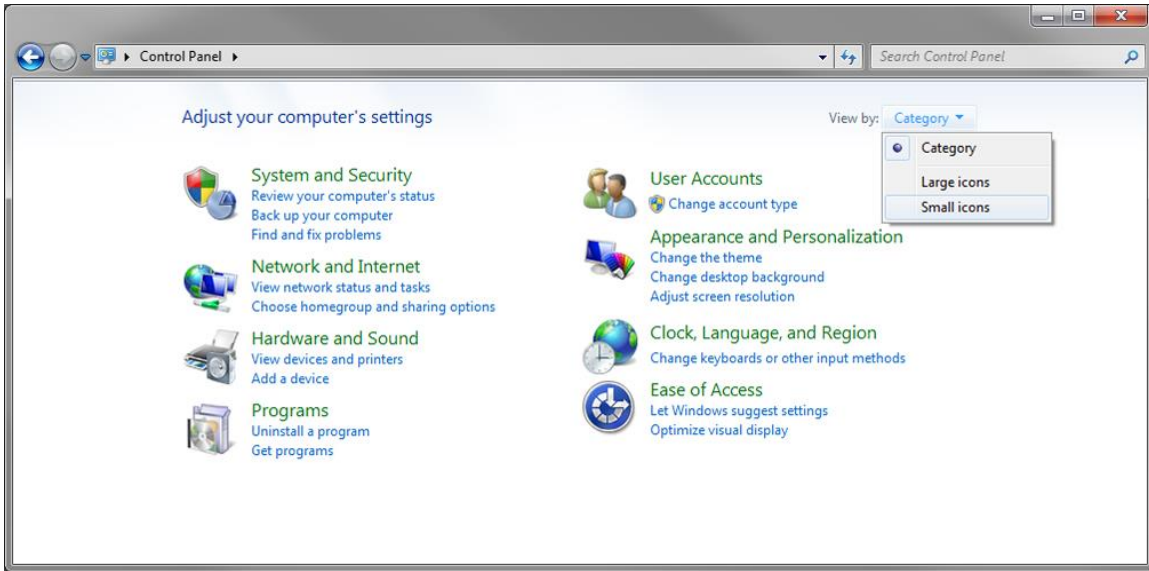
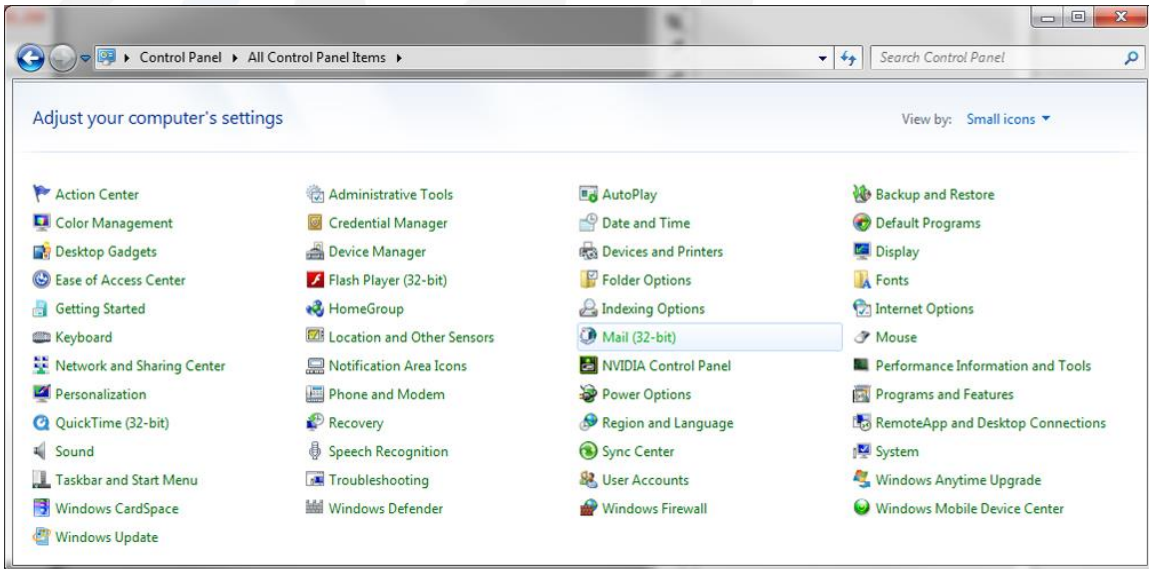


## Using Your New Email Account with Outlook



1. Open Control Panel, from the Start Menu, or by clicking Start, then “Run” then typing “control” and pressing enter. Choose “Small Icons” under “View by”.



