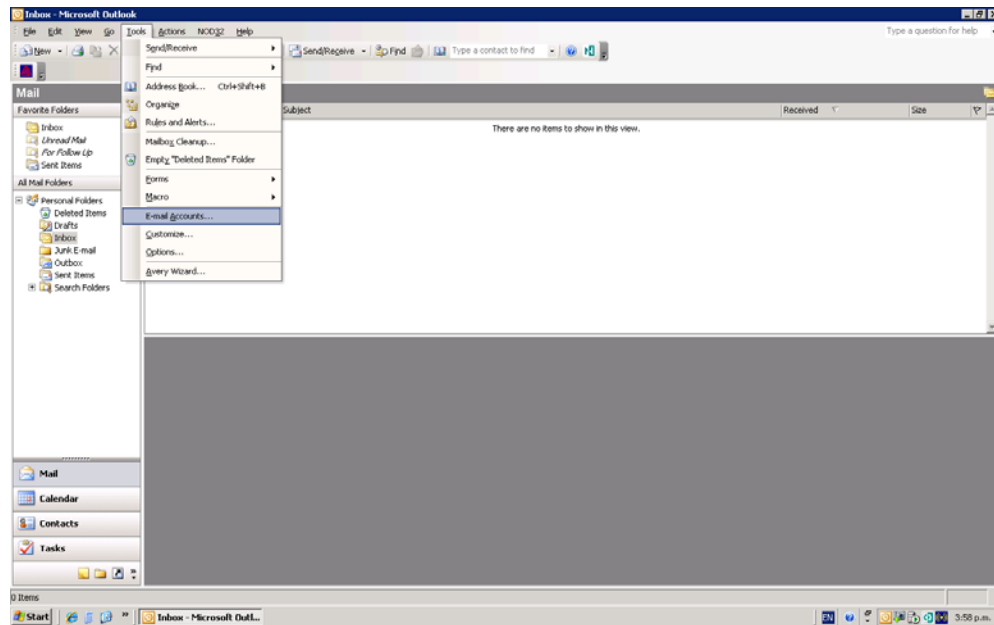
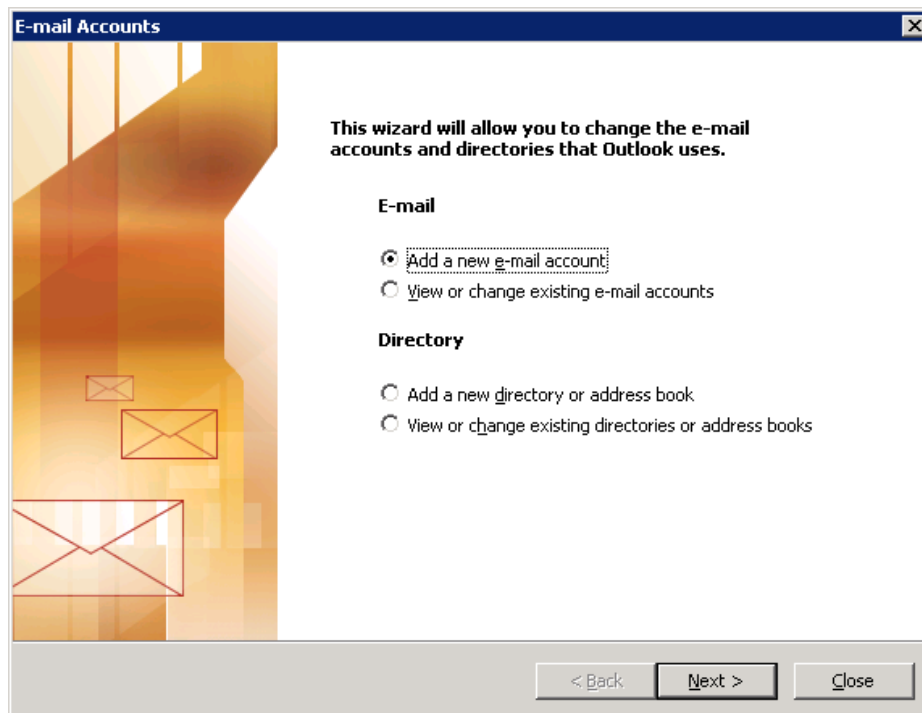


