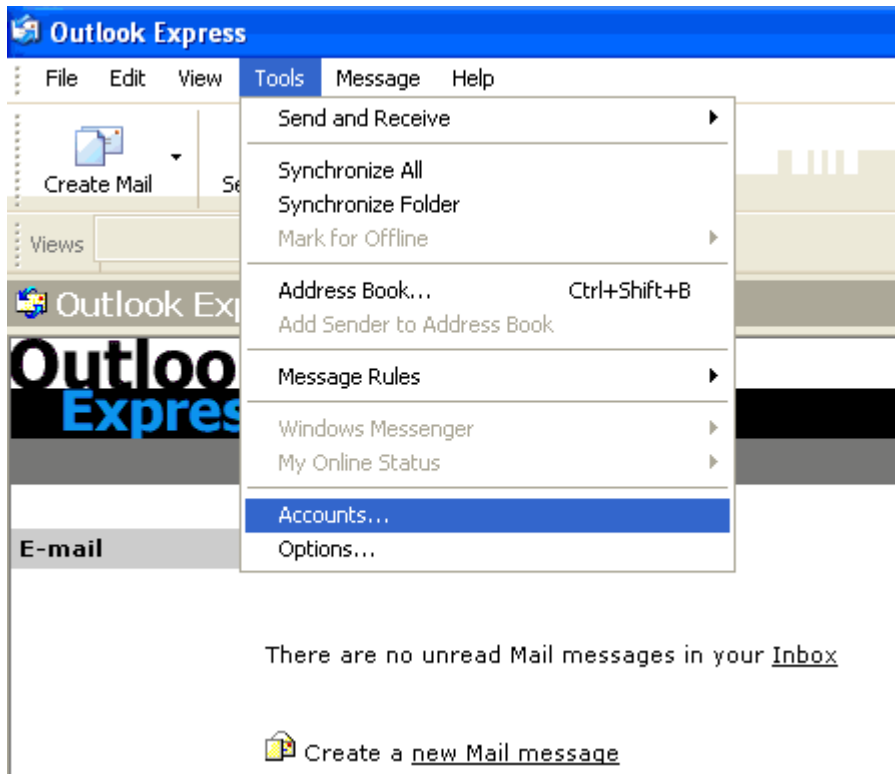


To add an e-mail account

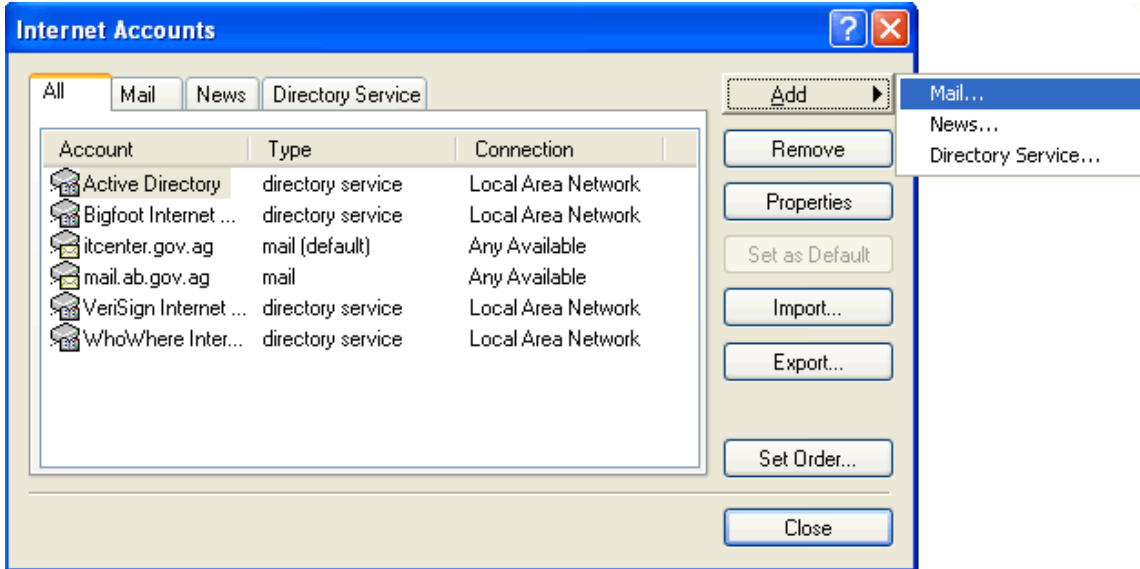
You will need the following information:

- You'll need to know the type of e-mail server you use (POP3), your user name and password, the name of the incoming e-mail server and, for POP3, the name of an outgoing e-mail server. In this case the incoming and out going server is the same.

