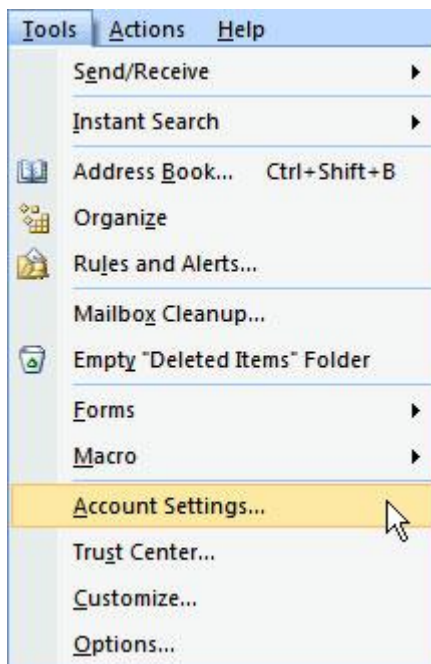
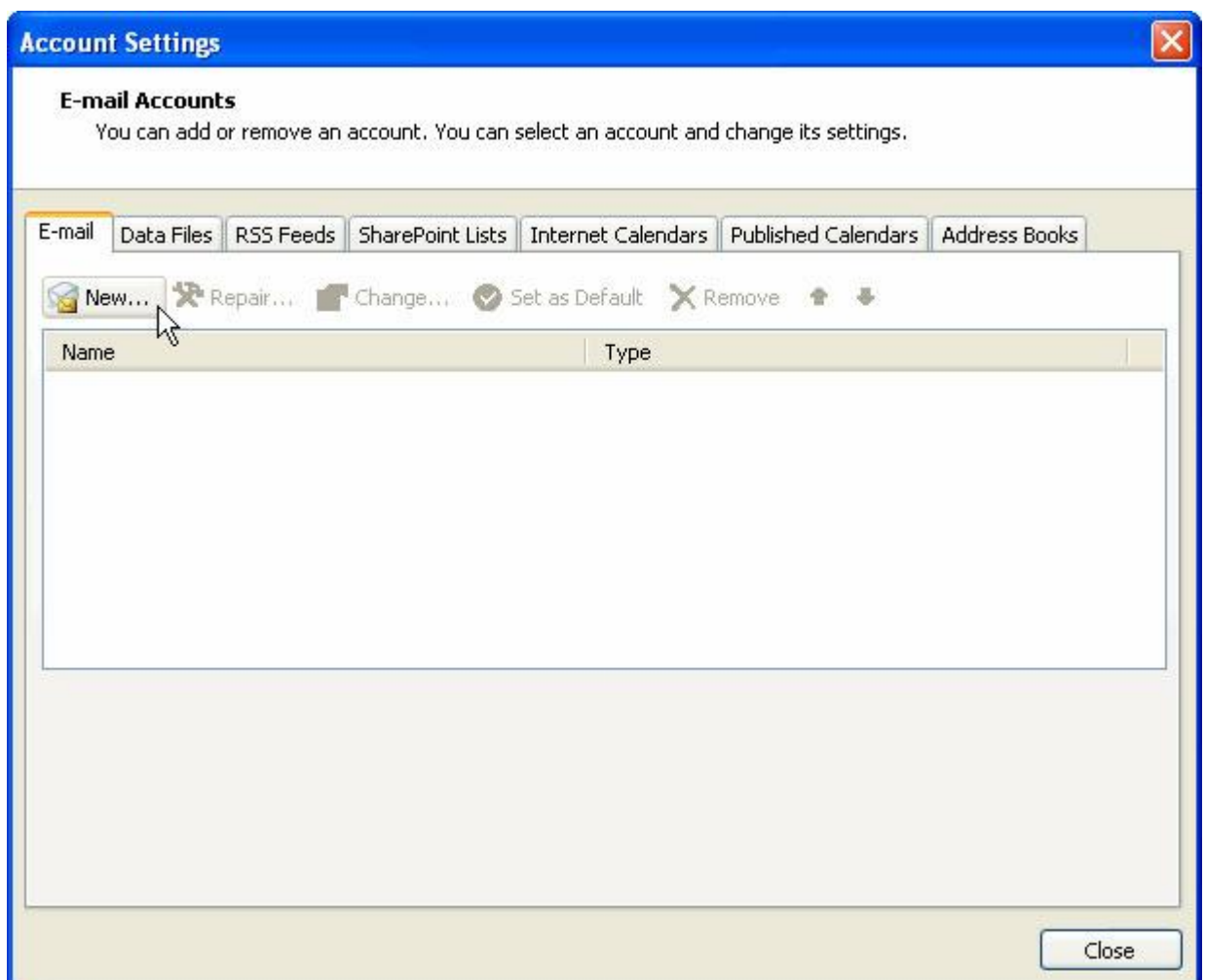


