

MICROSOFT OUTLOOK MAIL SETUP

Who needs this User Guide?

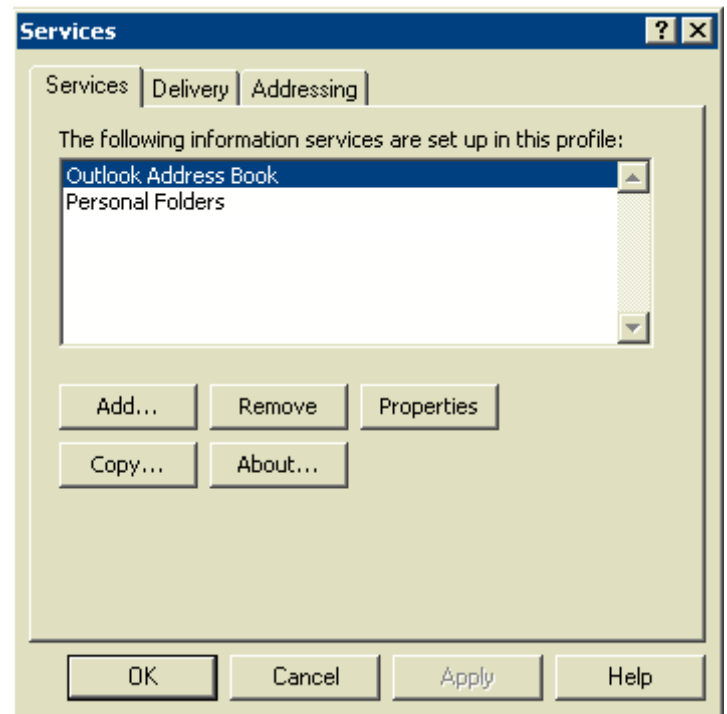
Customers who desire simple step-by-step instructions to set up Outlook Mail.

Why this User Guide?

This guide will take you through simple, user-friendly instructions on how to easily set up your Outlook Mail Client.

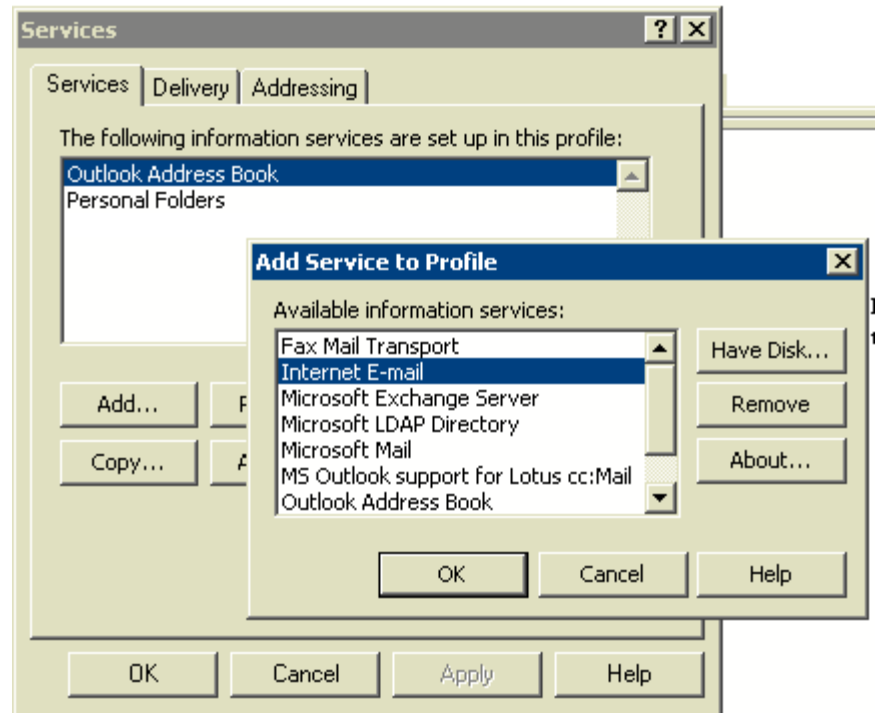
STEP 1

Select **Tools > Services** from the main menu bar. The Services dialog box will open. Click on the "Add." button.



STEP 2

Select "Internet E-mail" and click on "OK".



