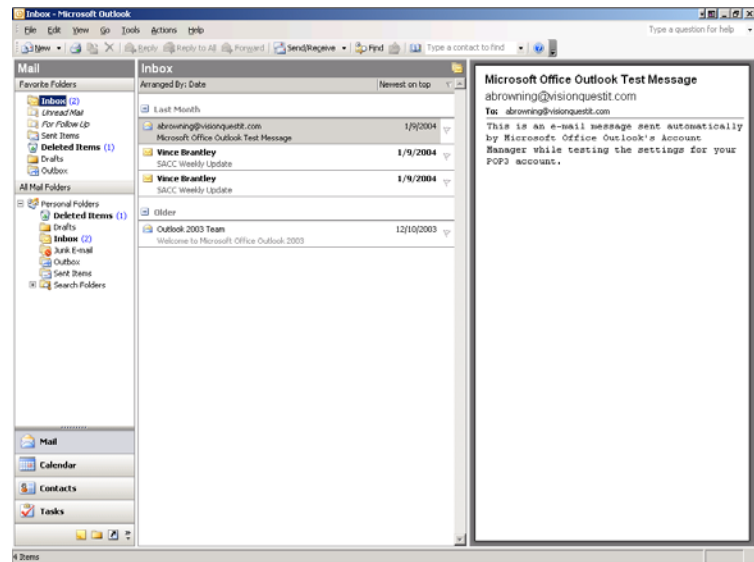


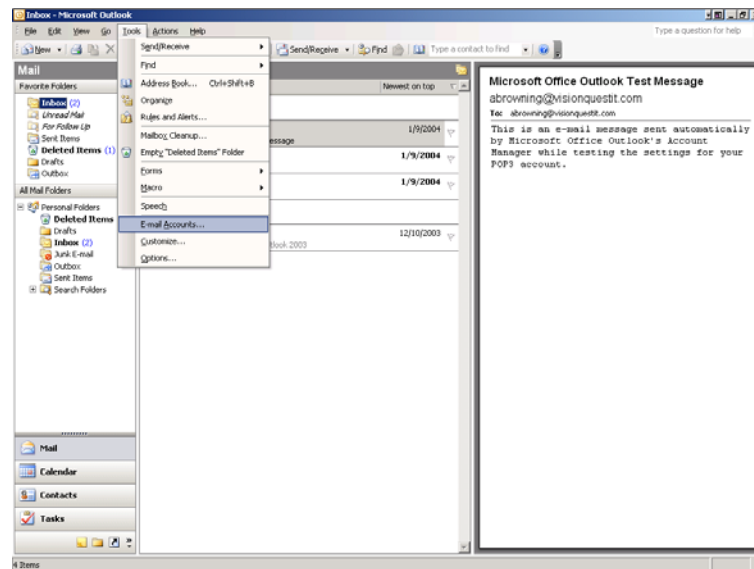
Outlook XP and Newer How to Add an E-mail Account

The following pages outline the steps to add e-mail user accounts to Outlook. If you have any questions, please contact a Vision Quest representative for assistance.

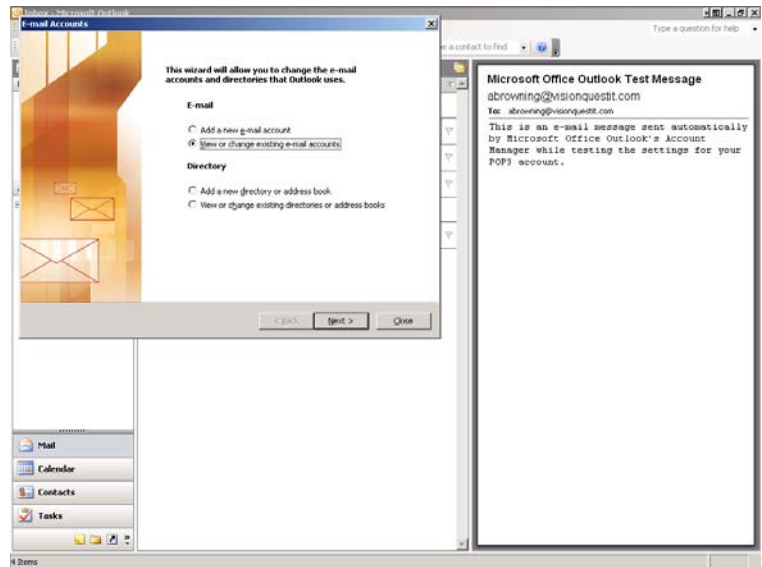
1. Start Outlook.



