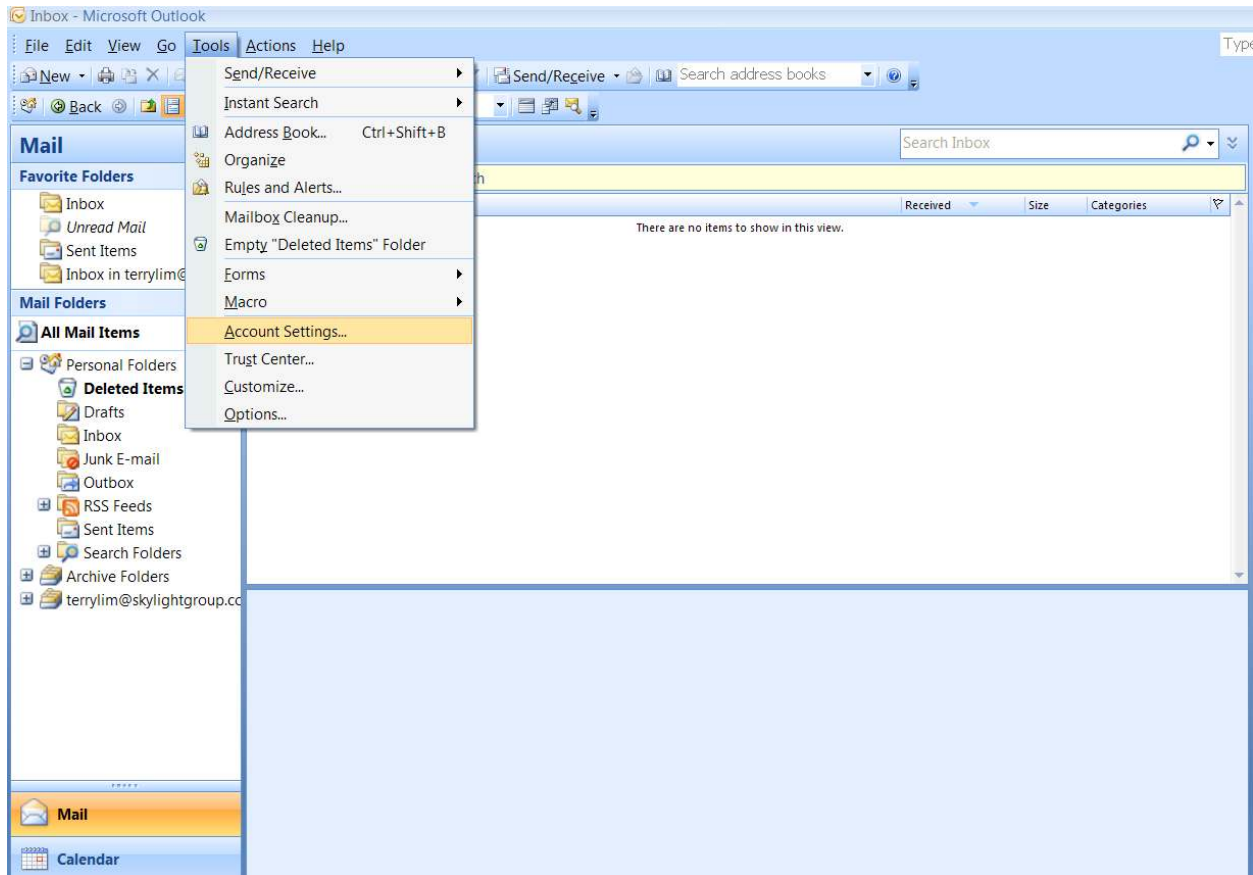
