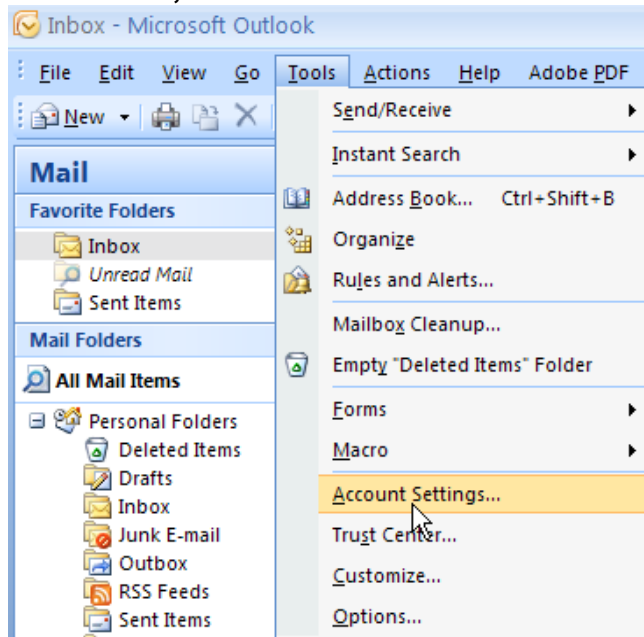
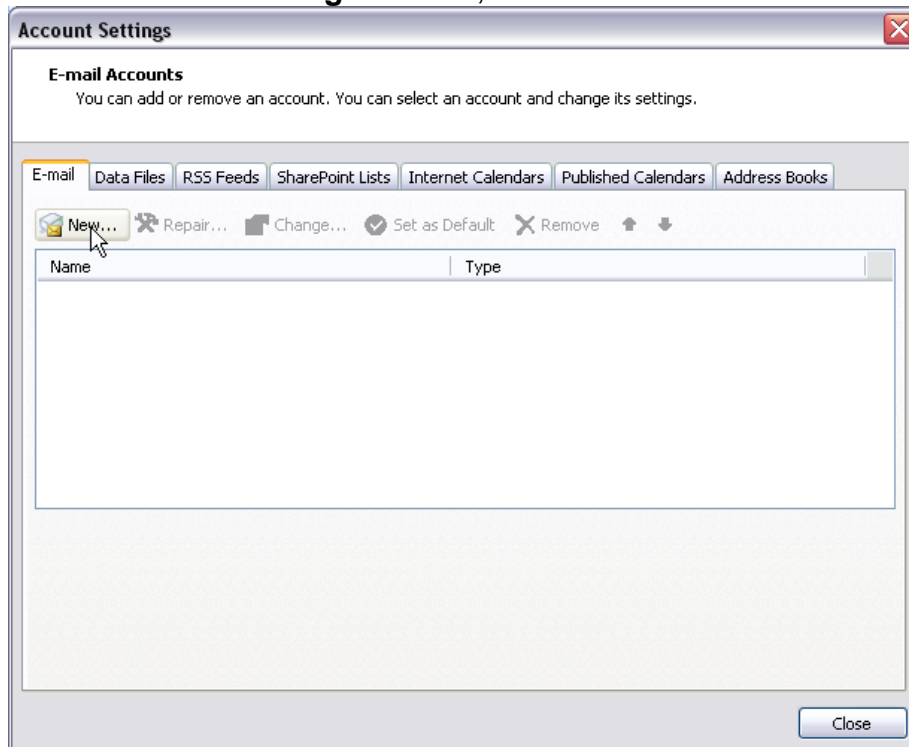


