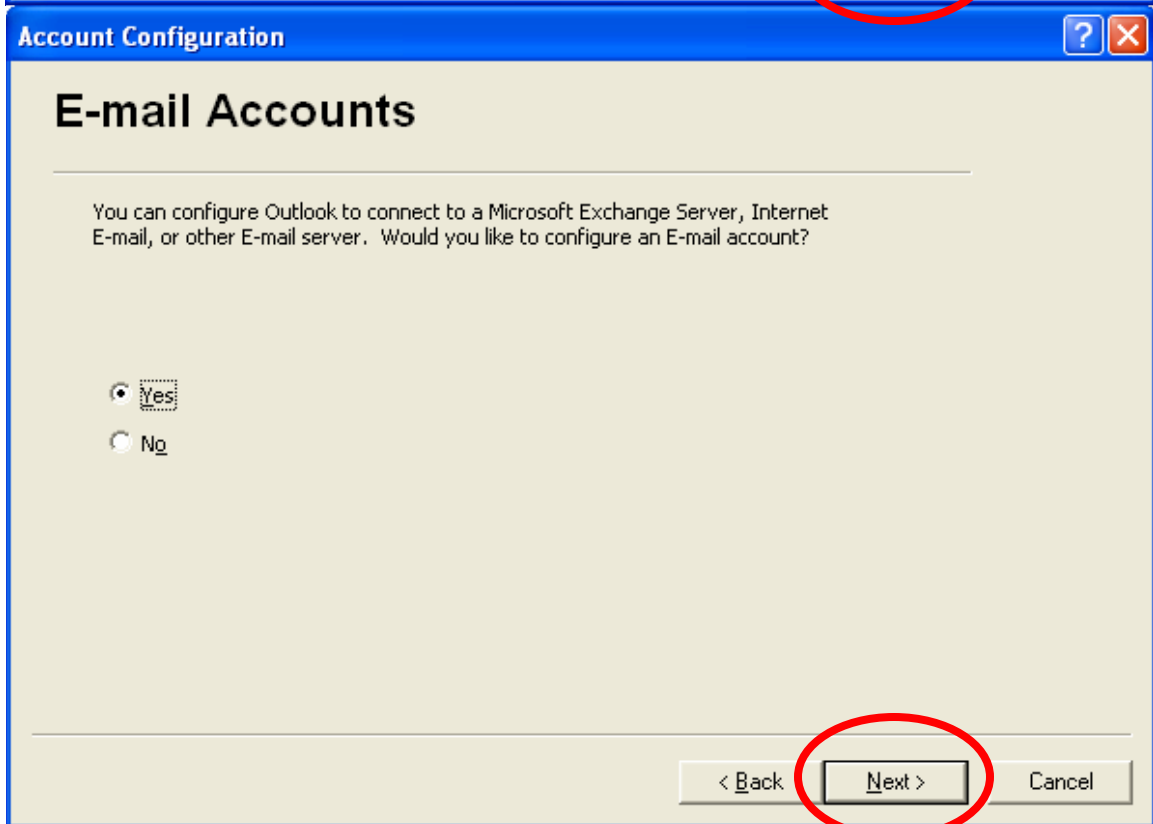


Launch Microsoft Outlook and complete the Startup Wizard. If you've previously started Outlook, you may need to select **Tools - Email Accounts - Add a new email account**.



E-mail Accounts [?] [X]

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back **Next >** Cancel

E-mail Accounts [?] [X]

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

User Information	Server Information
Your Name: <input type="text" value="Scott Mays"/>	Incoming mail server (IMAP): <input type="text" value="imap.gmail.com"/>
E-mail Address: <input type="text" value="smays@rayder.net"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>

Logon Information

User Name:

Password:

