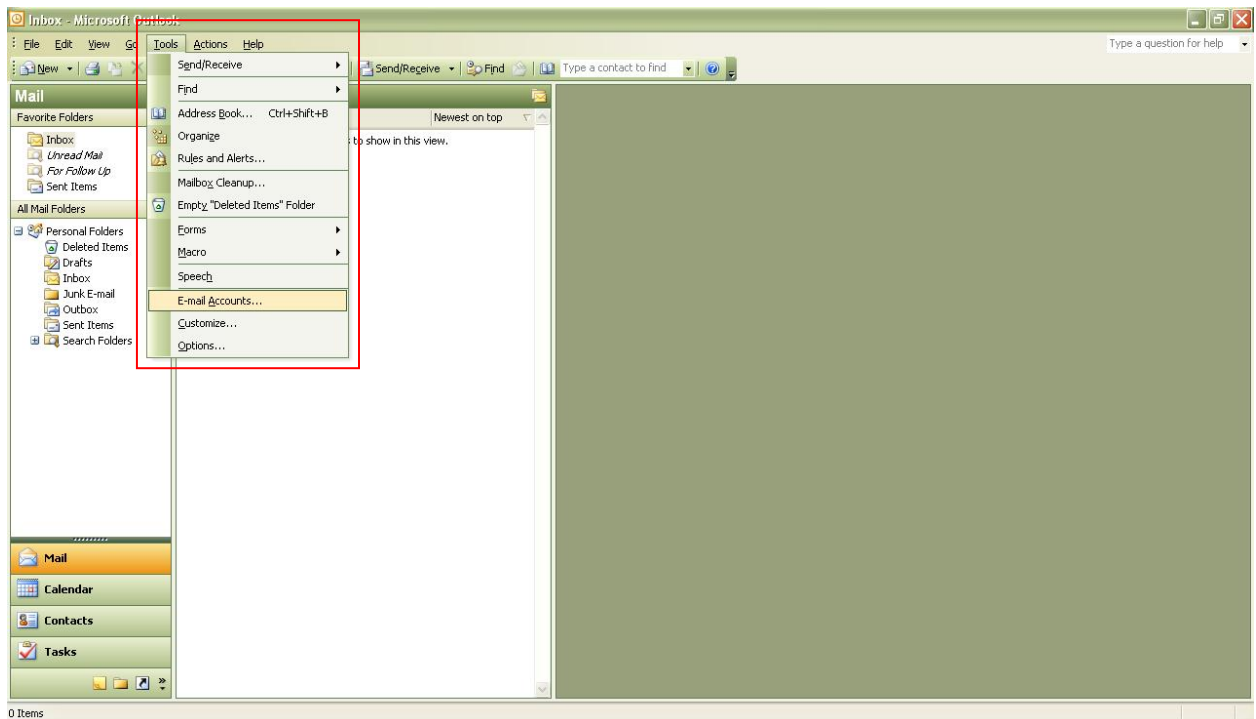
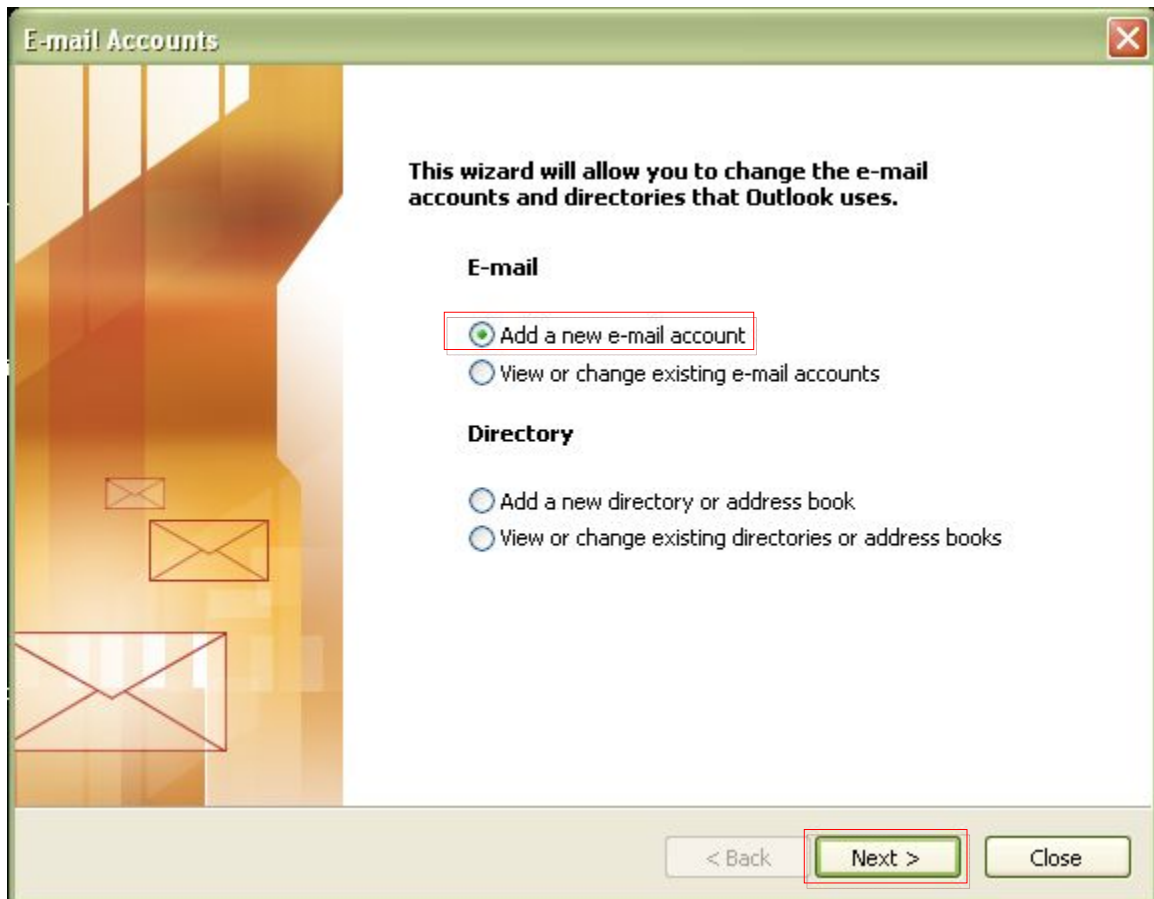