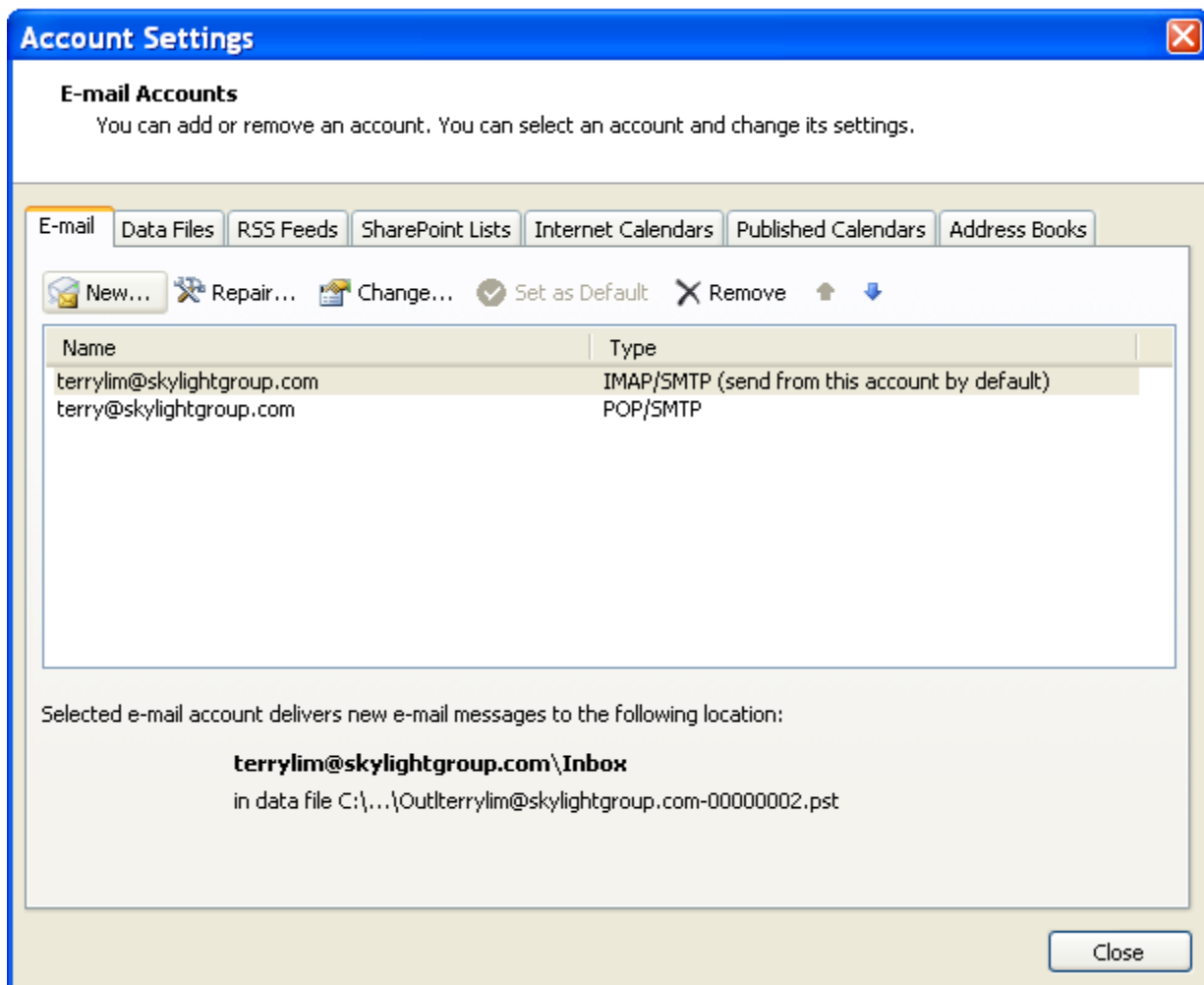