1. On the **Tools** menu, click **Accounts**.



2. In the **Internet Accounts** dialog box, click **Add**.

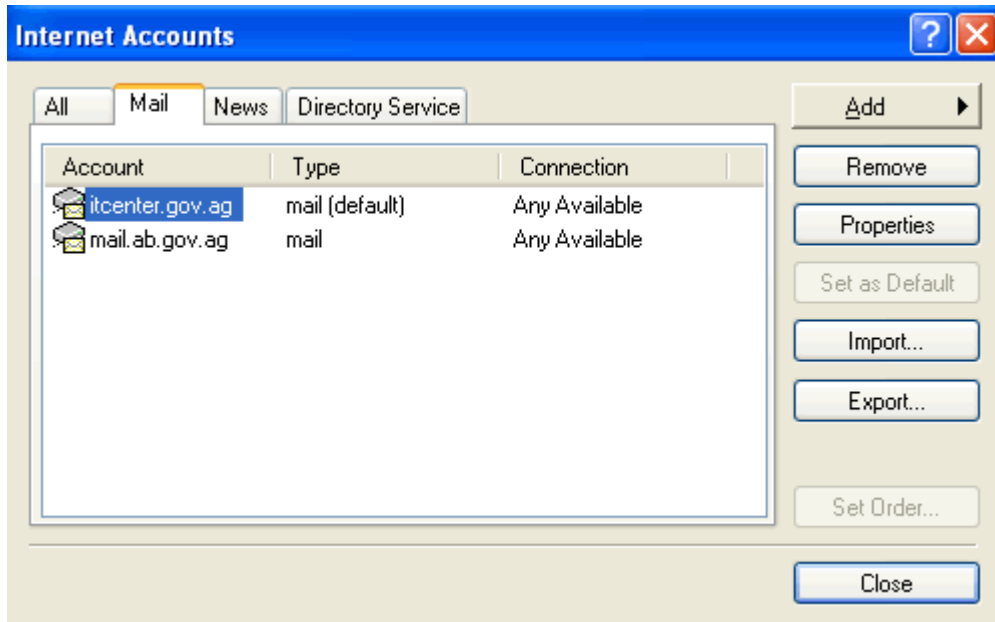


3. Select **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with an e-mail or news server. You will be prompted for information such as server name, your user name, your name.

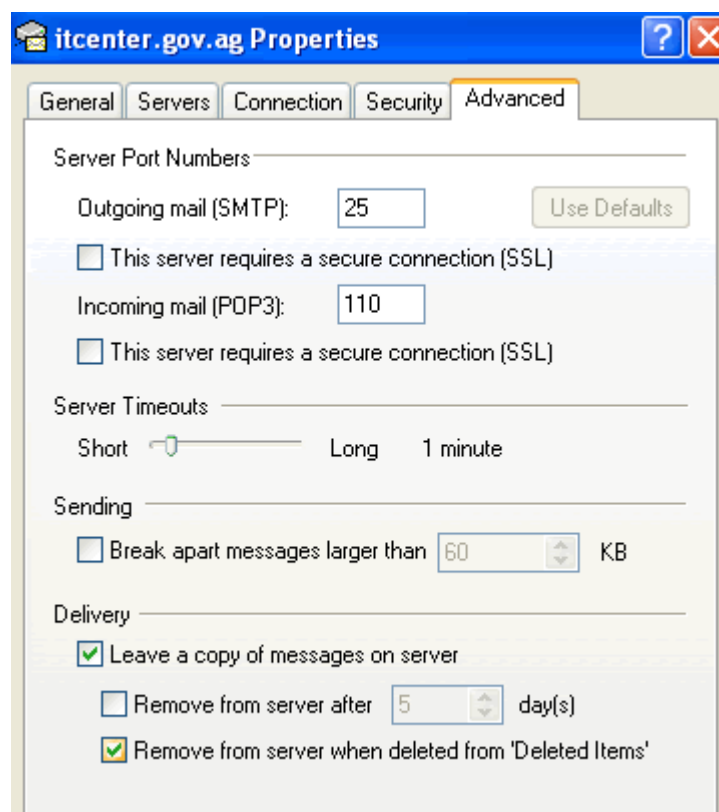
Note

- Each user can create multiple e-mail accounts by repeating the procedure above for each account.

1. On the **Mail** tab, click an account, and then click **Properties**. The properties dialogue will appear.



2. Change the information as shown on the appropriate tabs. Start by checking leave a copy of message on server. This will make two (2) options available. Choose either of the two (2) options Remove from server after ? of days or Remove from server when deleted from 'Deleted Items'. Then choose apply and close dialogue box.



mail.ab.gov.ag Properties

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP): 25 Use Defaults

This server requires a secure connection (SSL)

Incoming mail (POP3): 110

This server requires a secure connection (SSL)

Server Timeouts

Short Long 1 minute

Sending

Break apart messages larger than 60 KB

Delivery

Leave a copy of messages on server

Remove from server after 5 day(s)

Remove from server when deleted from 'Deleted Items'

OK Cancel Apply