## To configure Outlook 2003 for your InfoMetrics E-mail address:

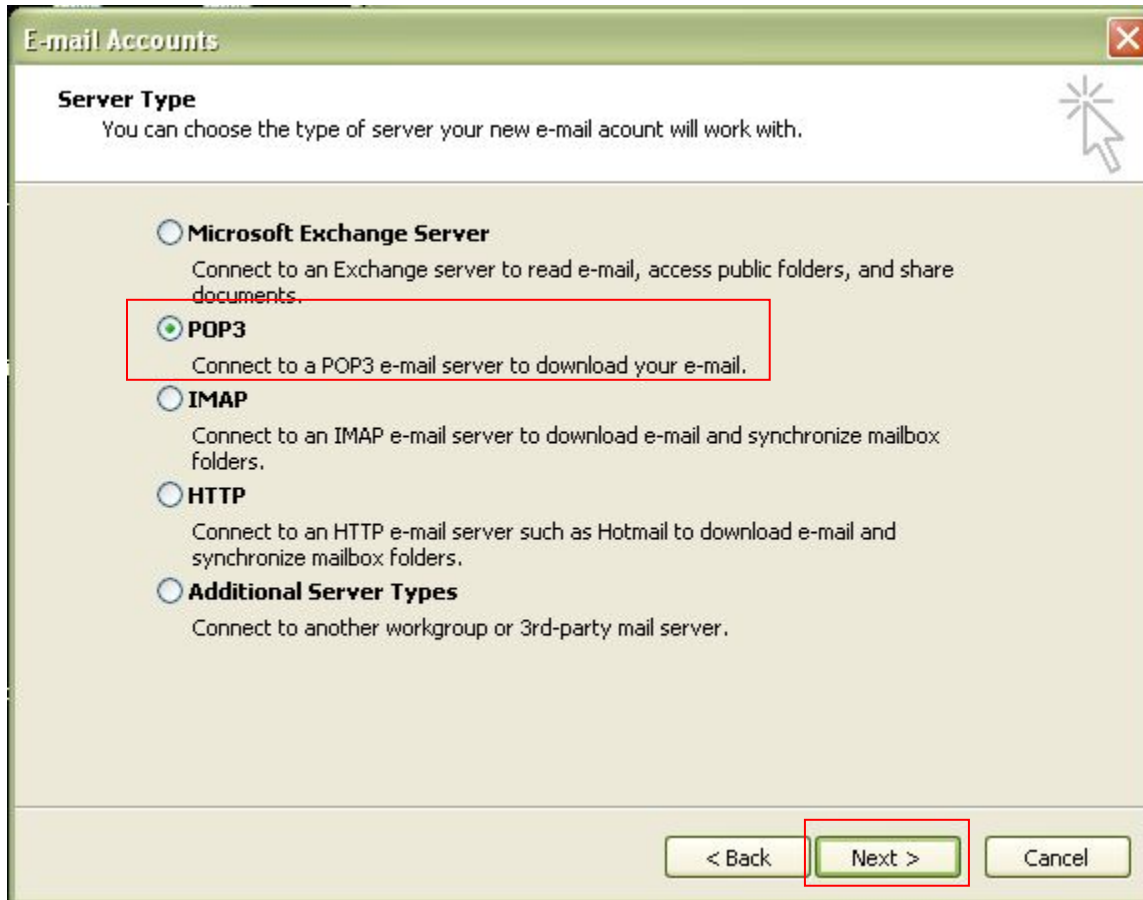
1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**



