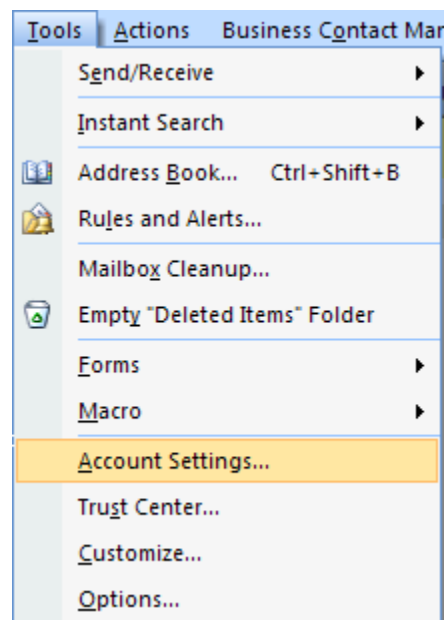


Setting Up Your CitéNet Email Account in Outlook 2007

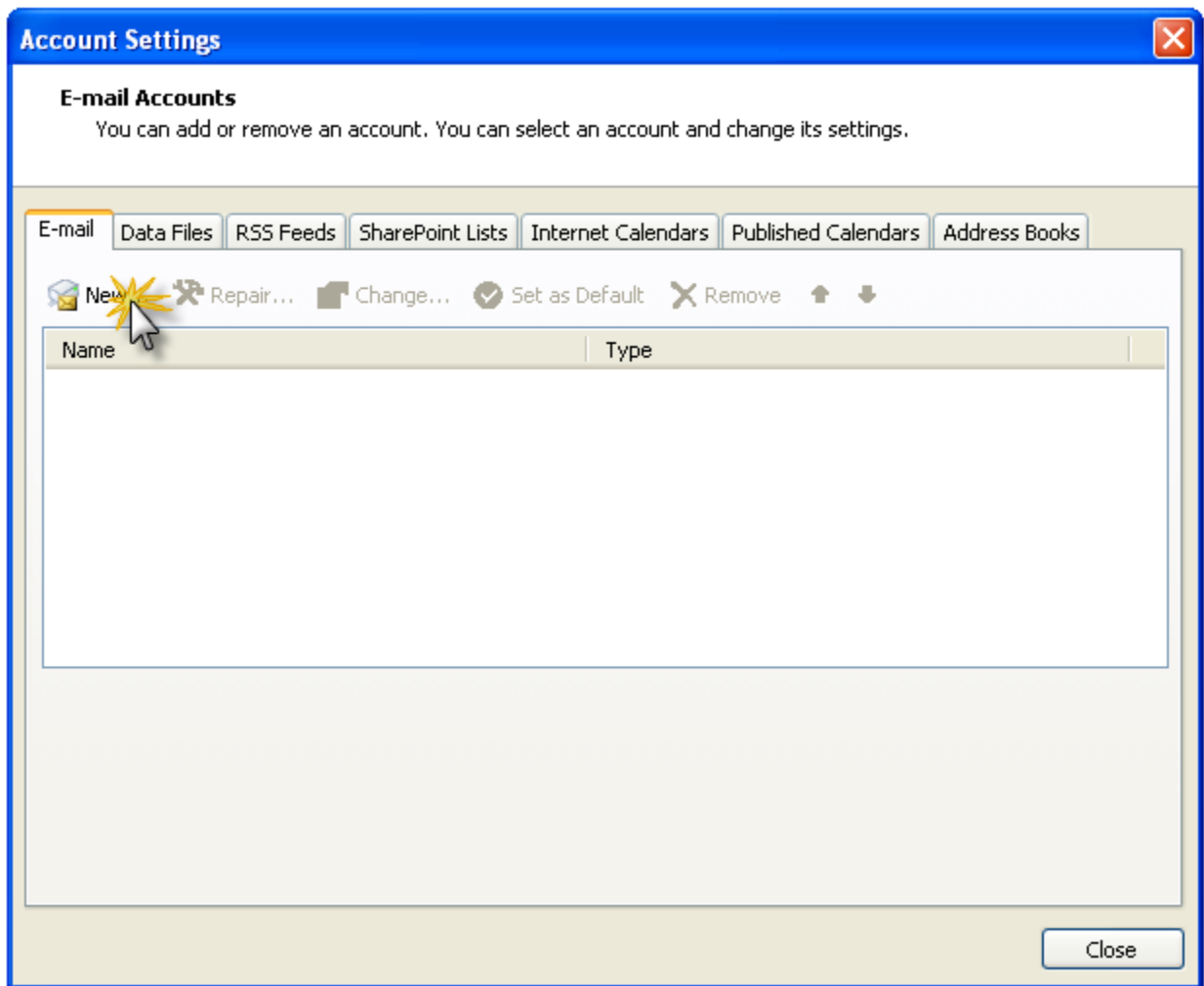
Step 1:

Open Microsoft Outlook 2007. Click on '**Tools**' from the top menu and select '**Account Settings**'.



