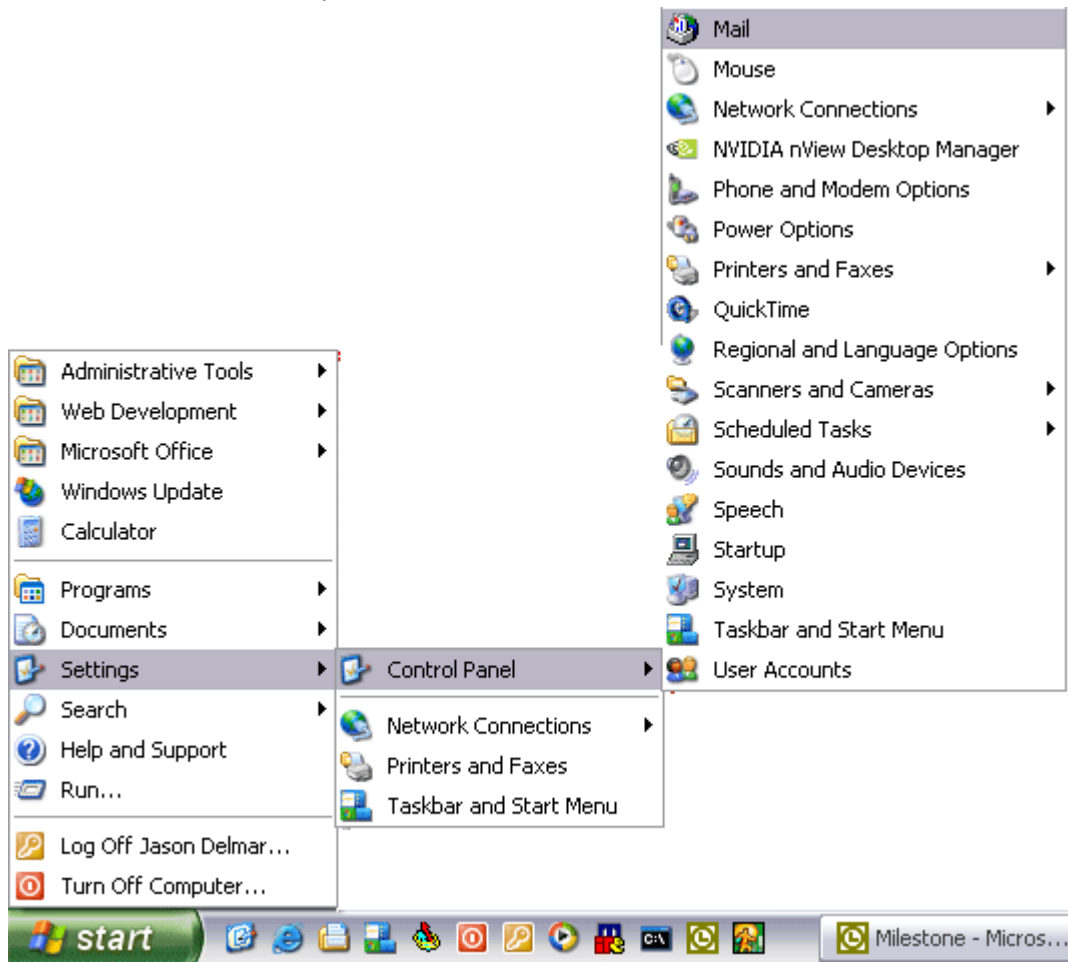


Setting up your Microsoft Outlook 2000-2002 Client

1. Make sure Outlook is closed.
 - Go to your Start Menu and choose **Settings**, then click “**Control Panel**”.
 - In the Control Panel, open the **Mail** icon.



