

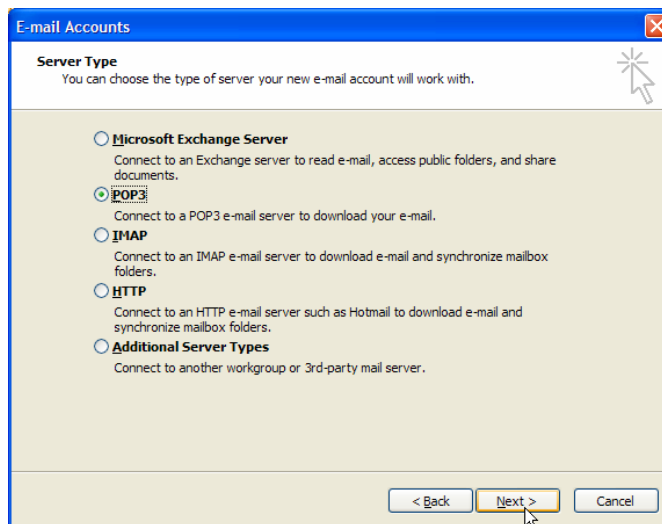
Instructions for installing an ailwmp.com email account in Outlook

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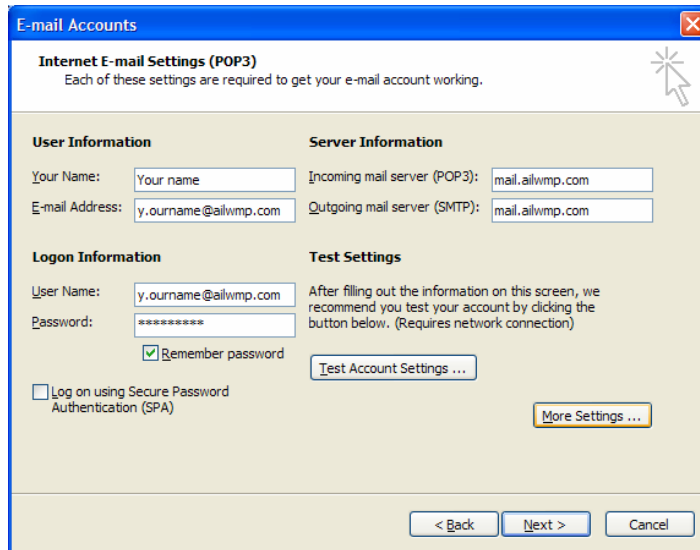
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These instructions are for Outlook 2003.

- 1 Launch Outlook: **Start > All Programs > Microsoft Office > Outlook**
- 2 Create a new account: **Tools > Email accounts... > Add a new email account... > Next... > Add**
- 3 Under Server Type, select the **POP3** option, and click **Next**

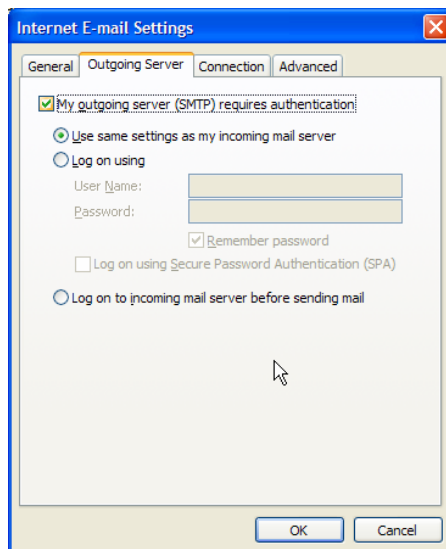


- 4 Under E-mail Accounts, type in the following information:
 - Your name (you can choose this yourself)
 - E-mail address (provided by the ailwmp.com webadmin)
 - User name (same as your e-mail address)
 - Password (provided by the ailwmp.com webadmin)
 - Incoming mail server: mail.ailwmp.com
 - Outgoing mail server: mail.ailwmp.com



5 Click on **More Settings...**

6 Click on the **Outgoing Server** tab



7 Check the **My outgoing server (SMTP) requires authentication** box, and make sure the **Use the same settings as my incoming mail server** circle is filled.

8 Click **OK**.

9 Make sure you are online

10 In the Internet E-mail Settings (POP3) dialog box, click **Test Account Settings**. Outlook will check your settings and send a test email.

- If this is successful, exit the dialog box, click **Next**, then **Finish**.
- If it is not successful, recheck your account details, password, etc. and click **Test Account Settings** again. Check the spelling and CaPiTaLiZaTiOn carefully.

11 Congratulations, you have successfully set up Outlook on your computer! You can now use it to send and receive emails using your ailwmp.com account.