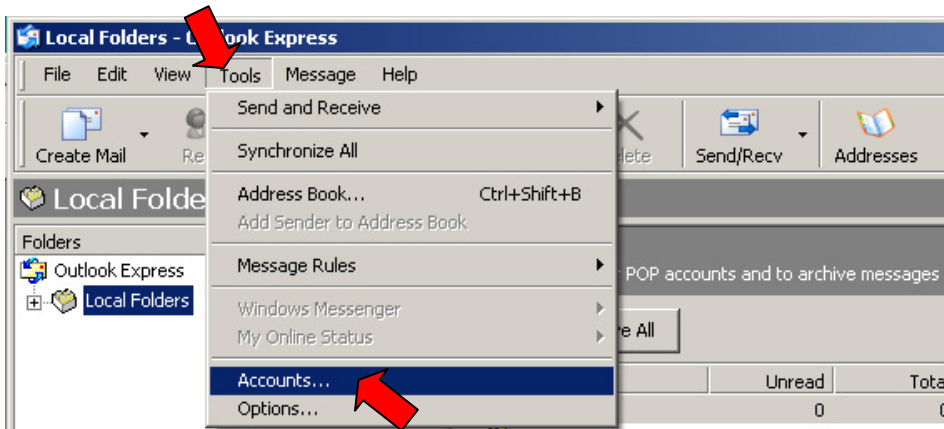


FOR OUTLOOK AND OUTLOOK EXPRESS

Use these instructions to verify your "sebewaing.net account details

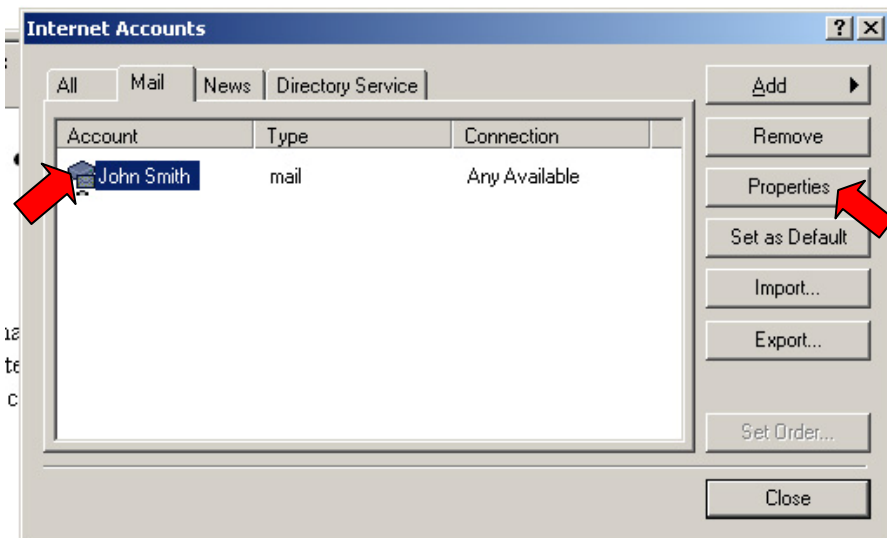
These are the directions for basic email set up and verification. Depending on your version of the software some things may appear a little differently.

1. Open up your email program and click on the **Tools** option at the top
2. Select **Accounts** from the list

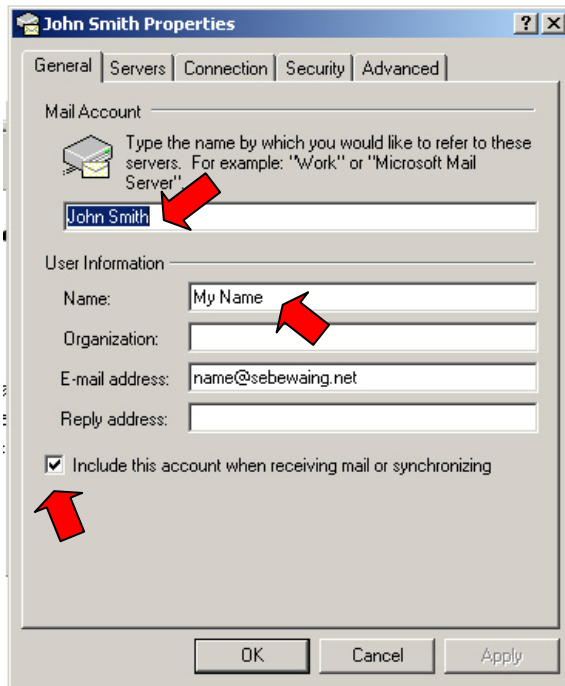


3. When the window appears, Find your email account and click on it so that it highlights the account

4. Click on **Properties** on the right hand side



5. Under the General tab make sure that your name **and** E-mail address is exact and correct. (This is what the “from line” reads when others receive your mail).



