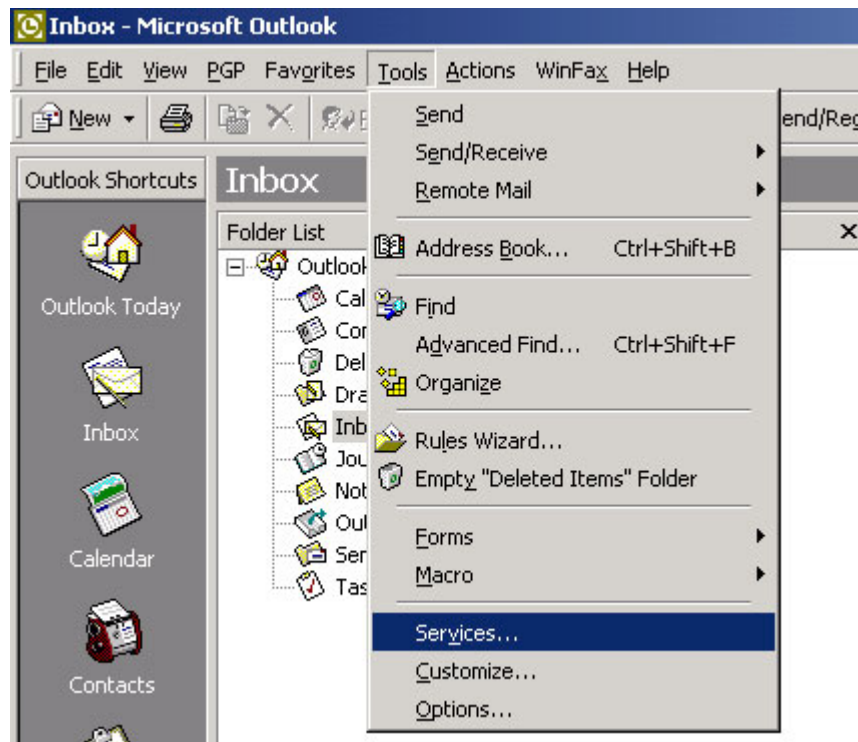


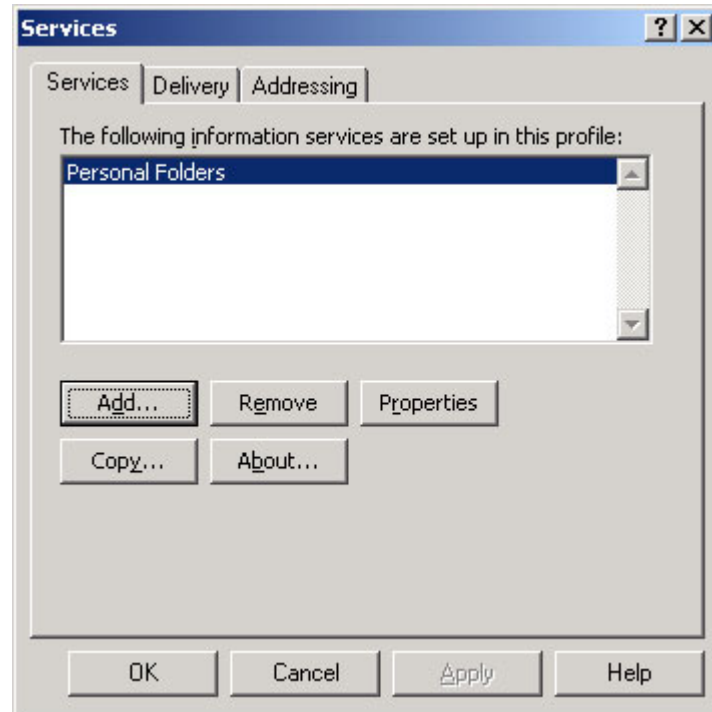
>>> Outlook

The following instructions cover typical usage of Outlook and assume the software has been installed correctly on your system.

➔ **Step 1.** On the Tools menu, click Services.