2. Open “Mail” or “Mail (32-bit)” from within Control Panel.

### Shipping:

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

### Billing:

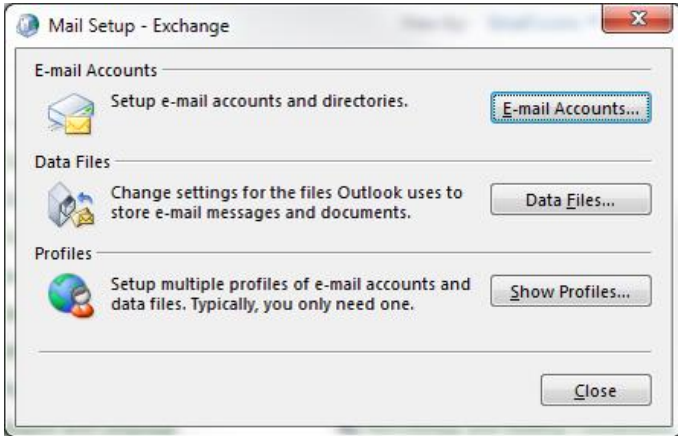
Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

### Physical & Retail:

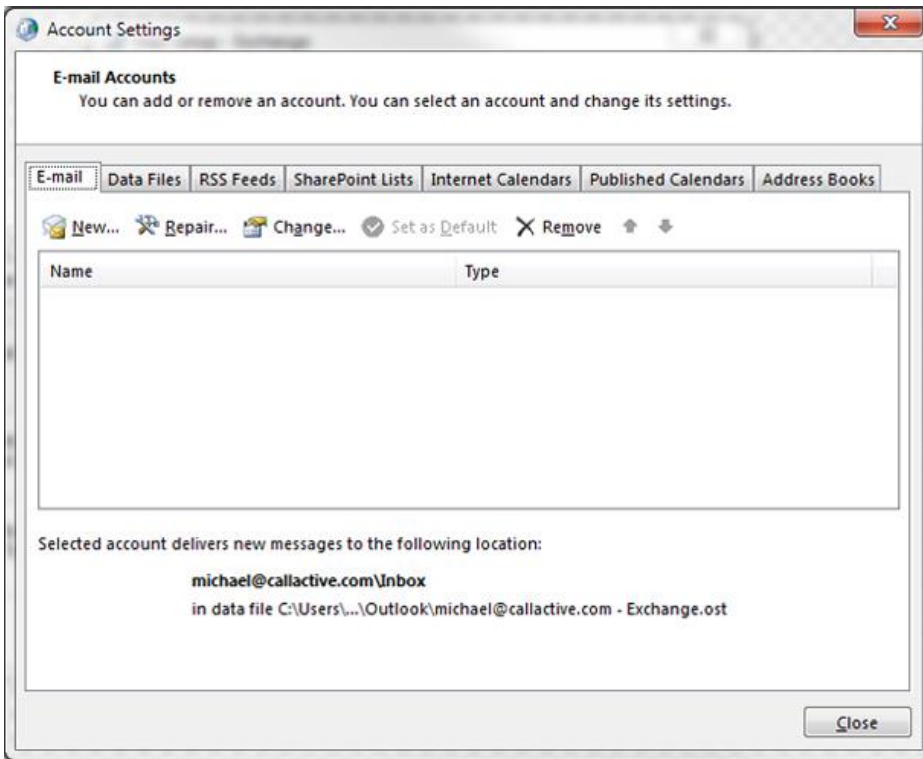
Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com





3. Click on “E-mail Accounts...”



4. Click “New...”

**Shipping:**

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

**Billing:**

Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

**Physical & Retail:**

Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The 'E-mail Account' radio button is selected. Below it, there is a text box containing 'Fax Mail Transport'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select "E-mail Account" and click "Next".

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' radio button is selected. There are four input fields: 'Your Name' (with 'John Doe' and example 'Ellen Adams'), 'E-mail Address' (with 'john.doe@callactive.com' and example 'ellen@contoso.com'), 'Password' (with '\*\*\*\*\*'), and 'Retype Password' (with '\*\*\*\*\*'). Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select "Manual setup or additional server types" and click "Next".