Microsoft Outlook 2007 Setup

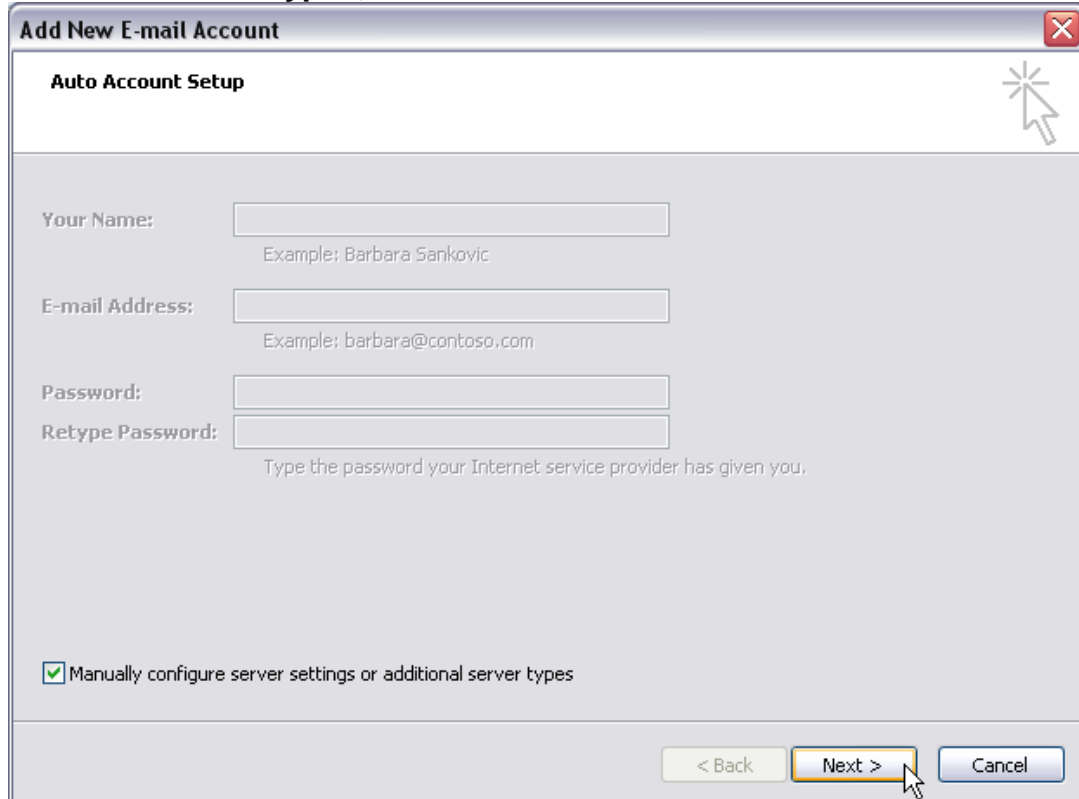
1. Click **Tools**, then **Accounts**.