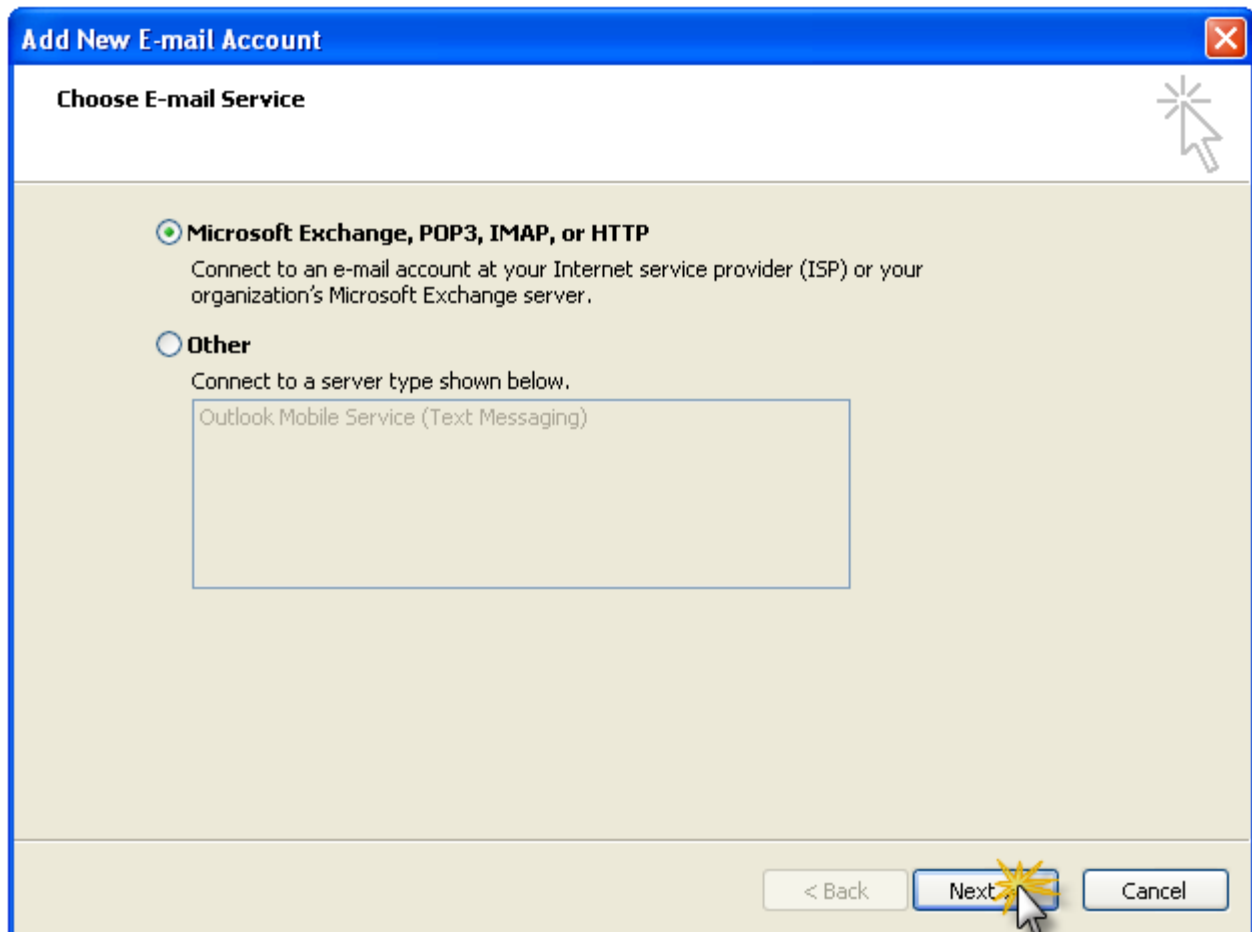
Step 2:

Select the 'E-mail' tab. Click 'New'.



