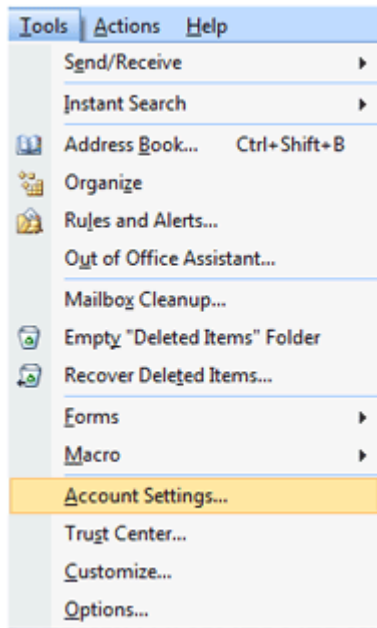
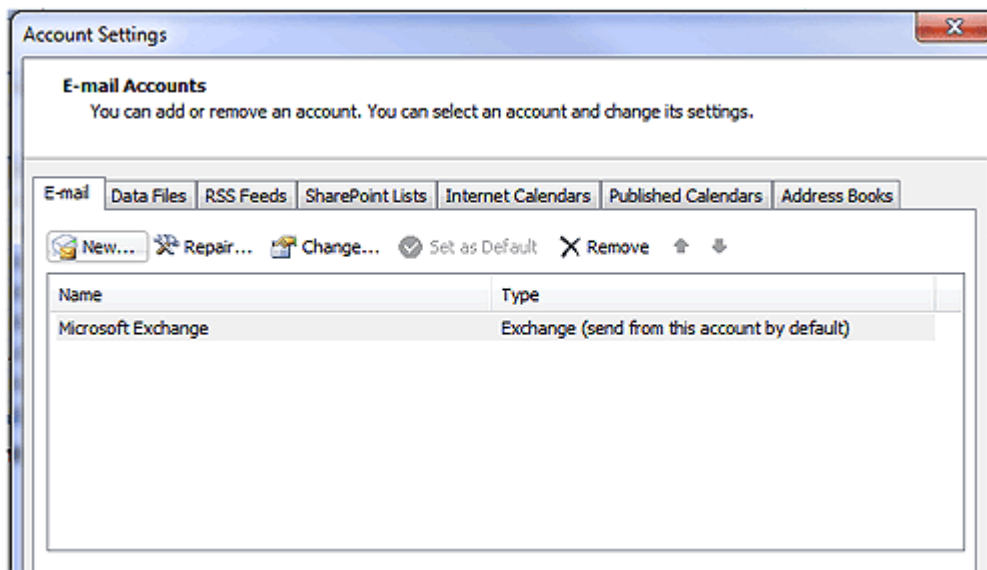


Setting up your new YourLink email account in Microsoft Outlook

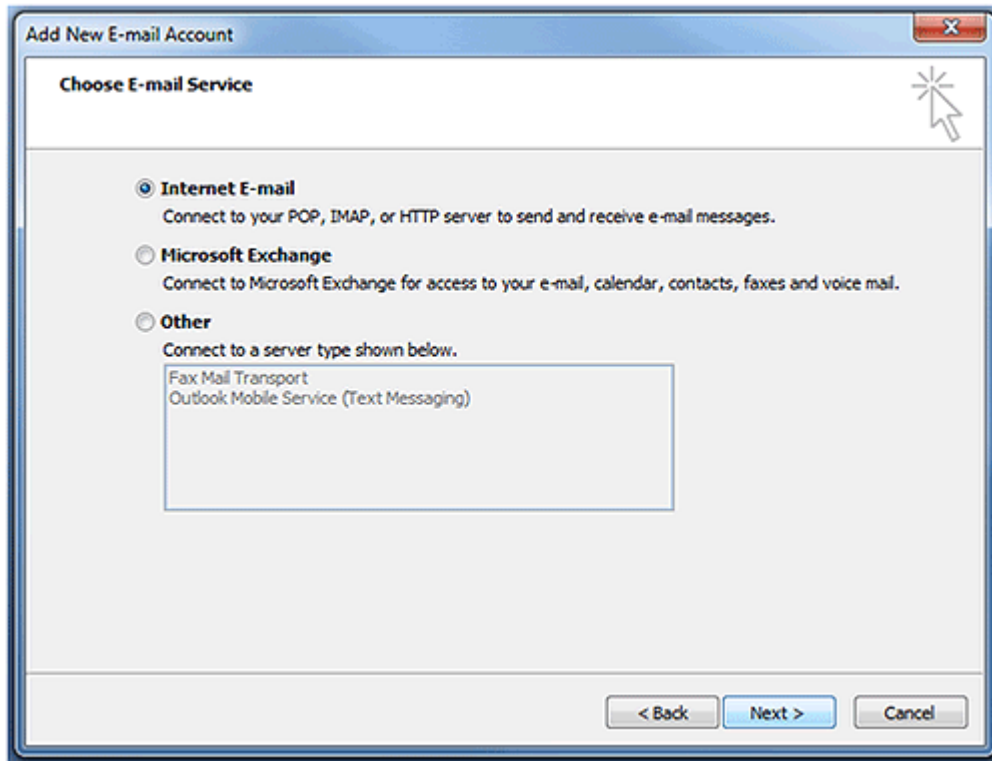
1. If you haven't setup an account on your system before a window will pop up to guide you through your setup, please skip to step 3. If you already have an account setup other then a YourLink email account click: "Tools" -> "Account Settings..."



