

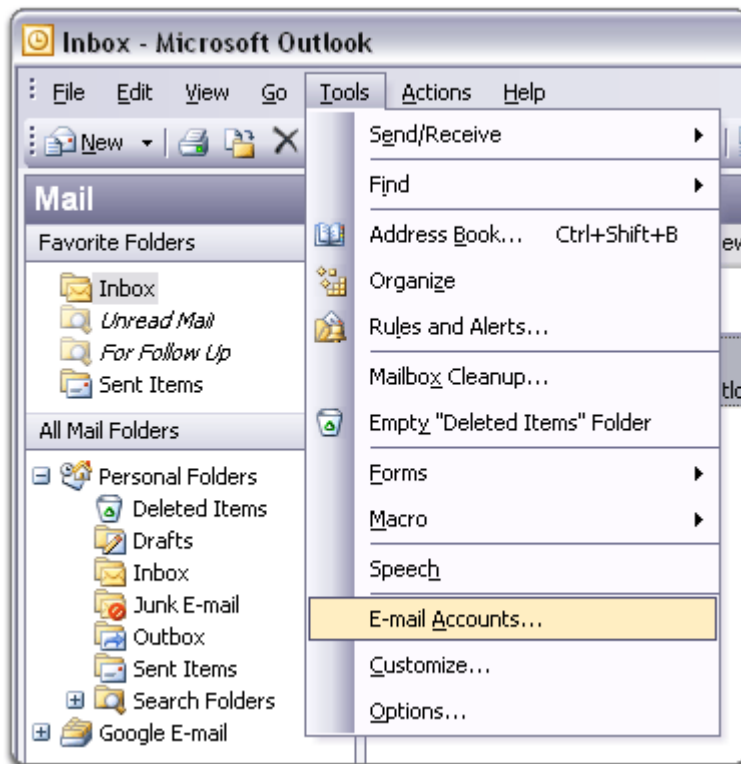
If you have questions or problems, you can email:
websupport@teamingenuity.com

If you can't use email call:
Mike Scott (205) 263-4577
Mack Baggette: (205) 263-4543

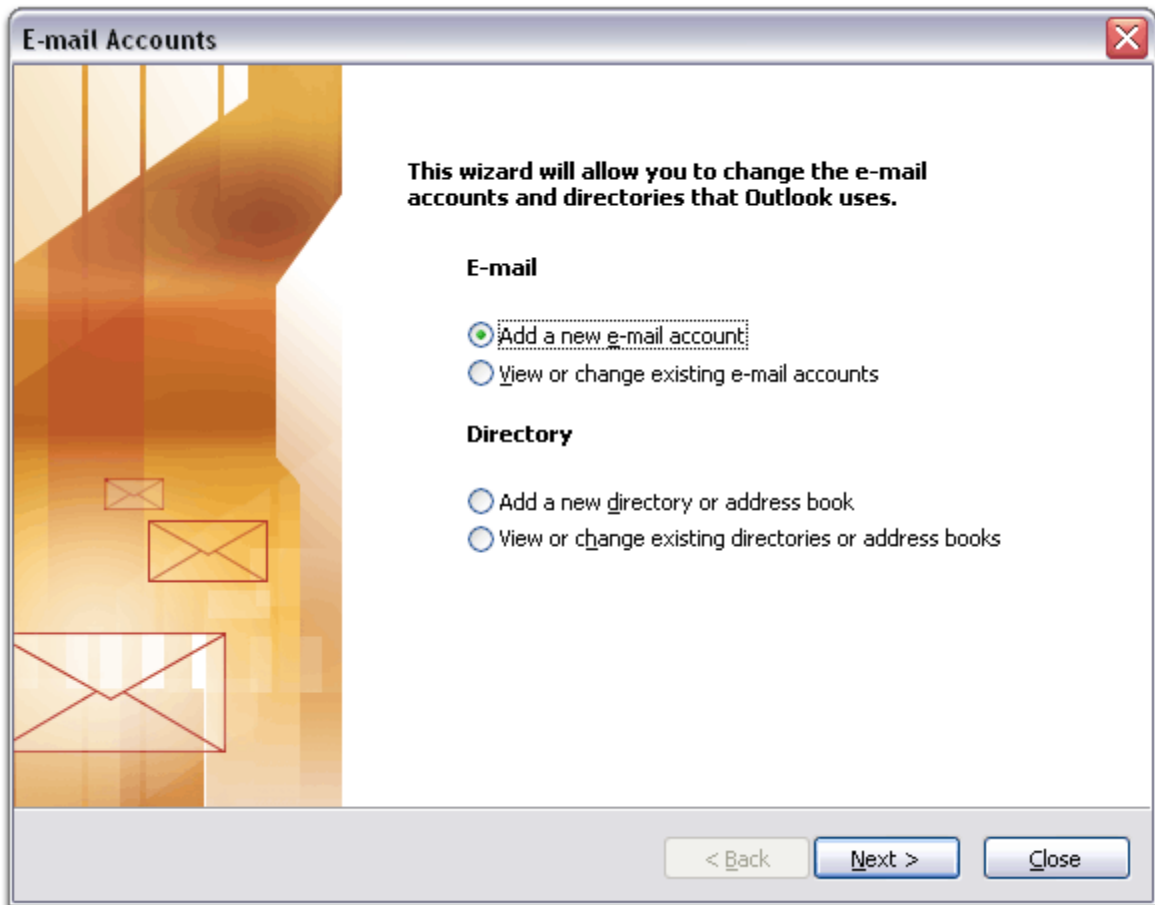
How to configure Microsoft Outlook 2003 to use Ingenuity, Inc.'s email services:

NOTE: Before setting up Outlook 2003 you should access your account via WebMail and change your password from the default. (See the WebMail Instructions document)

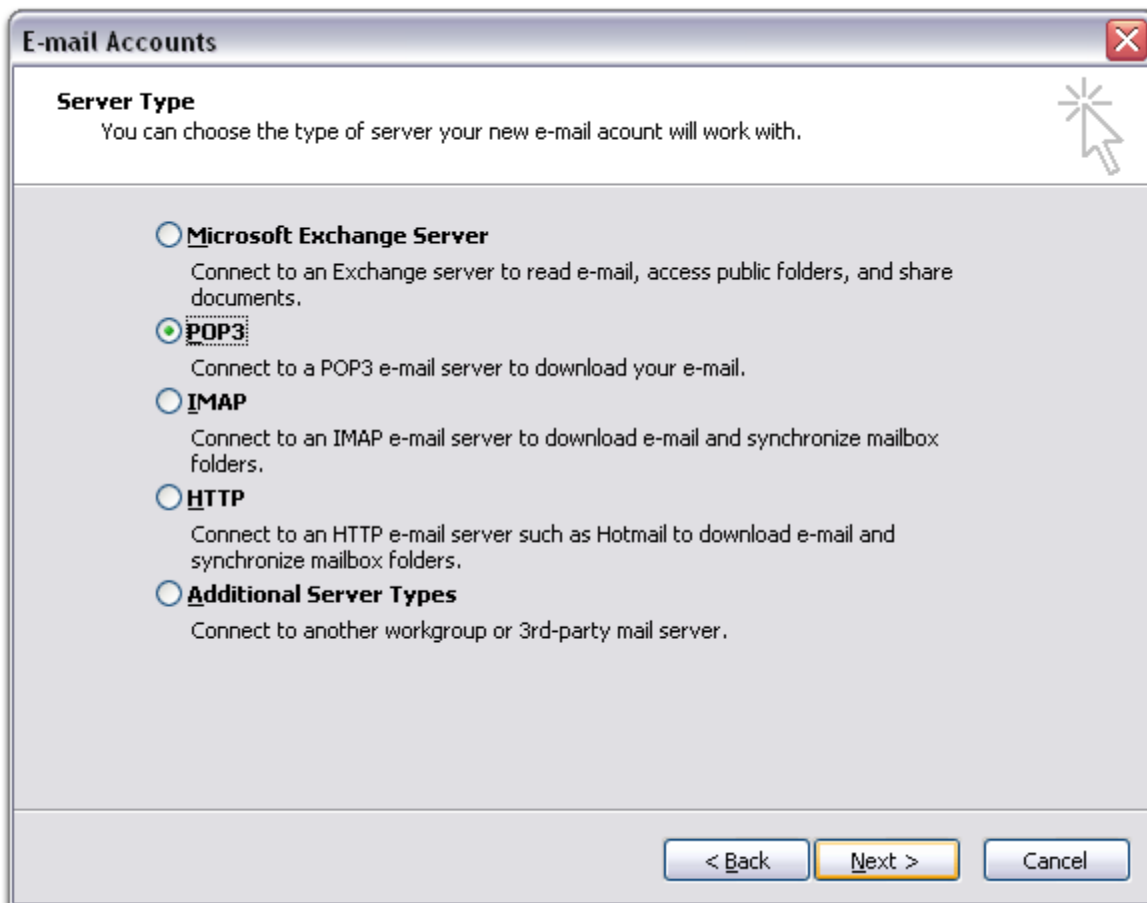
1. Open Outlook 2003.
2. Click the **Tools** menu, and select **E-mail Accounts...**



3. Select **Add a new e-mail account**, and click **Next**.



4. Choose **POP3** as your server type by clicking the radio button, and click **Next**.



Using Microsoft Outlook 2003

5. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@domainname.com*)

Server Information

Incoming mail server (POP3): mail.domainname.com

Outgoing mail server (SMTP): mail.domainname.com

Login Information

User Name: Enter your full email address (*username@domainname.com*)