Remember password

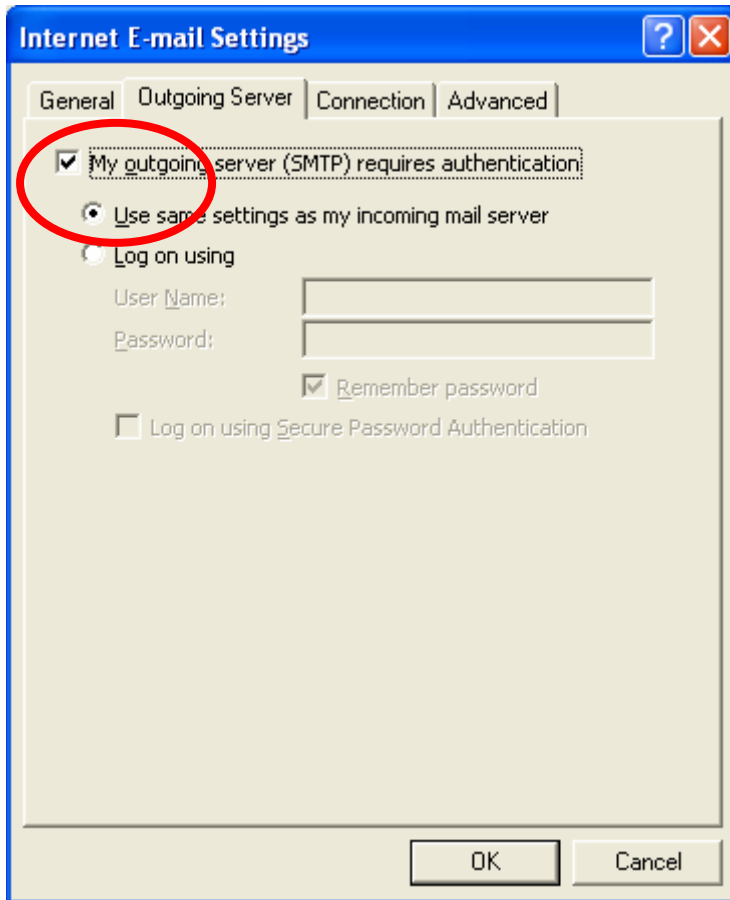
Log on using Secure Password Authentication (SPA)

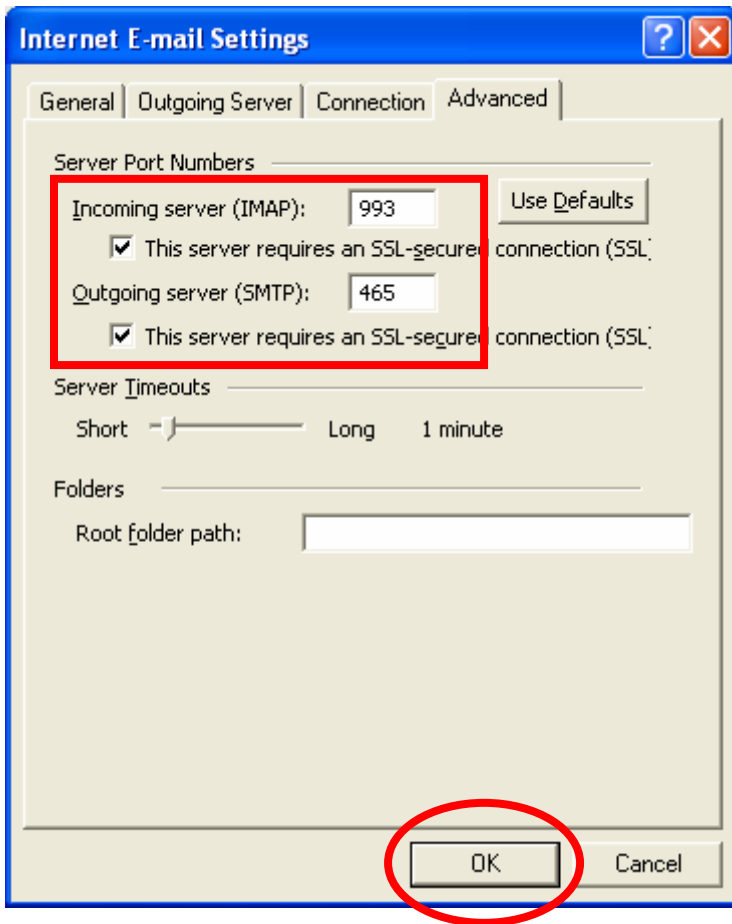
Complete these boxes with your information.

More Settings ...

< Back Next > Cancel

After clicking More Settings above, complete the Outgoing Server tab and Advanced tab as shown below:





After clicking OK above, click next and finish the Email account wizard.

After setting up the account in Outlook, select **Tools > Options > Preferences > Email Options**:

Uncheck - *Save copies of messages in Sent Items folder*