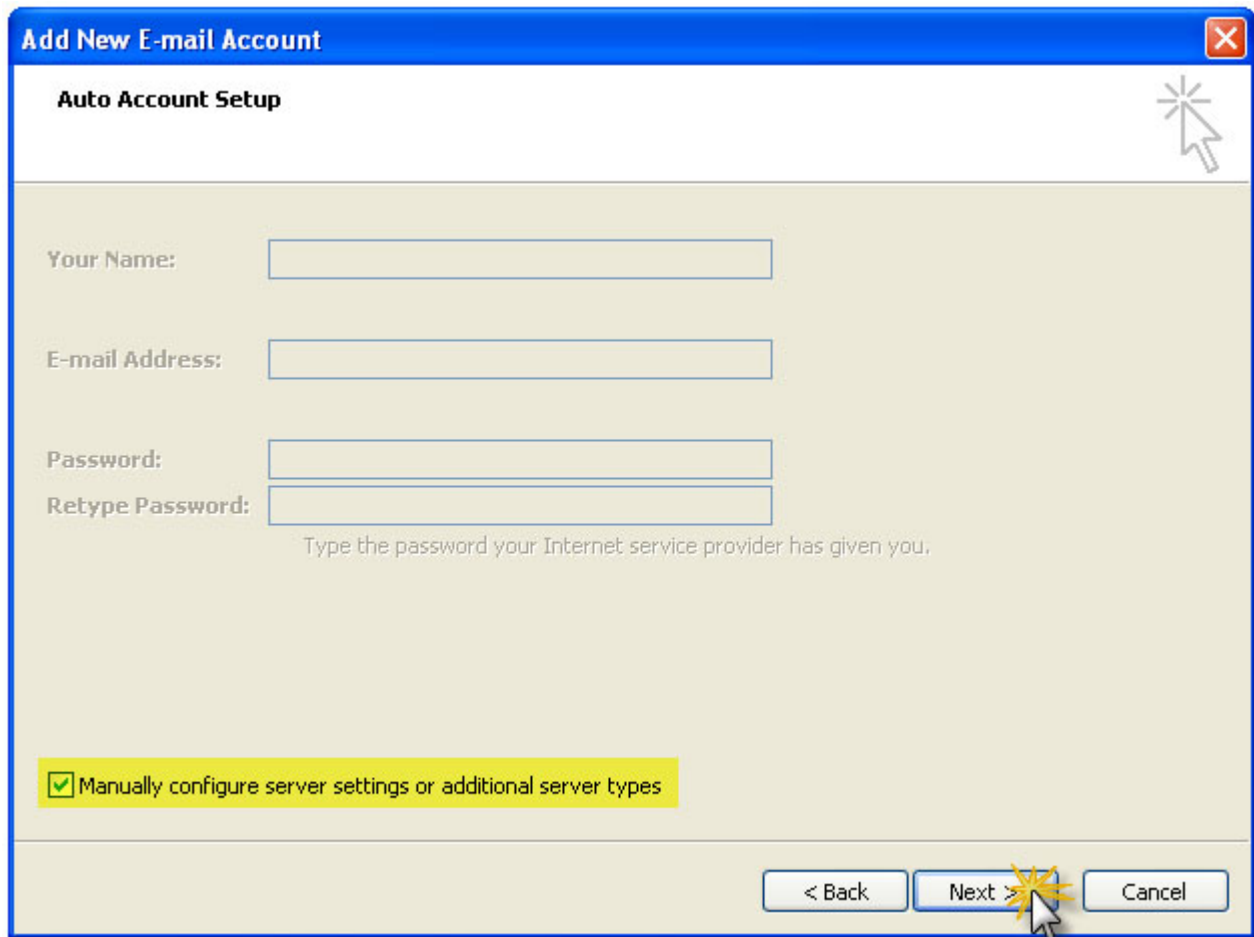
Step 3:

Select 'Microsoft Exchange, POP3, IMAP, or HTTP'. Click 'Next'.



Step 4:

Check off 'Manually configure server settings or additional server types'. Click 'Next'.



