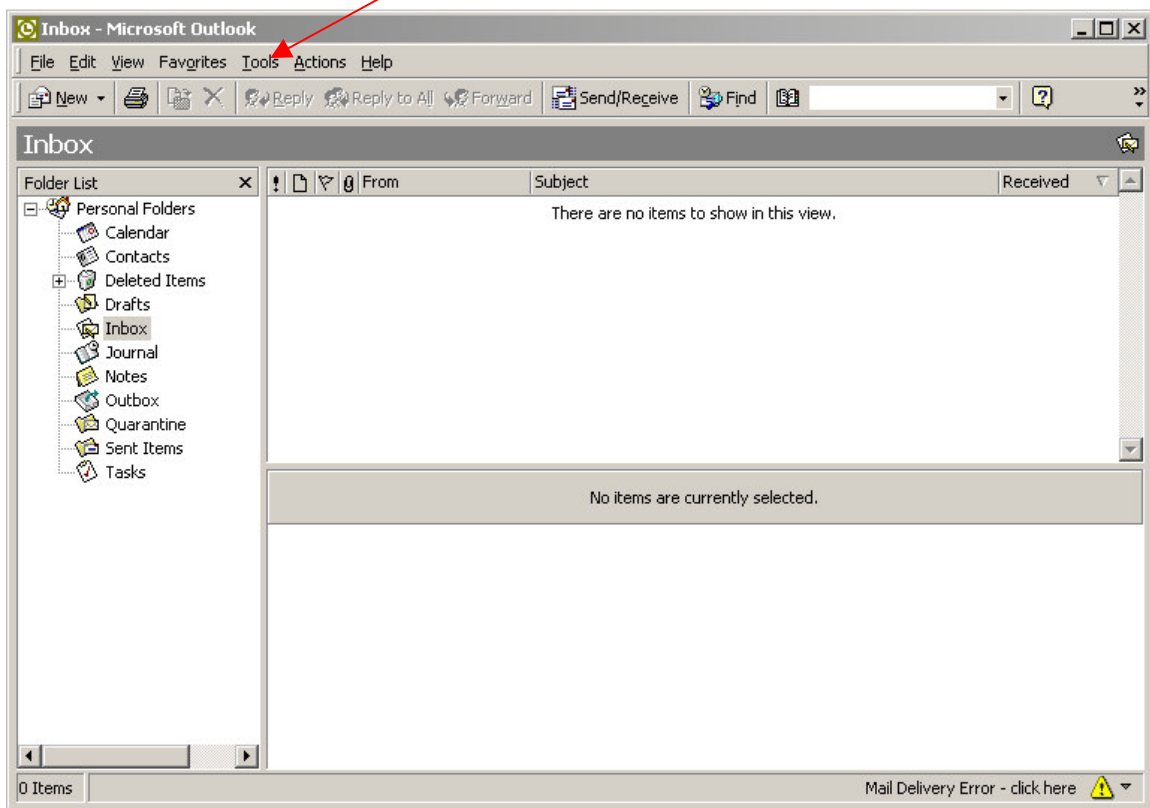


CONFIGURING MICROSOFT OUTLOOK AND OUTLOOK EXPRESS TO USE MAIL-IN-A-BOX SERVER TO SEND AND RECEIVE MAILS.

