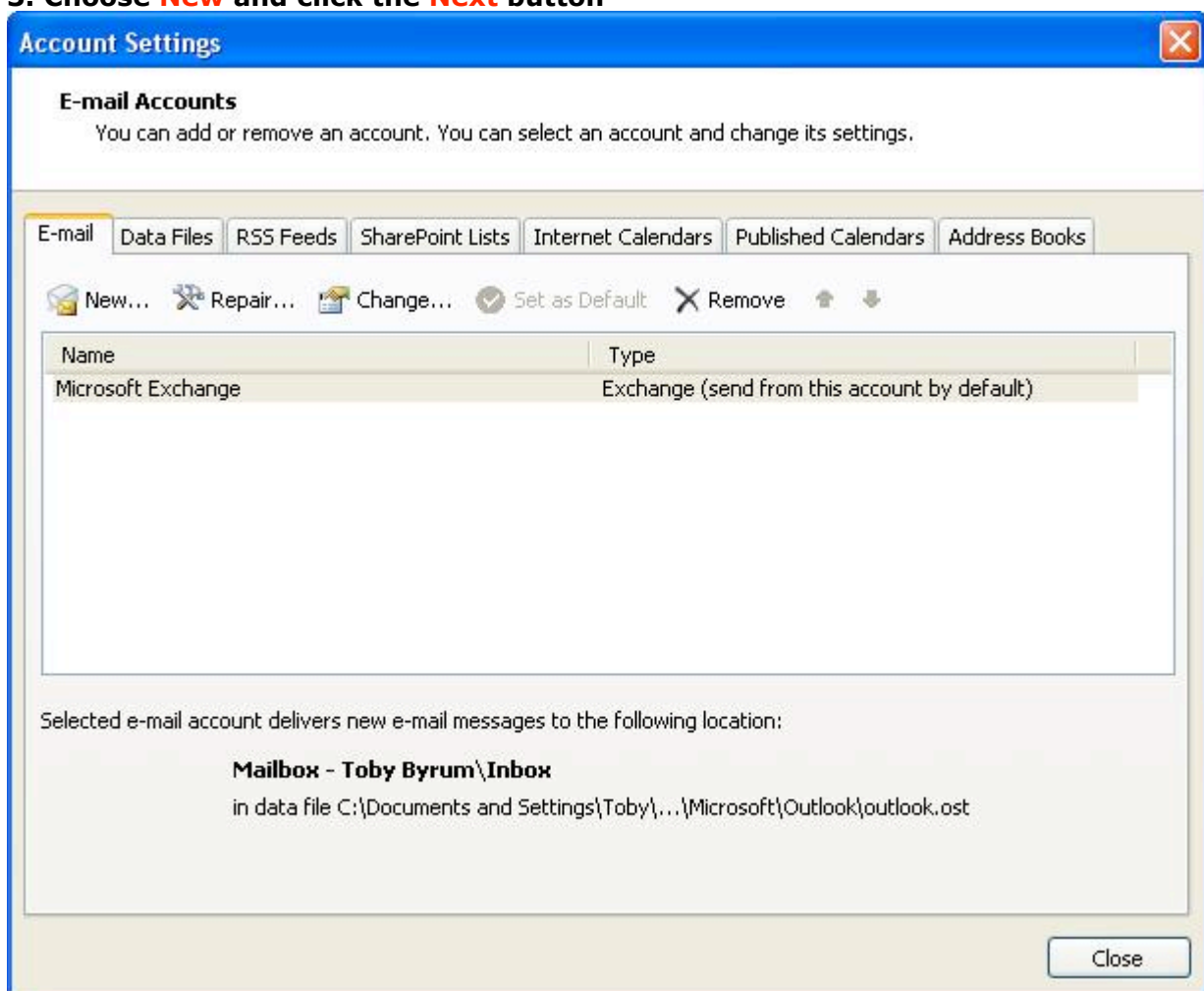


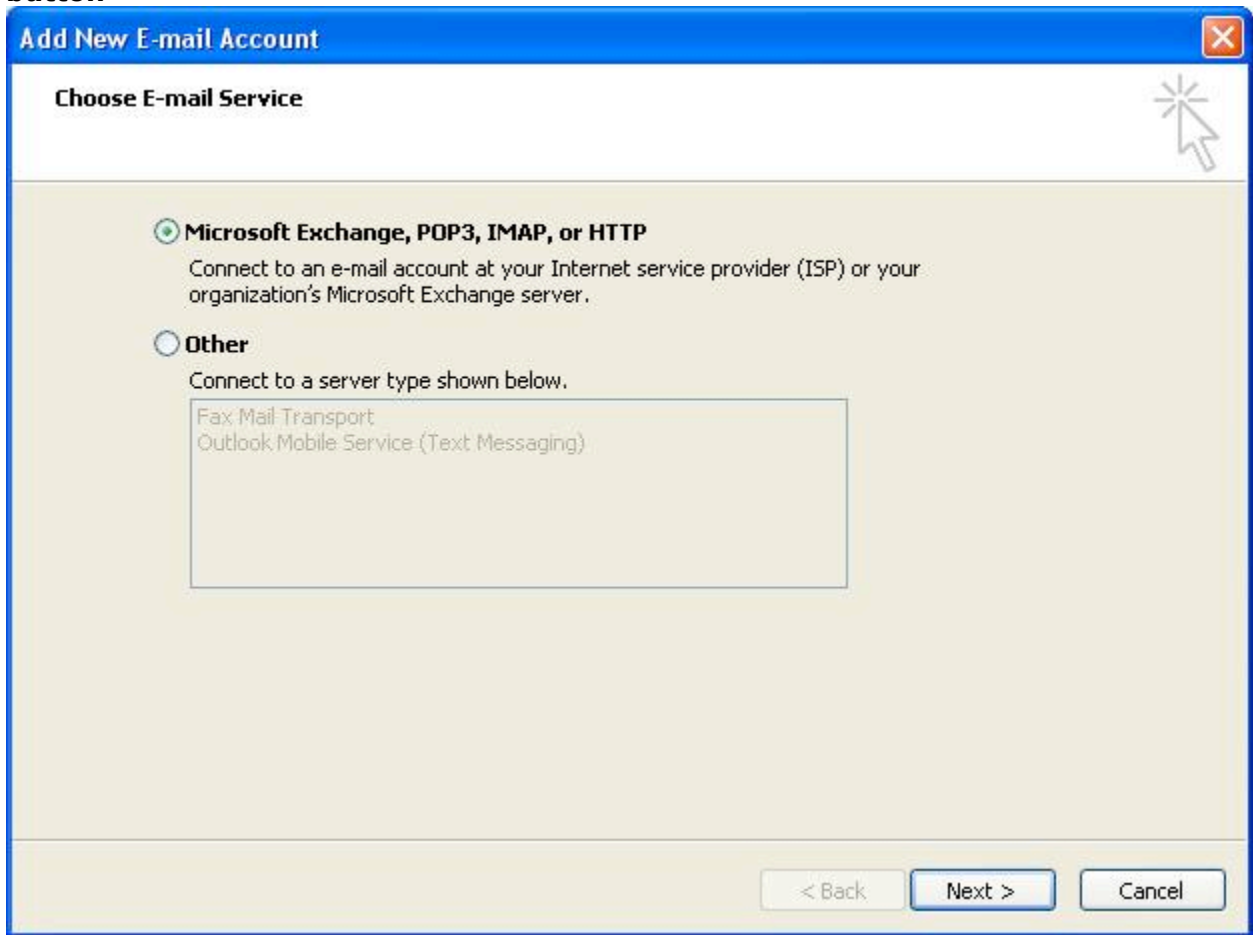
nuts & bolts, inc.

Setting up email for Microsoft Outlook 2007

1. Open Outlook
2. Go to the **Tools** menu and select **Account Settings**
3. Choose **New** and click the **Next** button