2. In the **Account Settings** window, click **New...**

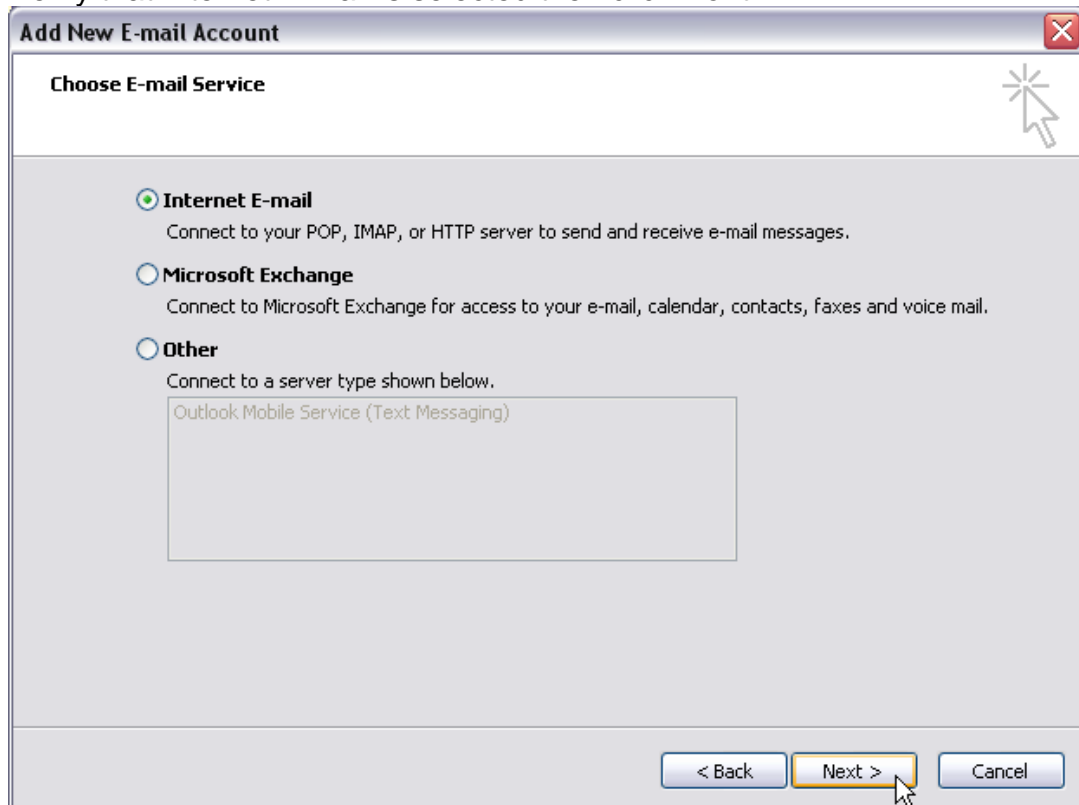


3. Place a check mark beside **Manually configure server settings or additional server types**, then click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button (X) and a help icon (question mark). The main area contains four text input fields: 'Your Name:' with the example 'Barbara Sankovic', 'E-mail Address:' with the example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with the instruction 'Type the password your Internet service provider has given you.'. Below the fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

4. Verify that Internet E-mail is selected then click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a title bar with a close button (X) and a help icon (question mark). The main area contains three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Input the following information:
 - a. Your Name: Your name as you would like it to appear
 - b. E-mail Address: Your full MachLink email address
 - c. Account Type: IMAP
 - d. Incoming mail server: mra.machlink.com
 - e. Outgoing mail server (SMTP): mail.machlink.com
 - f. User Name: Email address without the “@machlink.com”
 - g. Password: Your email password
 - h. Check mark beside Remember password
 - i. Click More Settings

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

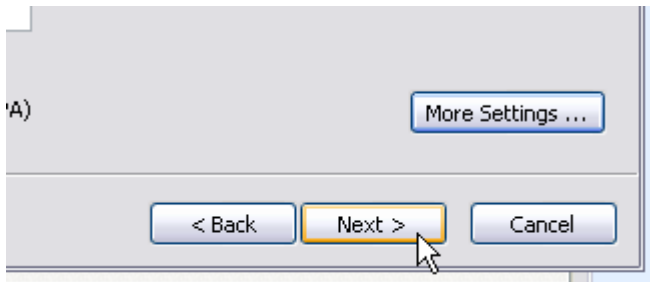
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

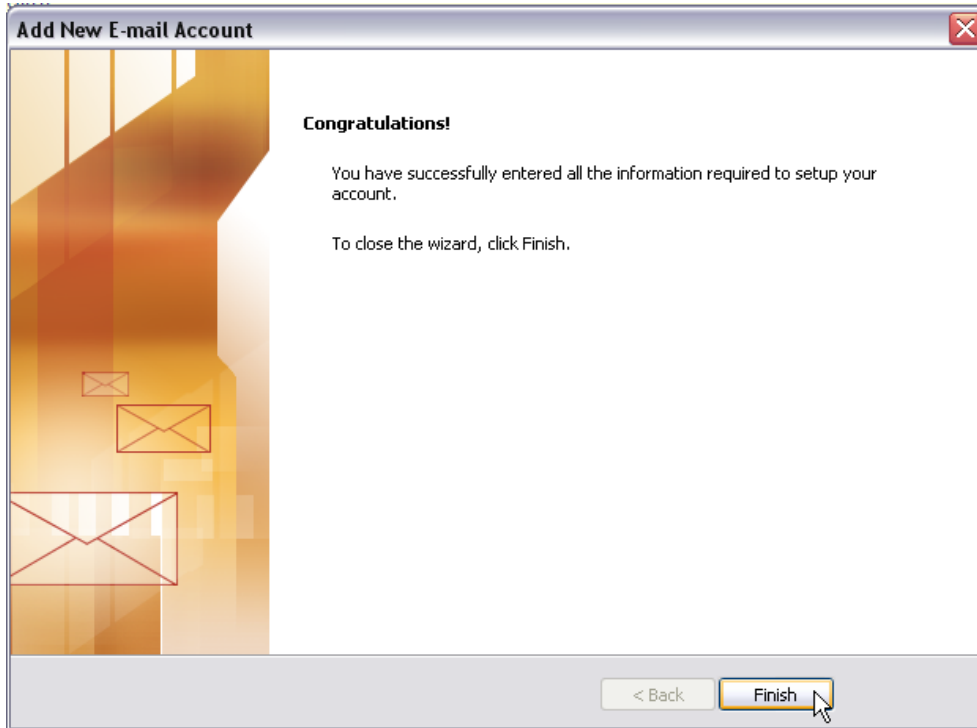
6. On the **Outgoing Server** tab, place a check mark beside **My outgoing server (SMTP) requires authentication**, then click **OK**.



