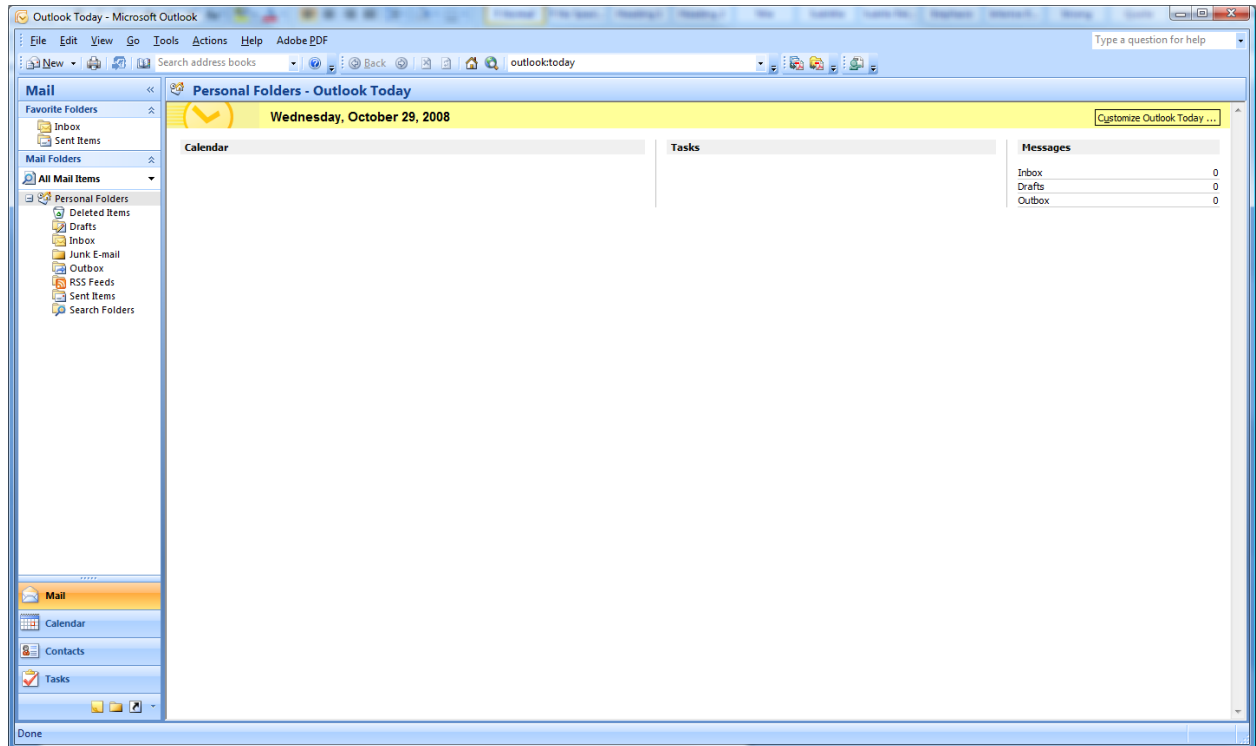
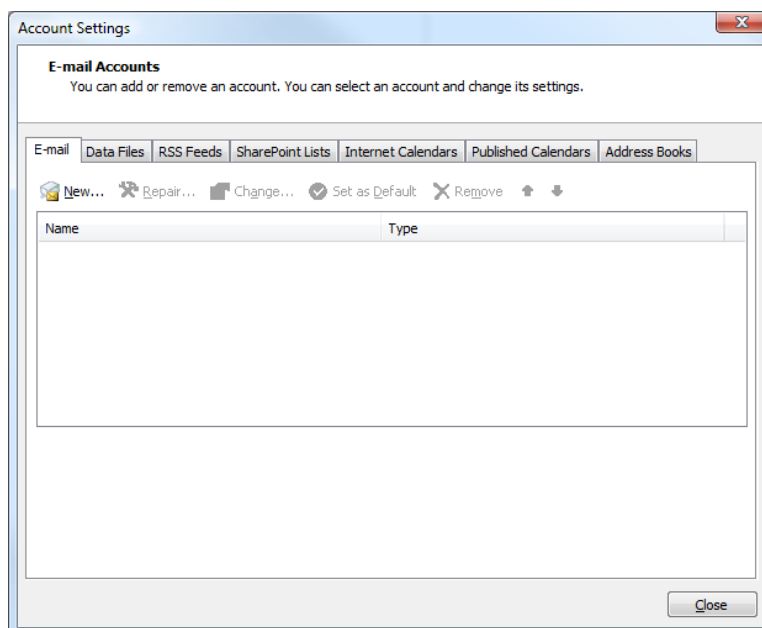


