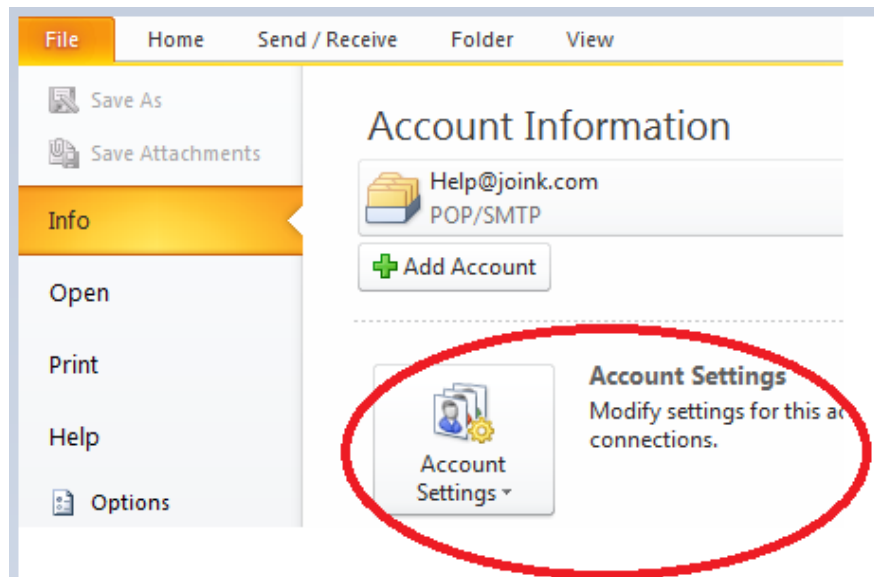
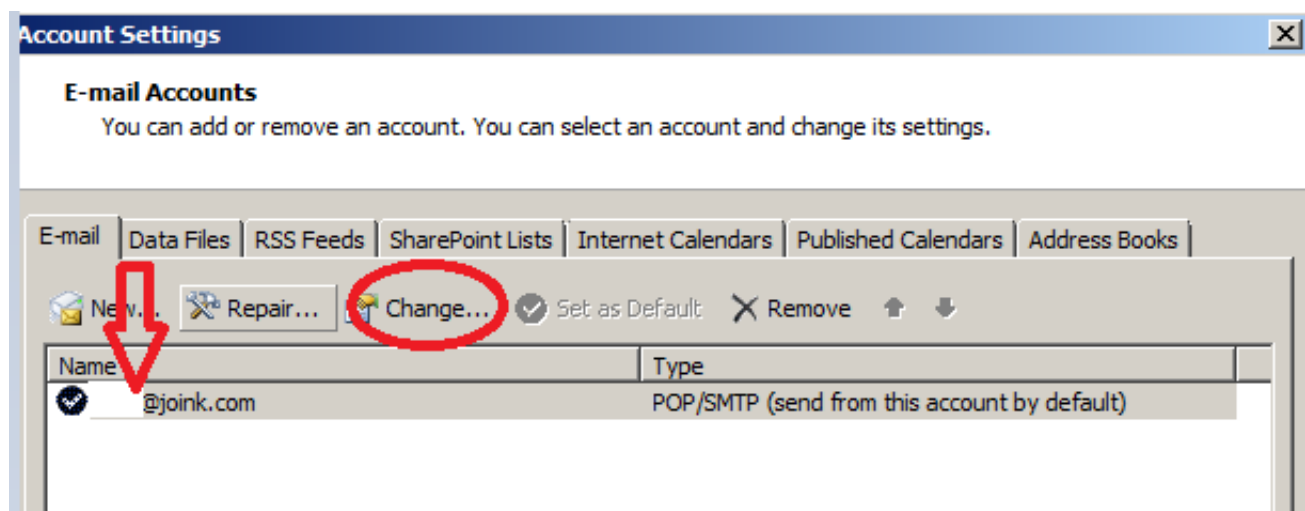


Outlook settings for Smartermail

1. Click on File, then Account Settings



2. Click once to highlight the Name of the email account you want to change the setting and click change



3. Enter the required information

Your Name

E-mail Address

Incoming mail server (mail.joink.com)