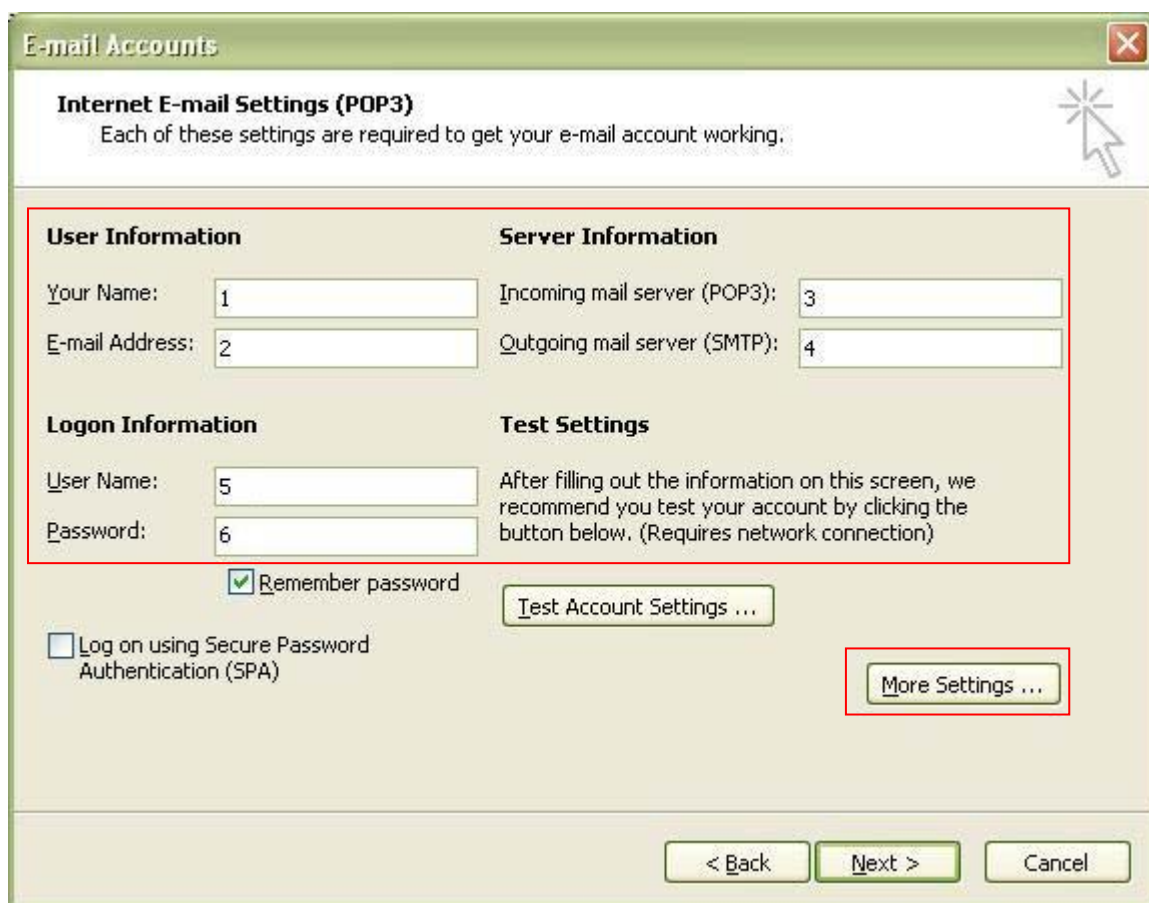
3. **E-mail Accounts** window will open, select **Add a new e-mail account** and click **Next**.