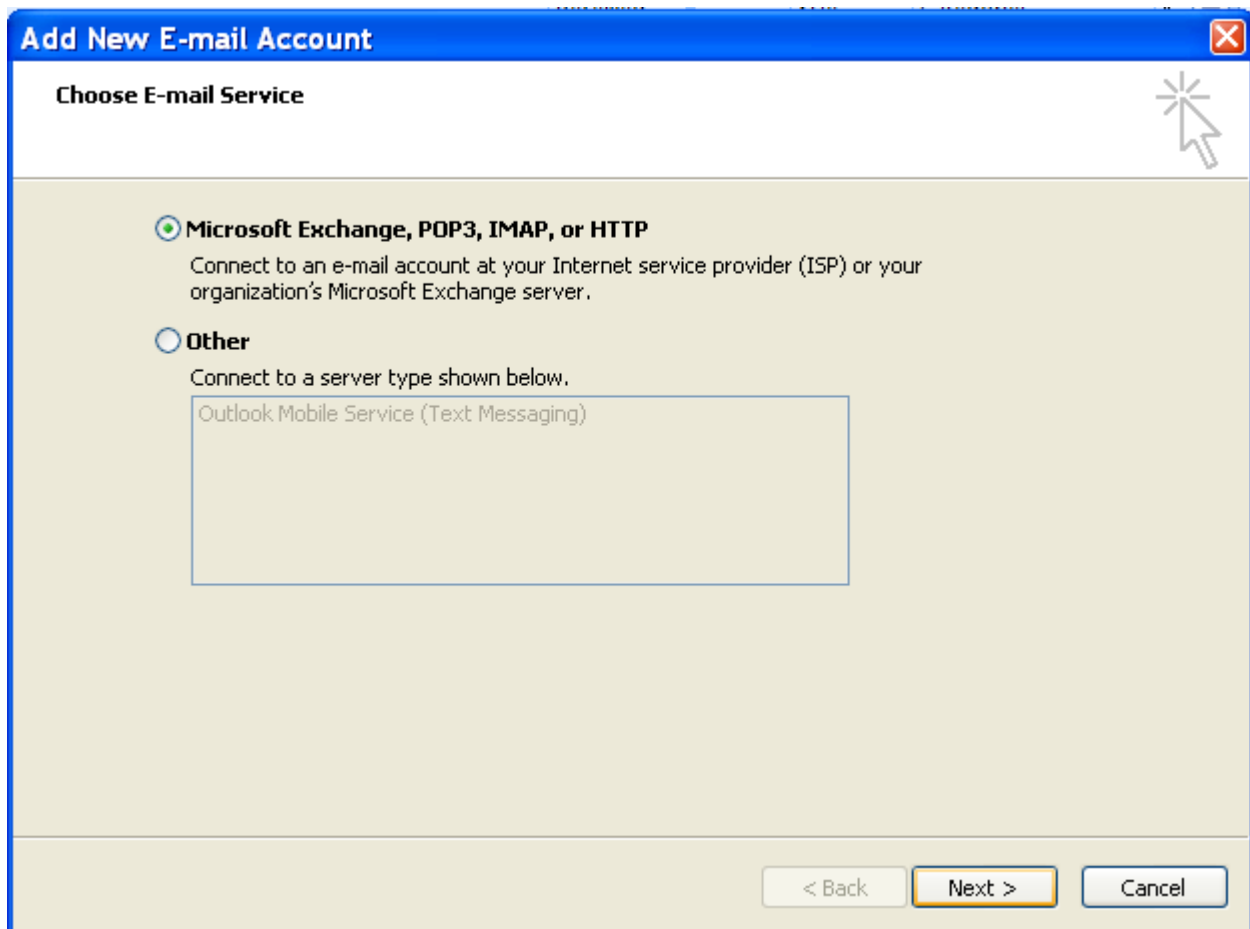
POP3 Setup for Microsoft Outlook 2007




- 1) **Launch Microsoft Outlook 2007**
- 2) **Select Tools -> Account Settings**




3) Select **New**



4) Select the above and click **Next**

Add New E-mail Account 

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

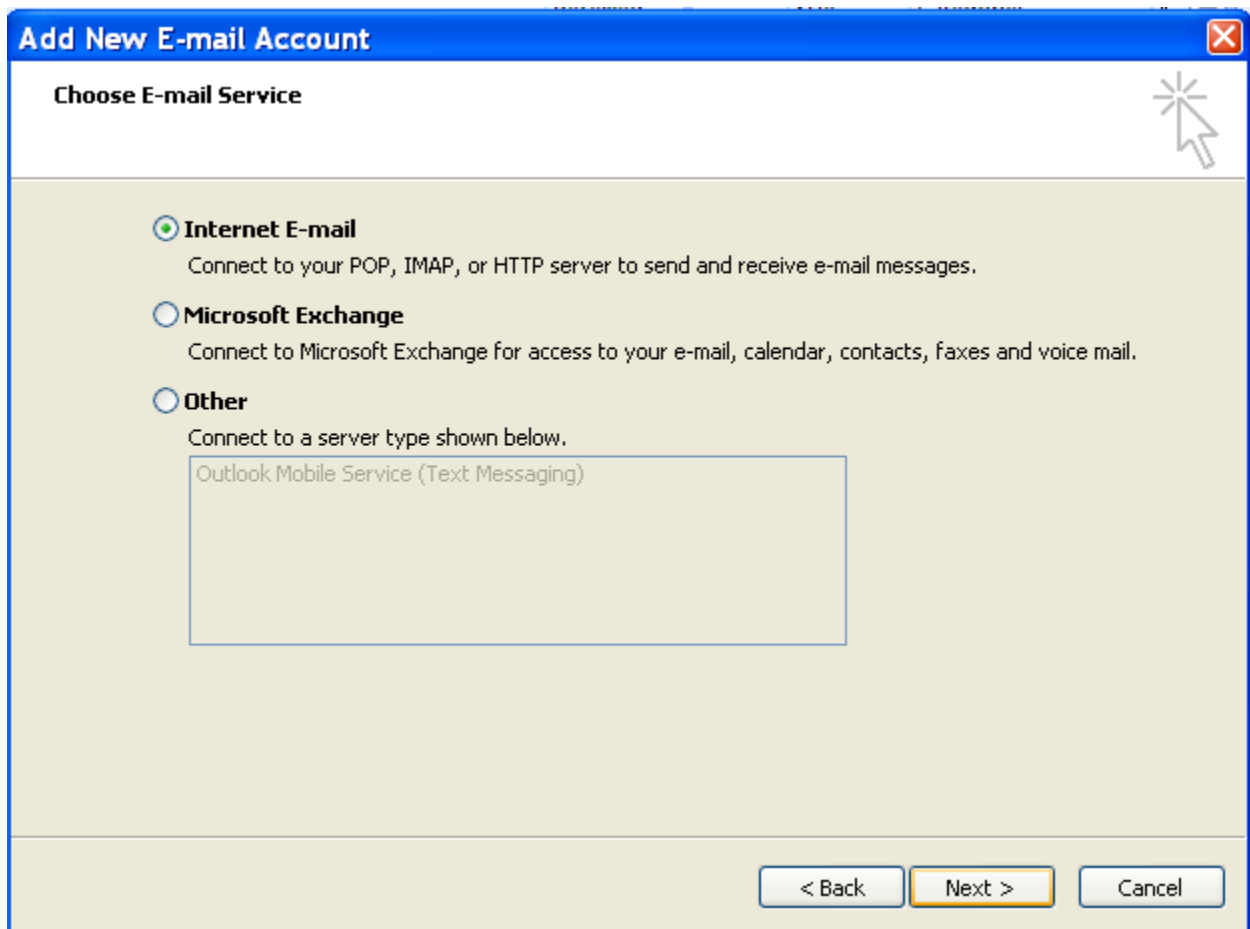
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

5) Select **Manually configure server settings or additional server types**

6) Select **Next**



7) Select the above and click **Next**

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: Terry Lim

E-mail Address: terrylim@skylightgroup.com

Server Information

Account Type: POP3

Incoming mail server: mail.skylightgroup.com

Outgoing mail server (SMTP): smtp.skylightgroup.com

Logon Information

User Name: terrylim@skylightgroup.com

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)