Outgoing mail server (mail.joink.com)

User name (email address)

Password (enter you email address)

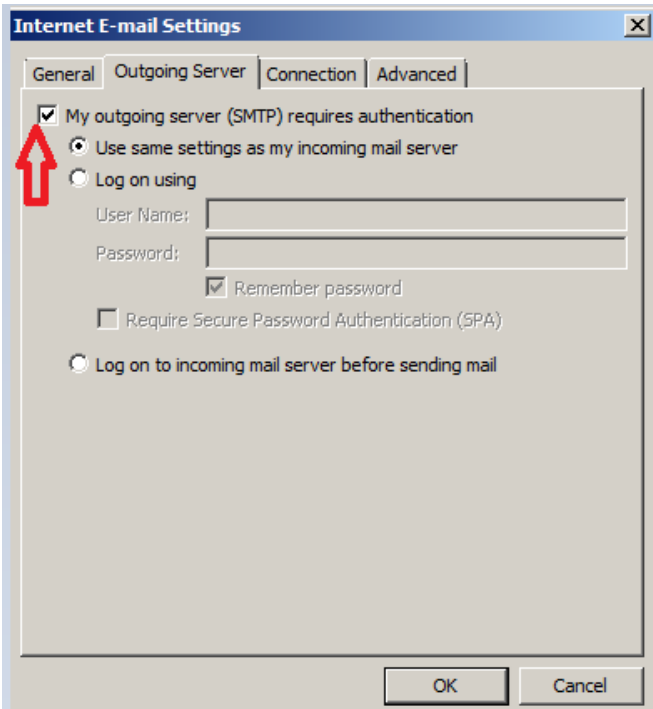
The screenshot shows a dialog box titled "Change Account" with a sub-tab "Internet E-mail Settings". The main heading is "Internet E-mail Settings" with a note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** "Your Name:" (text box with "your name") and "E-mail Address:" (text box with "example@joink.com").
- Server Information:** "Account Type:" (dropdown menu with "POP3"), "Incoming mail server:" (text box with "mail.joink.com"), and "Outgoing mail server (SMTP):" (text box with "mail.joink.com").
- Logon Information:** "User Name:" (text box with "example@joink.com") and "Password:" (text box with "*****"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A "Test Account Settings ..." button and a checked checkbox for "Test Account Settings by clicking the Next button".
- Buttons:** "More Settings ..." (bottom right), "< Back" (bottom left), "Next >" (bottom center), and "Cancel" (bottom right).

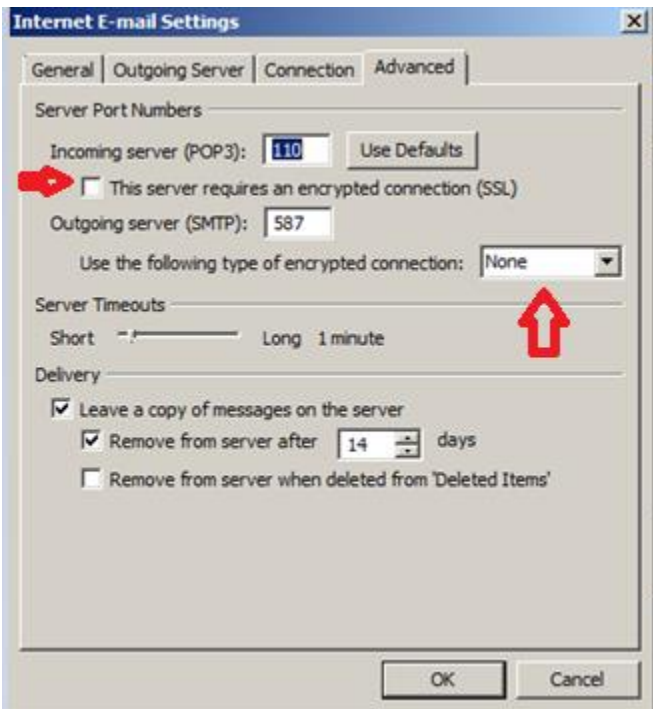
4. Next click on the "More Settings" button and you will see the screen below, make sure the mail account has the correct email address.