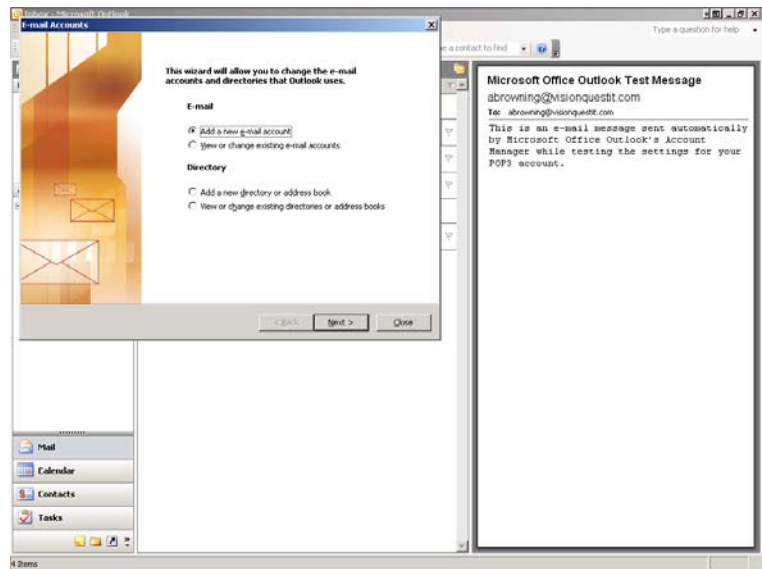
2. Click on Tools, then E-mail Accounts.



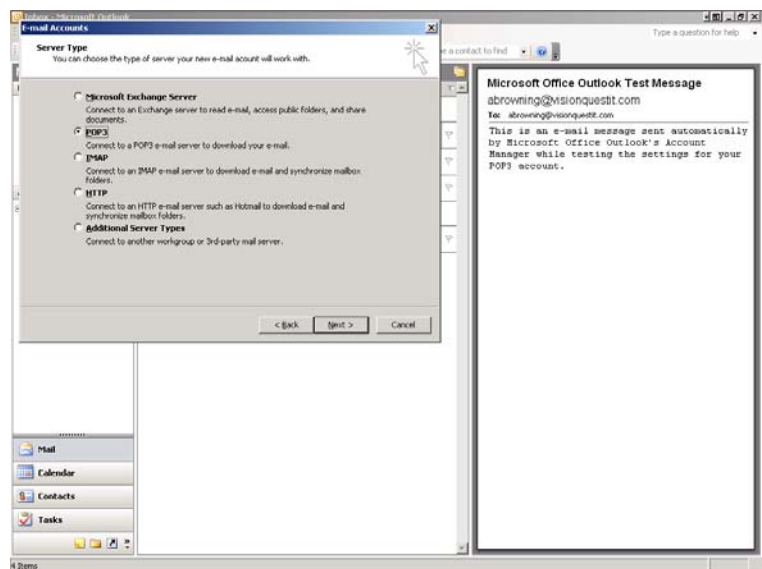
You should see this dialog box.



3. Click on Add a new e-mail account then click Next.



4. Select POP3



5. Complete the information

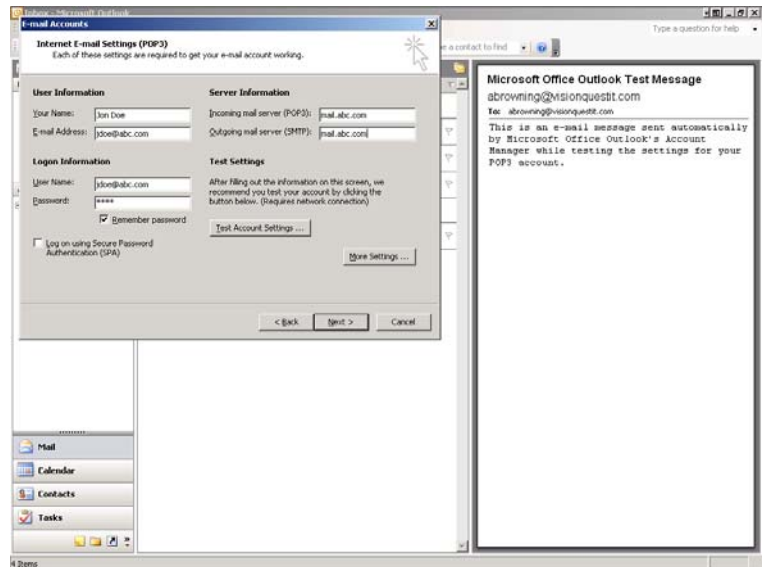
- A. In the **Your Name** field, type your name.
- B. In the **E-mail Address** field, type your full email address (e.g., jondoe@abc.com).
- C. In the **Incoming mail server (POP3)** field, type your Incoming mail server (POP). This will be mail.yourdomain.com. "yourdomain" being your company's domain name. Example: mail.abc.com
- D. In the **Outgoing mail server (SMTP)** field, type your Outgoing mail server (SMTP). You may use mail.yourdomain.com. "yourdomain" being your company's domain name. Example: mail.abc.com

NOTE: YOU MAY HAVE TO USE YOUR ISP'S SMTP SERVER IF YOU CANNOT SEND MAIL USING THE SMTP SERVER PROVIDED BY VISION QUEST.

