

MICROSOFT OUTLOOK XP MAIL SETUP

Who needs this User Guide?

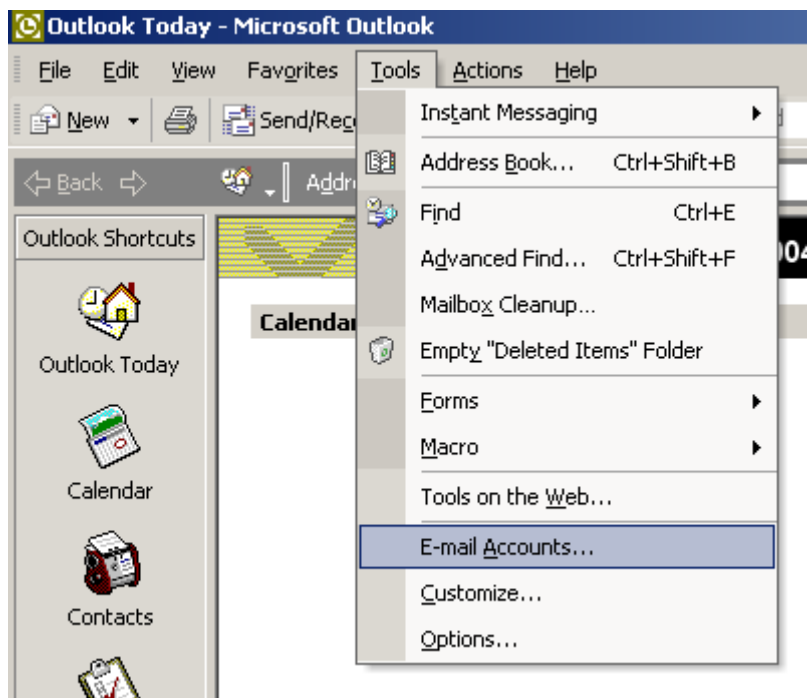
Customers who desire simple step-by-step instructions to set up Outlook XP Mail.

Why this User Guide?

This guide will take you through simple, user-friendly instructions on how to easily set up your Outlook XP Mail, also known as Outlook 2002.

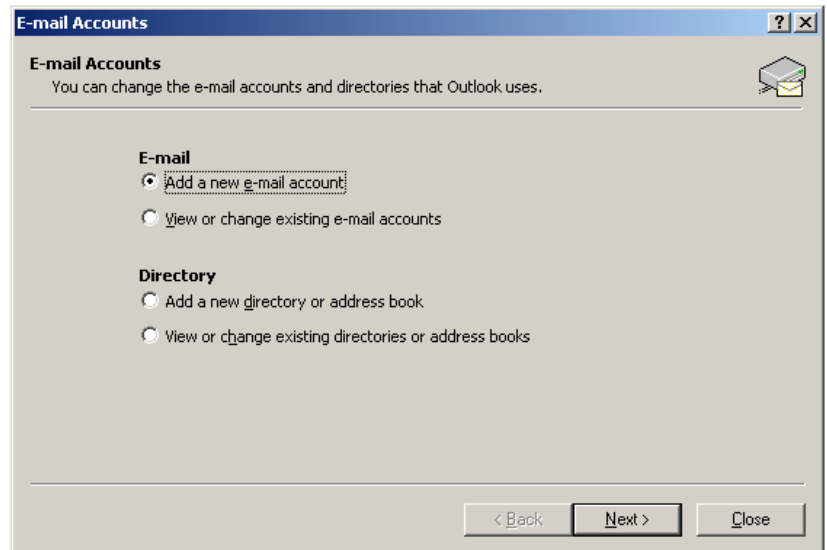
STEP 1

Select **Tools** then **E-mail Accounts** from the main menu bar.



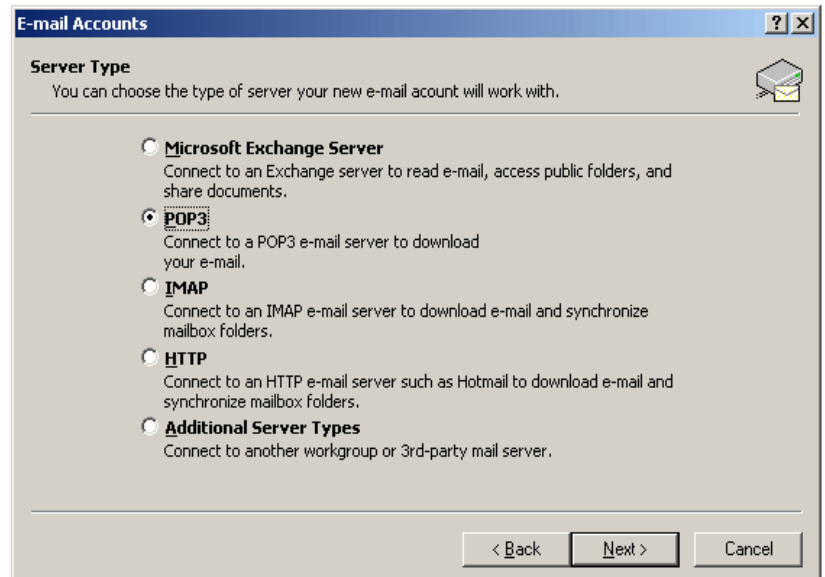
STEP 2

Click on "Add a new E-mail account" under the "E-mail" section and then click "Next".



