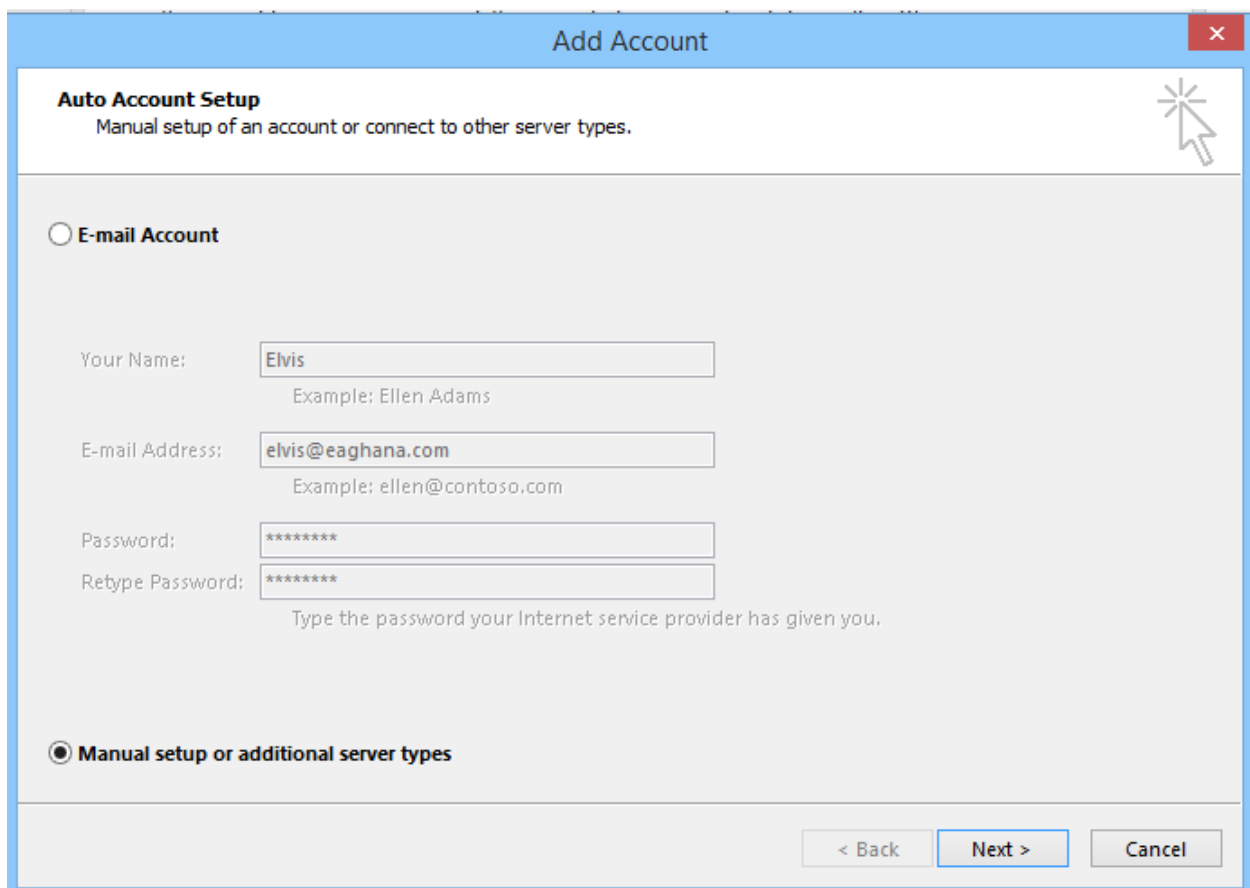


OUTLOOK SETTINGS

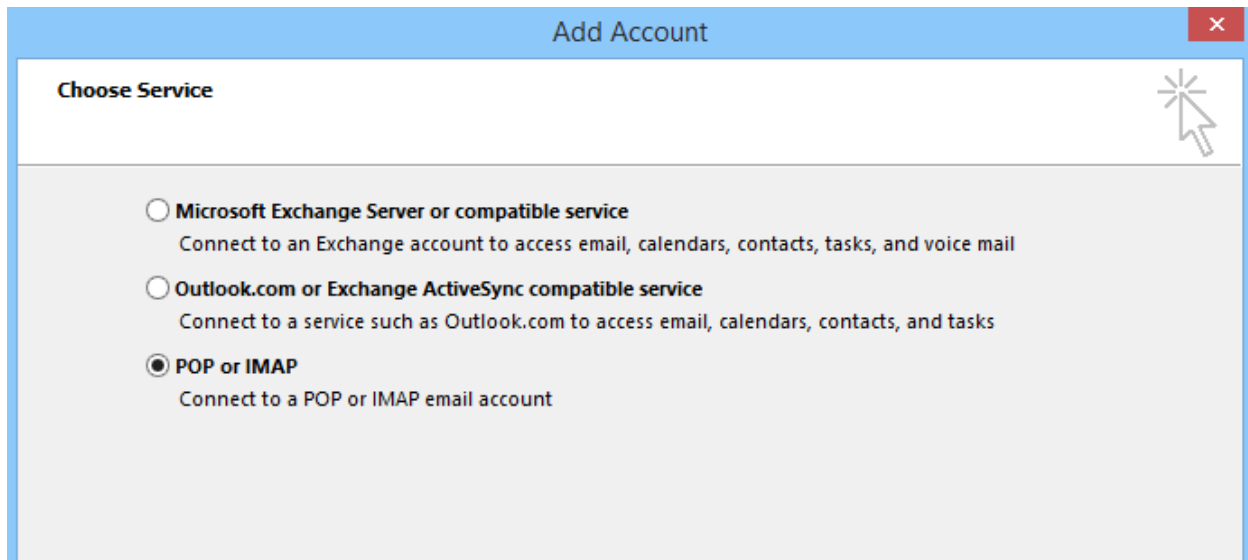
1. Click on “File” within Outlook.
2. Click on [Add Account](#).
3. Enter your Name, Email Address ([example@domain.com](#)) and password and retype password.
4. Check ([Manual setup or additional server types](#)) as shown below.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. Below the title bar, there is a section titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' and a help icon (a starburst with a mouse cursor) on the right. There are two radio button options: 'E-mail Account' (which is unselected) and 'Manual setup or additional server types' (which is selected). Under 