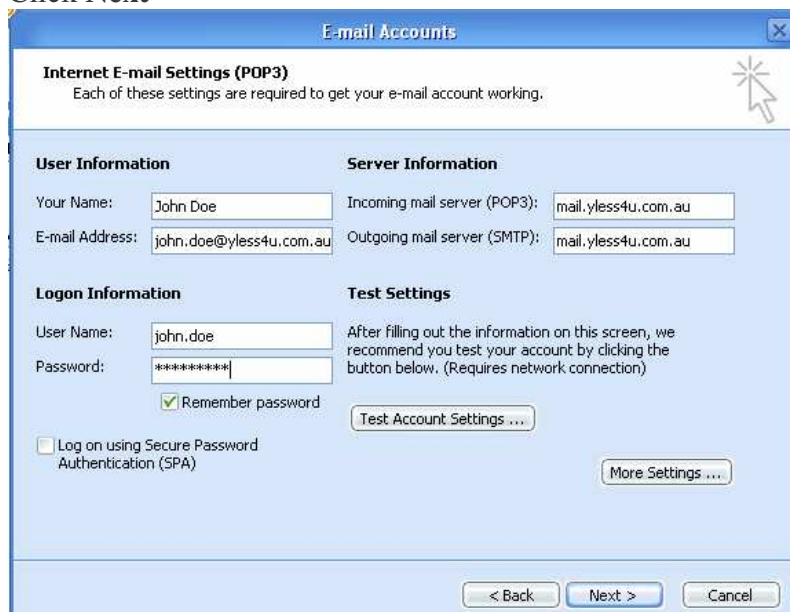
Enter in both the incoming and outgoing mail servers – these both should be set to **mail.yless4u.com.au**

Enter in your Yless4U User Name and Password

Click **Test Account Settings** to see if you have filled in all the settings correctly

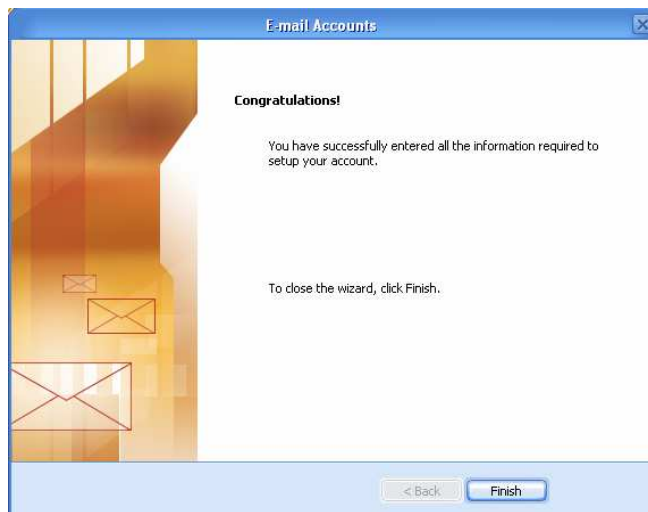
Close the test box

Click **Next**



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There are four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' (John Doe) and 'E-mail Address' (john.doe@yless4u.com.au). 'Server Information' has fields for 'Incoming mail server (POP3)' (mail.yless4u.com.au) and 'Outgoing mail server (SMTP)' (mail.yless4u.com.au). 'Logon Information' has fields for 'User Name' (john.doe) and 'Password' (*****), with a 'Remember password' checkbox checked. 'Test Settings' has a 'Test Account Settings ...' button. There are also 'Log on using Secure Password Authentication (SPA)' checkbox and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click **Finish**



You have now setup your Yless4U email account in Microsoft Outlook!