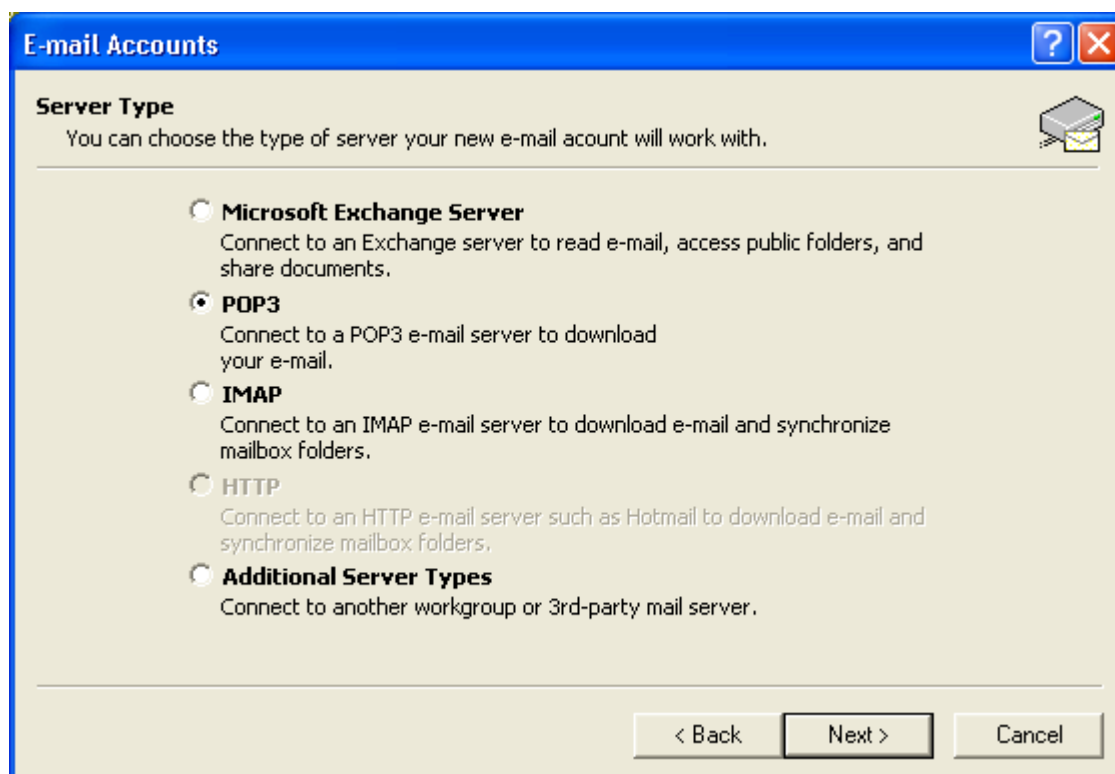
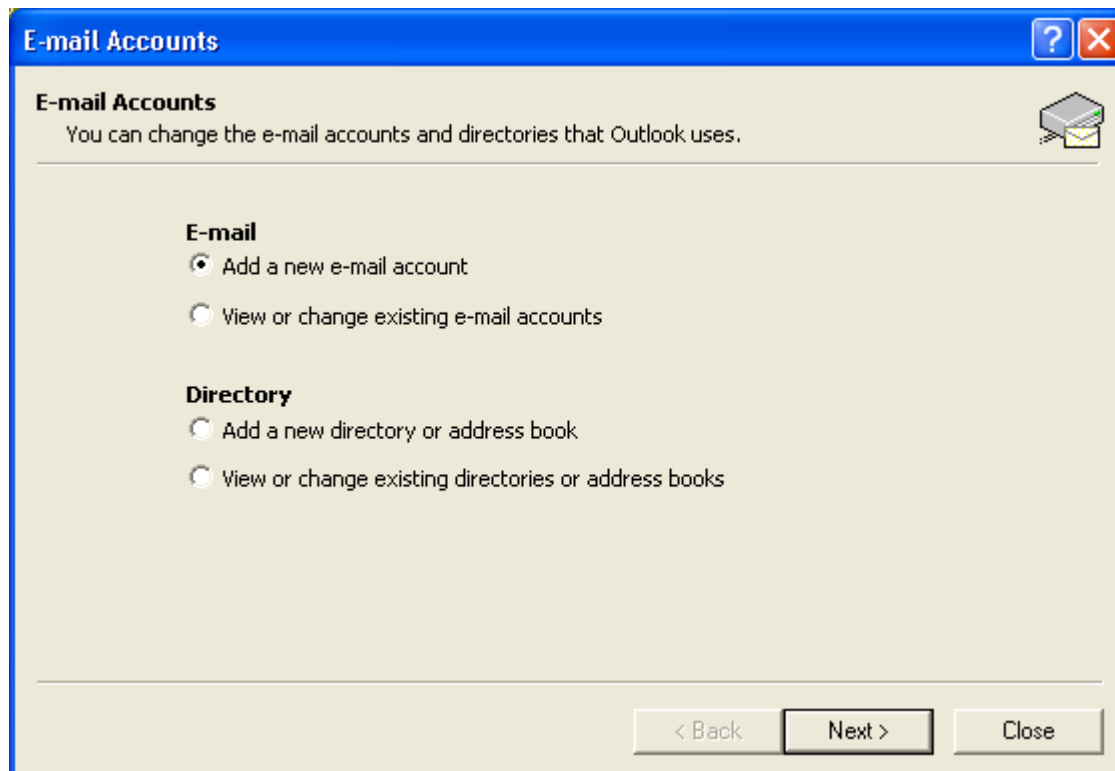



# Setting up email access using MS Outlook.

Select Tools -> Email Accounts from the menu. Complete the details substituting 'andrew norman' for your name as applicable.



**E-mail Accounts** [?] [X]

**Internet E-mail Settings (POP3)** 

Each of these settings are required to get your e-mail account working.

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**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)

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Click Next.

Now you have email!