Microsoft Outlook 2003 – Email client settings

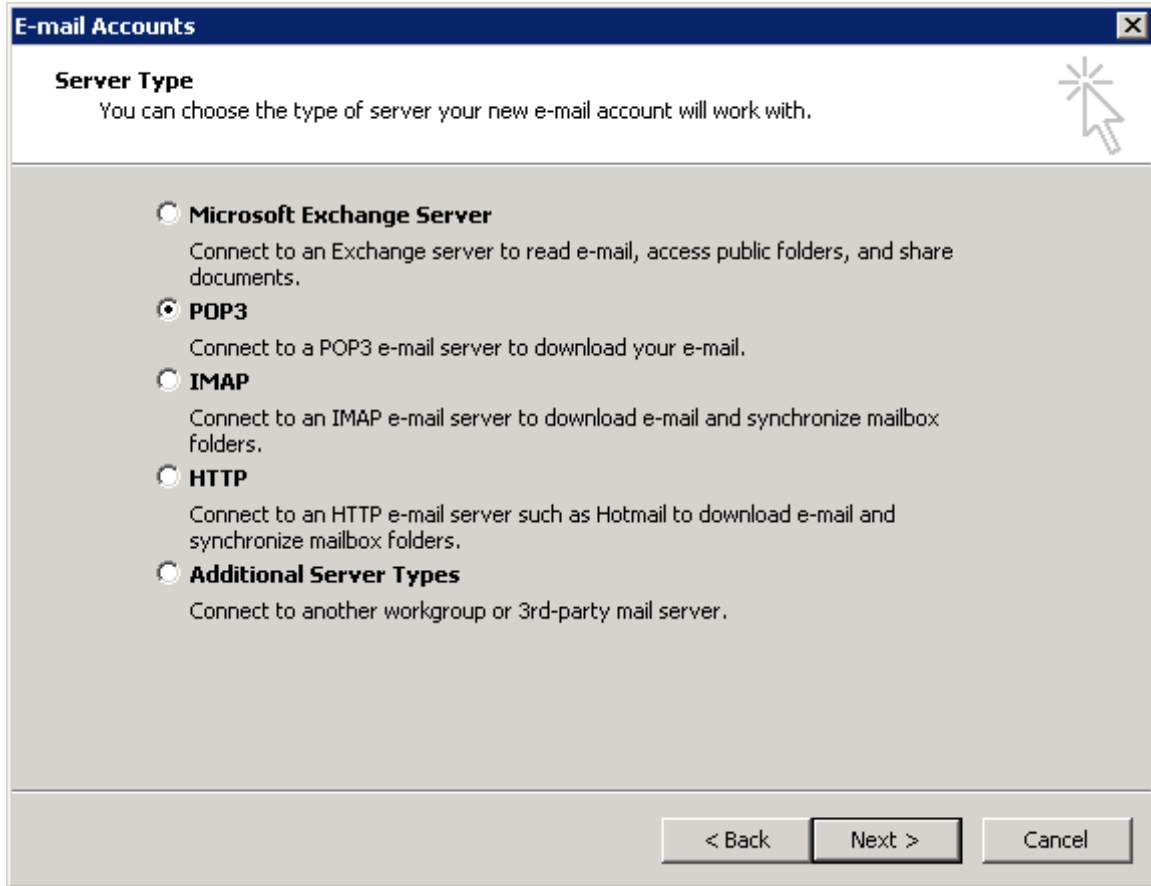
1. Open Microsoft Outlook 2003
2. Click 'Tools' and then select 'E-mail Accounts'



3. In the E-mail Accounts screen check the box to 'Add a new e-mail account' and click 'Next'.



4. Check the box 'POP3' and the click 'Next'



5. Within the 'Internet E-mail Settings (POP3)' screen add your information as below:
 - Your Name: Your name as you would like it to appear on outgoing emails
 - E-mail address: Your email address in full
 - Account type: POP3
 - Within 'Incoming mail server' enter: pop3.mailmortal.co.nz
 - Within 'Outgoing mail (SMTP) server' enter: smtp.mailmortal.co.nz
 - Within username enter your email address @mailmortal.co.nz
 - Password: Enter your Mail Mortal password
 - Tick the box marked 'Remember Password'
6. Click 'More settings'

