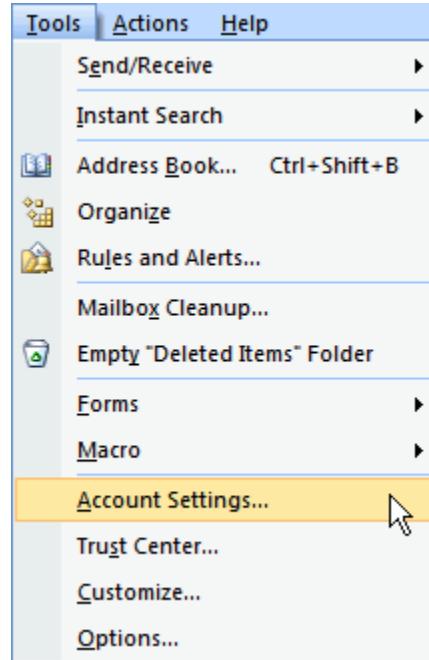
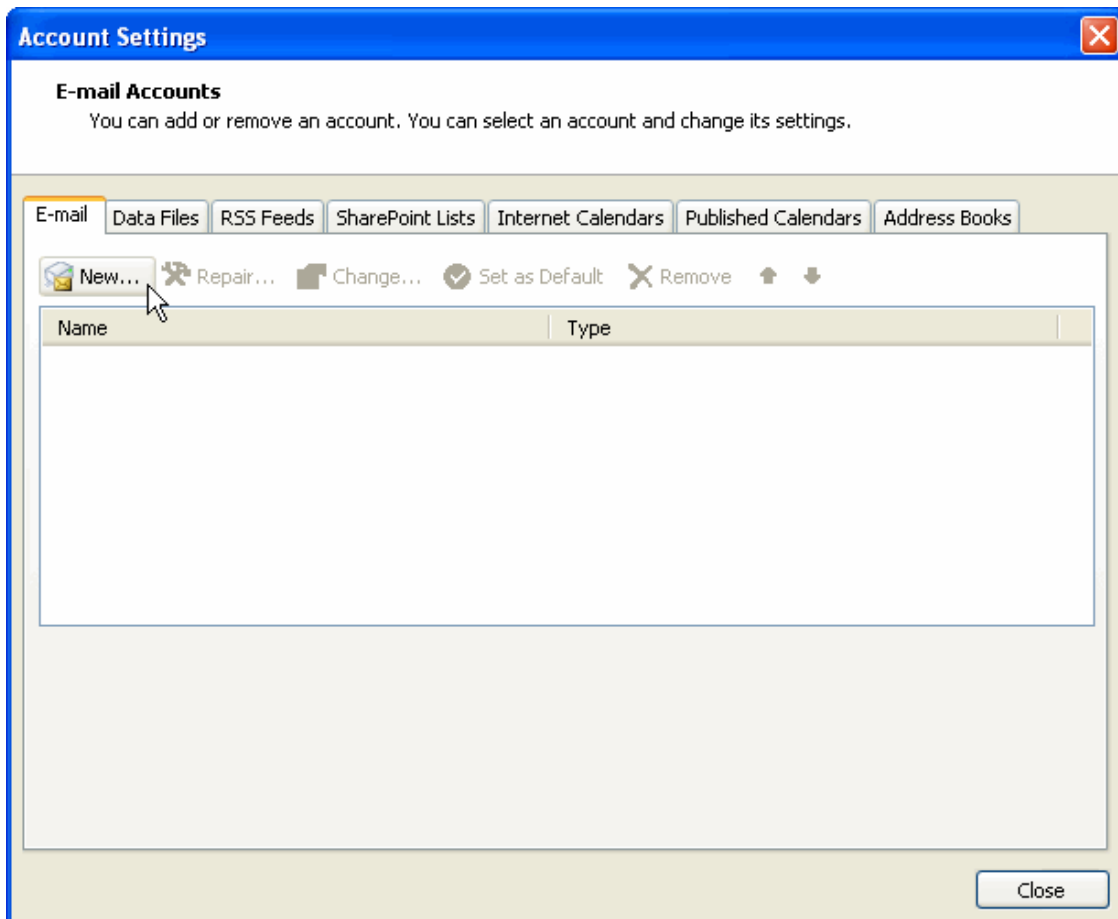


