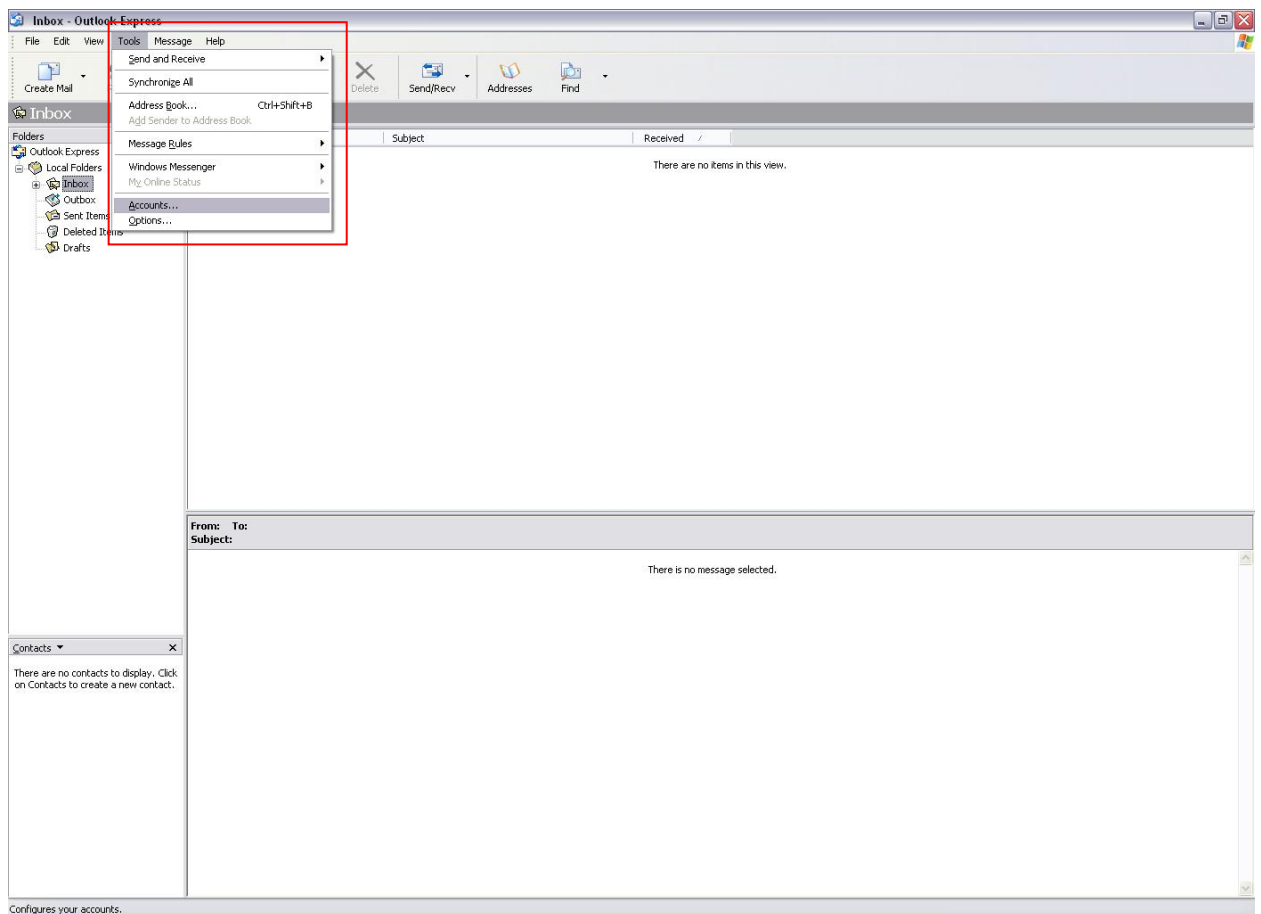