**Shipping:**

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

**Billing:**

Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

**Physical & Retail:**

Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The 'POP or IMAP' option is selected. Below it, there is a list box containing 'Fax Mail Transport'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

7. Select "POP or IMAP" and click "Next".

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The 'User Information' fields are filled with 'John Doe' and 'john.doe@callactive.com'. The 'Server Information' fields include 'Account Type' (POP3), 'Incoming mail server' (mail.callactive.com), and 'Outgoing mail server (SMTP)' (mail.callactive.com). The 'Logon Information' fields include 'User Name' (john.doe@callactive.com) and 'Password' (masked with asterisks). The 'Remember password' checkbox is checked. The 'Test Account Settings' section has a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. The 'Deliver new messages to:' section has 'New Outlook Data File' selected. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

8. Enter your account settings as shown, and click "More Settings..."

**Shipping:**

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

**Billing:**

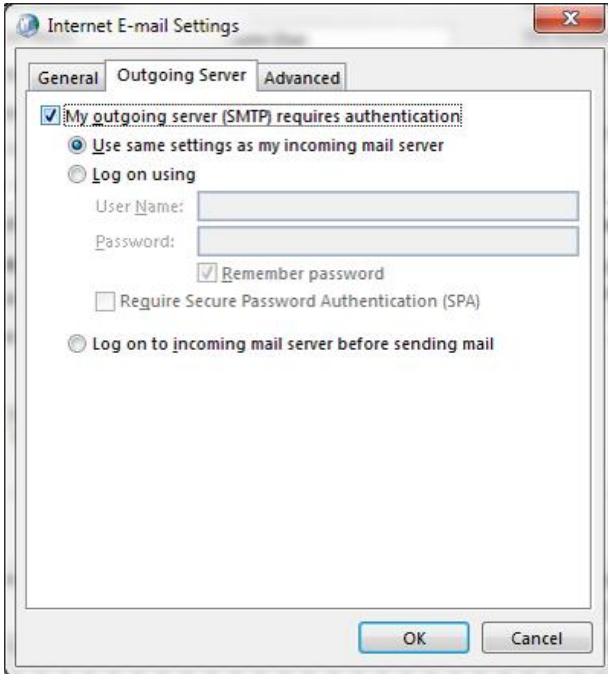
Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

**Physical & Retail:**

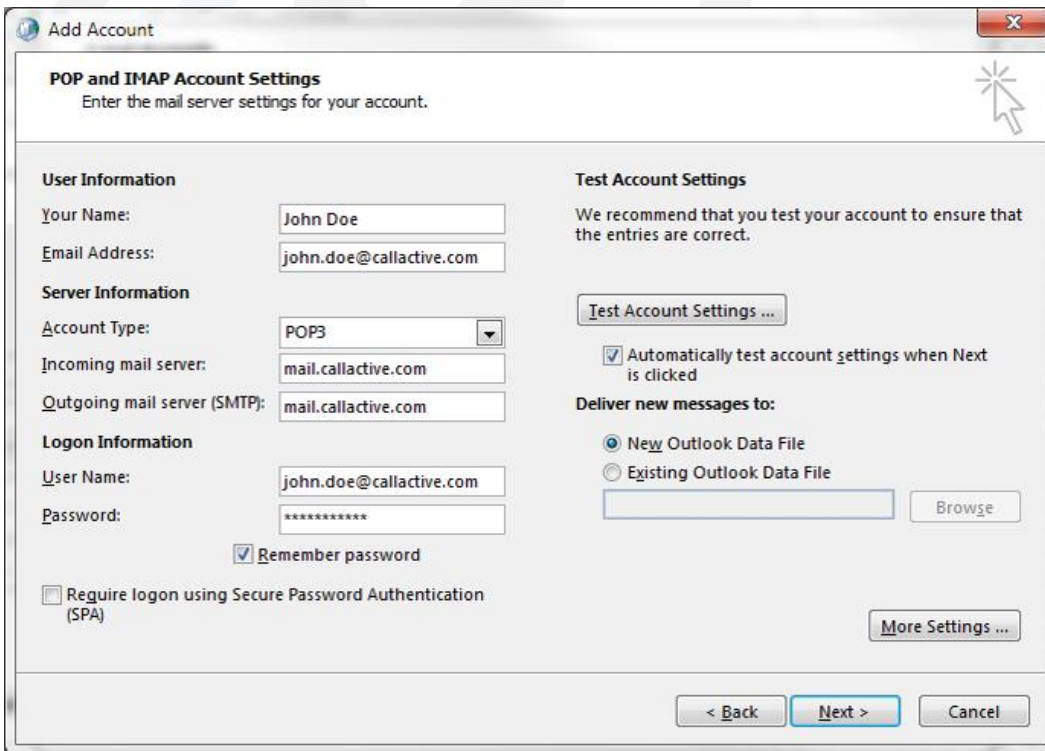
Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com





9. Check the box next to “My outgoing server (SMTP) requires authentication”, and select “Use same settings as my incoming mail server”, then click “OK”.