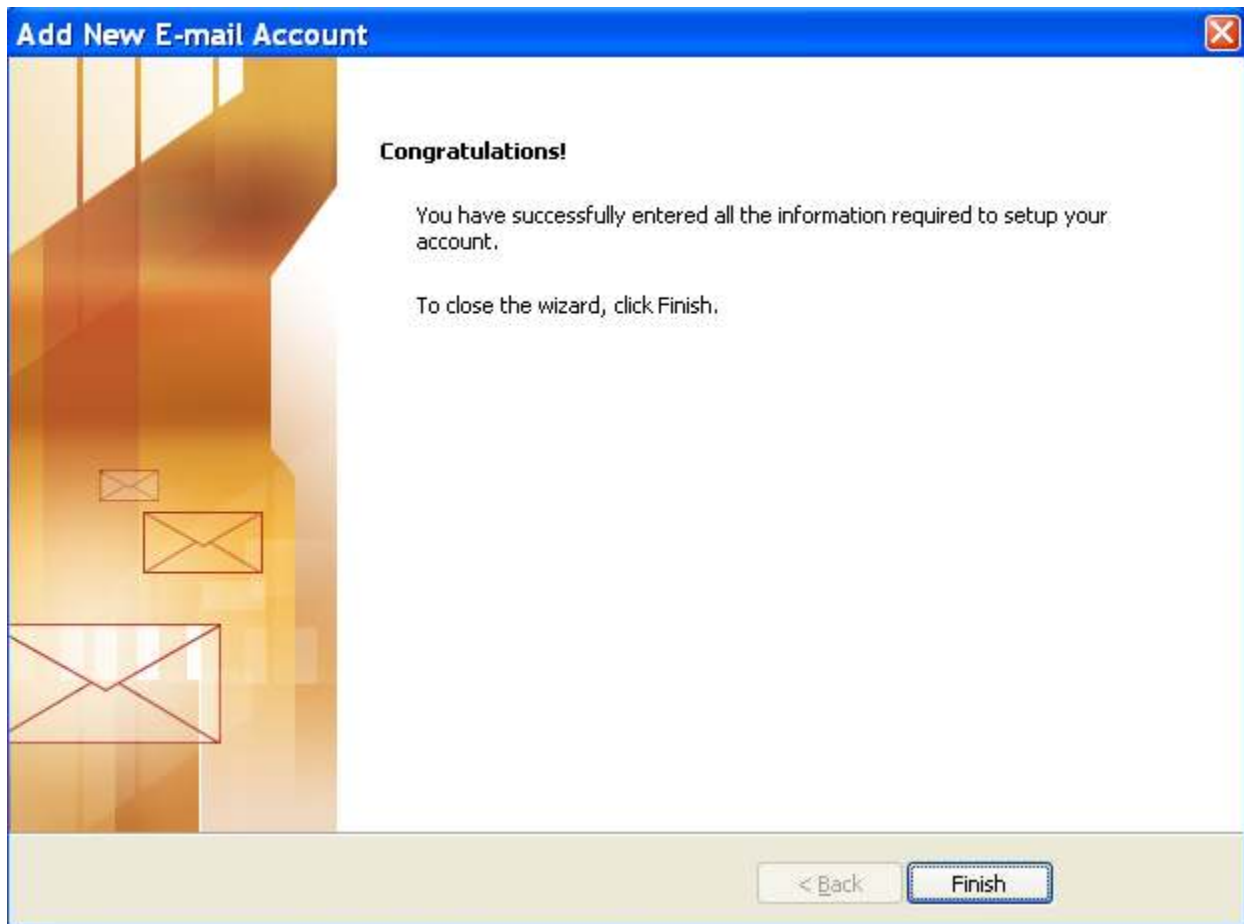
Test Account Settings ...

More Settings ...

< Back Next > Cancel

8) Enter your e-mail account information that was provided to you in the above fields.

Please Note: Above is just an example, please enter the information according to your company's e-mail domain settings. When you're done click **Next**



9) Select **Finish** to complete the setup.