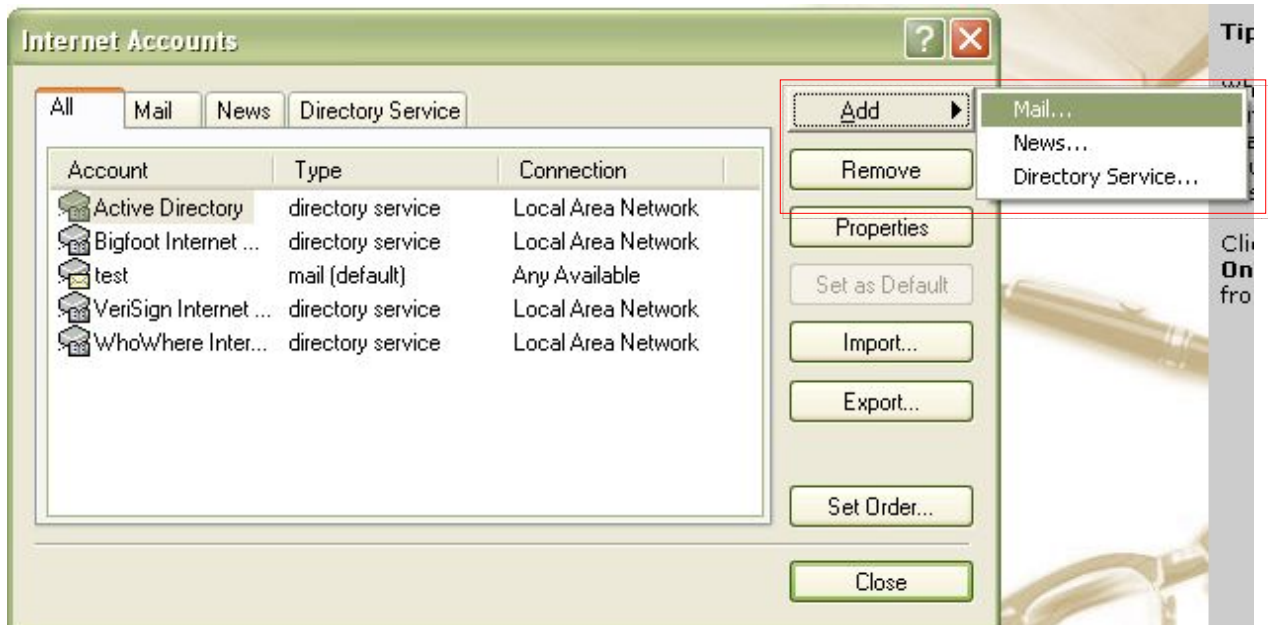