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

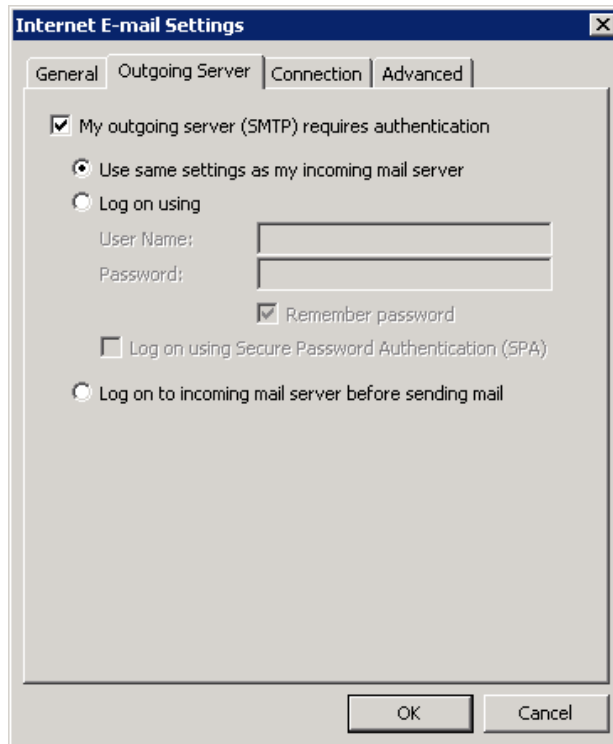
Log on using Secure Password Authentication (SPA)

Test Settings

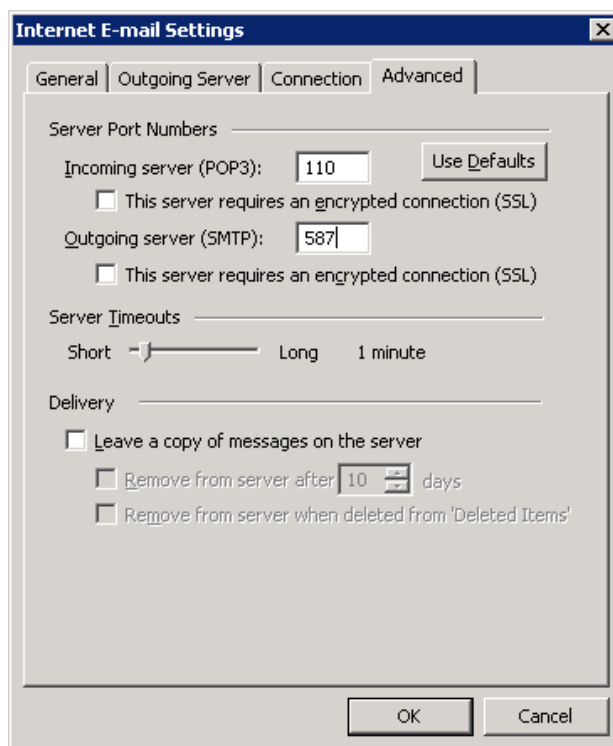
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

This will open the 'Internet Email settings' Screen.

7. Select the 'Outgoing Server' Tab and Check the boxes: 'My outgoing server (SMTP) Requires Authentication' and 'Use the same settings as my incoming mail server' and then select the advanced tab.



8. On the 'Advanced' Tab and change
- 'Outgoing server (SMTP)' to: 587
 - 'Incoming Server (POP3)' should be 110, if not change this to 110. Click 'OK'