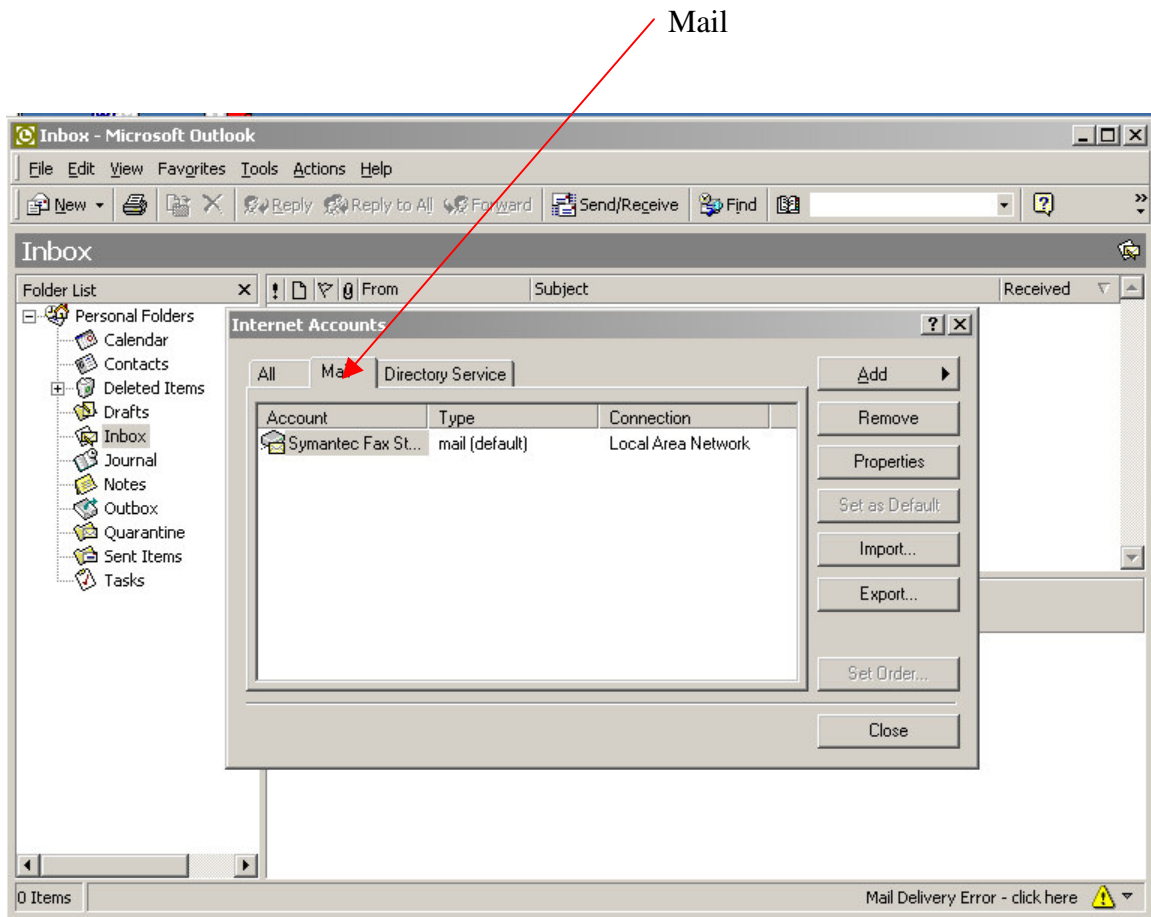
1. Go to **Start-Programs-Microsoft Outlook**.
This opens the window below.

Tools



2. Go to **Tools-Accounts**.

This opens the Internet Accounts window shown below.



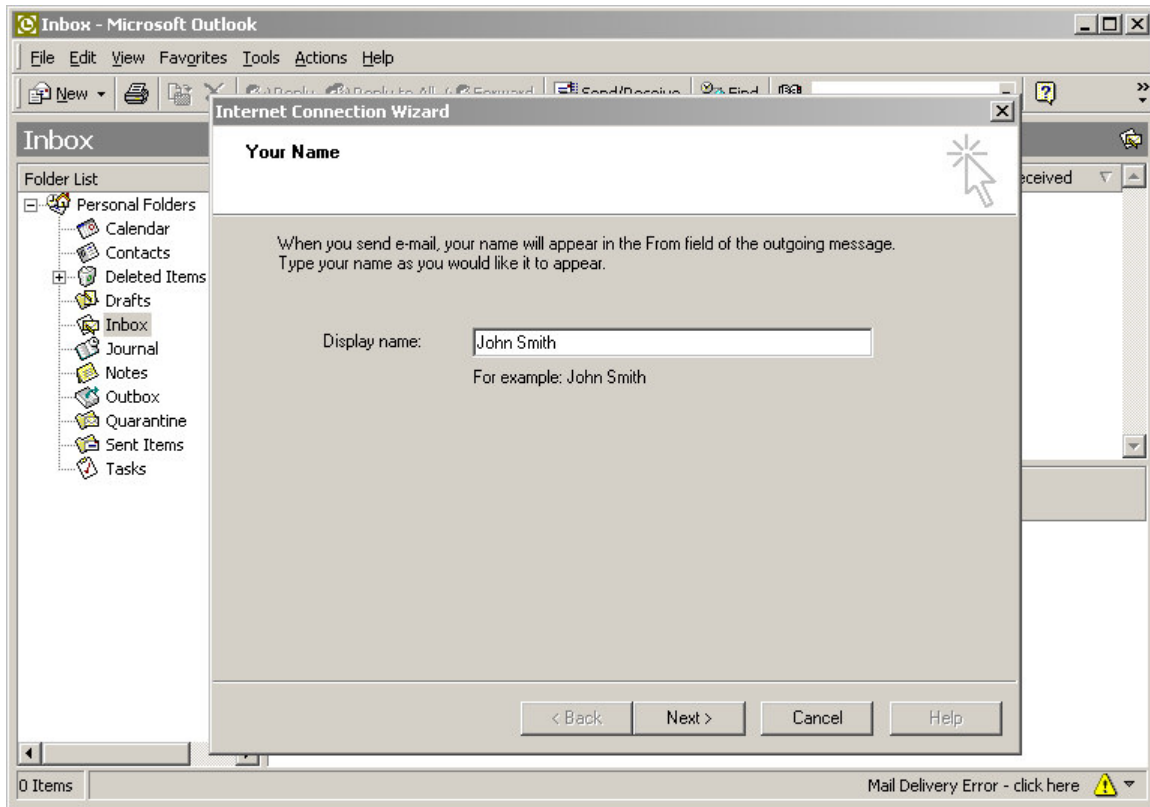
Select **Mail** as indicated above and click on **Add**.