## To configure Outlook Express for your InfoMetrics E-mail address:

1. Open Outlook Express
2. Click the **Tools** menu, and select **Accounts...**

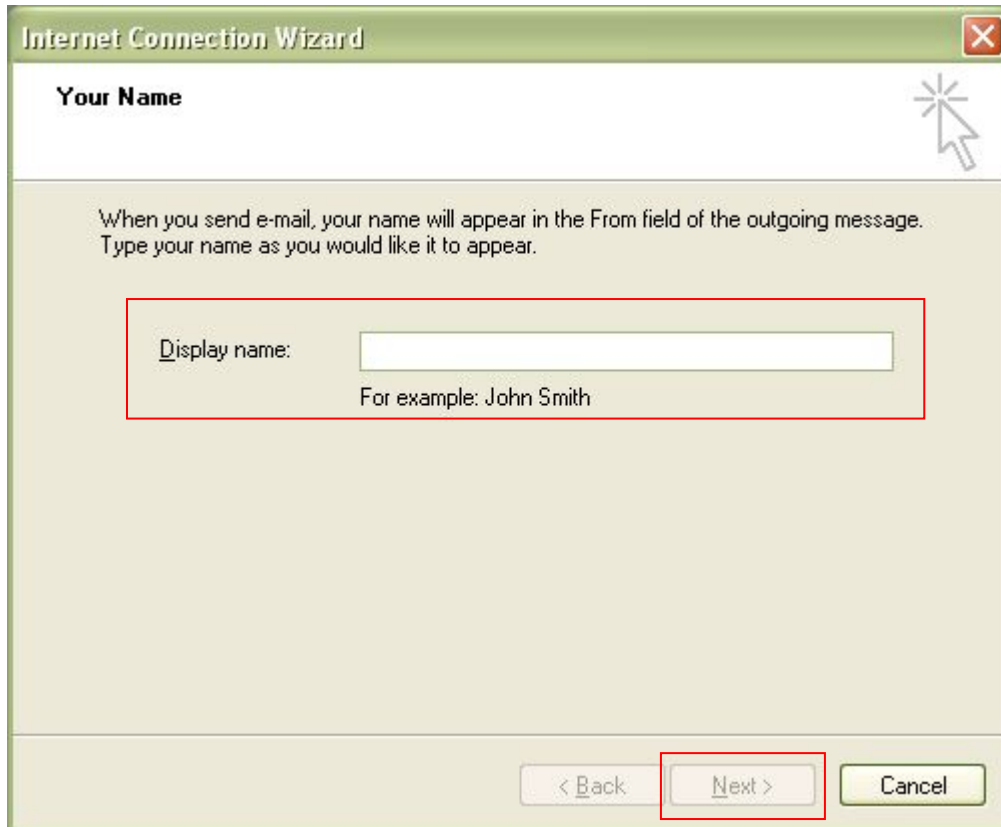


3. **Internet Accounts** window will open, click **Add** and menu will appear. Select **Mail...**



4. You will be prompted to enter in **Your Name**. E.g. John Doe

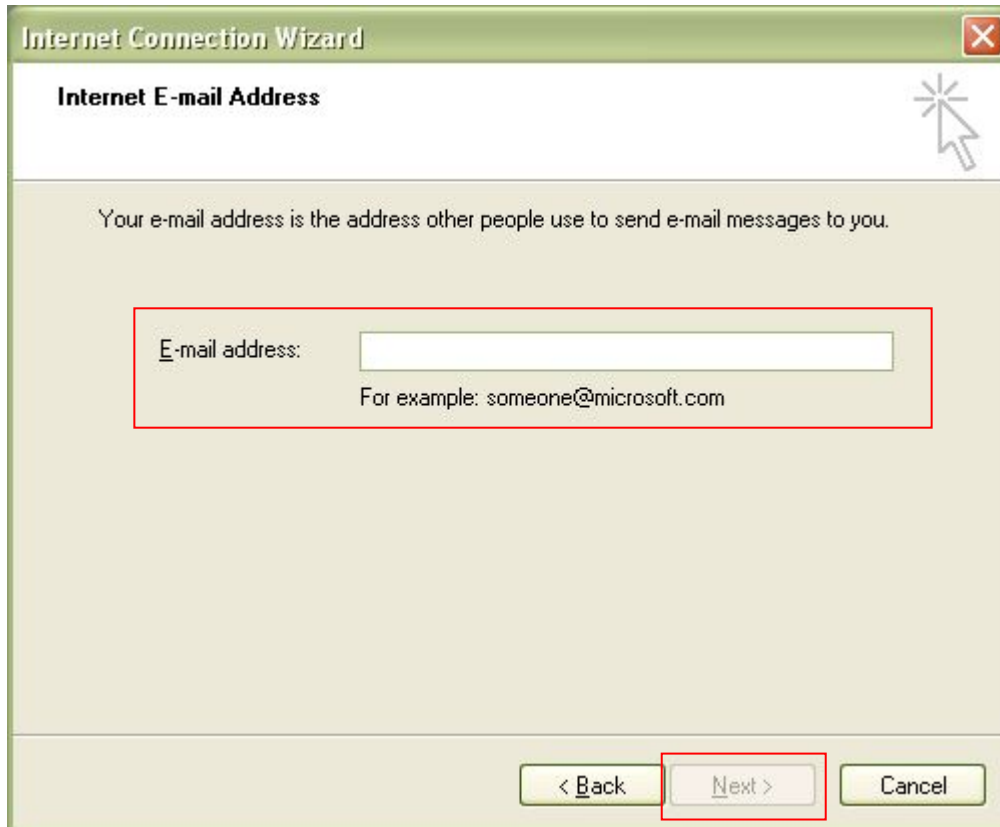
Enter your name as you would like it to appear in the **From:** field of the outgoing message and then click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field labeled "Display name:" with the example "For example: John Smith" underneath it. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red box.

5. You will then be prompted to enter in your **Internet E-mail Address**. E.g. john@infometrics.net

Enter your full email address and click **Next**.

