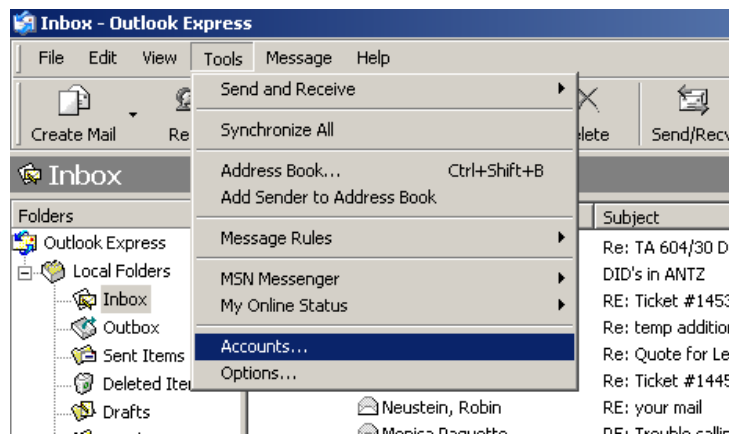


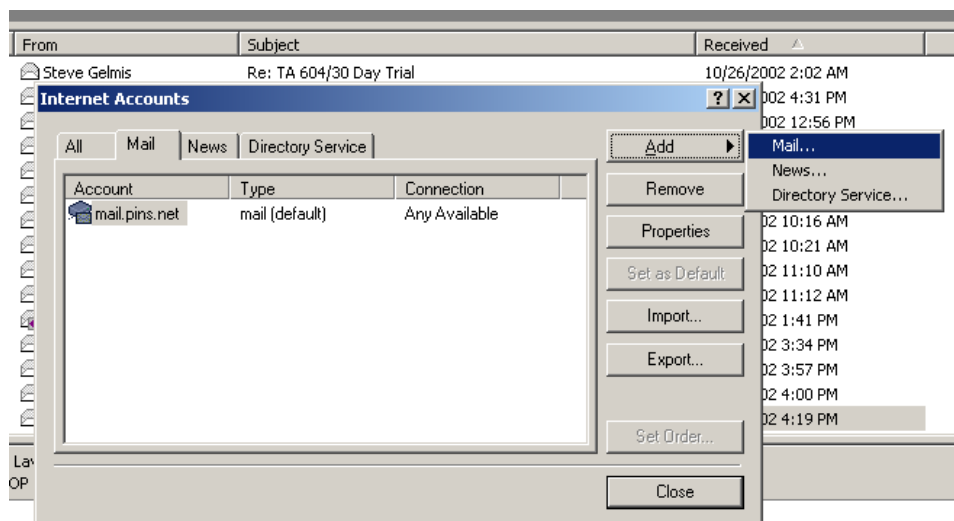


CONFIGURING OUTLOOK / OUTLOOK EXPRESS TO ACCESS PINS EMAIL:

Step 1: Open **Outlook / Outlook Express** program. Click on *Tools > Accounts*. The **Internet Accounts** screen will show.

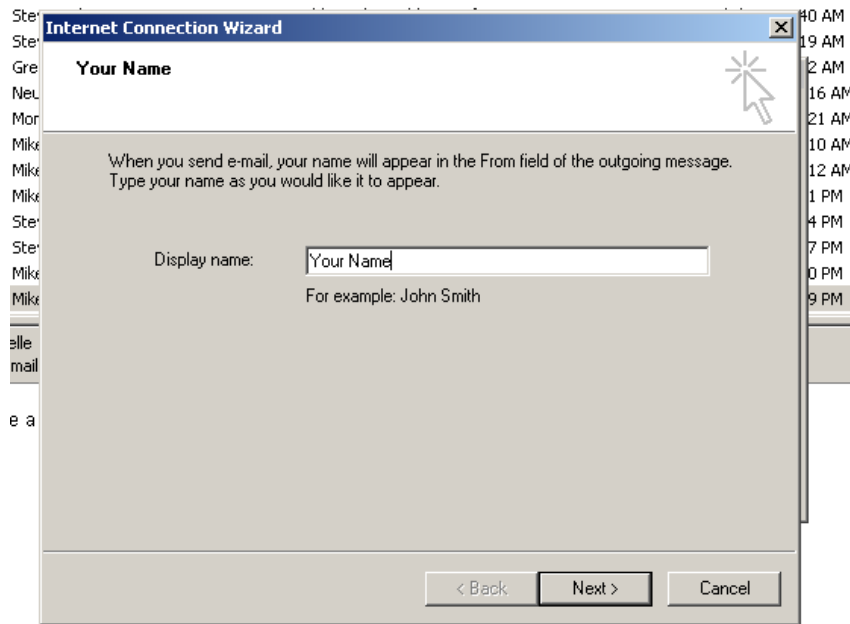


Step 2: Click on the *Mail Tab* then click on the *Add* button. Choose *Mail*. The **Internet Connection Wizard** will show.