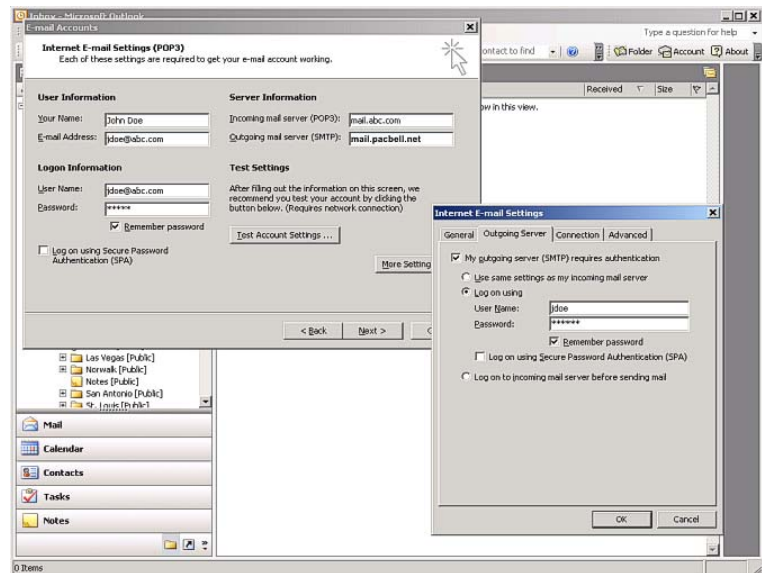
If you use AT&T or Cox you may have to use your ISP's SMTP server to send mail. When you signed up for your Broadband Internet Access Service, you were provided with an email account and should have a User Name and Password provided by your ISP. If you do not have this information, **you must contact them to obtain this information**. You will also need to know your ISP's SMTP server address. Your ISP can provide this information. Example: mail.pacbell.net

To use your ISP's SMTP server type it into the Outgoing mail server (SMTP). Then select More Settings. Go to the Outgoing Server Tab and Select My outgoing server (SMTP) requires authentication. Select Log on using: then in the User Name field type the username provided by your ISP and in the Password field, type your password provided by your ISP. Select OK and then continue.

- E. In the **User Name** field, type your full email address (e.g., jondoe@abc.com).
- F. In the **Password** field, type your email password.
- G. Click the **Next** button.

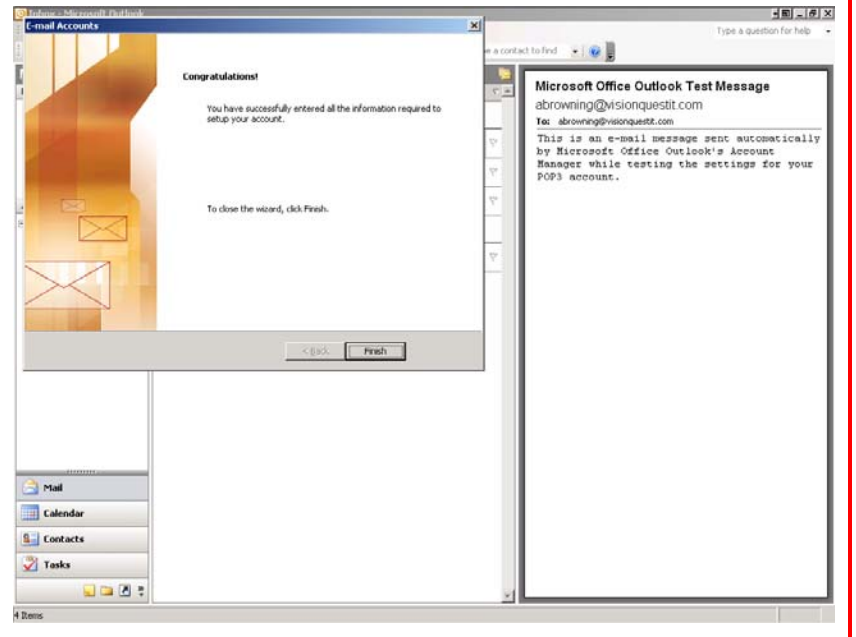


Alternate SMTP server setting



6. Click Finish

Congratulations! You have set up a new E-mail account.



Vision Quest Integrated Technologies, Inc. - Updated: 8/13/07