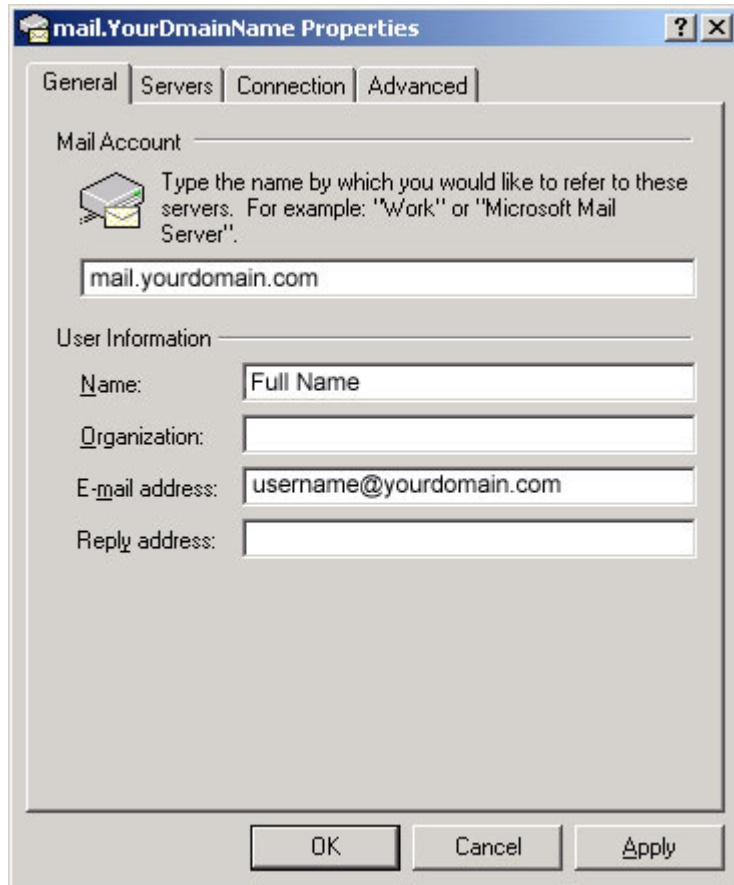
➔ **Step 2.** Click Add.



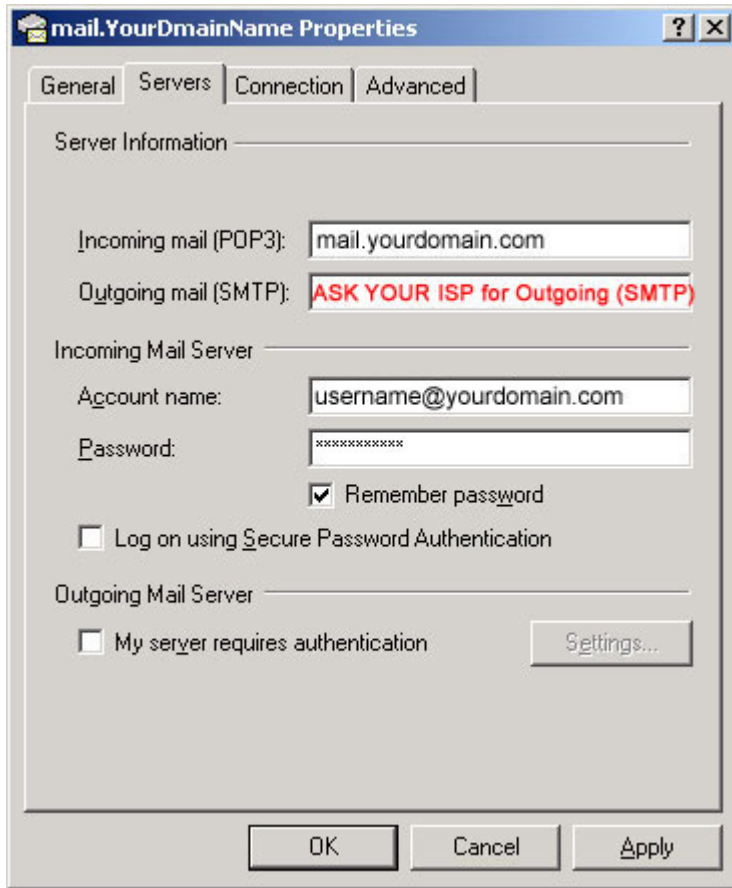
- ➔ **Step 3.** In the Available information services box, click Internet E-mail, and then click OK.



- ➔ **Step 4.** On the General tab, type a name for your new Internet e-mail account, and then type your user information in the appropriate boxes.



- ➔ **Step 5.** On the General tab, type a name for your new Internet e-mail account, and then type your user information in the appropriate boxes.



➔ **Step 4.** Select any other options that you want on the Connection and Advanced tabs. Click Apply and OK .