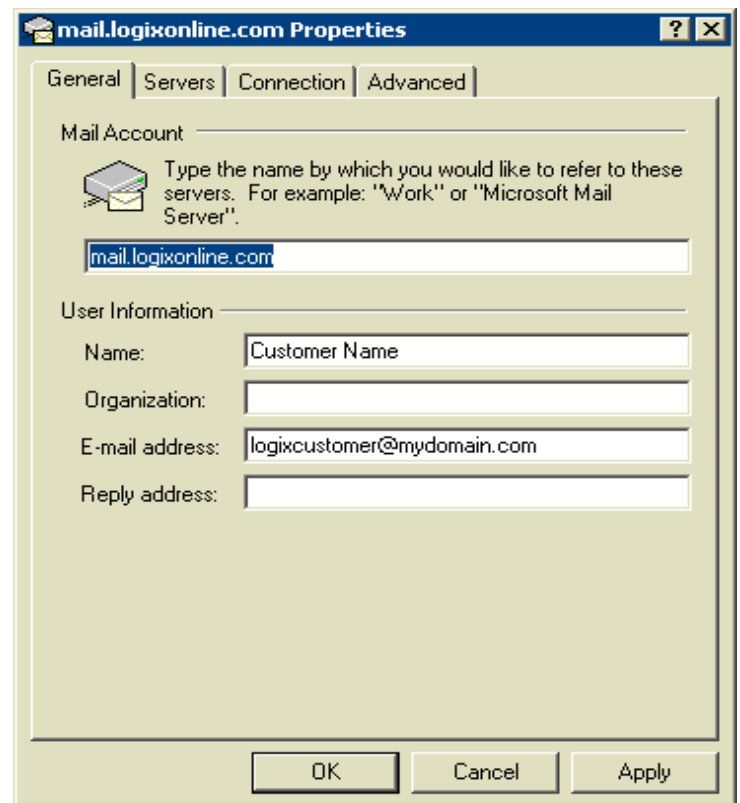
STEP 3

In the "Type the name by..." field, type in "mail.logixonline.com".

In the **Name** field, have type your full name.

In the **E-mail address** field, type in your E-mail address.

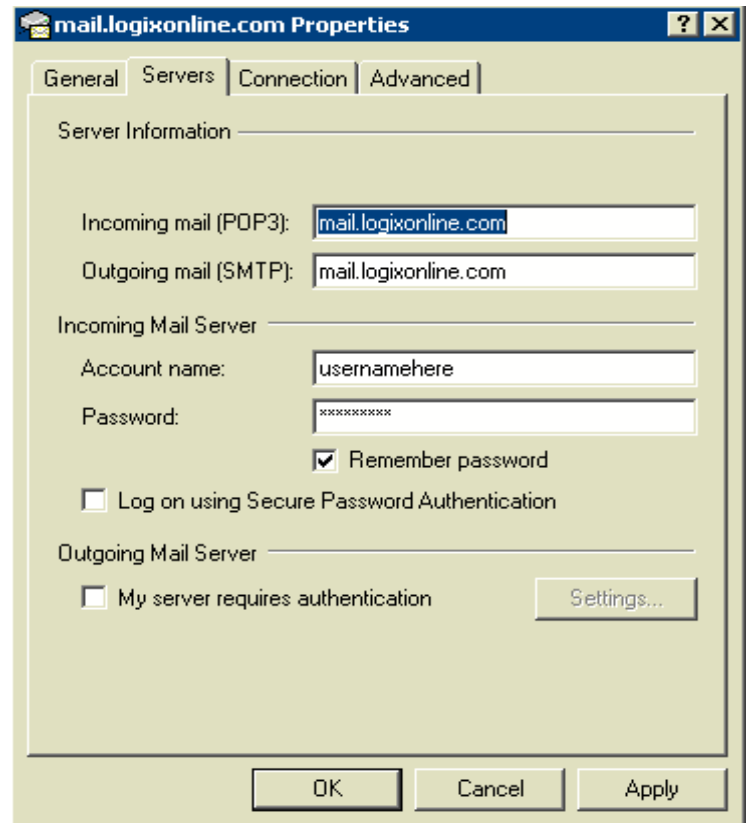
Now select the **Servers** tab.



STEP 4

In both the **Incoming mail (POP3)** and **Outgoing mail (SMTP)** field type in "mail.logixonline.com".