## Set Outlook to Receive One2One Hosted Mail

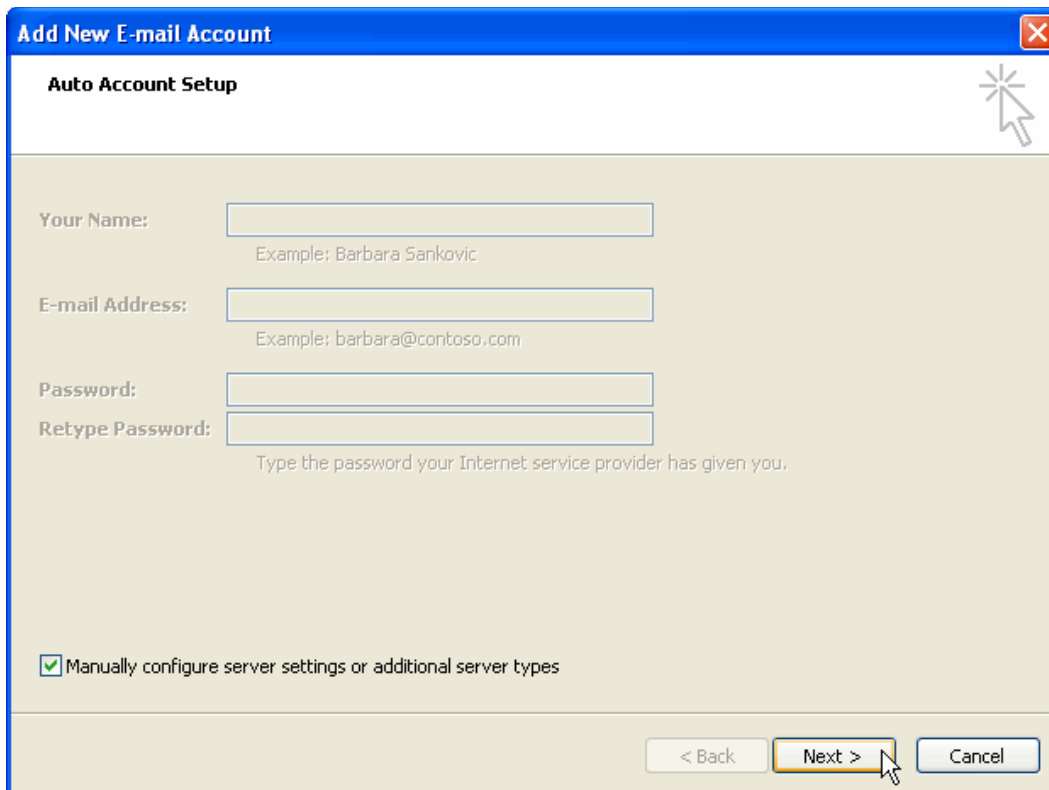
1. **Open Outlook.** Select **Account Settings...** from the **Tools** menu.



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



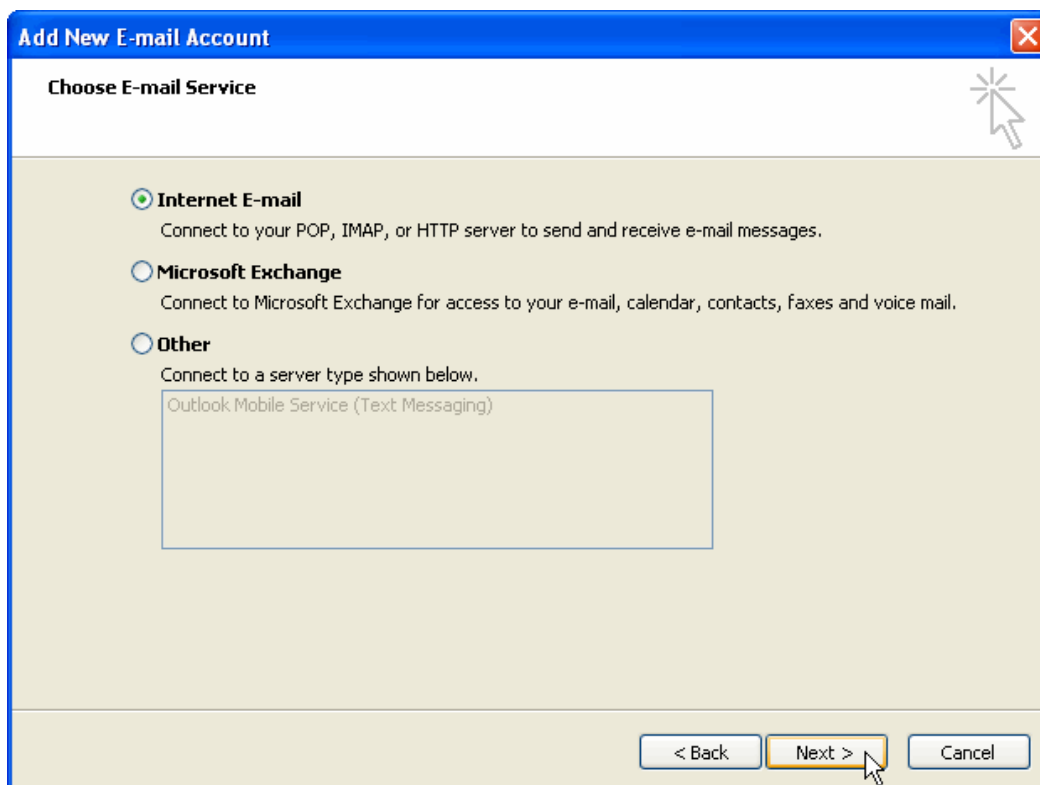
3. Select **"Manually configure server settings or additional server types"** and click **Next >**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- A checkbox labeled **Manually configure server settings or additional server types** is checked.
- At the bottom right, there are three buttons: '< Back', **Next >** (highlighted with a mouse cursor), and 'Cancel'.