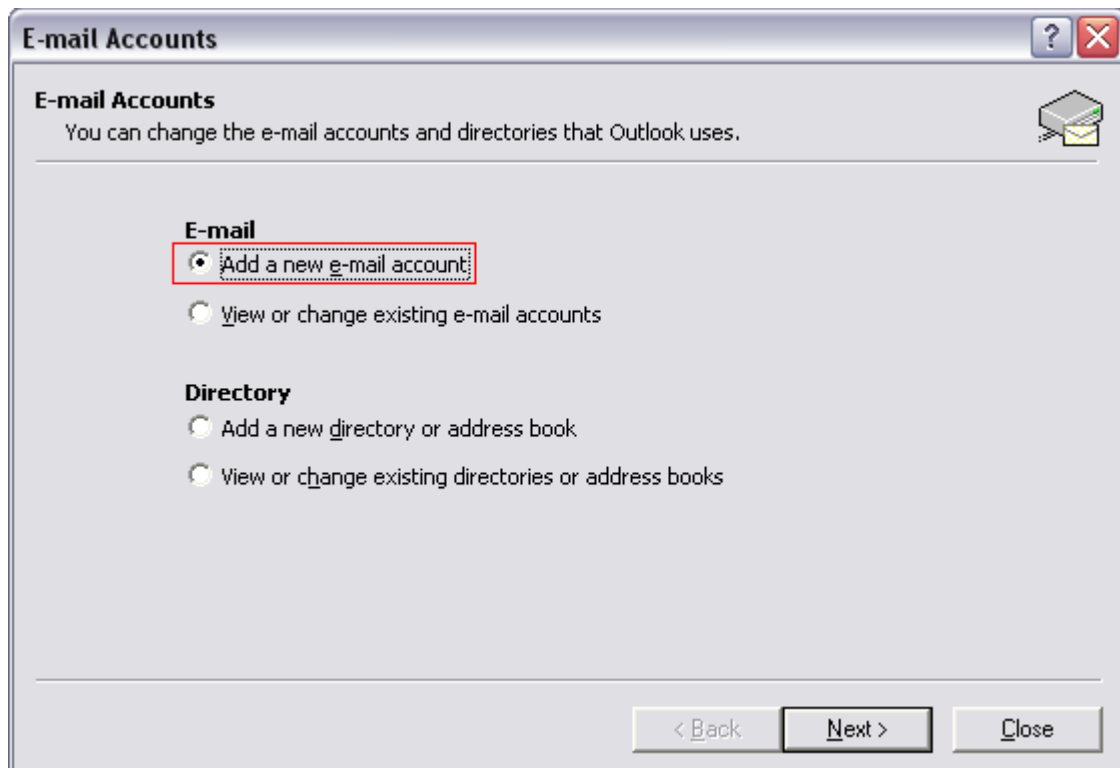
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2. Select the **Red** highlighted button "E-mail Accounts".