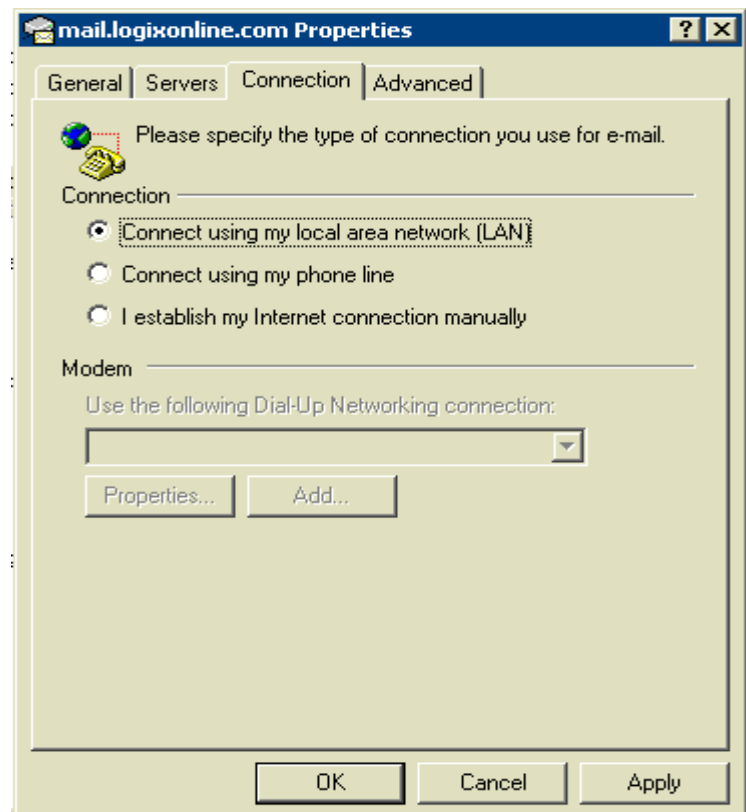
In the **Account name** field, type your username. In the **Password** field, type your password. Next, select the **Connection** tab.



STEP 5

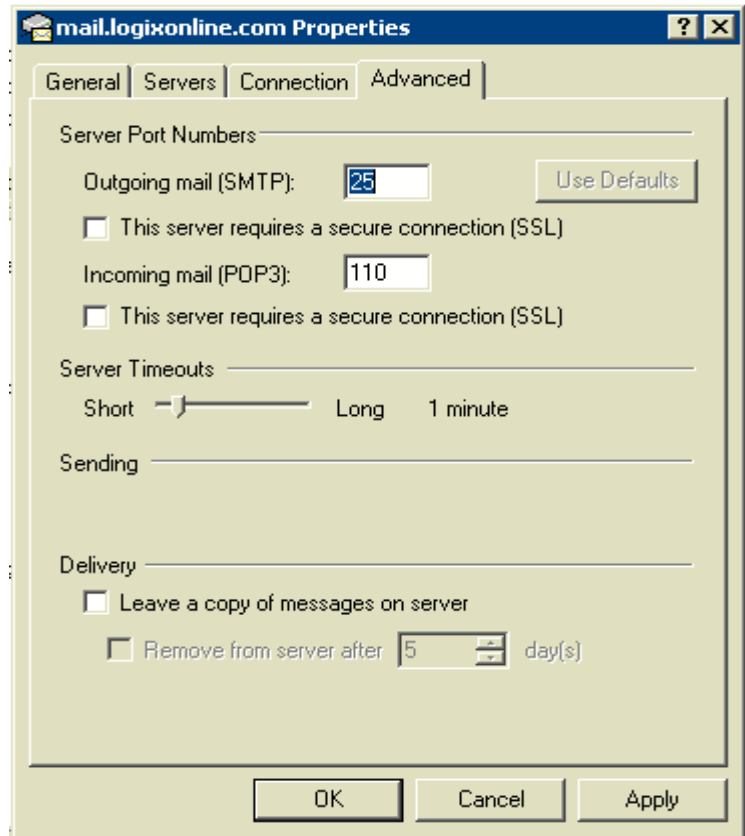
Under **Connection**, select "Connect using my local area network".

Next, select the **Advanced** tab.



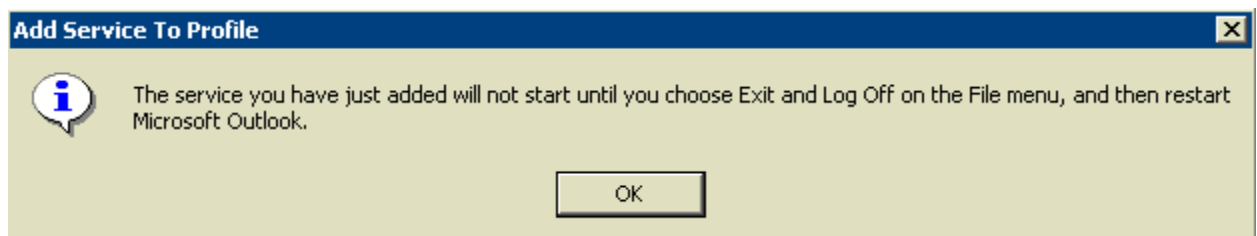
STEP 6

Complete the preferences based on your requirements. After you are complete click the "OK" button.



STEP 7

You will receive the following message, just click OK button.



STEP 8

You will now see your new profile. Click on “OK” and exit the program.

Restart the program to activate your changed.

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.

