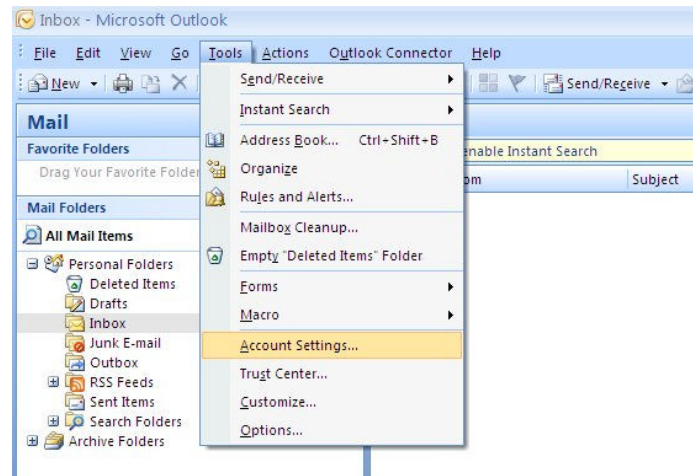




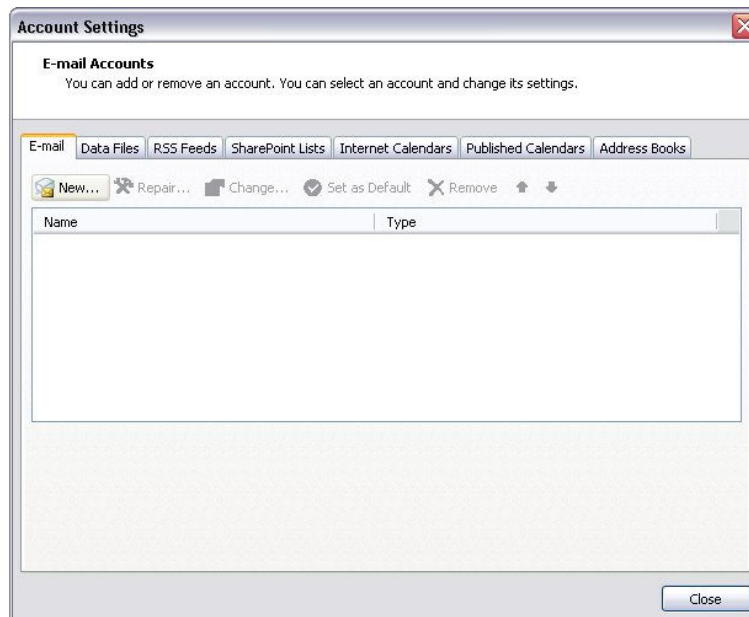
po box 5166 westlock ab t7p 2p4 tel: 780.349.btek (2835) fax: 780.349.8266 email: support@brett-tek.com

Setting Up Your BRETT-TEK Email Account with Microsoft Outlook 2007

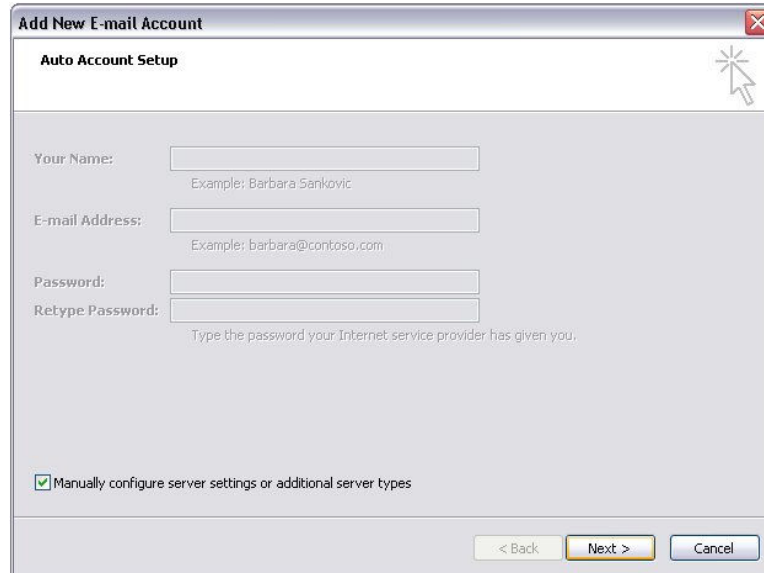
1. In the menu bar at the top click the **Tools** menu, then click **Account Settings**.