4. Choose Microsoft Exchange, POP3, IMAP, or HTTP and click the Next button



5. Check **Manually configure server settings or additional server types** and click the **Next** button

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

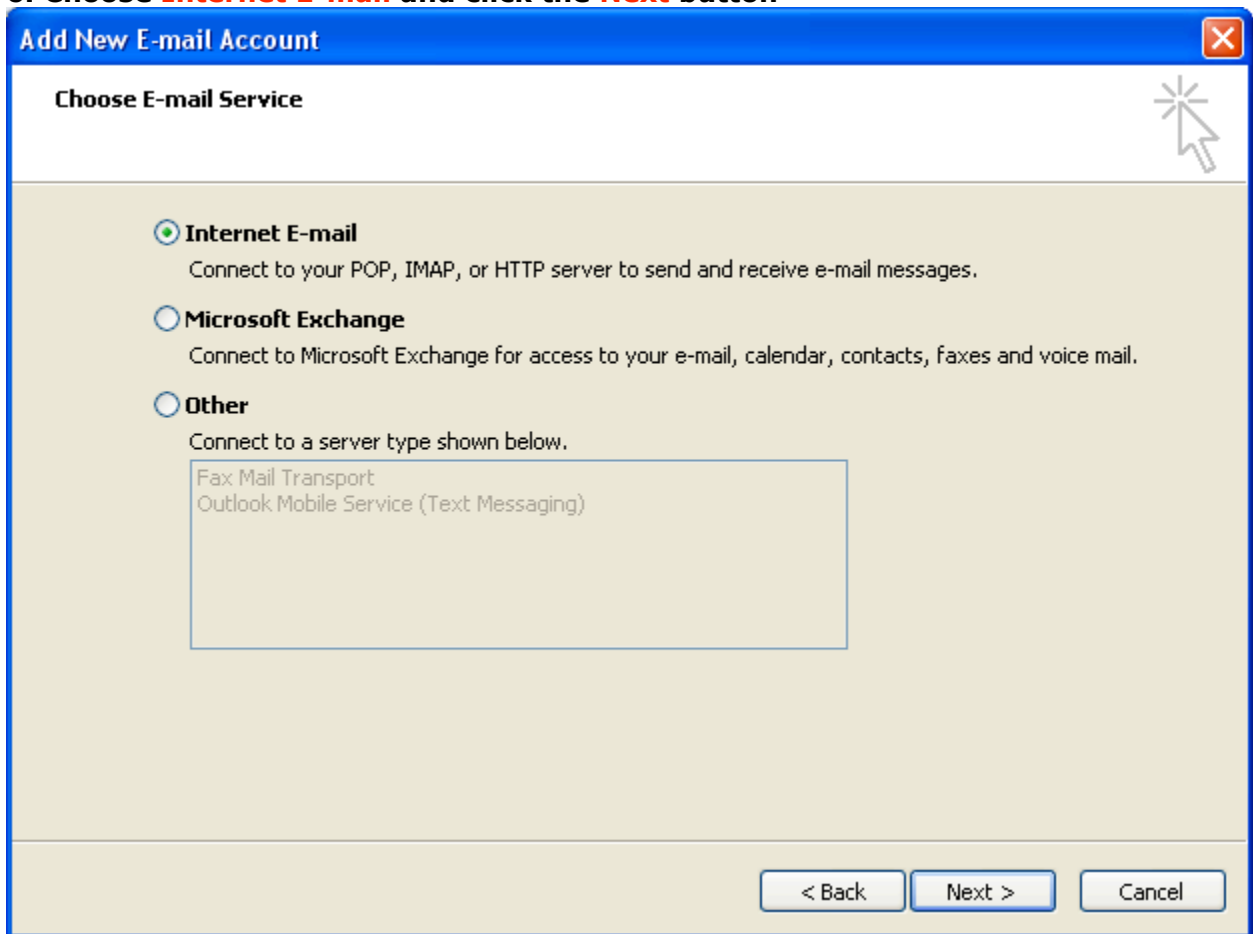
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

6. Choose **Internet E-mail** and click the **Next** button



5. Fill in **Your Name** (The name you would like to appear on the account)
6. Fill in **E-mail Address** (This should have been provided to you by us)
7. Fill in **Incoming mail server** (This will be your domain name, e.g. nbcomp.com)
8. Fill in **Outgoing mail server** (mail.nbcomp.com)
9. Fill in **User Name** (This should have been provided to you by us)
10. Fill in **Password** (This should have been provided to you by us)
11. Click the **More Settings** button

Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

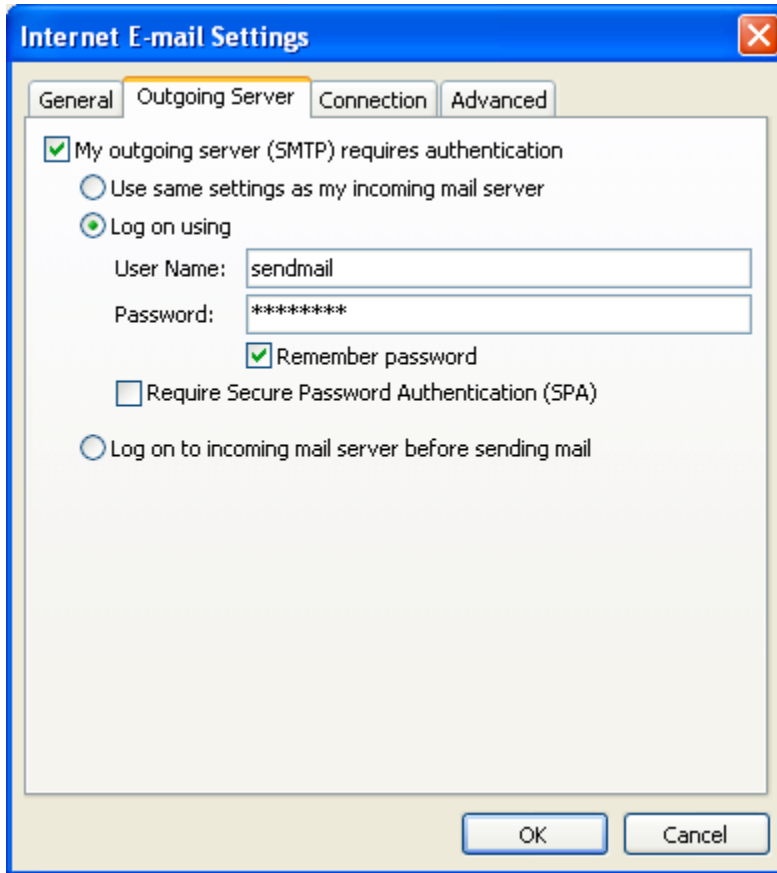
Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

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

12. Click **Outgoing Server** tab
13. Click **My outgoing server (SMTP) requires authentication**
14. Choose **Log on using**
15. Type **sendmail** into the **User Name** field
16. Type **Sendx123** (case sensitive) into the **Password** field
17. Check the **Remember password** box
18. Click **OK** button



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under the 'Log on using' radio button, the 'User Name' field contains 'sendmail' and the 'Password' field contains '*****'. The 'Remember password' checkbox is also checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is also unchecked. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Internet E-mail Settings

General Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: sendmail

Password: *****

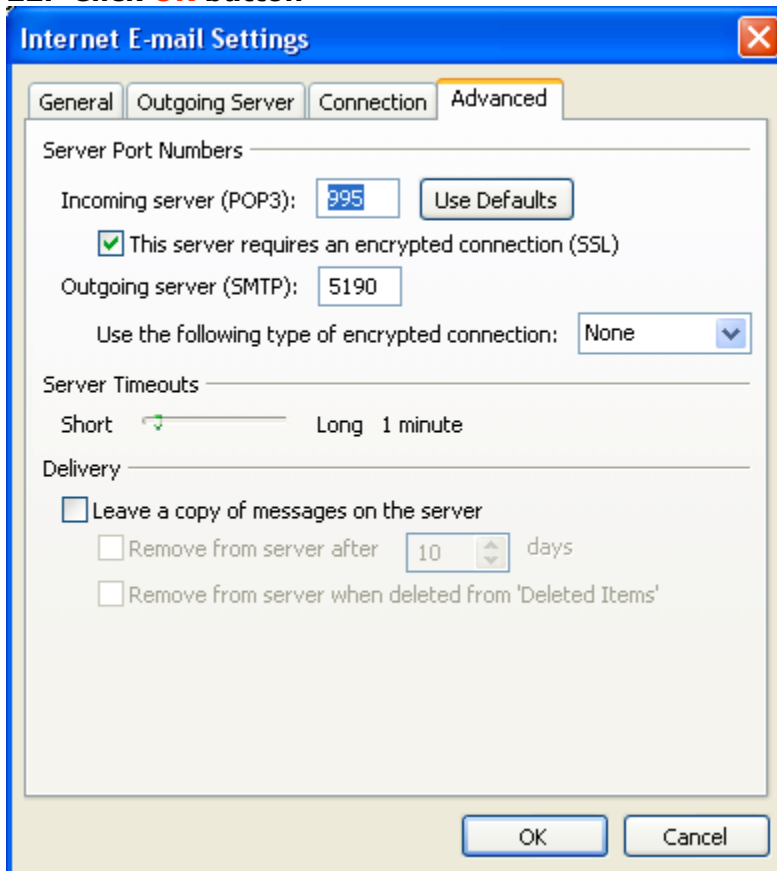
Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

19. Click the **Advanced** tab
20. Check **This server requires an encrypted connection (SSL)**
21. Type **5190** into **Outgoing server(SMTP)** field
22. Click **OK** button



13. Click **Finish button**