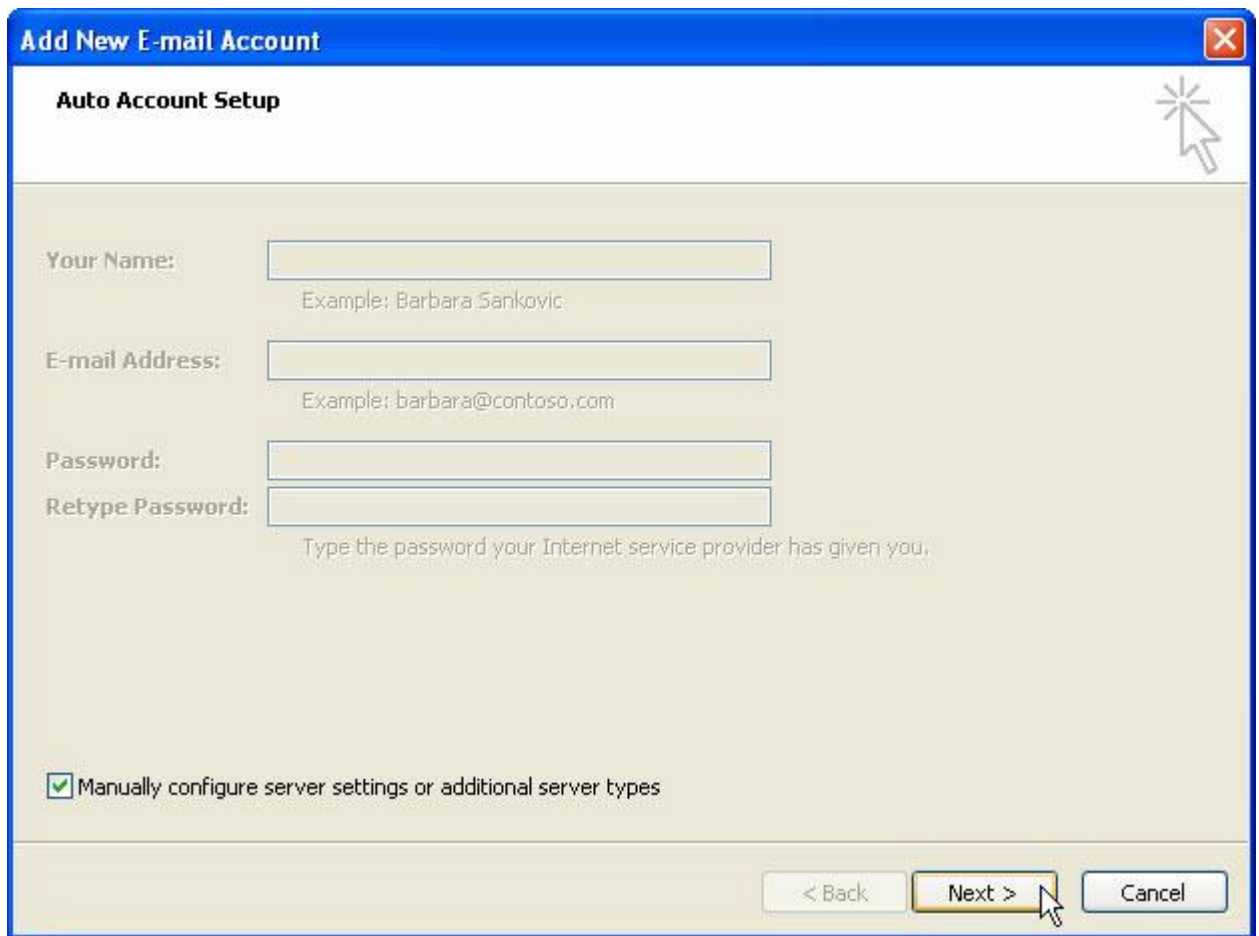
1. Open Outlook. Select **Account Settings...** from the **Tools** menu.