Add New E-mail Account

Auto Account Setup

Your Name:

E-mail Address:

Password:

Retype Password:

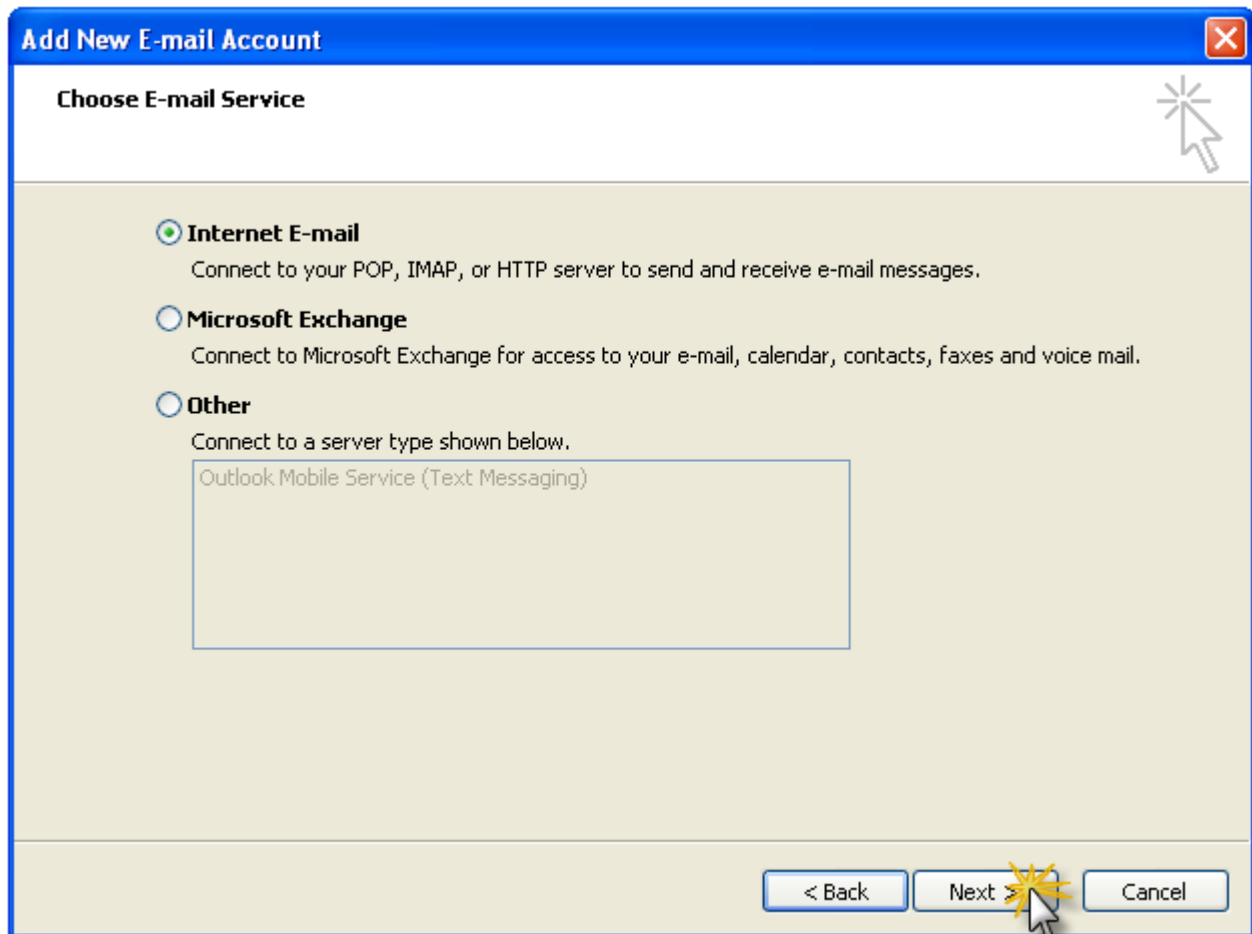
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Step 5:

Select '**Internet Email**'. Click '**Next**'.



Step 6:

Enter your CitéNet email settings as follows:

- Your Name: Your Name
- Email Address: Your CitéNet email address (e.g. jsmith@citenet.net)
- Account Type: **POP3**
- Incoming mail server: **pop.citenet.net**
- Outgoing mail server: **smtp.citenet.net**
- User Name: Your master email username as it appears on your Access Information sheet
- Password: Your password as it appears on your Access Information Sheet

Make sure '**Require logon using Secure Password Authentication (SPA)**' is unchecked. Click '**Next**'.

Change E-mail Account

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

User Information

Your Name: John Smith
E-mail Address: jsmith@citenet.net

Server Information

Account Type: POP3
Incoming mail server: pop.citenet.net
Outgoing mail server (SMTP): smtp.citenet.net

Logon Information

User Name: jsmith@citenet.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step 7:

Click '**Finish**'.