STEP 3

Under the "Server Type", select "POP3" and click on "Next" to continue.



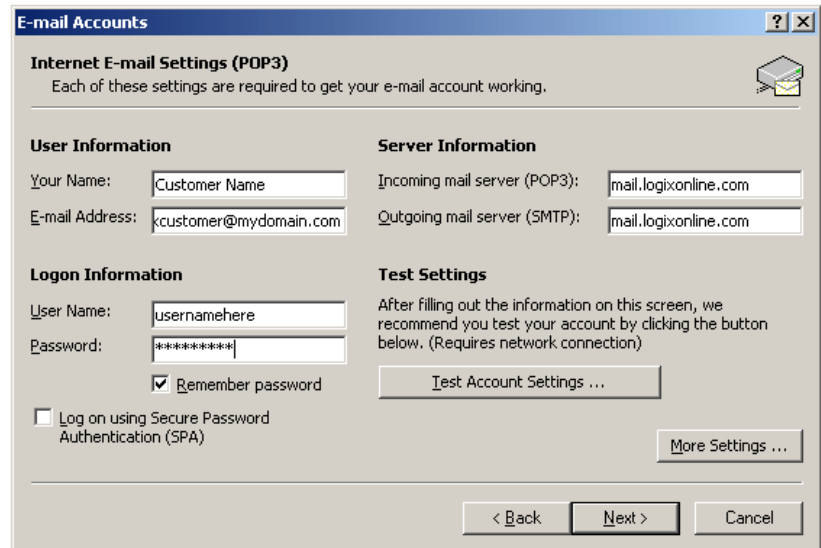
STEP 4

In the **Your name** field, type your full name. In the **E-Mail Address** field, type your E-mail address.

In **Incoming mail server** and **Outgoing mail server** fields, type in "mail.logixonline.com".

In the **User Name** field type in your username. In the Password field, type your password.

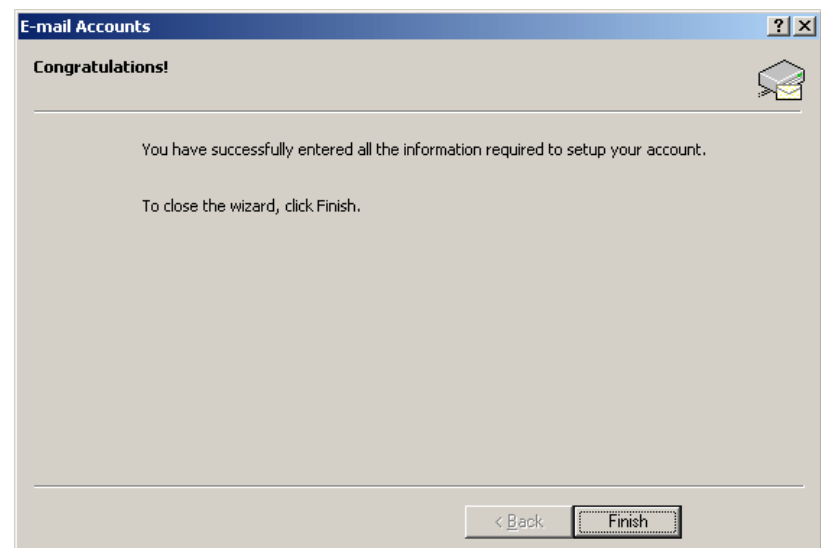
Click on "Next" to continue.