'E-mail Account', there are four input fields: 'Your Name' (containing 'Elvis', with 'Example: Ellen Adams' below it), 'E-mail Address' (containing 'elvis@eaghana.com', with 'Example: ellen@contoso.com' below it), 'Password' (containing '*****'), and 'Retype Password' (containing '*****'). Below the 'Retype Password' field is the text 'Type the password your Internet service provider has given you.' At the bottom of the dialog box, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

6. Click Next

7. Check (POP or IMAP) as show below and click Next.



Add Account

Choose Service

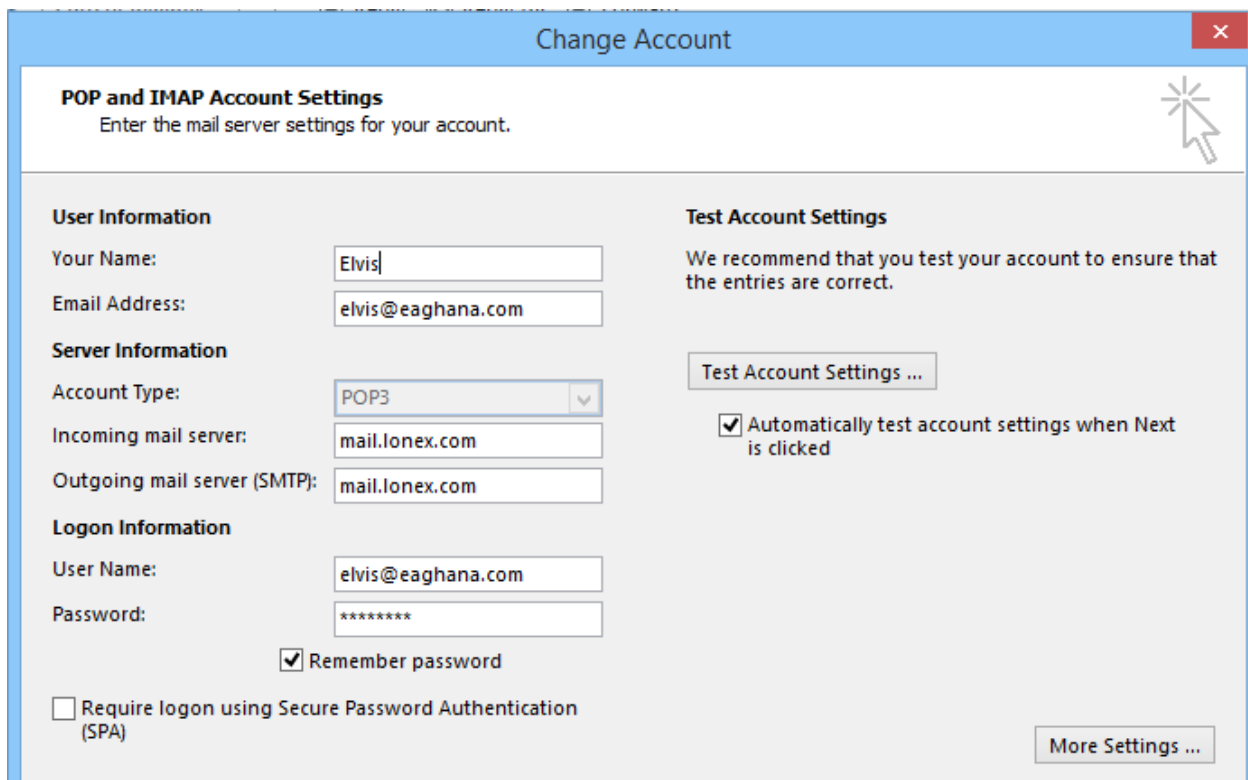
- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