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



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following options:

- Internet E-mail** (selected with a radio button): Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange** (unselected): Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other** (unselected): Connect to a server type shown below. Below this option is a text input field containing 'Outlook Mobile Service (Text Messaging)'.
- At the bottom right, there are three buttons: '< Back', **Next >** (highlighted with a mouse cursor), and 'Cancel'.

5. Enter the following information for E-mail Accounts.

**Your Name:** Enter the name you wish recipients to see when they receive your message.

**E-mail Address:** Enter your Full e-mail address.

**Account Type:** POP3

**Incoming mail server:** Enter mail01.one2onecomputers.com

**Outgoing mail server (SMTP):** Enter mail01.one2onecomputers.com (or use your ISP's outgoing server)

**User Name:** Enter your Full e-mail address.

**Password:** If you wish for Outlook to save your password, check the box labeled "Remember Password" and enter your password in the text field.

6. Click the "More Settings..." button

**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: John Smith

E-mail Address: jsmith@yourdomain.com

**Server Information**

Account Type: POP3

Incoming mail server: mail01.one2onecomputers.com

Outgoing mail server (SMTP): mail01.one2onecomputers.com

**Logon Information**

User Name: jsmith@yourdomain.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

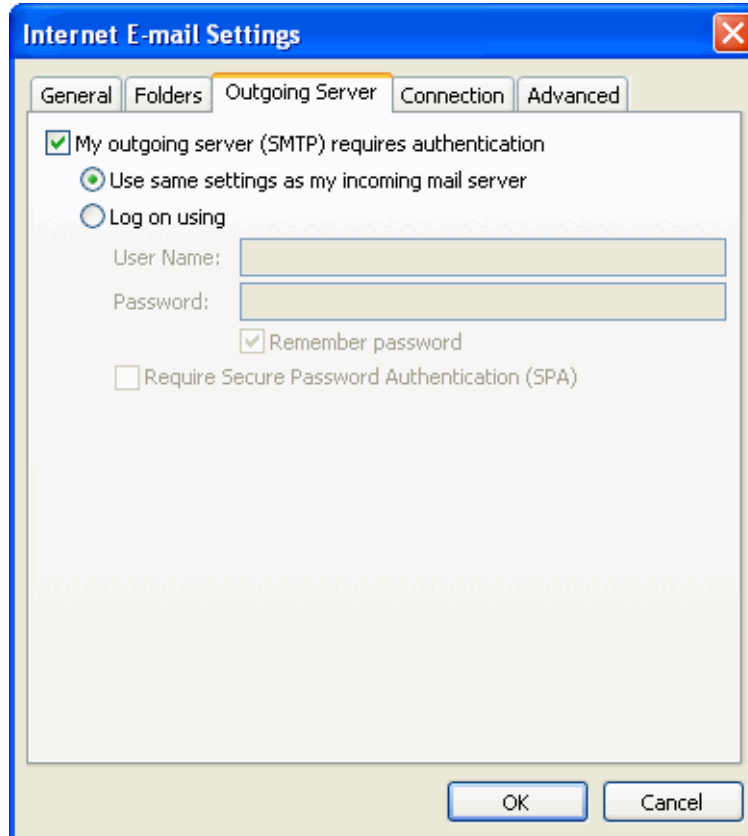
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

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



8. Click **OK** in the Internet E-Mail Settings.

9. Click **Next**. Click **Finish**.