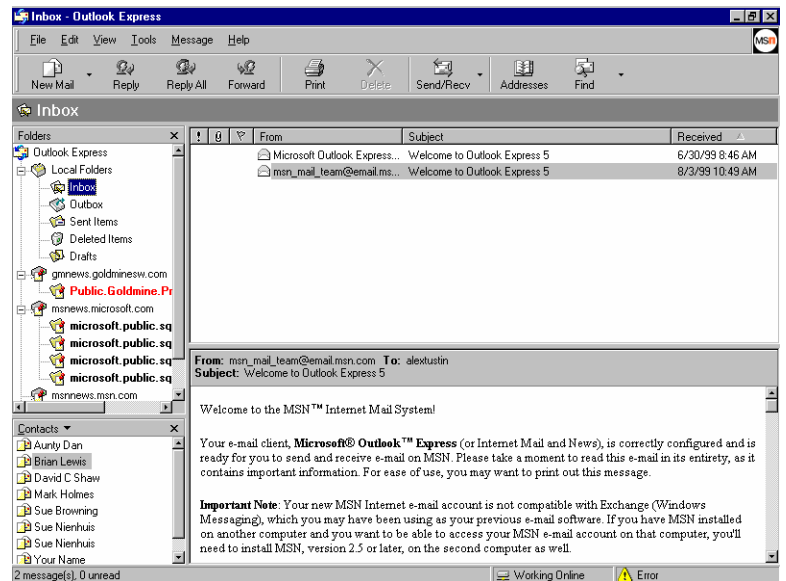


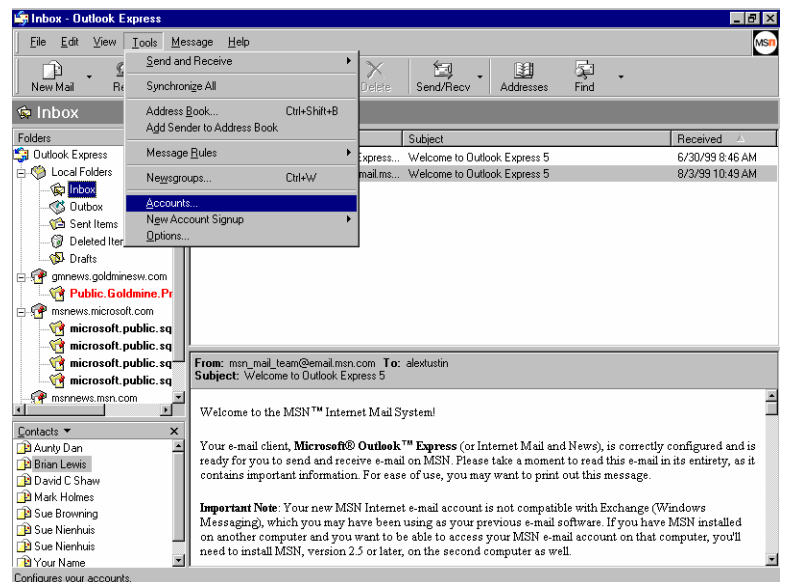
Outlook & Outlook Express How to Add an E-mail Account

The following pages outline the steps to add e-mail user accounts to Outlook or Outlook Express. If you have any questions, please contact a Vision Quest representative for assistance. These instructions do not apply to Office XP and newer.

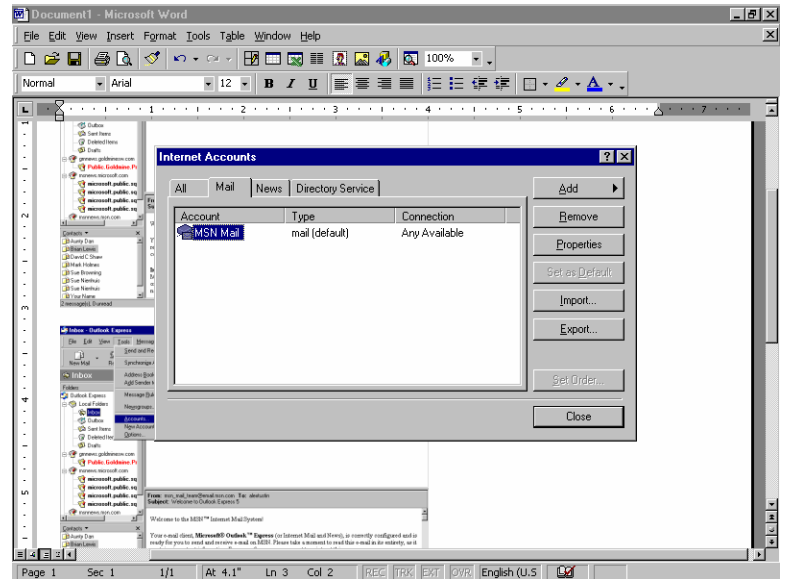
1. Start either Outlook or Outlook Express.