Outlook 2007

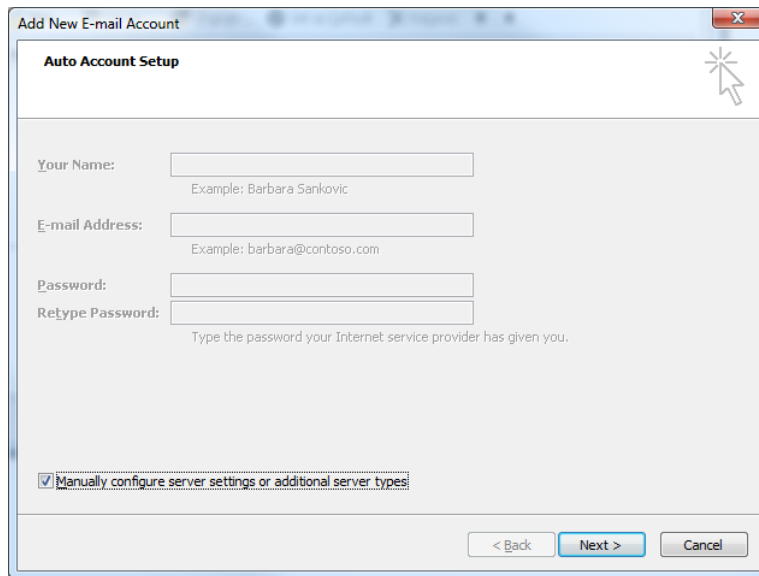
1. Open Outlook > Tools > 'Account Settings'



2. Select 'New...' to create a new account



3. Check "Manually configure server settings or additional server types"

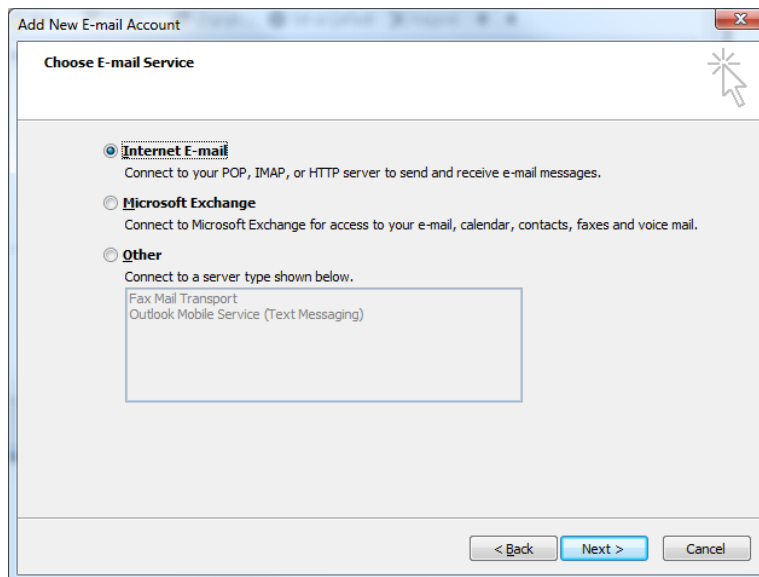


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog contains the following fields and options:

- Your Name:** A text input field with the example 'Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example 'barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- Manually configure server settings or additional server types**

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Select 'Internet E-mail'



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog 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.
Fax Mail Transport
Outlook Mobile Service (Text Messaging)

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Fill out Email Accounts with your information and then click the 'More Settings...' button

- a. *Your name:* Name you want other to see
- b. *Email Address:* Your email address provided to you
- c. *Account Type:* POP3
- d. *Incoming mail server (POP3):* pop.rtconnect.net
- e. *Outgoing mail server (SMTP):* smtp.rtconnect.net
- f. *Username:* Your complete email address
- g. *Password:* Password you got from RTConnect.net
- h. *Remember Password:* Check the box

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)

6. Select the box 'My outgoing server (SMTP) requires authentication.' Leave "Use same settings as my incoming mail server" selected

Internet E-mail Settings

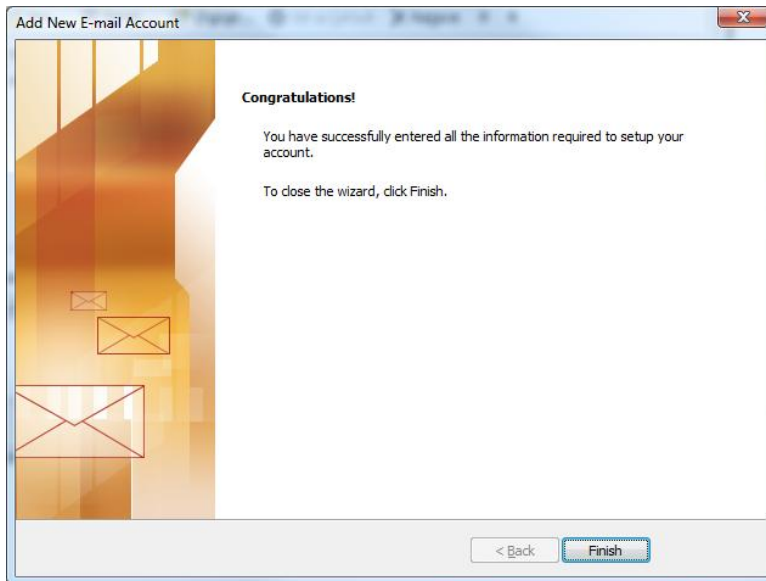
General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server
 Log on using
User Name:
Password:
 Remember password
 Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

7. Click 'Finish'



8. Click 'Close'