This gives two options

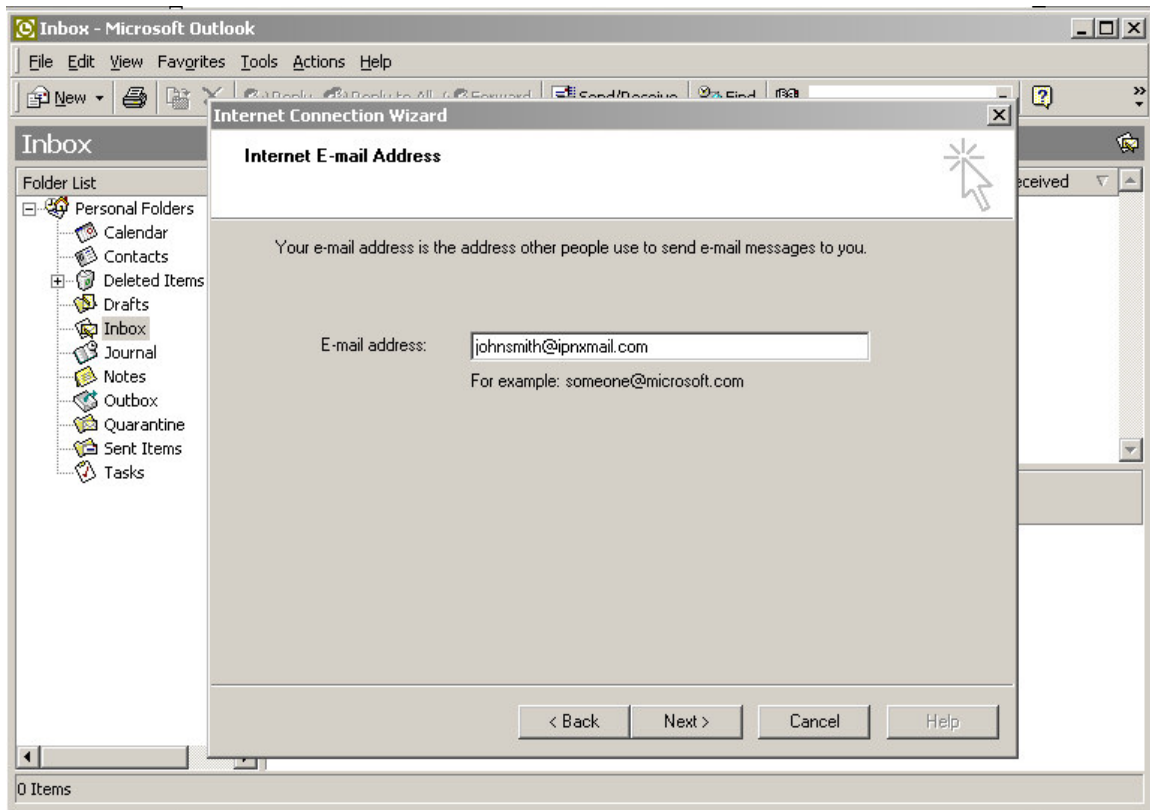
- Mail
- Directory service

Choose **Mail**.