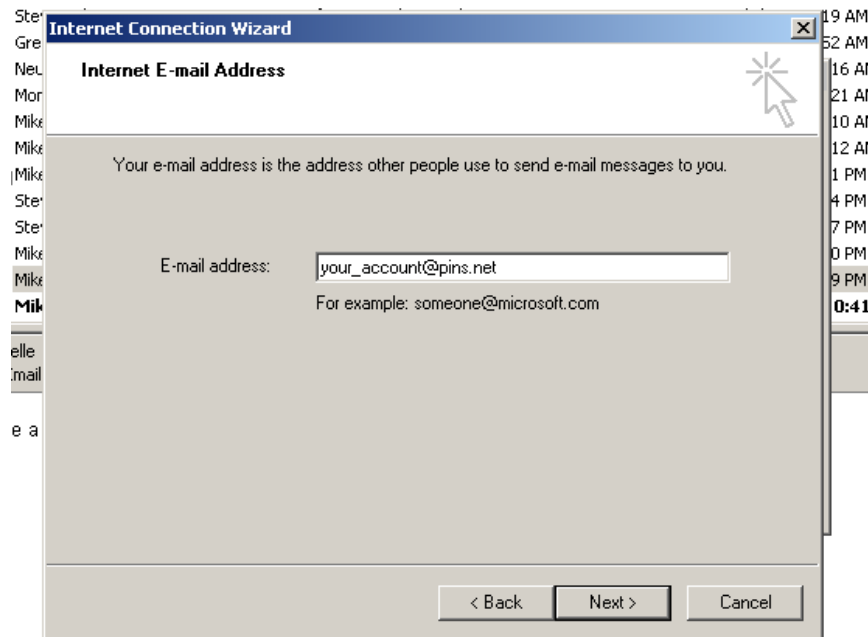


create a POP mail account for Fred with Spam & virus protection.

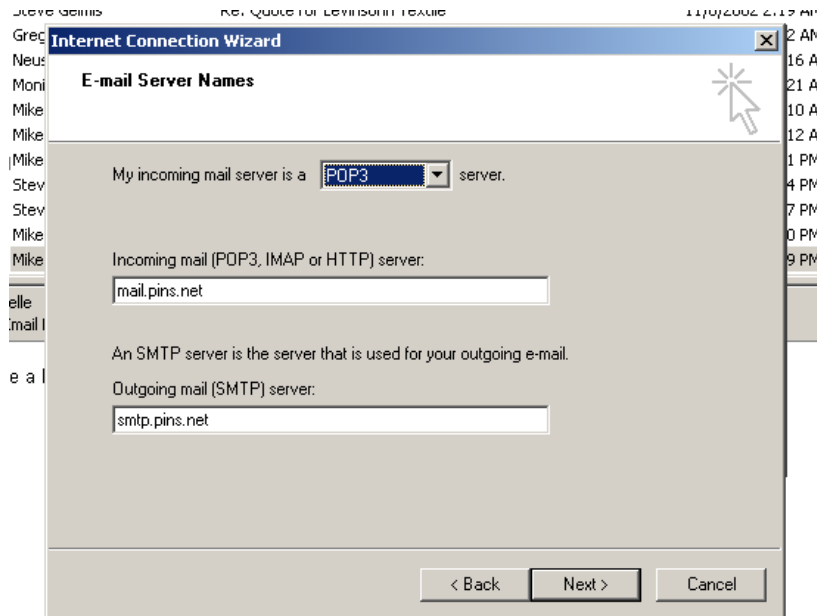
Step 3: Type the name for the e-mail account you are creating, then click on the *Next* button.



Step 4: Type in your PINS e-mail address on the box provided, then click on the *Next* button.



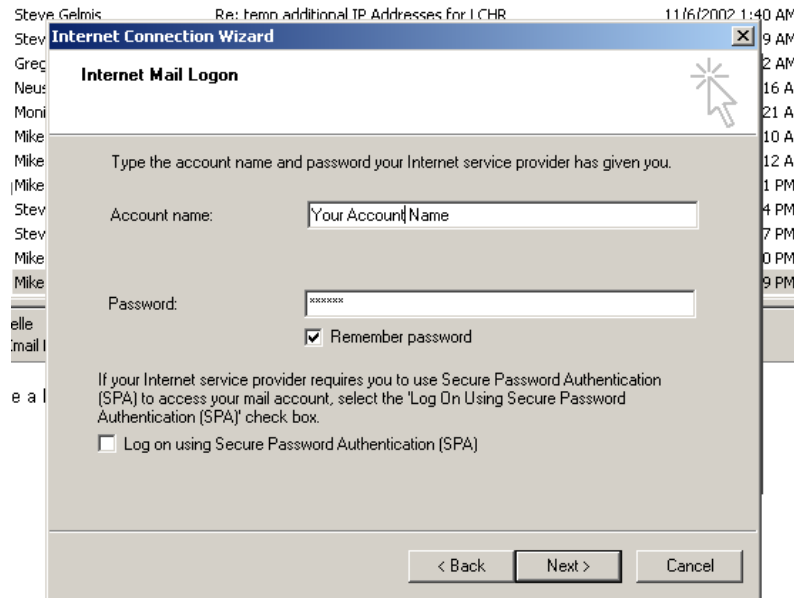
Step 5: In the *My incoming mail server is* dropdown list, choose *POP3* or *IMAP*, depending on what type of email account you have. For the *Incoming Mail Server* box, type: “*mail.company.com*”. For the *Outgoing Mail server* box, type: “*smtp.company.com*”. Click on the *Next* button.



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]

Step 6: Type in your Account name and password on the appropriate box then click on the *Next* button. [Note: OE can remember your password by placing a check on the *Remember password* checkbox. Also, 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**, and your password is **case-sensitive**.]



Step 7: Click on the *Finish* button. You have now configured Outlook/Outlook Express to access your PINS email account.

