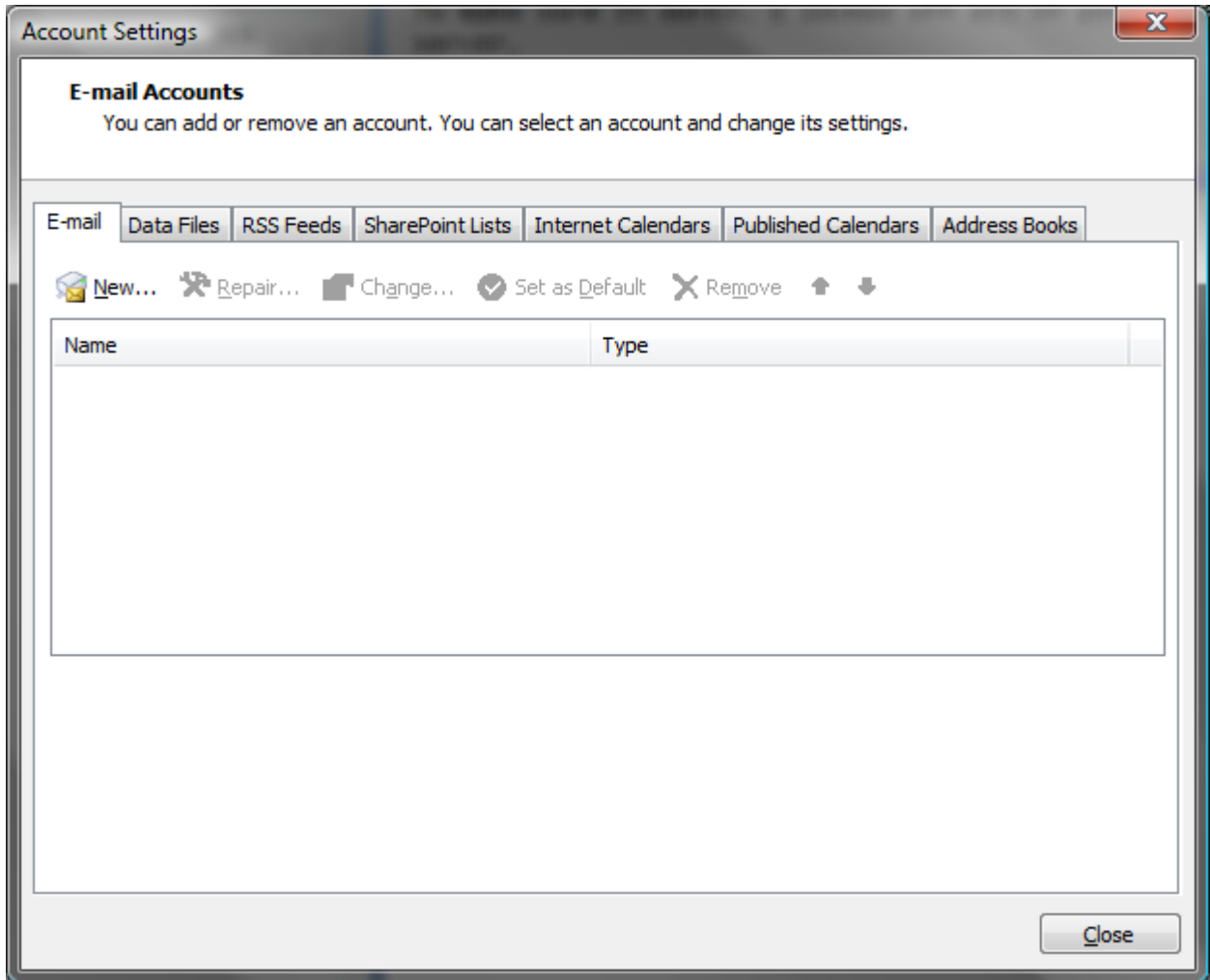


1. Open Outlook 2007 click *Tools* and select *Account Settings*
2. Click *New*



3. Check the "Manually configure server settings or additional server types" box and click Next

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

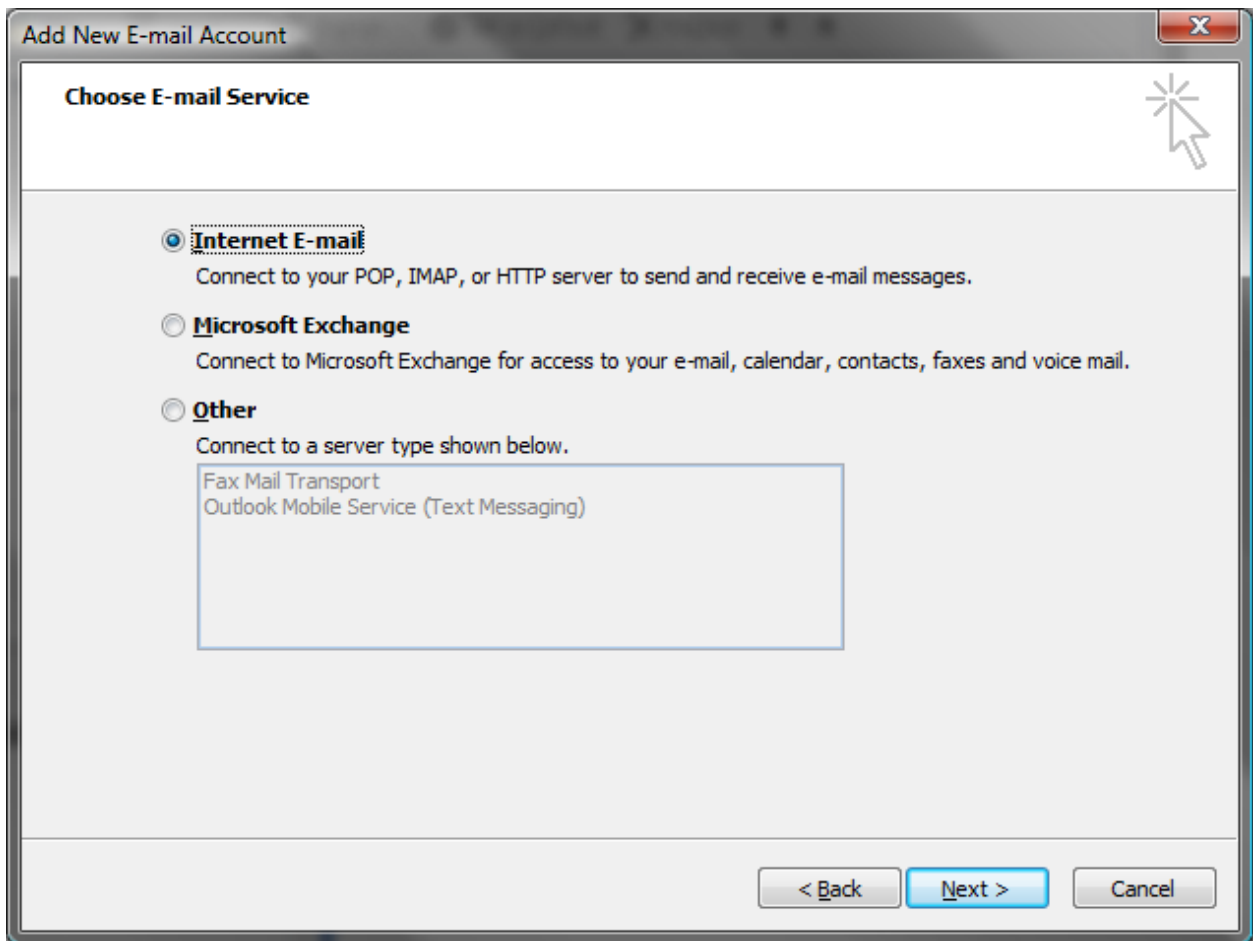
Password:

Re~~type~~ Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

4. Select *Internet E-mail* and click Next



5. Enter your email information, your incoming mail server will be mail.uptime.org if you do not have your own domain name. Outgoing mail server is smtp.uptime.org.

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:

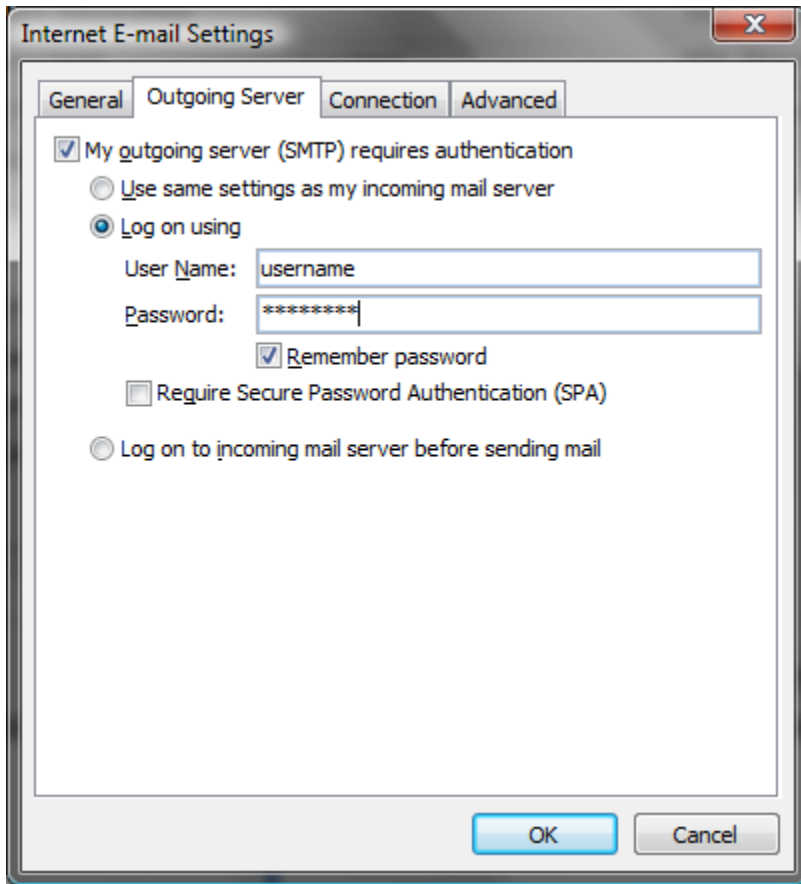
Remember password

Require logon using Secure Password Authentication (SPA)

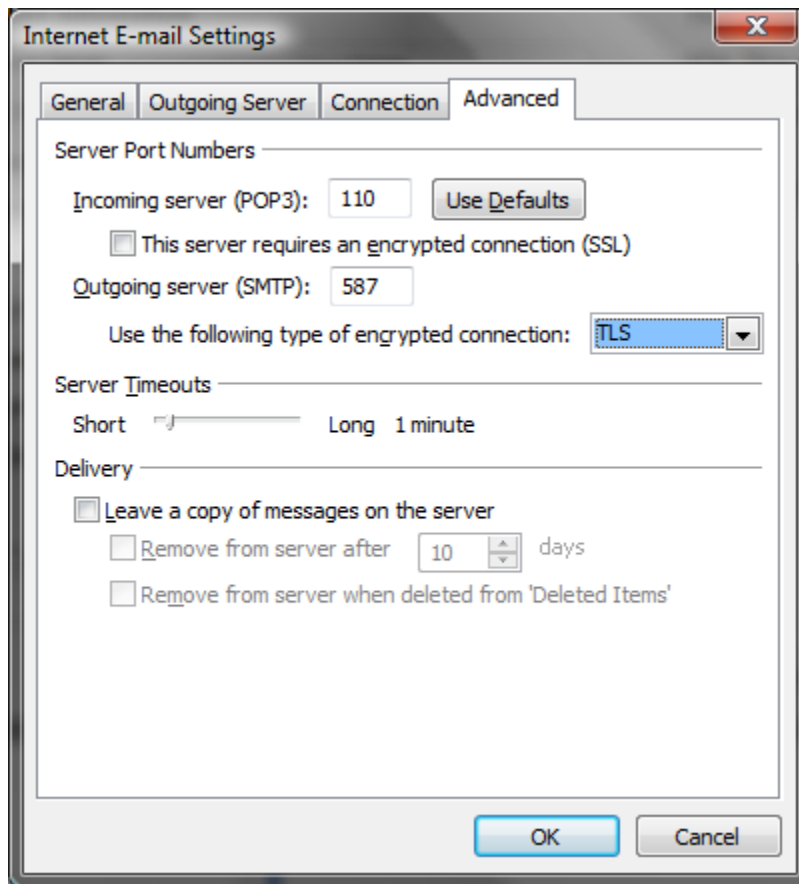
Test Account Settings

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

6. Click the *More Settings* button and select the Outgoing Server tab. Check the “My outgoing server (SMTP) requires authentication” box. Select *Log on using* and enter your username and password provided by uptime (password for outgoing is different than incoming).



7. Click on the *Advanced* tab. Change the Outgoing server (SMTP) port from 25 to 587 and select TLS in the drop down menu for type of encrypted. If you would like to Leave a copy of the message on the server you can select those options in this tab. Click *OK*.



8. Click *Next* and then *Finish*.