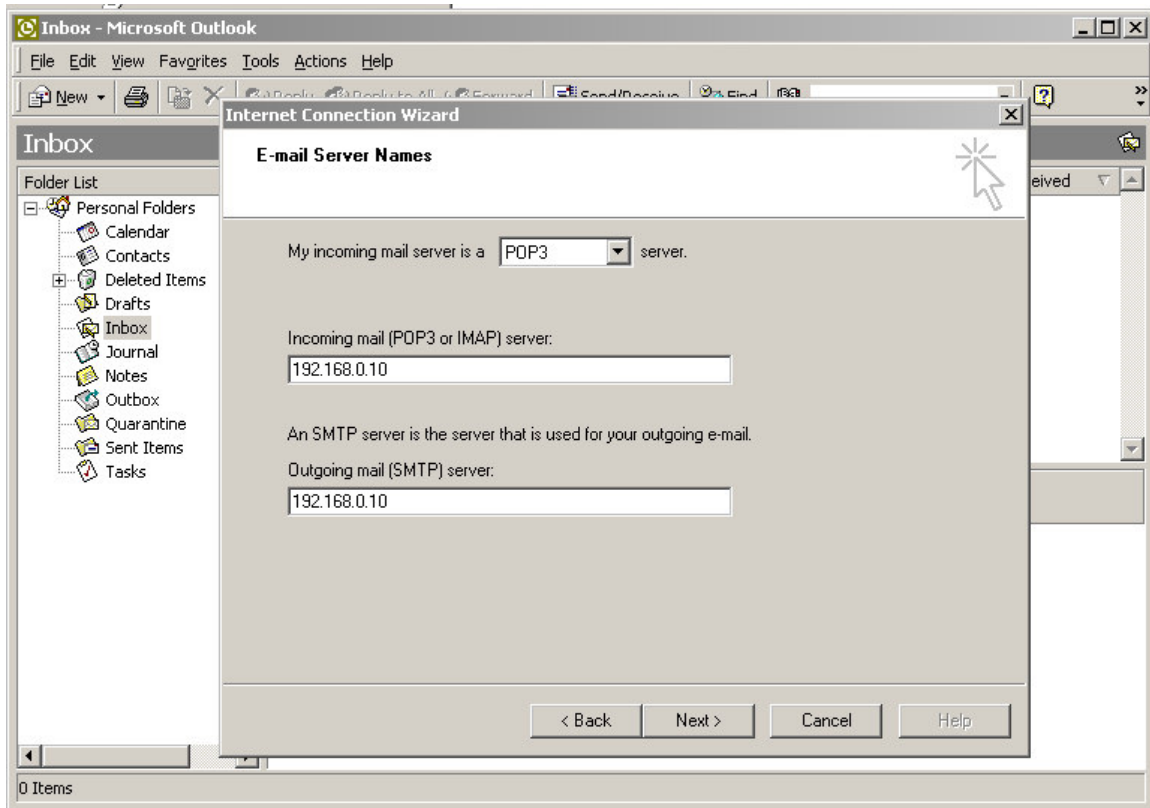
3. In the screen shown below, type in your **Names** and click next.



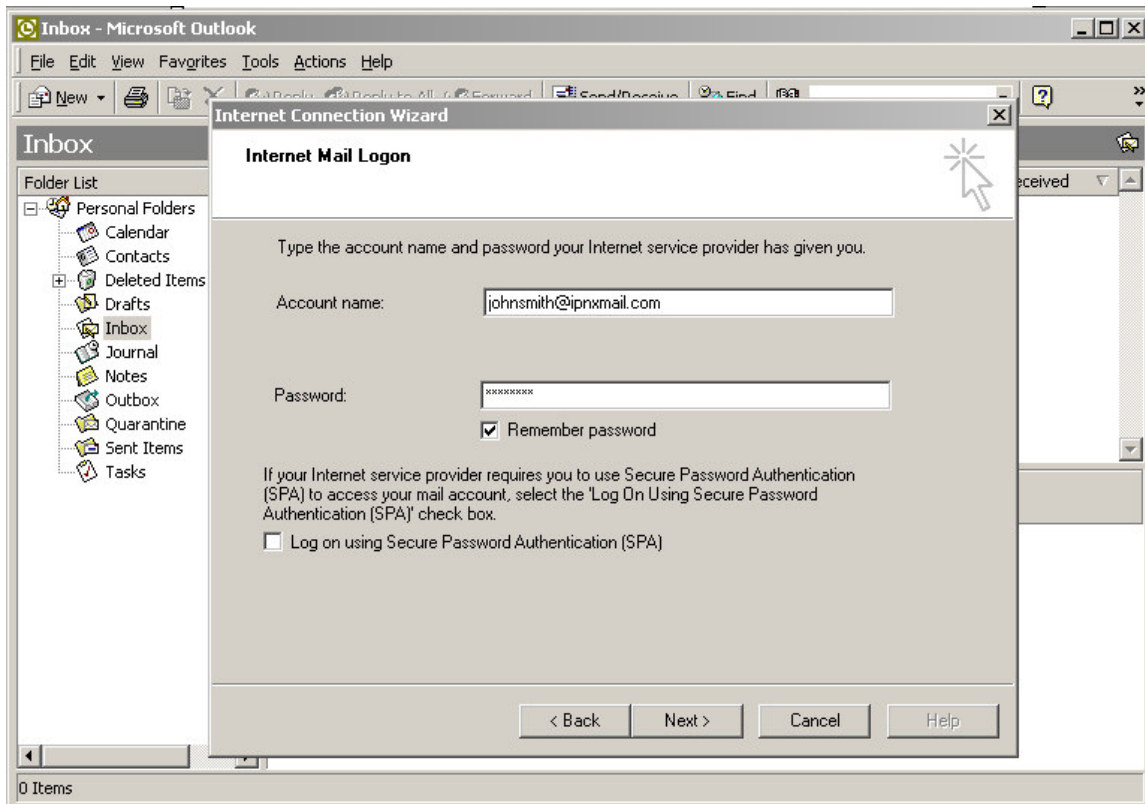
4. Here, you type in your **Email Address** and **Password**.
When you are through click next.