4. You will be prompted to **Choose Server type**, select **POP3** and click **Next**.



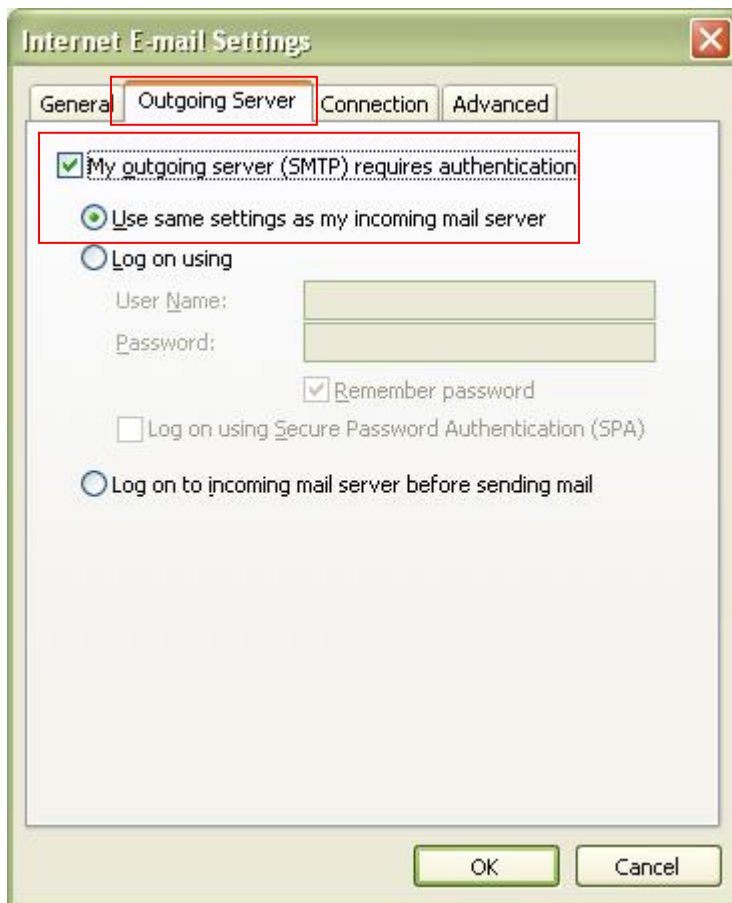
5. You will then be prompted for your **Internet E-Mail settings (POP3)**. Please fill in the following fields:
- 1.) **Your Name:** Enter your name as you would like it to appear in the **From:** field of the outgoing message. E.g. John Doe
  - 2.) **E-mail Address:** Enter your full email address. E.g. john@infometrics.net
  - 3.) **Incoming mail server (POP3):** Enter in: pop.yourdomainname.com
  - 4.) **Outgoing mail server (SMTP):** Enter in: securemail.infometrics.net
  - 5.) **Username:** Enter in your full E-mail address: E.g. john@infometrics.net
  - 6.) **Password:** Enter in your E-mail account password.



After you have filled in all the fields please click on **More Settings...** button.

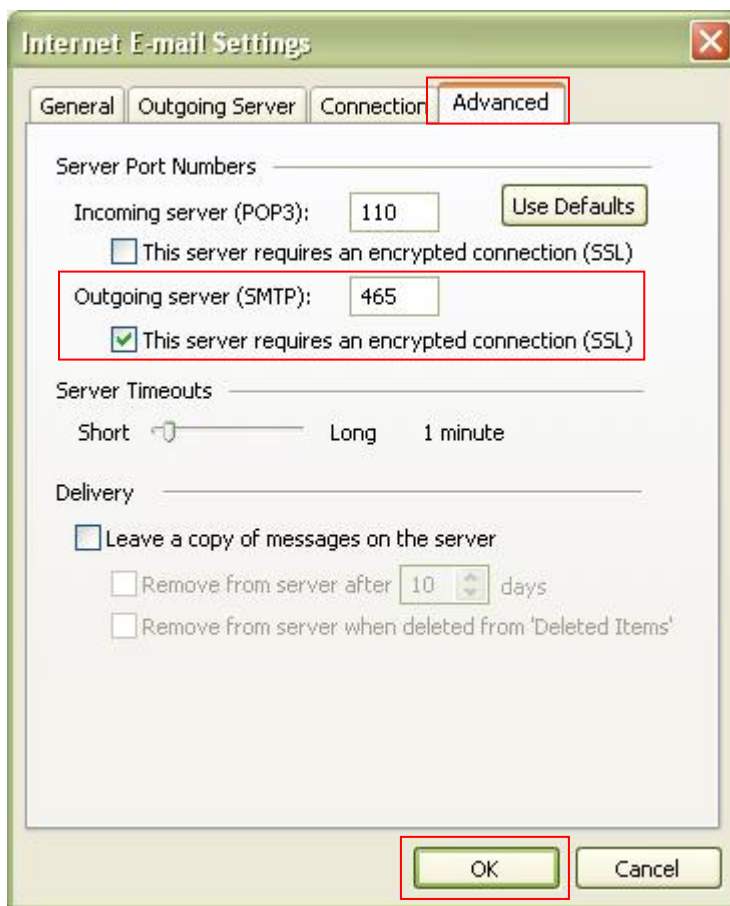
6. Select the **Outgoing Server** tab.

Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



7. Next Select the **Advanced** tab.

Check the box next to **This server requires an encrypted connection (SSL)** and in **Outgoing server (SMTP)** box, enter 465



Click **OK**.

8. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
9. Click **Next**, and then click **Finish**.

**Congratulations!** You're done configuring your client to send and retrieve your email messages.