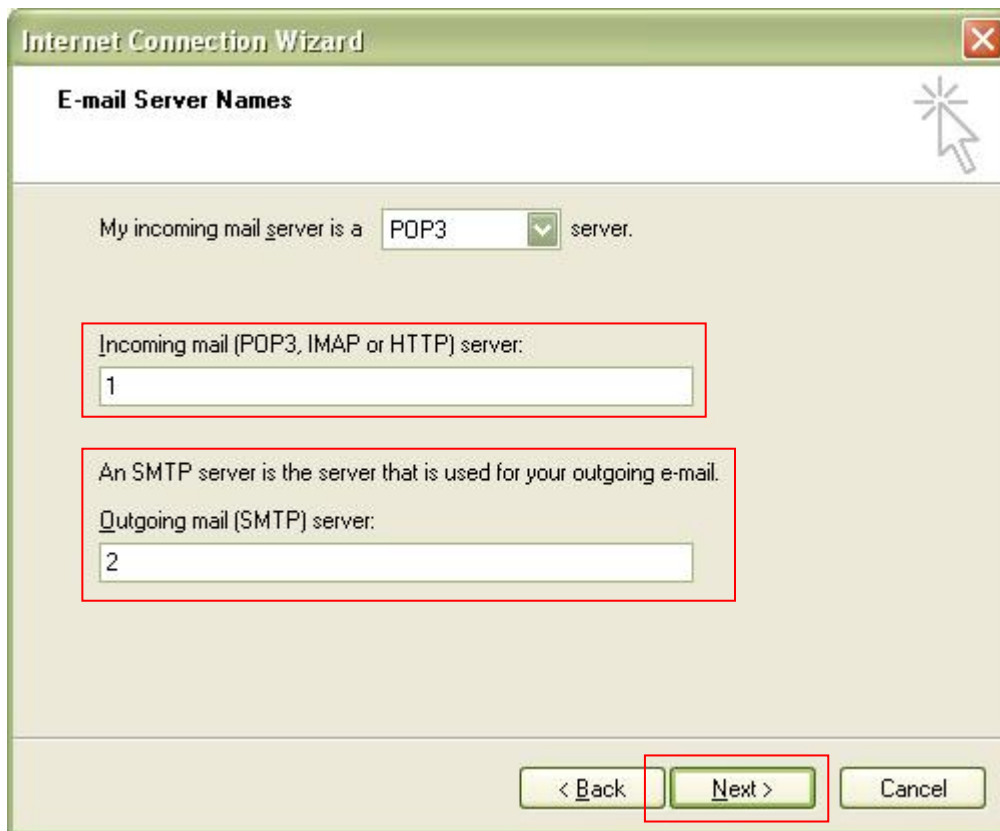


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" with a red box around it. Below the field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel".

6. You will then be prompted to enter in your **Incoming mail (POP3)** and **Outgoing mail (SMTP)** servers.

1.) **Incoming mail server (POP3):** Enter in: pop.yourdomainname

2.) **Outgoing mail server (SMTP):** Enter in: securemail.infometrics.net



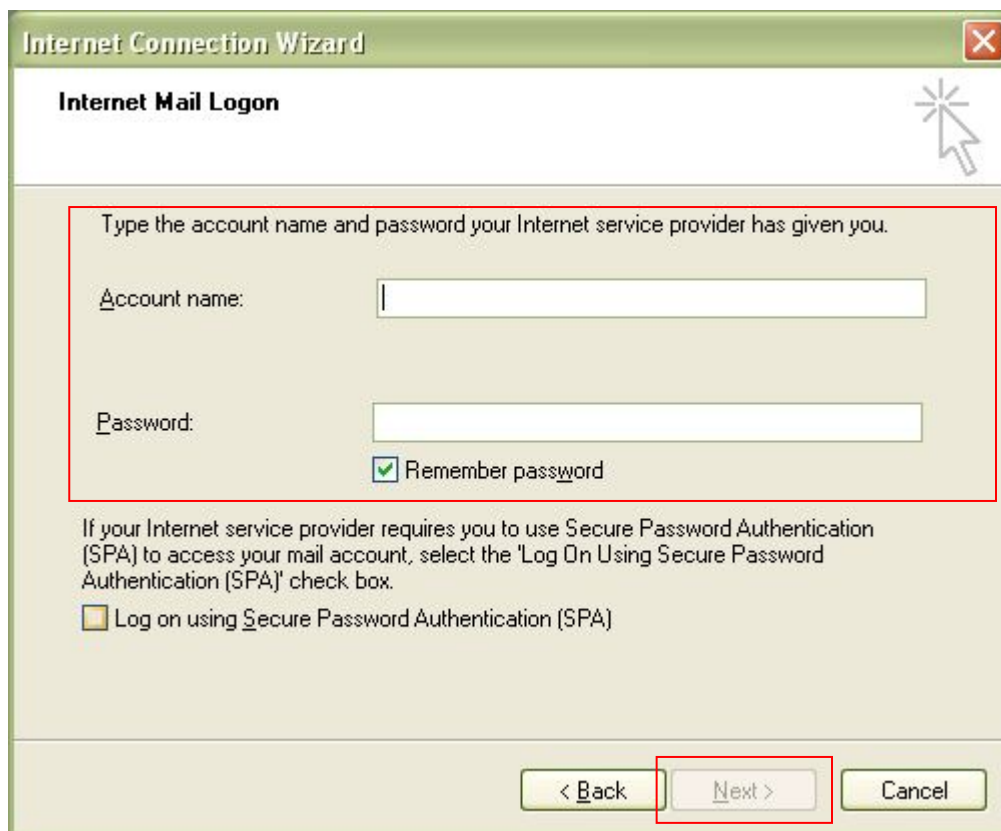
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the window is "E-mail Server Names". Below the title, there is a text field that says "My incoming mail server is a" followed by a dropdown menu set to "POP3" and the word "server.". Below this, there are two text input fields. The first is labeled "Incoming mail (POP3, IMAP or HTTP) server:" and contains the number "1". The second is labeled "An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:" and contains the number "2". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red box.