The screenshot shows the "Internet E-mail Settings" dialog box with the "General" tab selected. The "Mail Account" section has a text box containing "example@joink.com" with the instruction: "Type the name by which you want to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". The "Other User Information" section has two empty text boxes for "Organization:" and "Reply E-mail:". The "OK" and "Cancel" buttons are at the bottom.

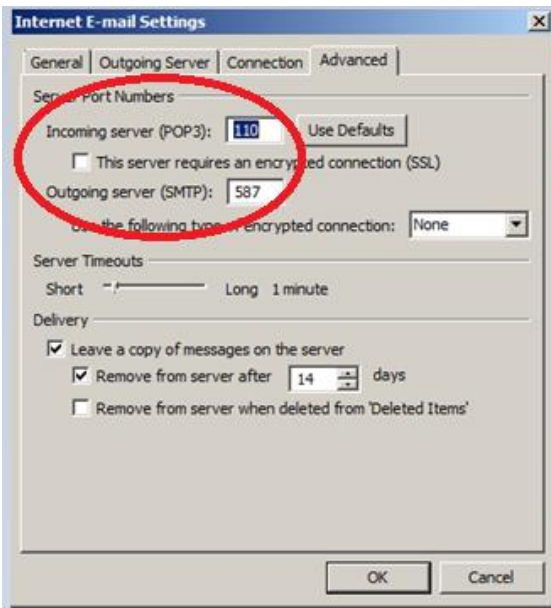
5. Click on the Outgoing Server Tab and make sure there is a check next to My outgoing server....



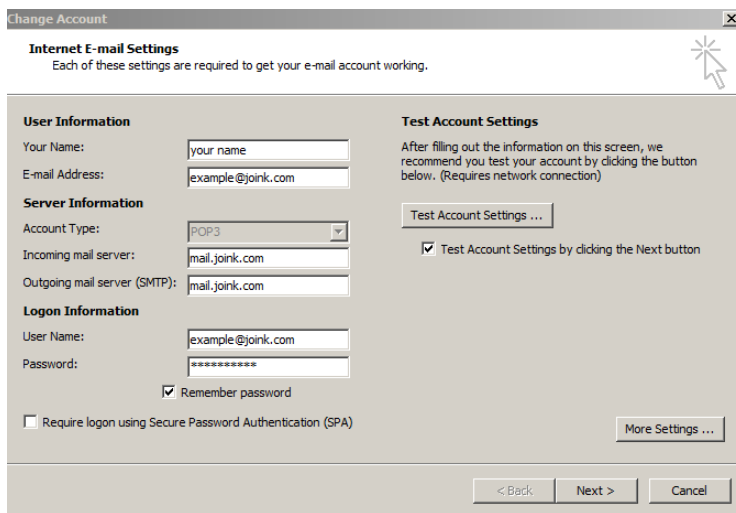
6. Click on the Advanced Tab, we do not use SSL so remove the check next to This server requires an encrypted connection(ssl) and change the drop down to none.



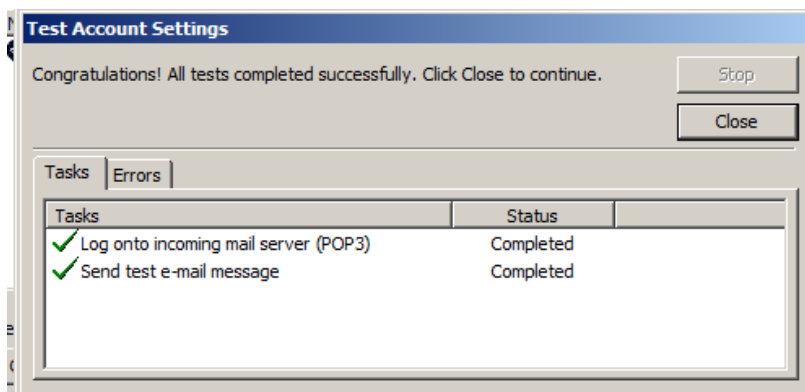
7. Now you will also need to make sure the port settings are the 110 for incoming server and 587 for outgoing server



Once you have these settings changed click ok and you will be back to the following page, at the bottom click on the next button.



You will see the following, if you have no errors close this box



Then click finish.

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.



< Back Finish