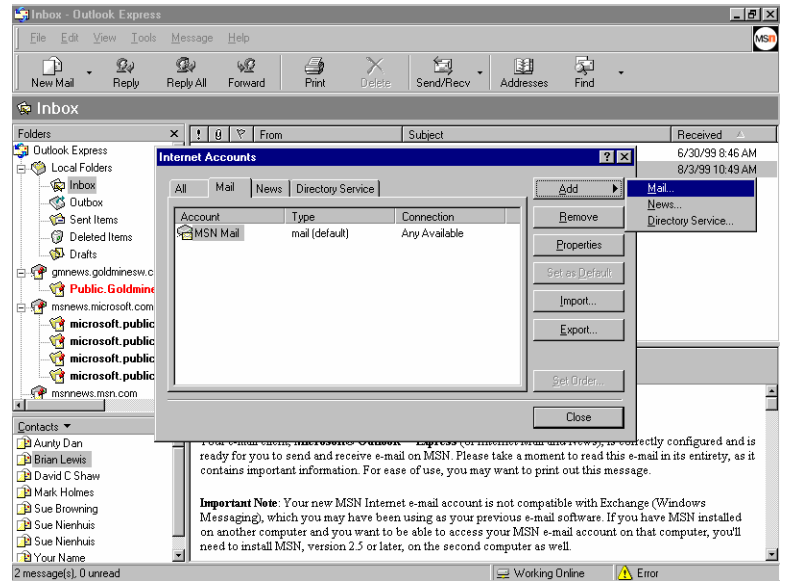
2. Click on Tools, then Accounts.



You should see this dialog box.

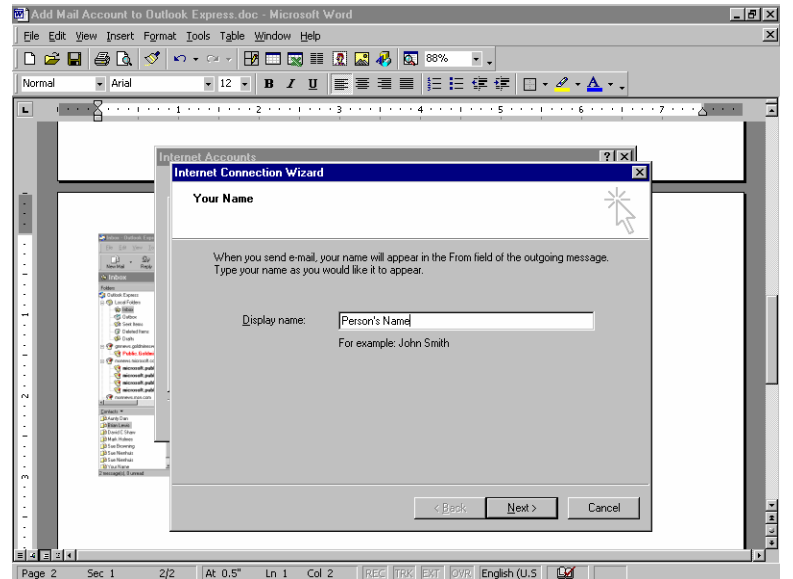


3. Click on Add, then Mail.



4. Type in a Display Name.

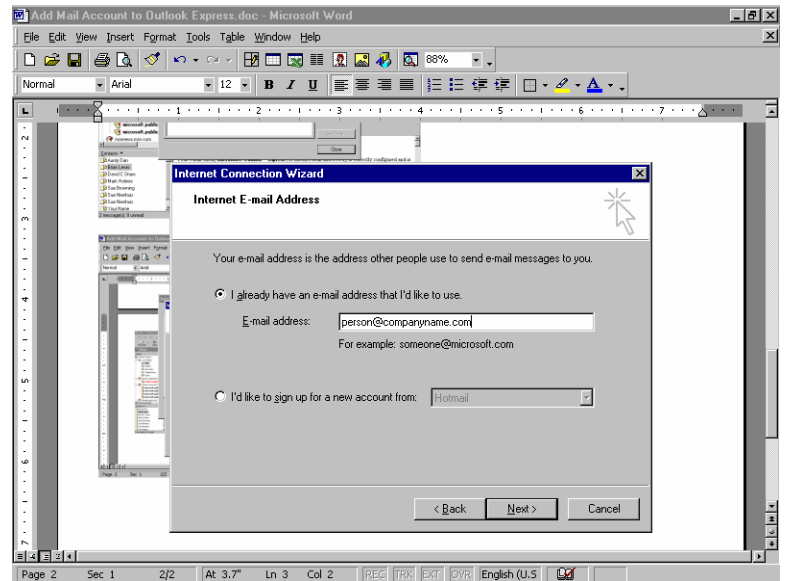
This is the name that will appear on the e-mail you send. Typically your first and last name.



5. Type in your e-mail address as provided by your Internet Service Provider.

Typically your first initial and last name followed by @ then your company name and finally .com, .net, or .org.

(Example: jdoe@xyzcorp.com)



6. Type in your **POP3** server name. If you are a Vision Quest customer please type:

mail.YourDomainName.com*

(Example: pop3.xyzcorp.com)

*Be sure to add .com, .net, .info, etc.