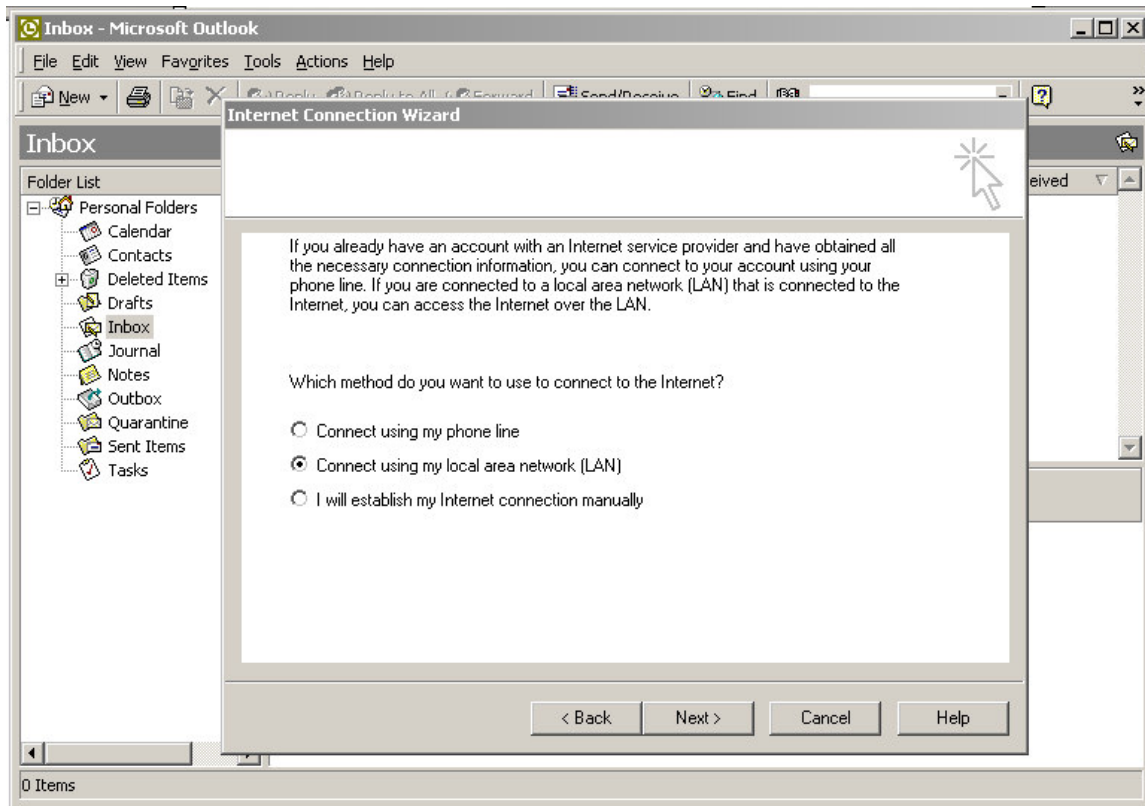
5. For the Incoming Mail (POP3 or IMAP) and the Outgoing Mail (SMTP) servers, enter the **IP-Address** you assigned to the **Mail-in-a-box** server on your Internal Network (LAN). Click next.



6. On the Internet Mail Logon screen below, enter your Account name and password as created by your mail administrator. Click next.



7. For method of internet connection, select “Connect using my local area network (LAN)” as shown below. Click next.



8. Click Finish.

