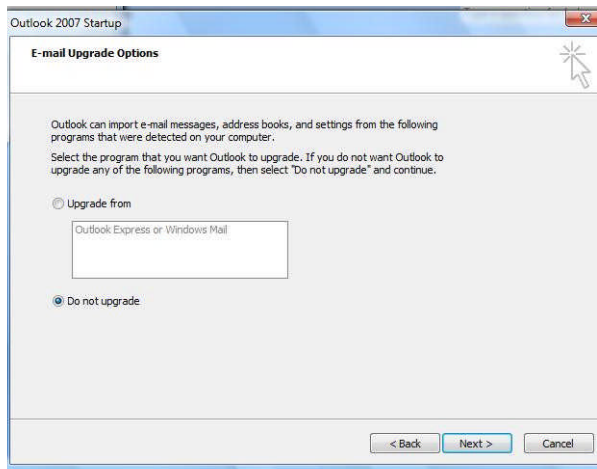


Setting up Outlook 2007 for Manxnet Mail Plus

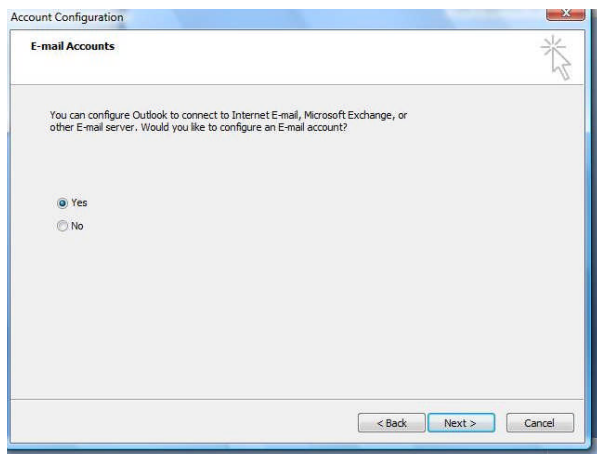
- Open your Outlook program by clicking **Start; Programs** and clicking **Microsoft Outlook**



- At the **Outlook Startup** screen, click **Next**



- If you are upgrading to Outlook and wish to import your old e-mails and contacts select the appropriate option and follow the instructions. For this procedure we are not going to upgrade so select **Do not upgrade** and click **Next**. If you are adding an additional account simply click **Tools and Accounts**, in the **Account Settings** screen select **E-Mail** and click **New**.



- As we are configuring an e-mail account select **Yes** on the **E-Mail Accounts** screen and click

Next

The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' screen. It contains the following fields and options:

- Your Name: [Text Field] (Example: Barbara Sankovic)
- E-mail Address: [Text Field] (Example: barbara@contoso.com)
- Password: [Text Field]
- Retype Password: [Text Field] (Type the password your Internet service provider has given you.)
- Manually configure server settings or additional server types
- Buttons: < Back, Next >, Cancel

- In the **Auto Account Setup** Screen tick the box **Manually configure server settings or additional server types** and click **Next**

The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' screen. It contains the following options:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)
- Buttons: < Back, Next >, Cancel

- As Manxnet Mail is an Internet Mail service select **Internet E-mail** and click **Next**

The screenshot shows the 'Add New E-mail Account' window with the 'Internet E-mail Settings' screen. It contains the following sections and fields:

- Internet E-mail Settings**
Each of these settings are required to get your e-mail account working.
- User Information**
Your Name: Joe Bloggs
E-mail Address: testing@manx.net
- Server Information**
Account Type: POP3
Incoming mail server: mailplusin.manx.net
Outgoing mail server (SMTP): mailplusout.manx.net
- Logon Information**
User Name: testing
Password: [Masked]
 Remember password
 Require logon using Secure Password Authentication (SPA)
- Test Account Settings**
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
- Buttons: < Back, Next >, Cancel, More Settings ...

- Fill out the **Internet E-Mail Settings** as follows:
Your Name: Enter your name as you would like it to appear when you send an e-mail to someone
E-mail Address: Enter your full e-mail address
Account Type: POP3

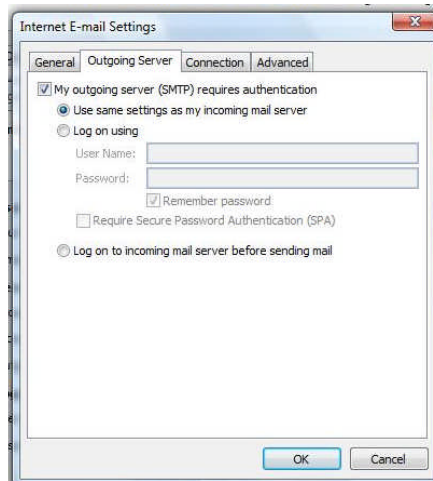
Incoming Mail Server: mailplusin.manx.net

Outgoing Mail Server: mailplusout.manx.net

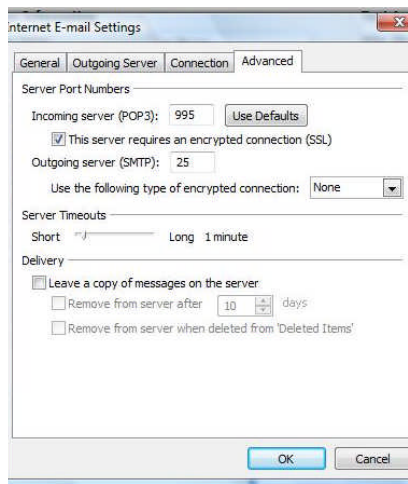
Username: Enter the first part of your e-mail address, without the @manx.net. If your e-mail address is joebloggs@manx.net then your username is joebloggs

Password: Enter your e-mail password here

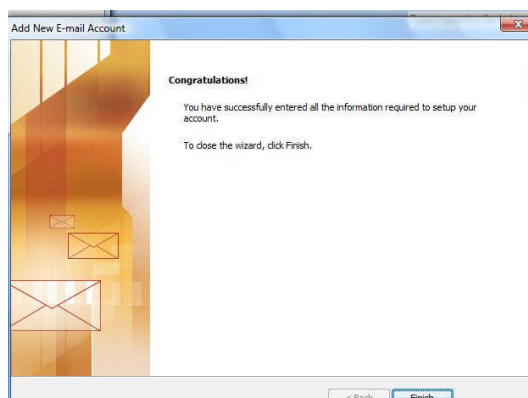
- Click the **More Settings** button



- Click the **Outgoing Server** button and tick the box **My outgoing server (SMTP) requires authentication**. Make sure the option **Use same settings as my incoming mail server** is ticked. Now click the **Advanced** tab



- Once the tests are completed successfully, click **Close**. If your tests fail, go back and review the details you have entered. If you need assistance please contact our Service Centre on 624624 at any time.



- Congratulations! You have now set up your Manxnet e-mail.

If you have any problems with this procedure or require assistance with any Manxnet product please visit our support website located at <http://www.manxtelecom.com/support.aspx> or contact our Service Centre on 624624 at any time.