Click **Next**.

7. You will then be prompted for your **Internet Mail Logon**.

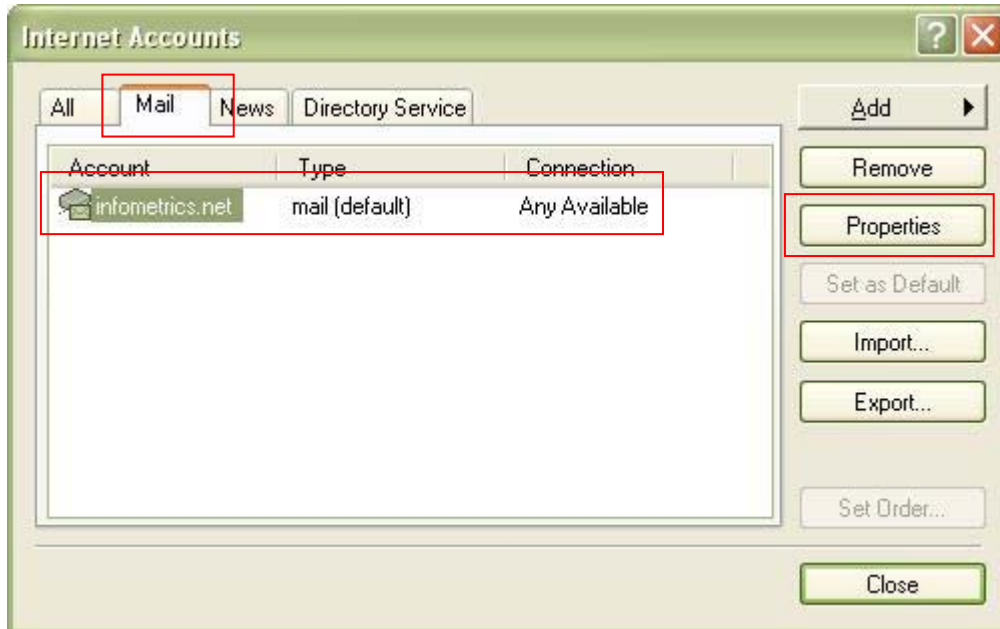
1.) **Account name:** Enter in your full E-mail address: E.g. john@infometrics.net

2.) **Password:** Enter in your E-mail account password.

