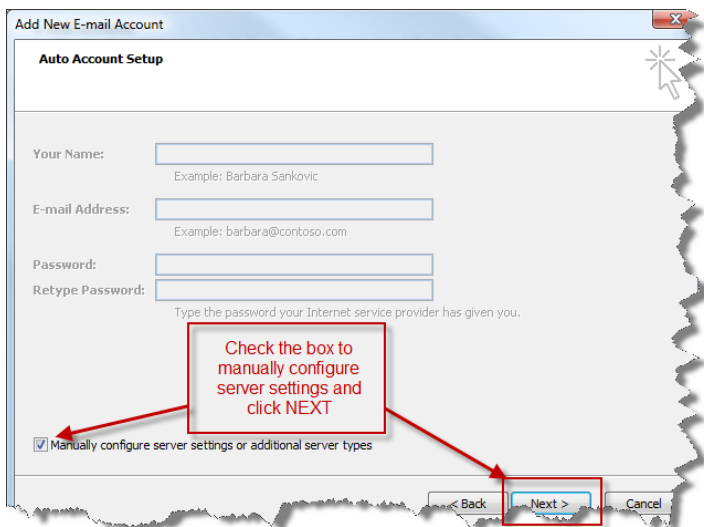


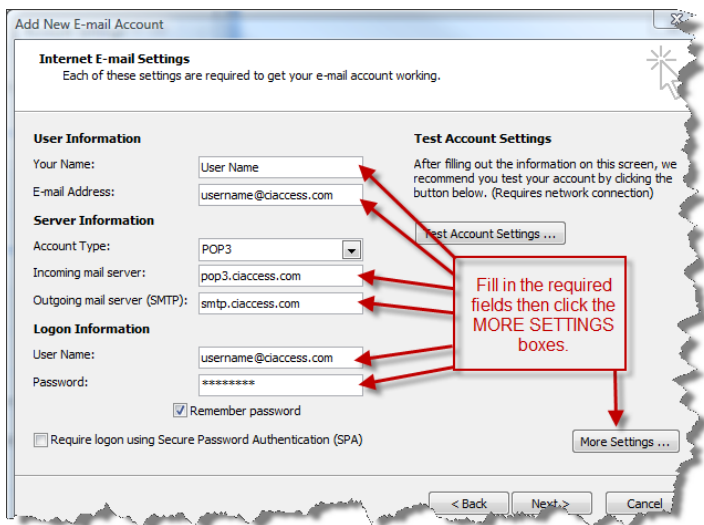
Setting up Microsoft Outlook 2007

Open Microsoft Outlook. If it doesn't ask you to immediately to setup an account go to TOOLS, and down to ACCOUNT SETTINGS.



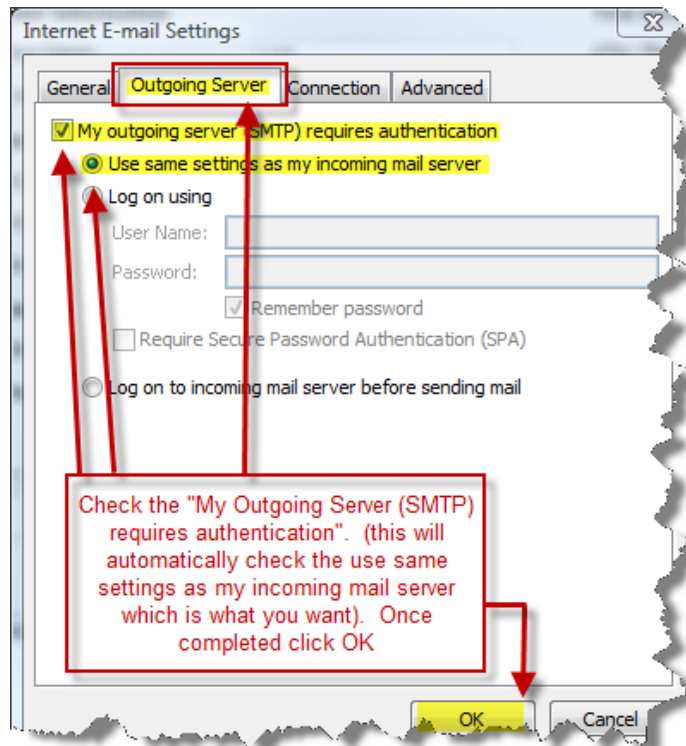
Click next to continue. Be sure Internet E-mail is selected and click next again. Now enter all your personal information and server details as shown below.

*Incoming server names are **pop3.ciaccess.com** and outgoing is **smtp.ciaccess.com**. (Note: username is your entire email address including the @ciaccess.com)*

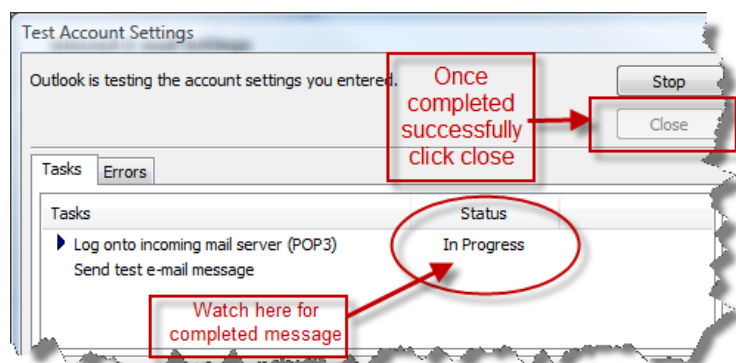


Once you have clicked the more settings box go to the Outgoing server tab and check "My outgoing server (SMTP) requires authentication". This will

automatically check the "Use same settings as my incoming mail server" which is what you want.



Click the Test Account Settings box. If you have done everything properly you will get the below window which will show COMPLETED.



Close any of the dialogue boxes and your email account should be successfully created.

If you wish you can send a test to support@ciaccess.com.