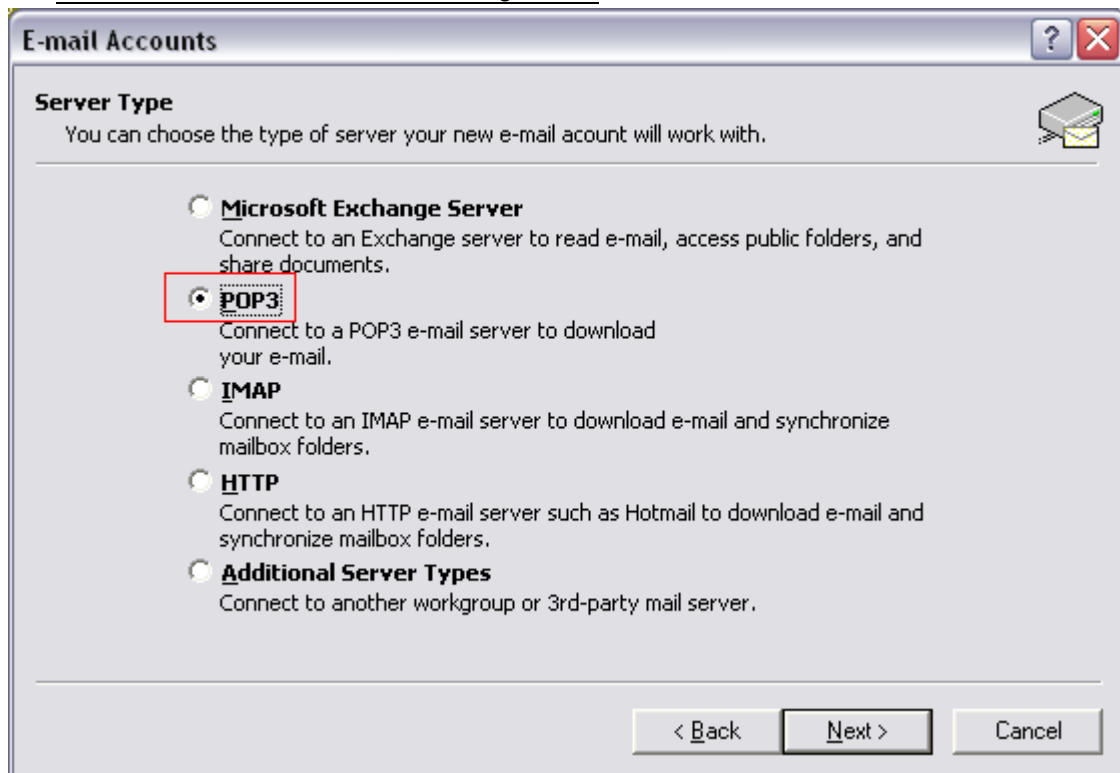
3. Select "Add a new e-mail account" and choose **Next**



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- The next screen allows you to select the way your e-mail is saved
 - If you Select **IMAP** your email will stay on the server until you delete it.
 - If you Select **POP3** your email will be downloaded into Outlook or Outlook Express
 - We **STRONGLY** recommend choosing **POP3**.



5. Fill in the following boxes with the relevant information.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

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

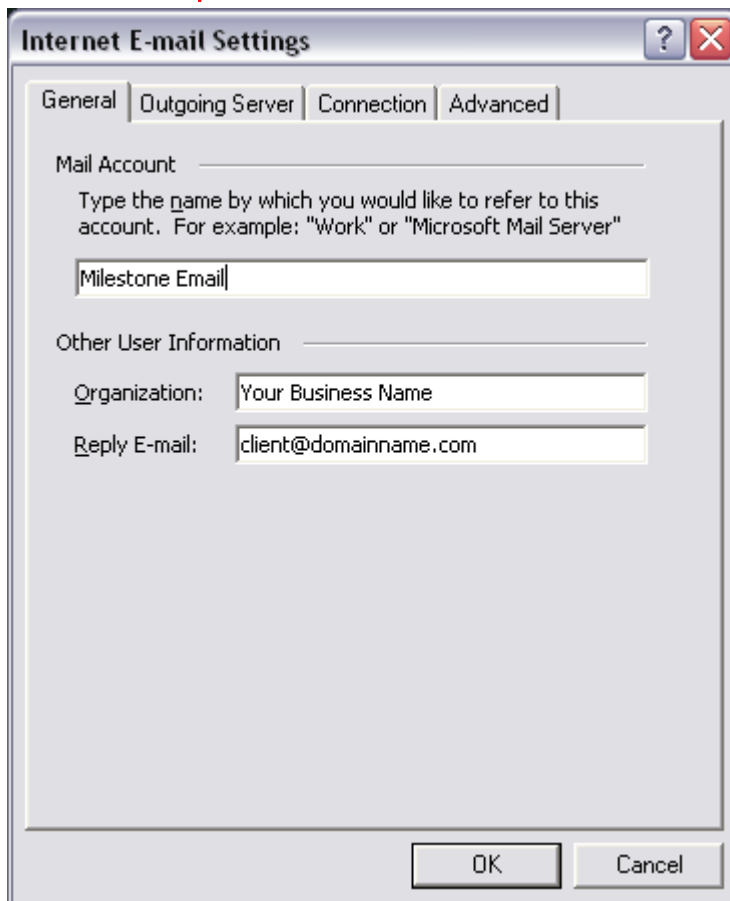
- **domainname** refers to your website's name or the name you type in your browser to reach your web site. **(do not include www. when you type this name in)**
- **Client Name** would be the email name that your requested Milestone to setup for you.
 - If you do not have one, have forgotten yours or just need another one please contact: **Benu Aggarwal @ 408-244-5437** or by email @ benu@milestonemc.com