8. Enter your Name, Email Address in the **User Information Section**.

9. Choose POP3 as the Account Type

10. Enter (mail.lonex.com) for **Incoming Mail Server** and **Outgoing Mail Server SMTP**.

11. Enter your Username (email address) and Password in the **Logon Information** as shown below and Click More Settings



Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

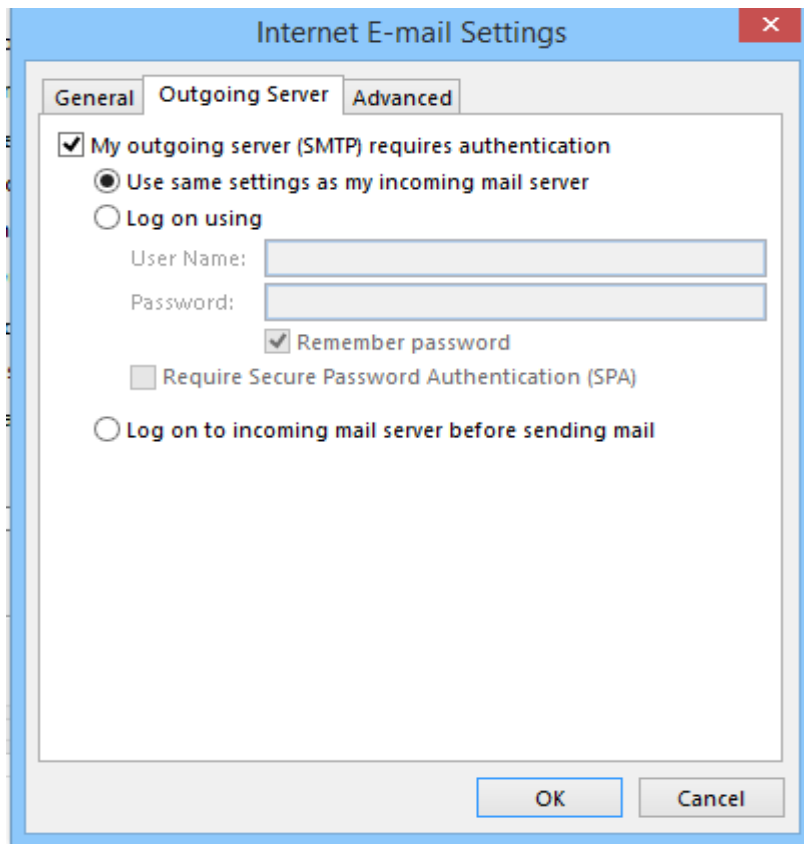
Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

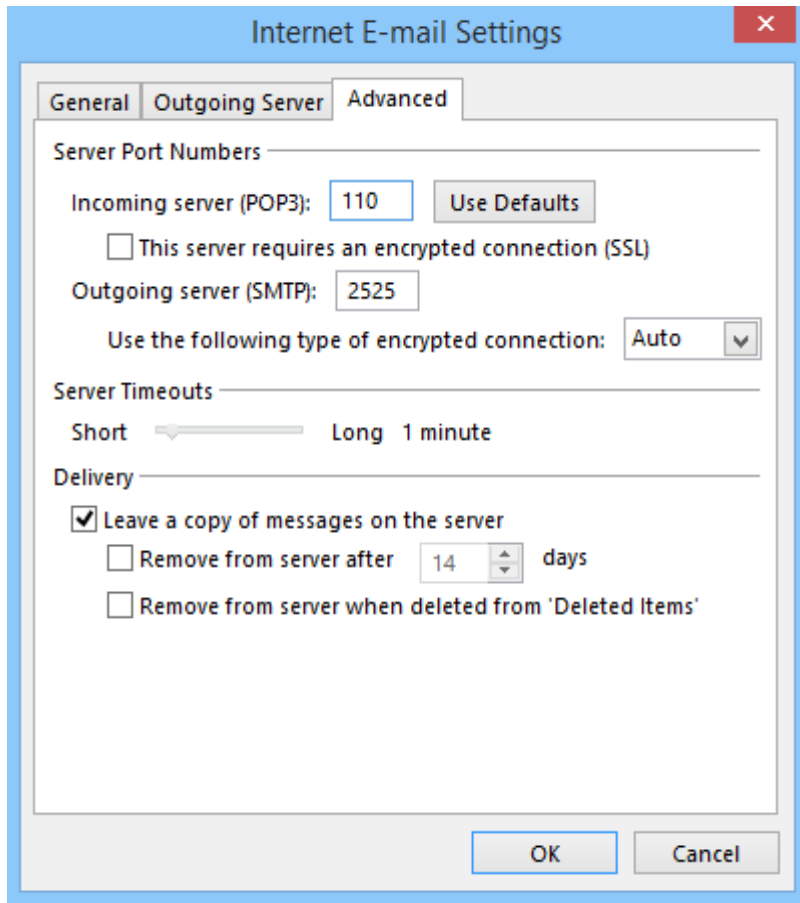
Automatically test account settings when Next is clicked

12. Click on Outgoing Server

13. Check [My Outgoing server \(SMTP\) requires authentication](#) as shown below



14. Click Advanced and input the settings as it has been shown below and Click [OK](#)



15. Click Next and wait for the server configuration to complete.