STEP 5

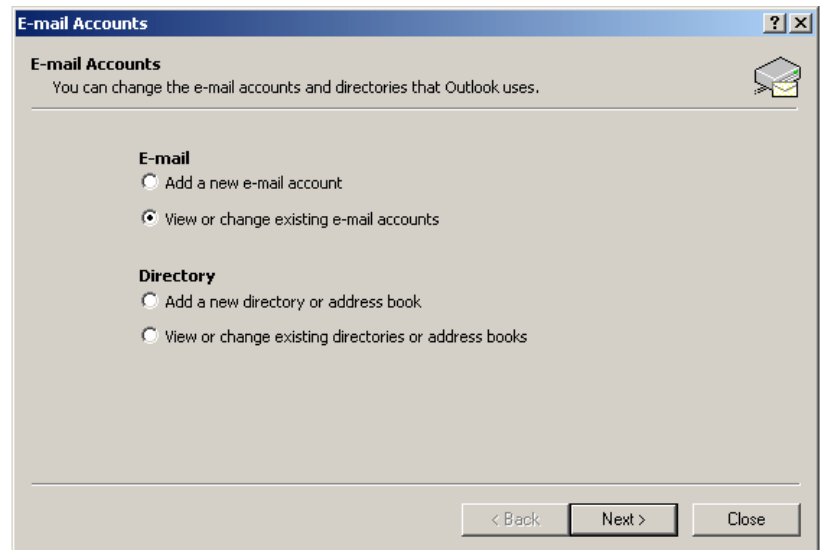
Click on the "Finish" button to save. This will take you back to Outlook XP. Restart the program to save your changes.

Your E-mail account set up is now complete. Repeat steps 1 through 5 to set up additional E-mail accounts. Call LOGIX Data Help Desk at 1-877-673-1868 with any questions.



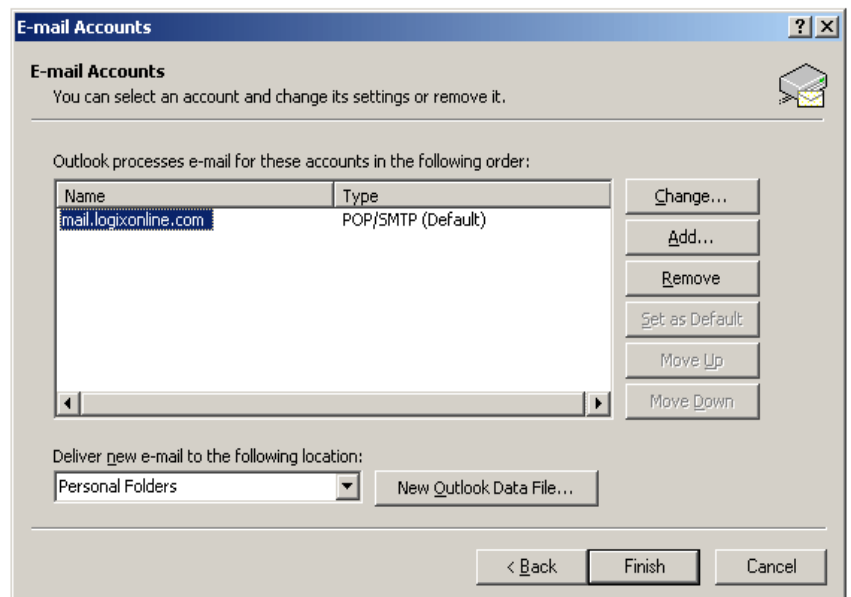
EDIT YOUR PROFILE #1

To make changes to your profile, go to Tools->E-mail Accounts. Click on "View or change existing E-mail accounts" and then click on "Next".



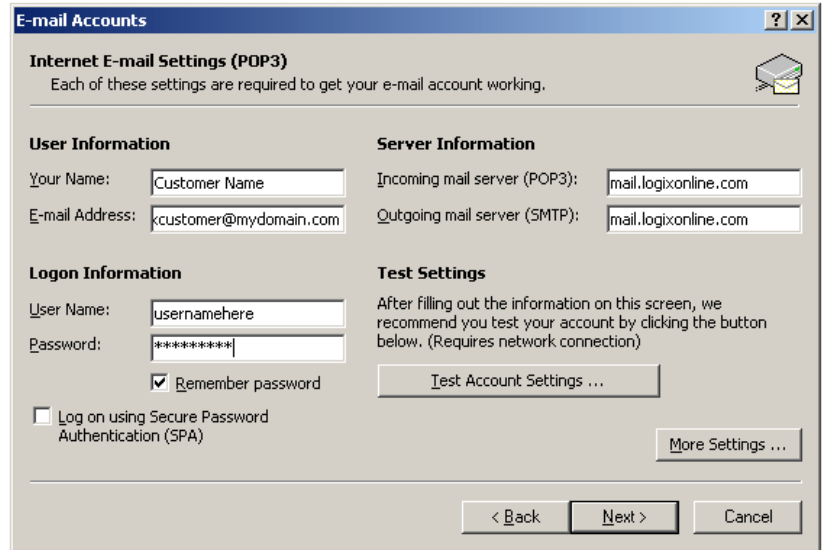
EDIT YOUR PROFILE #2

Click on the profile you want to change and then click on the "Change..." button.



EDIT YOUR PROFILE #3

Update your profile as needed.



E-mail Accounts ? X

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)