6. After filling in these boxes select **More Settings**.

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7. **More Settings** helps you to identify this email account if you have multiple and allows you to specify a return e-mail address if different from the one you just entered.
 - **The general tab is optional but you must change settings on the Outgoing server tab in the next step.**



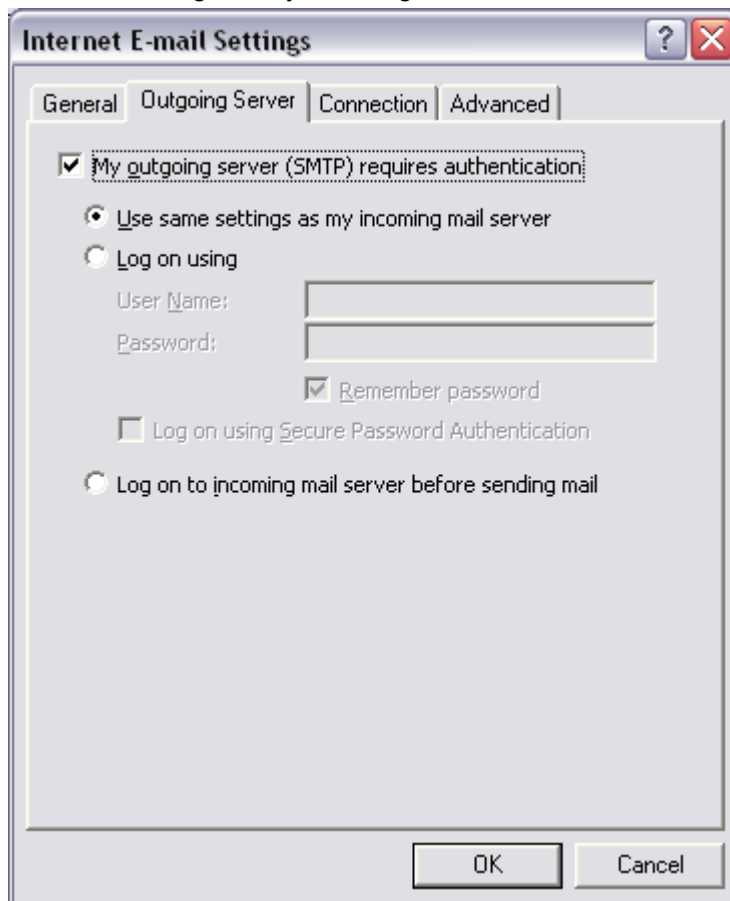
The image shows a screenshot of the 'Internet E-mail Settings' dialog box. The title bar reads 'Internet E-mail Settings' and includes a help icon and a close button. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'General' tab is selected. It contains the following fields:

- Mail Account:** A text box containing 'Milestone Email'. Below it is a descriptive text: 'Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server".'
- Other User Information:** A section with two sub-fields:
 - Organization:** A text box containing 'Your Business Name'.
 - Reply E-mail:** A text box containing 'client@domainname.com'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

8. Select the Outgoing Server Tab

- You must check box for “My outgoing server (SMTP) requires authentication and use the same settings as my incoming mail server.



9. Select OK, then FINISH

- Setup of your new e-mail account is complete.