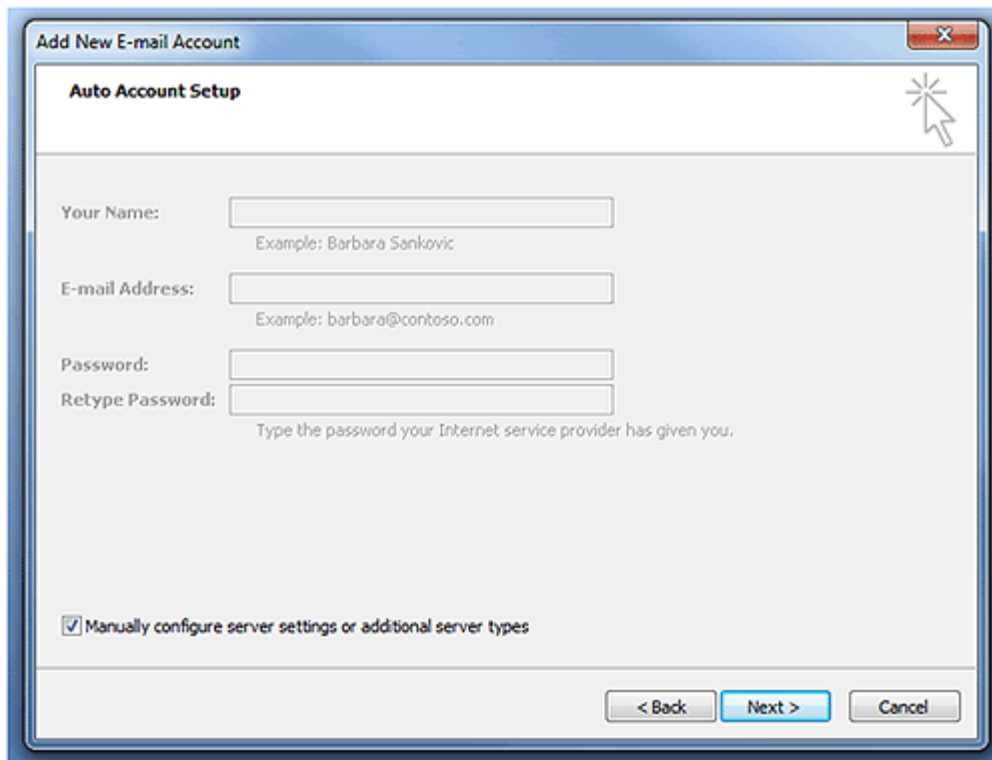
2. Click "New..." in the next window



3. Click "Next >" to indicate that you are setting up an internet email account



4. Check "Manually configure..." checkbox on the bottom left of the email box.



5. Enter your customer information

User Information

Your Name - will be displayed when a person receives an email

Email Address – corresponds with your columbiacable.net email address, if entered incorrectly your reply address will be incorrect

Server Information

Account Type – Select POP3

Incoming mail server – Set to mail.columbiacable.net, this is the server that houses all your emails

Outgoing mail server (SMTP) – mail.columbiacable.net, this is where emails will be sent to for delivery

Login Information

Username – columbiacable.net email address doubles as your username

Password - your email password.