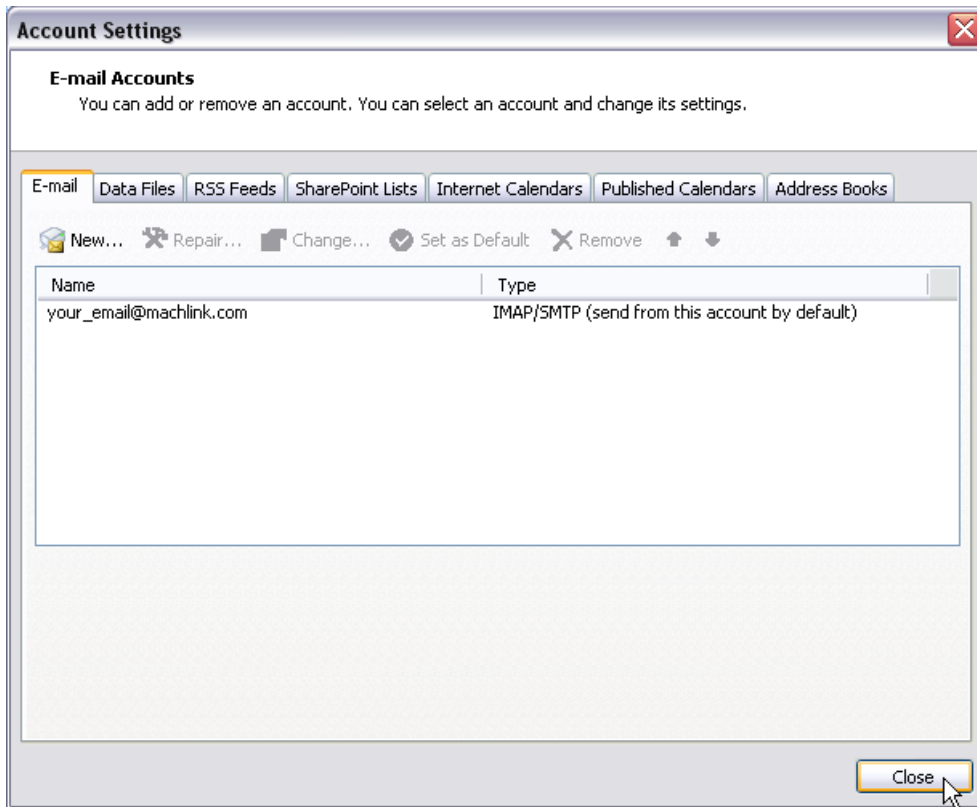
7. Click **Next**.



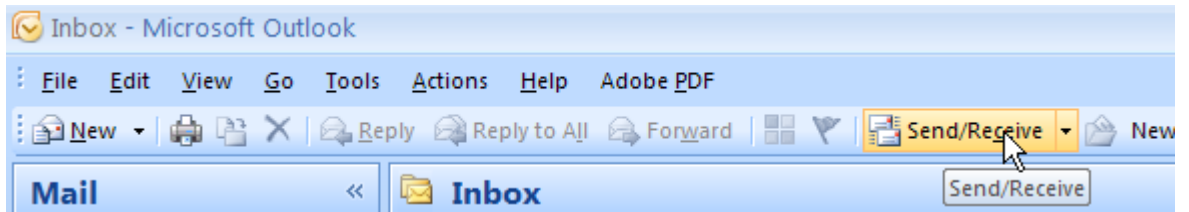
8. Click **Finish**.



9. Click **Close**.



10. Click **Send/Receive** to receive mail.



11. Finished!