> **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 Express to use Ingenuity, Inc.'s email services:

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

1. Open Outlook Express.
2. Click on the "Tools | Accounts..." menu.
3. Click on the "Mail" tab.
4. On the left side, click on your mail account.
5. On the right side, click on "Properties".
6. On the "General" tab use the following settings, substituting your name and email address where appropriate:

7. On the "Servers" tab use the following settings, substituting your email address and password where appropriate:
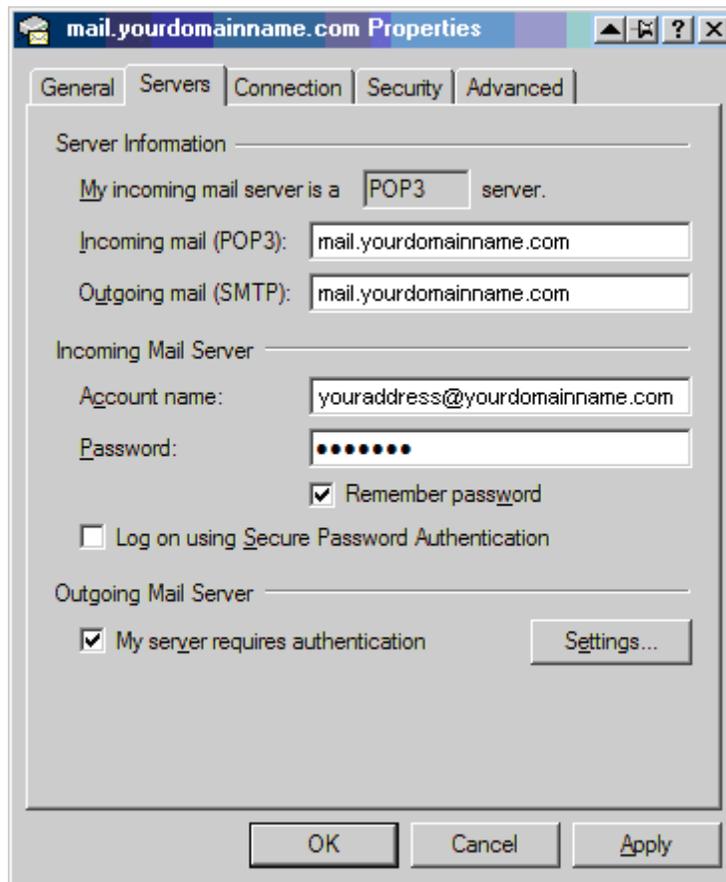
8. Click the "Settings" button in the lower right and use the following setting:

9. Click "Ok".
10. Click "Ok" again on the "Servers" tab (all other tabs should be ok with their default settings).