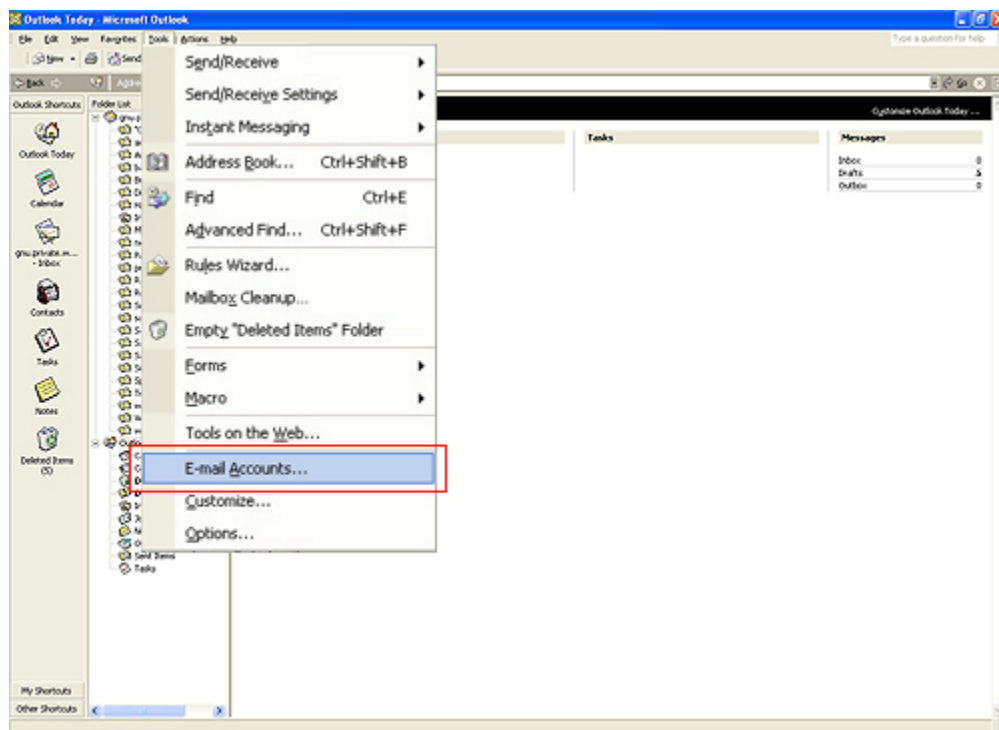
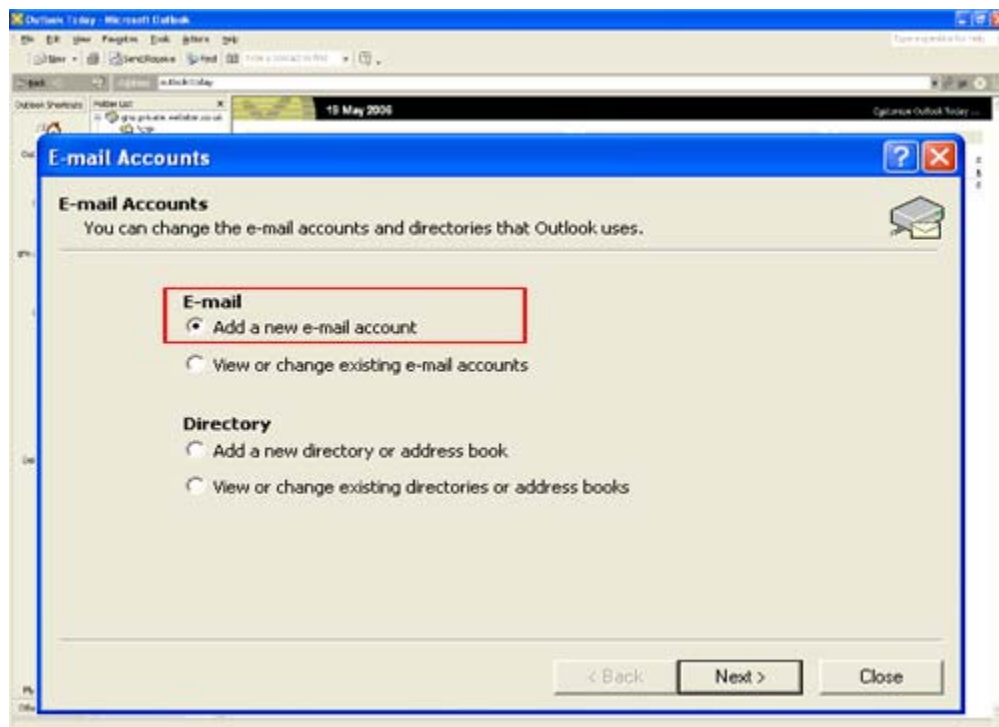