10. Click “Next”.

**Shipping:**

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

**Billing:**

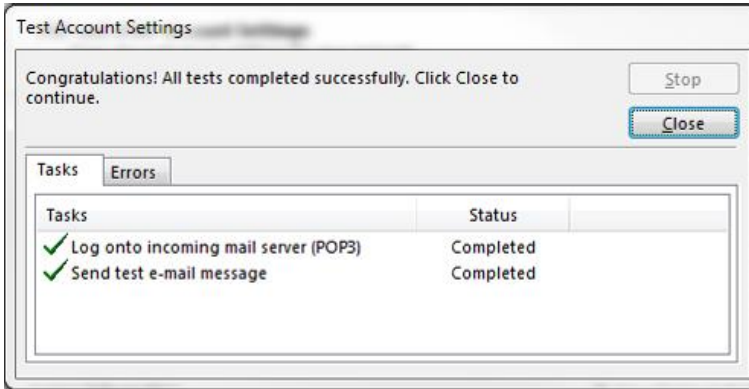
Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

**Physical & Retail:**

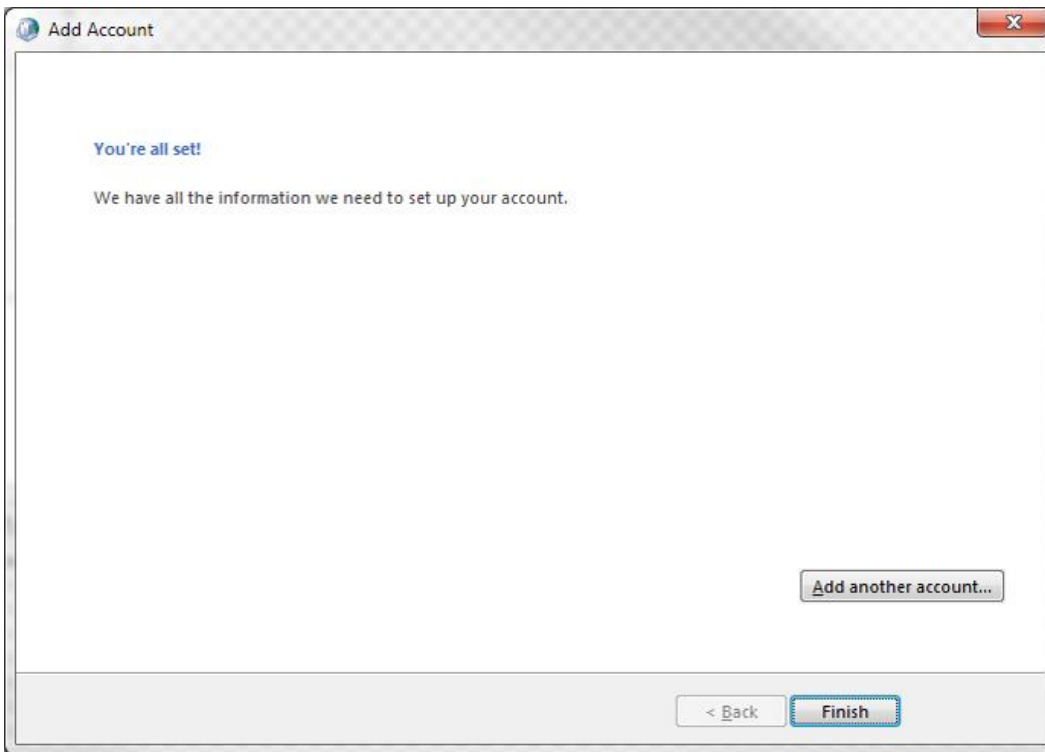
Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com





11. The tests will run automatically. If any of the tests fail, click “Close” and go back to double-check the settings entered. Otherwise, click “Close” and proceed.



12. That's it! Your account is configured in Outlook and ready to use!

**Shipping:**

Active DataComm®  
1203 Nelle Street  
Tupelo, MS 38801-3415

**Billing:**

Active DataComm®  
1508 Leighton Drive  
Tupelo, MS 38801-2212

**Physical & Retail:**

Active DataComm®  
1203-1205 Nelle Street  
Tupelo, MS 38801-3415

Phone: (662) 620-7996  
Fax: (662) 620-7763  
support@callactive.com  
www.callactive.com