6. Filling in the “**Organization**” or “**Reply to**” boxes is not necessary

7. Confirm selection of the “**Include this account when receiving mail or synchronizing**”

8. Now Click on the **Servers** Tab

9. Check that your incoming mail server is a **POP3** server



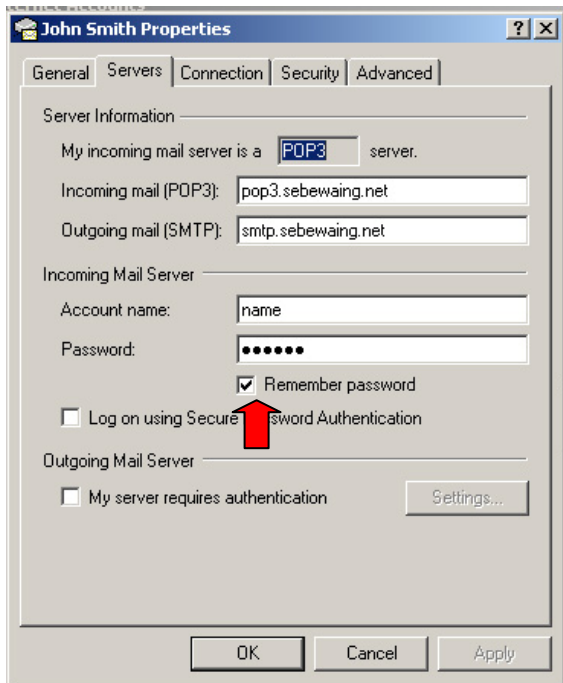
10. Check that you have “**pop3.sebewaing.net**” in your **incoming mail box**
11. Check that you have “**smtp.sebewaing.net**” in your **outgoing mail box**



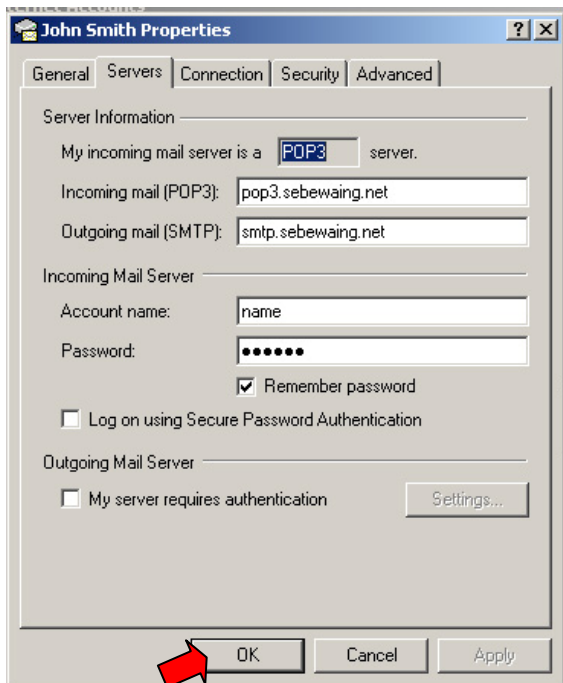
12. Under the **Incoming Mail Server** Verify that your username is correct. (the part before @sebewaing.net). Retype in the password (lower case) if necessary.



13. You may also wish to select “Remember password”

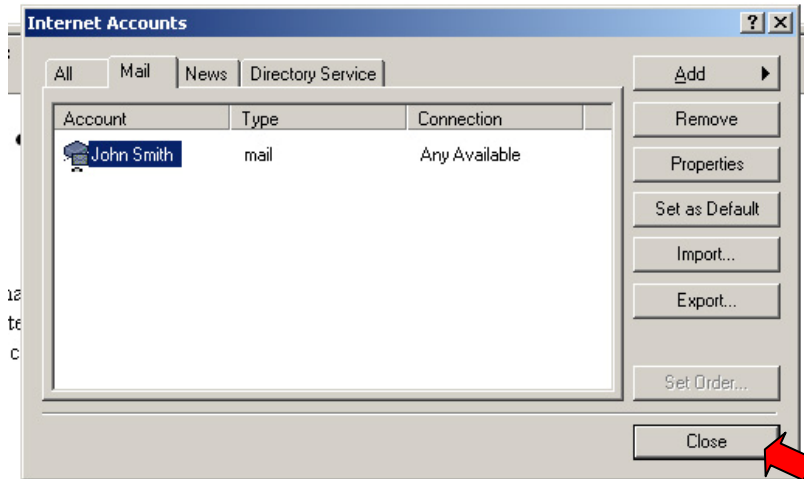


13. Nothing under the **Security**, **Connection** or **Advanced** tabs needs to be changed. You may click **OK** which will take you back to your **Internet Accounts**



14. Click **Close**

15. We suggest shutting down and restarting your outlook program just to make sure that the settings are reloaded.



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