2. Click **New...**



3. Check the box that reads **Manually configure server settings or additional server types**. Click **Next**.

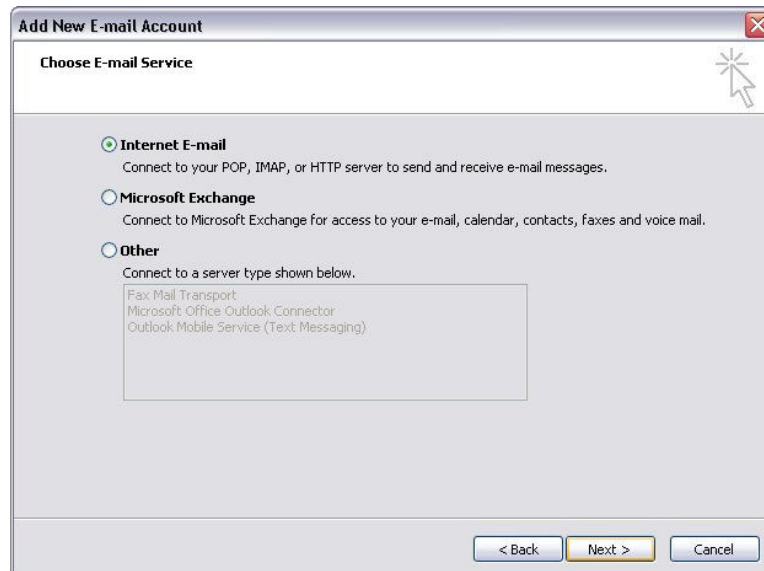


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button (X) and a help icon (question mark). The main area contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Senkovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- Manually configure server settings or additional server types**

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Check the circle that reads **Internet E-mail** (if not already selected). 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 the following options:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
A list box contains the following options:
 - Fax Mail Transport
 - Microsoft Office Outlook Connector
 - Outlook Mobile Service (Text Messaging)

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. In the **Your Name** box enter the name that you would like others to see when they receive messages from you (example: "John Smith"). In the **E-mail Address** box enter your complete email address (example: johnsmith@iaccess.ca). In the **Incoming mail server** box type **mail.WEBSITE.COM**, and in the **Outgoing mail server** box type **mail.WEBSITE.COM** where WEBSITE.COM is the ending part of your email address. In the **User Name** box enter your username (same as your email address). In the **Password** box enter your email address password. Click **More Settings....**

6. Click the **Outgoing Server** tab. Check the box that reads **My outgoing server (SMTP) requires authentication**. Check the circle that reads **Use same settings as my incoming mail server** (if not already selected). Click **OK**.

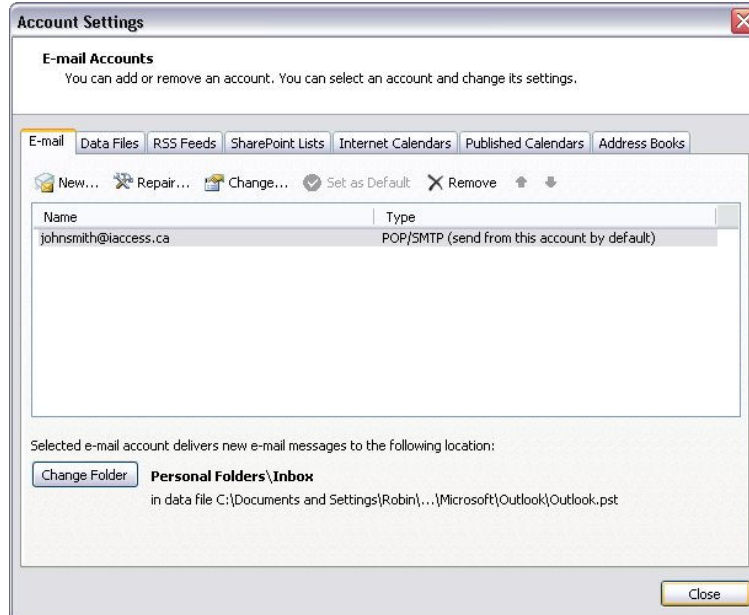
7. You will be brought back to **Add New E-mail Account**. Click **Next**.

The screenshot shows the 'Add New E-mail Account' wizard window. At the top, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' The window is divided into several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (johnsmith@iaccess.ca); 'Server Information' with a dropdown for 'Account Type' (POP3) and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both mail.iaccess.ca); 'Logon Information' with fields for 'User Name' (johnsmith@iaccess.ca) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. On the right side, there is a 'Test Account Settings' section with a 'Test Account Settings ...' button and a 'More Settings ...' button at the bottom right. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Click **Finish**.

The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' stage. The window has a decorative background on the left with a vertical gradient and several envelope icons. The main text reads: 'Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' At the bottom of the window, there are two buttons: '< Back' and 'Finish'.

9. You will be brought back to **Account Settings**. Click **Close**.



10. Now you are ready to send and receive email from your BRETT-TEK email account.