7 Type in your **SMTP** server name. If you are a Vision Quest customer please type:

mail.YourDomainName.com*

(Example: smtp.xyzcorp.com)

If you have DSL, use your ISP's server.

(Examples: mail.pacbell.net,
mail.cnchost.concentric.net)

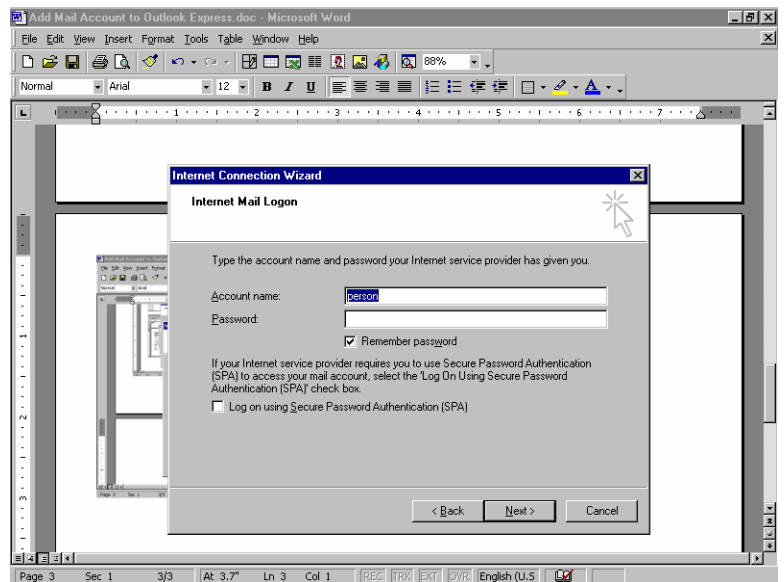
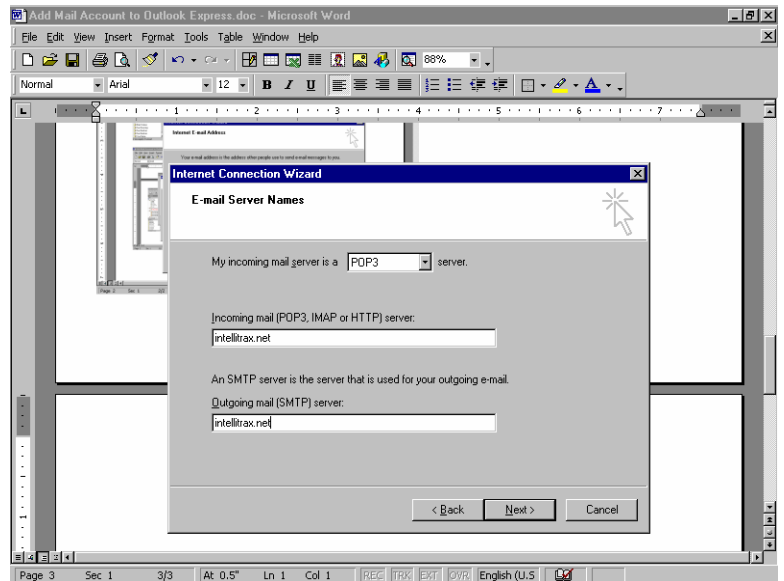
*Be sure to add .com, .net, .info, etc.

8. Type in your Account Name.

Your account name is your complete e-mail address.

(Example: jdoe@xyzcorp.com)

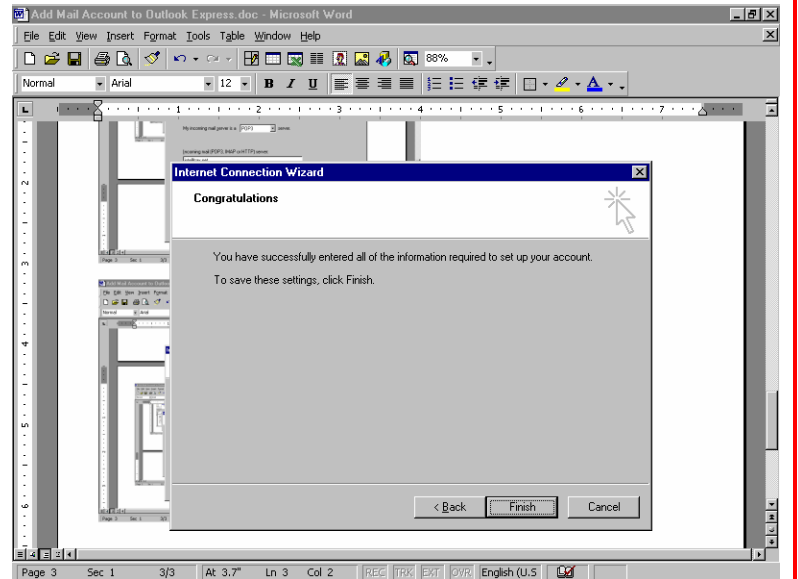
Type in your password provided by your Internet Service Provider or System Administrator.



9. Click Finish

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

You may modify a mail account by double clicking on the account name or selecting the account name and clicking on properties.



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