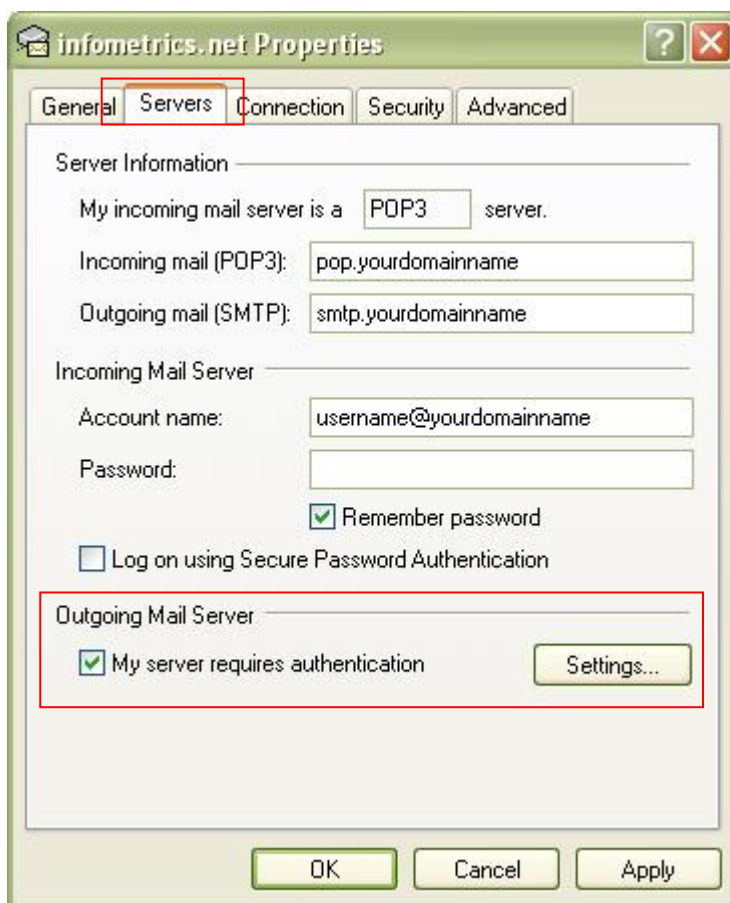


Click **Next** then click **Finish**.

8. Select the **Mail** tab and then select newly created account (the bottom one in the list) and click on **Properties**.



9. On the **Servers** tab check the box next to **My server requires authentication**.



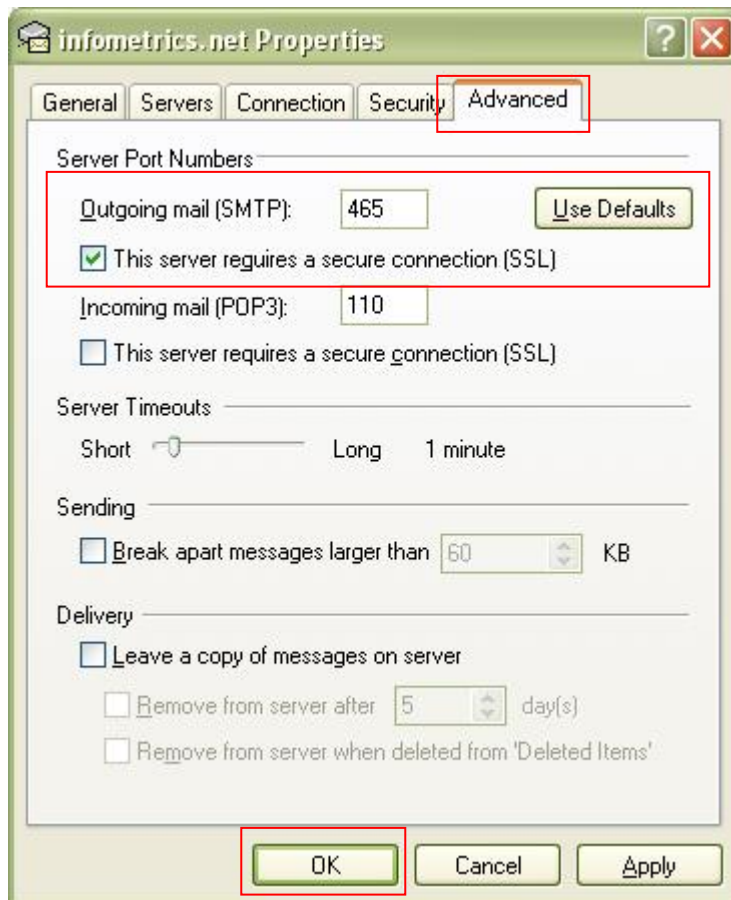
Click **OK**.



10. Next click on the **Advanced** tab.

Check the box next to **This server requires a secure connection (SSL)** under the Outgoing mail (SMTP) section.

Next in the **Outgoing mail (SMTP)** box, enter 465



Click **Ok**.

11. Next click **Close**.

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