2. On the E-mail tab, click **New**.



3. Select "Manually configure server settings or additional server types" and click **Next >**.



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

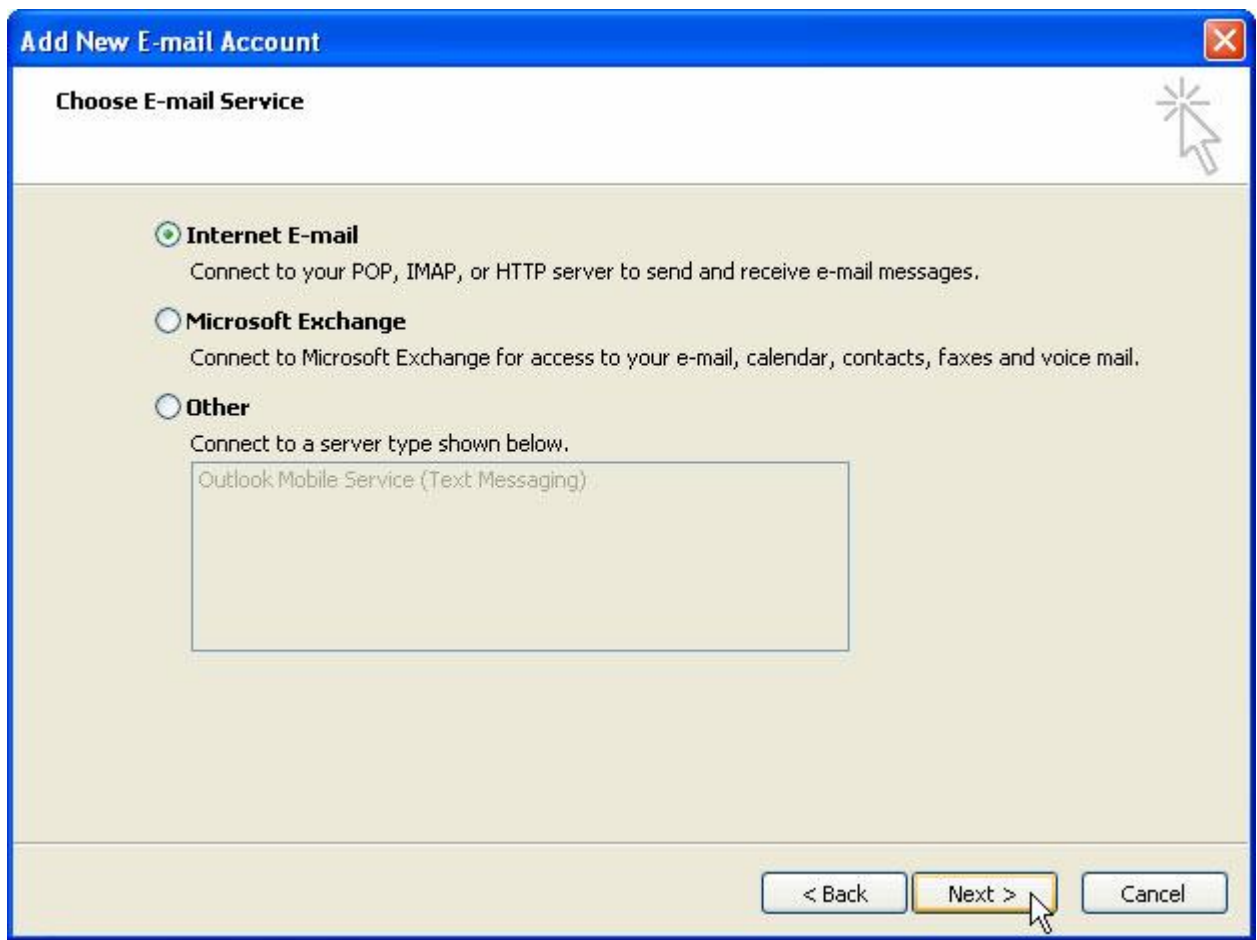
Password:

Retype 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 the following information for E-mail Accounts.
 - **Your Name:** Enter the name you wish recipients to see when they receive your message.
 - **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
 - **Account Type:** POP3
 - **Incoming mail server:** Enter pop3.ivenue.com
 - **Outgoing mail server (SMTP):** Enter smtp.ivenue.com
 - **User Name:** Enter your full e-mail address
 - **Password:** If you wish for Outlook to save your password, check the box labelled **Remember Password** and enters your password in the text field.
 - Click **More Settings...**

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)

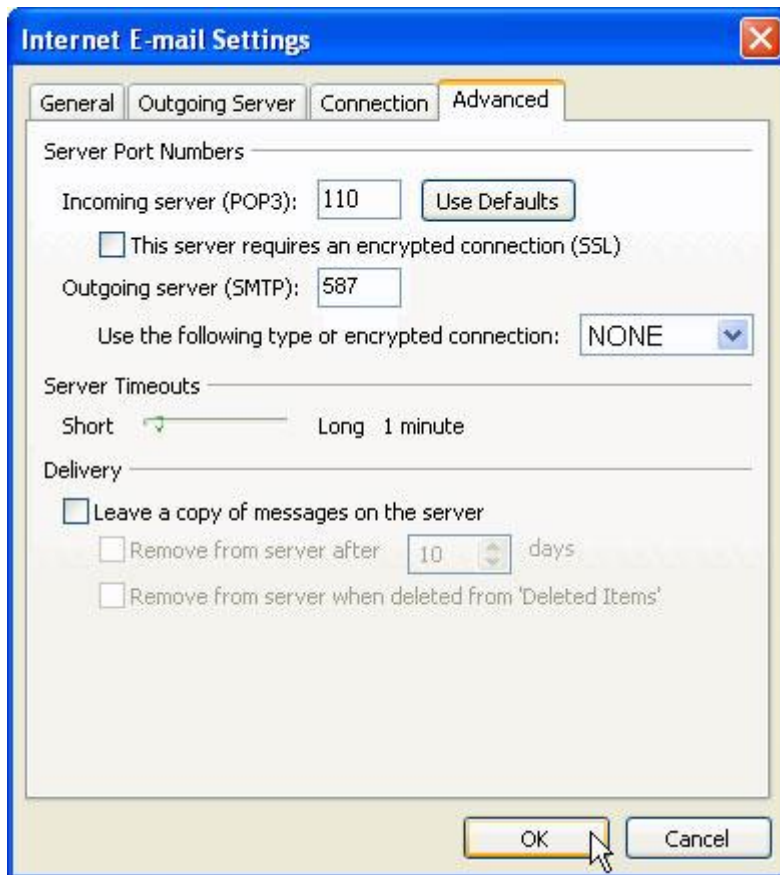
Test Account Settings

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

6. Click on the Outgoing Server tab, and check the box labelled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**



7. Click on the Advanced tab.
 - Under **Incoming Server (POP3)**, the port number should be set to **110**.
 - Under **Outgoing Server (SMTP)**, the port number should be set to **587**.



8. Click **OK**
9. Click **Next**. Click **Finish**.