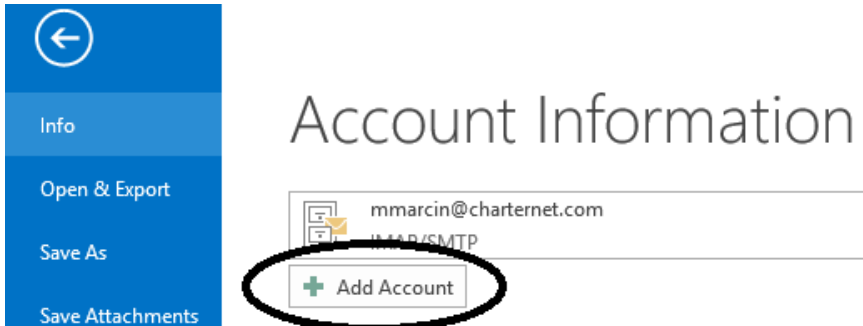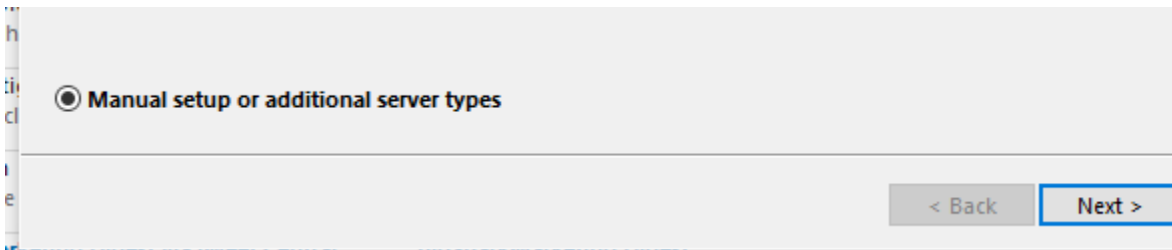Please utilize the following instructions for your email set-up on your computer.

Outlook IMAP Setup
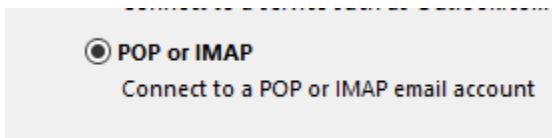
1. Within Outlook, Go to File → Add Account

2. Select "Manually configure server settings or additional server types" and click next.
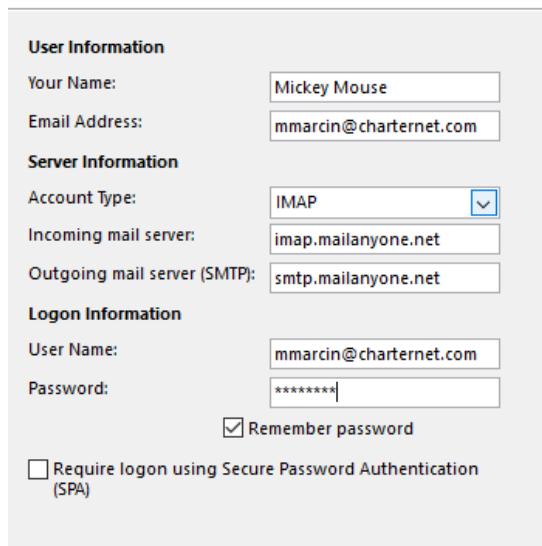

3. Select "POP or IMAP" and click next.

4. On the following page enter in your information as follows:

- **Your Name** – your name as you want it to appear for sending emails (ex. Mickey Mouse)
- **Email Address** – your full email (ex. mmouse@yourdomain.com)
- **Account Type** – select IMAP
- **Incoming Mail Server** – imap.mailanyone.net
- **Outgoing Mail Server** – smtp.mailanyone.net
- **User Name** – your full email address (ex. mmouse@yourdomain.com)
- **Password** – the password for your account
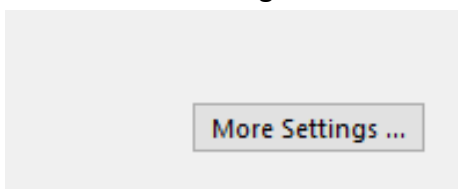- **Remember Password** – make sure it is checked

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.
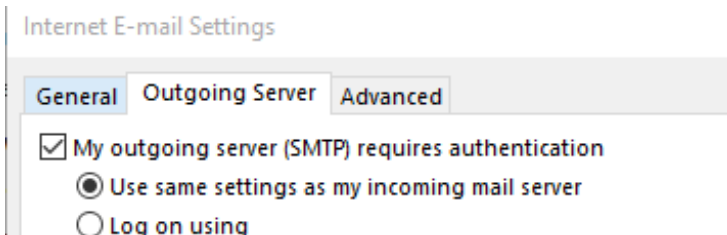
User Information

Your Name: Mickey Mouse

Email Address: mmarcin@charternet.com

Server Information

Account Type: IMAP

Incoming mail server: imap.mailanyone.net

Outgoing mail server (SMTP): smtp.mailanyone.net

Logon Information

User Name: mmarcin@charternet.com

Password: ********

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

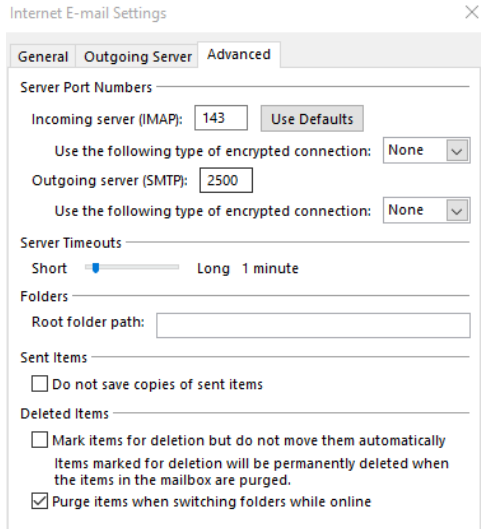5. Select "More Settings"

More Settings ...

6. On the "Outgoing Server" tab select "My outgoing server (SMTP) requires authentication" and check "Use same settings as my incoming server"

Internet E-mail Settings

General | Outgoing Server | Advanced

☑ My outgoing server (SMTP) requires authentication
  ⦿ Use same settings as my incoming mail server
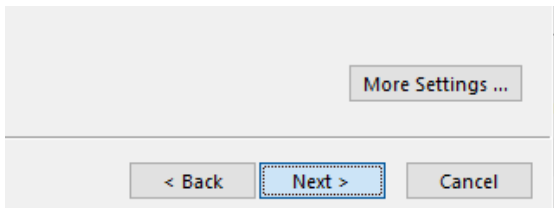 ○ Log on using

7. On the "Advanced" tab

- **This server require an encryption connection (SSL)** – make sure this is **not** selected
- **Use the following type of encryption connection** – make sure is set to none
- **Incoming server (IMAP)** – set to 143
- **Outgoing Server (SMTP)** – set to 2500

Internet E-mail Settings

General | Outgoing Server | Advanced

Server Port Numbers

Incoming server (IMAP): 143   Use Defaults

Use the following type of encrypted connection: None

Outgoing server (SMTP): 2500

Use the following type of encrypted connection: None

Server Timeouts

Short ———•——— Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically

Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☑ Purge items when switching folders while online

Select OK

8. Click Next

More Settings ...

< Back | Next > | Cancel

9. Ensure test is completed successfully

Tasks	Status
✔ Log onto incoming mail server (IMAP)	Completed
✔ Send test e-mail message	Completed

Click "close"

10. Select Finish

< Back | Finish