The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". Inside, there's a section for "Internet E-mail Settings" with a note: "Each of these settings are required to get your e-mail account working." The settings are organized into four columns: "User Information", "Server Information", "Logon Information", and "Test Account Settings".

- User Information:** "Your Name:" field contains "John Doe"; "E-mail Address:" field contains "john.doe@columbiacable.net".
- Server Information:** "Account Type:" dropdown is set to "POP3"; "Incoming mail server:" field contains "mail.columbiacable.net"; "Outgoing mail server (SMTP):" field contains "mail.columbiacable.net".
- Logon Information:** "User Name:" field contains "john.doe.columbiacable"; "Password:" field contains "*****"; a "Remember password" checkbox is checked; a "Require logon using Secure Password Authentication (SPA)" checkbox is unchecked.
- Test Account Settings:** A text box explains that after filling out the information, the user should click the "Test Account Settings ..." button (which is present) to test the account. A "More Settings ..." button is also visible at the bottom right of the settings area.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. Click the "More Settings..." button at the bottom right of your screen.

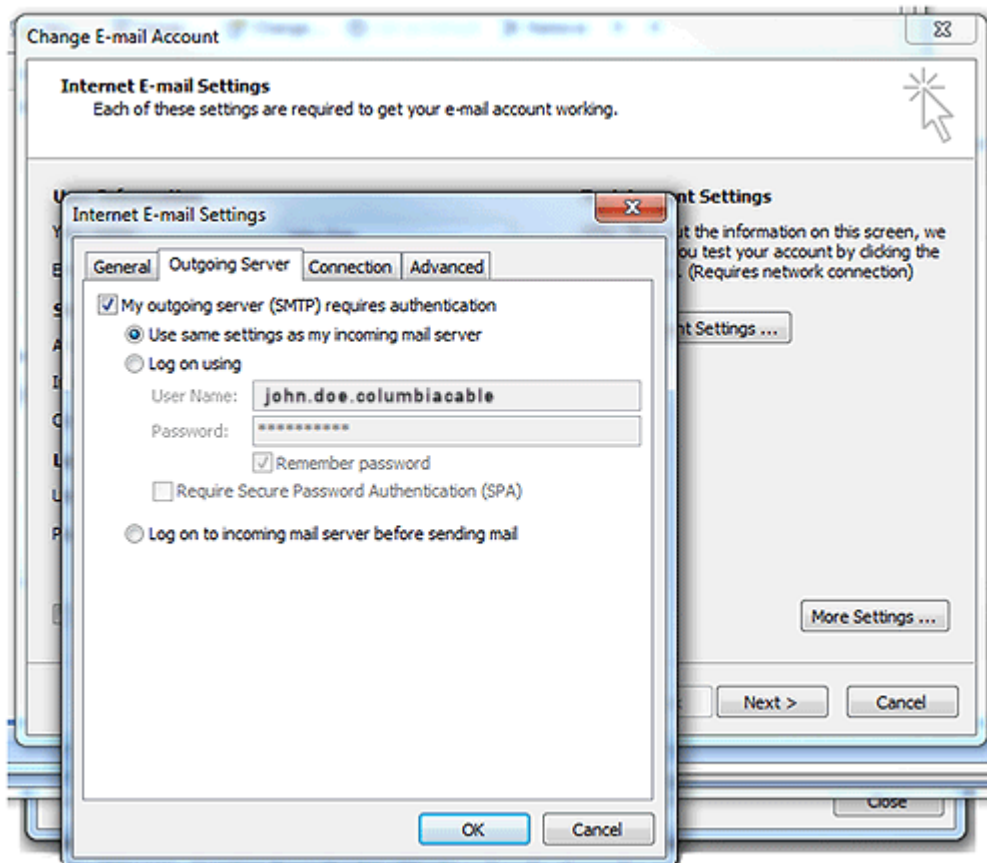
8. Select the "Outgoing Server" tab on the top of the window

9. Check the "My outgoing server (SMTP) requires authentication" check box

10. Enter the same information as your mail login into the "User Name" & "Password" fields

11. Click "Ok" to apply the changes and close the Settings window

12. Click "Next >"



Congratulations you have your YourLink email account setup through Microsoft Outlook