Password: Enter your email password

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

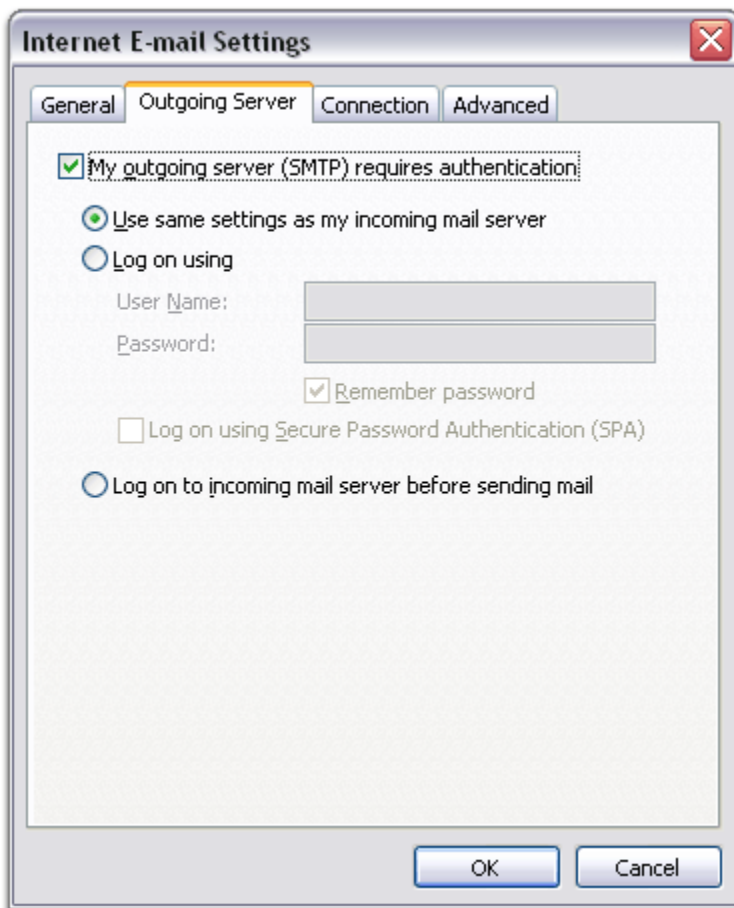
User Information	Server Information
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.domainname.com"/>
E-mail Address: <input type="text" value="jdoe@domainname.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.domainname.com"/>
Logon Information	Test Settings
User Name: <input type="text" value="jdoe@domainname.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

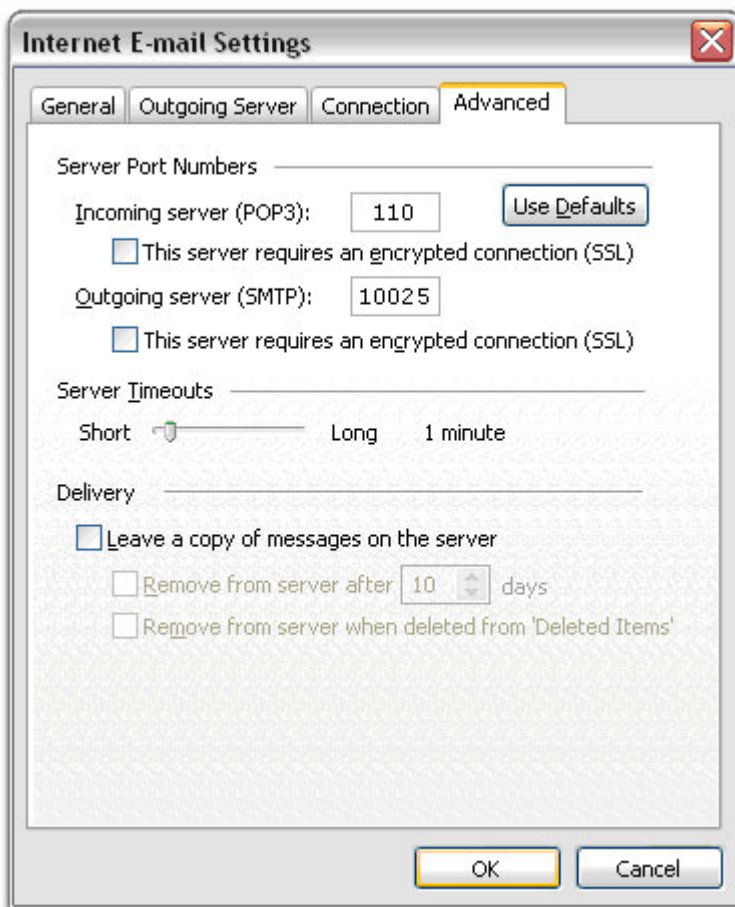
6. Click **More Settings...** and then click the **Outgoing Server** tab.

Using Microsoft Outlook 2003

7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



- Click the **Advanced** tab and enter **10025** in the **Outgoing server (SMTP)** box.



- Click **OK**.
- Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
- Click **Next**, and then click **Finish**.