Setting up an email account in Microsoft Outlook

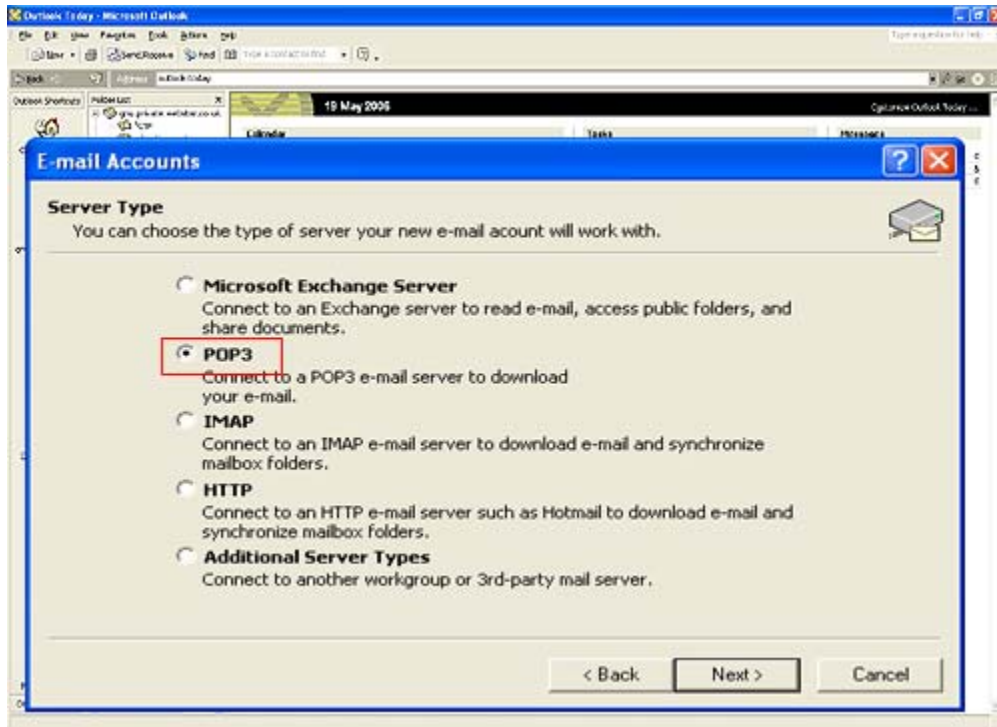
1. CLICK on **Tools** option and then SELECT **E-mail Accounts**



2. SELECT **Add a new e-mail account**. Then SELECT **Next**



3. SELECT **POP3** from the options provided. Then SELECT **next**



4. Under the appropriate category enter the following data:

User Information:

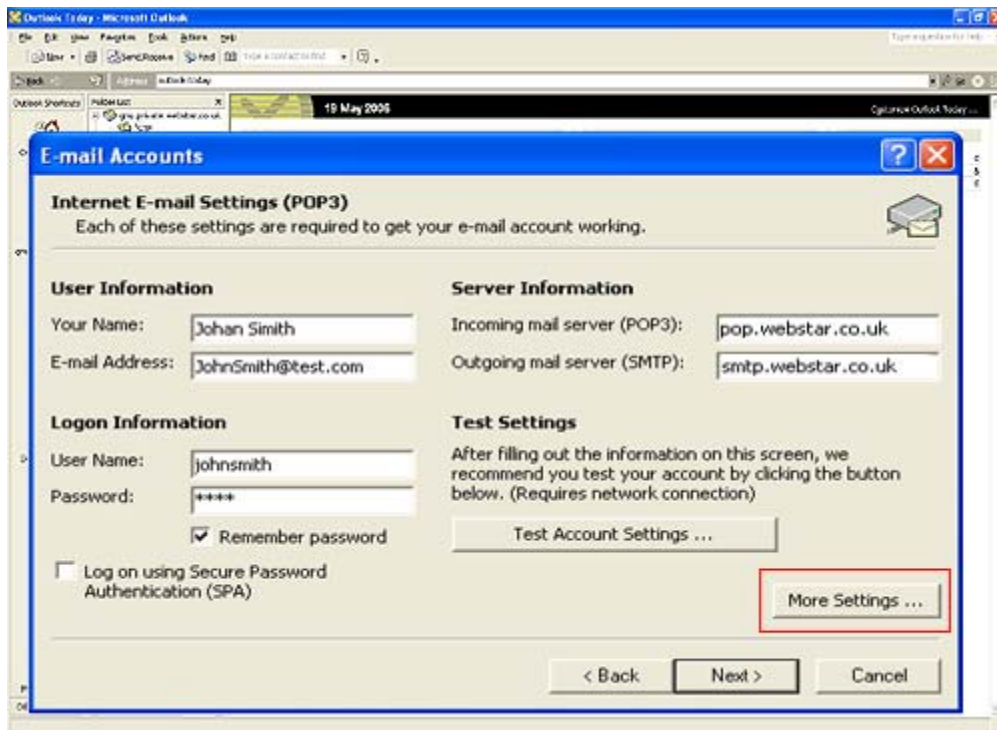
ENTER the **name** of email account holder, then
ENTER full email **address**

Logon Information:

ENTER you email account **username & password**

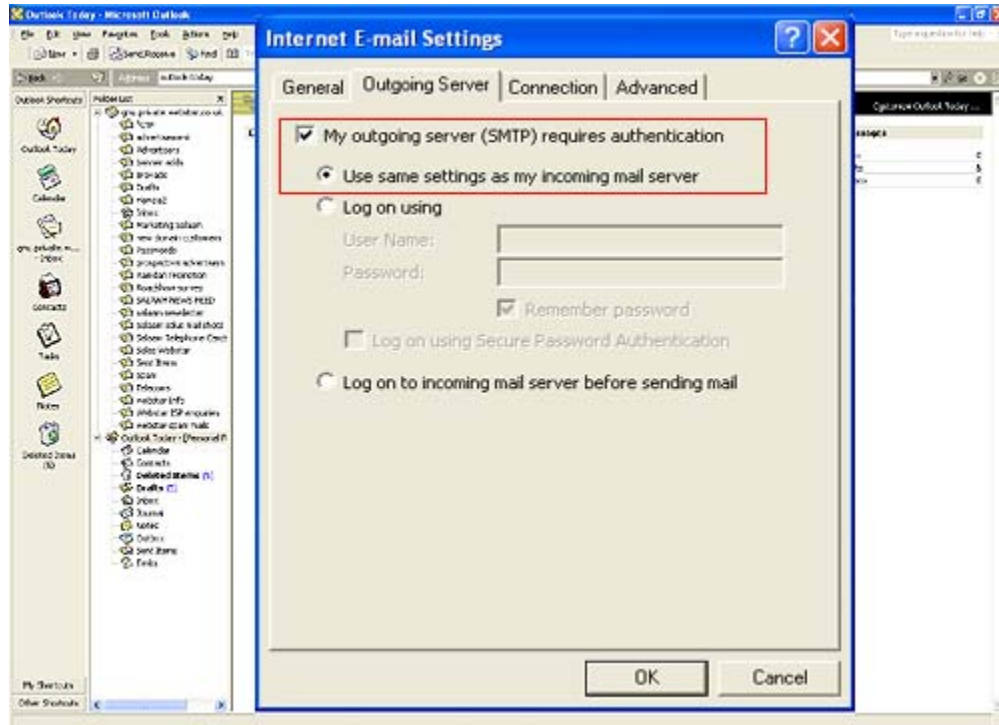
Server Information:

Change the Incoming mail (POP3) to **pop.webstar.co.uk**. If you dial into Webstar then change the Outgoing mail (SMTP) to **smtp.webstar.co.uk**, then click '**More Settings**'

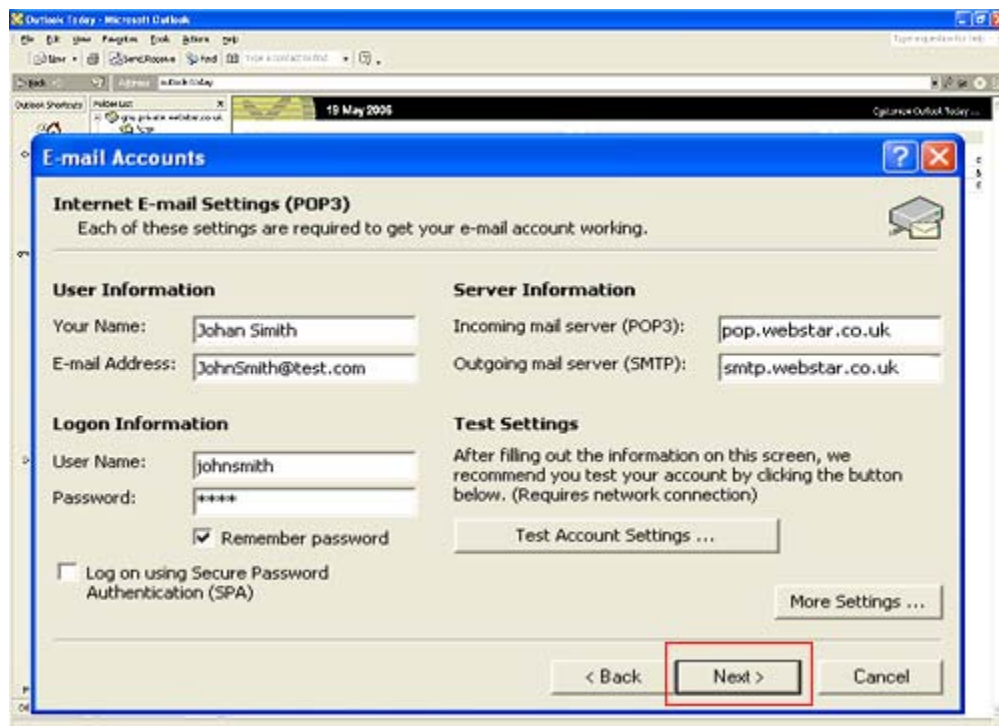


5. SELECT the **Outgoing Server** window

Then SELECT **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**. Then SELECT **OK**



6. On the account record window SELECT **Next**



Finally SELECT **Finish**

