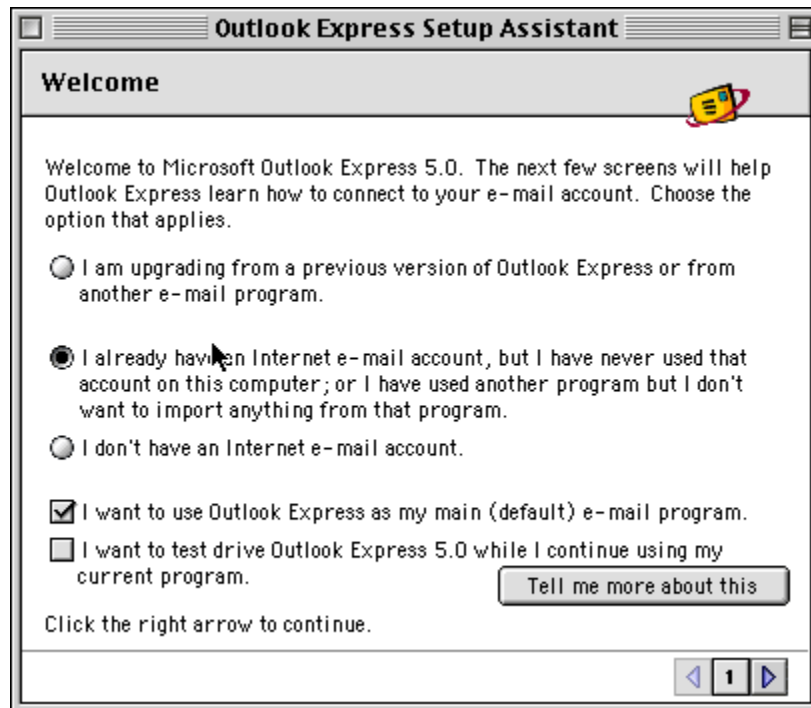




## CONFIGURING OUTLOOK / OUTLOOK EXPRESS TO ACCESS PINS EMAIL FOR MAC USERS

**Step 1:** If you are starting OE/OE for the first time, the Outlook Express/OE Setup Assistant automatically starts:

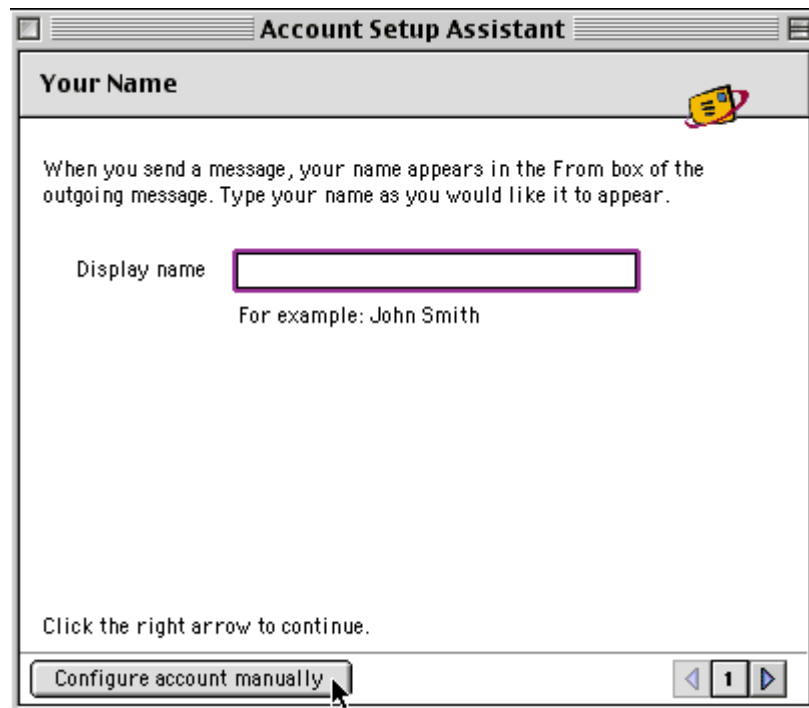
- Select *"I already have an Internet e-mail account..."*
- Select *"I want to use Outlook Express/OE as my main (default) e-mail program."* Click on the right arrow button.



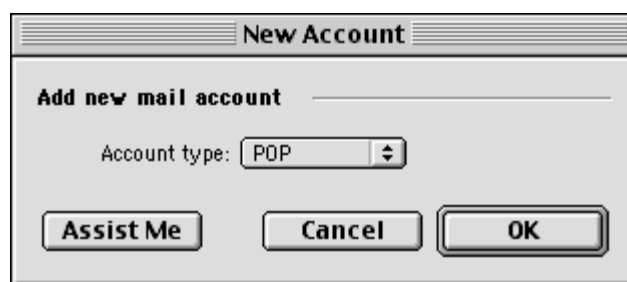
**Step 2:** If the Outlook Express/OE Setup Assistant does not automatically start,

- Select *Tools>Accounts.*
- Click on the *New* button.

**Step 3:** At the **Account Setup Assistant** screen, click the *Configure Account Manually* button.



**Step 4:** In the *Account Type* choose *POP3* or *IMAP*, depending on what type of email account you have. Then click on the *OK* button.



**Step 5:** On the **Edit Account** screen, type the following information:

- Enter the *Account name* [Note: Your *Account name* might be different from your *email address*. Ex. *Account Name*: jdoe and *Email Address*: johndoe@pins.net **Capitalization is important**. Your *Account Name* must be in **lowercase**]

- Under the **Personal information** heading, enter your name. This will appear on all e-mail you send from OE/Outlook.
- Type in your PINS e-mail address on the appropriate box.
- Under the **Receiving mail** heading, enter the *Account ID*, which is your Internet ID/username.
- On the *Pop Server* box, type: “*mail.company.com*”
- You can choose to *Save password* by entering your Internet Account ID. If you leave this blank, you will be asked to give your password whenever you log on to check your mail.
- Under the **Sending mail** heading for the *SMTP Server*, type: “*smtp.company.com*”
- Click *OK* to finish. You have now configured Outlook/Outlook Express to access your PINS e-mail.

Notes:

- "company.com" should be replaced with your domain name. If your company does not have it's own DNS, please replace it with "pins.net".
- Outgoing Server:
  - In order to reduce the prevalence of SPAM on the Internet, you can only send email through our servers if you are connected to our network directly via a T1, DSL, or dial-up. If you try to connect from a non-PINS provided connection, you will probably receive an error message (such as "Relaying denied") when you try to send mail.
  - In this case, please select "My SMTP server requires authentication" and use "smtp-auth.company.com" [replacing company.com as above]