9. Click 'Next'.

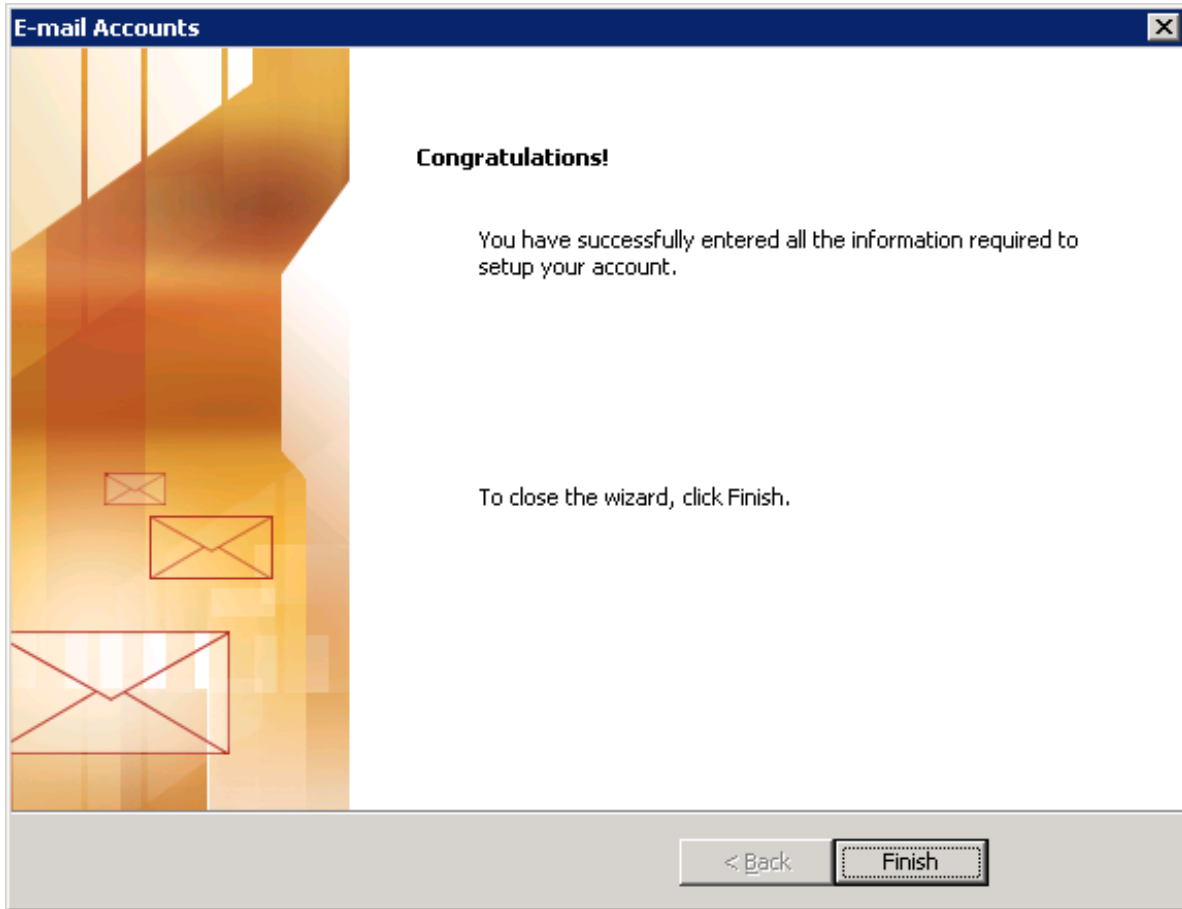
The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor icon is positioned over the top right corner of the window.

The window is divided into four main sections:

- User Information:** Contains two text input fields. The first is labeled "Your Name:" and contains the text "Joe Smith". The second is labeled "E-mail Address:" and contains "joe@globalpc.co.nz".
- Server Information:** Contains two text input fields. The first is labeled "Incoming mail server (POP3):" and contains "pop3.mailmortal.co.nz". The second is labeled "Outgoing mail server (SMTP):" and contains "smtp.mailmortal.co.nz".
- Logon Information:** Contains two text input fields. The first is labeled "User Name:" and contains "joe@mailmortal.co.nz". The second is labeled "Password:" and contains "****". Below these fields is a checked checkbox labeled "Remember password". At the bottom left of this section is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Test Settings:** Contains a paragraph of text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text is a button labeled "Test Account Settings ...".

At the bottom right of the window is a button labeled "More Settings ...". At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

10. Click 'Finish'



Congratulations, you have now completed your setup of Outlook 2003. Mail Mortal will now be protecting your inbox from unwanted spam meanwhile delivering you a report so you can see exactly what has been blocked. If you have any queries please do not hesitate to contact us.

Kind regards,

The Mail Mortal Team

Email: info@mailmortal.com

Ph: (03) 96517289