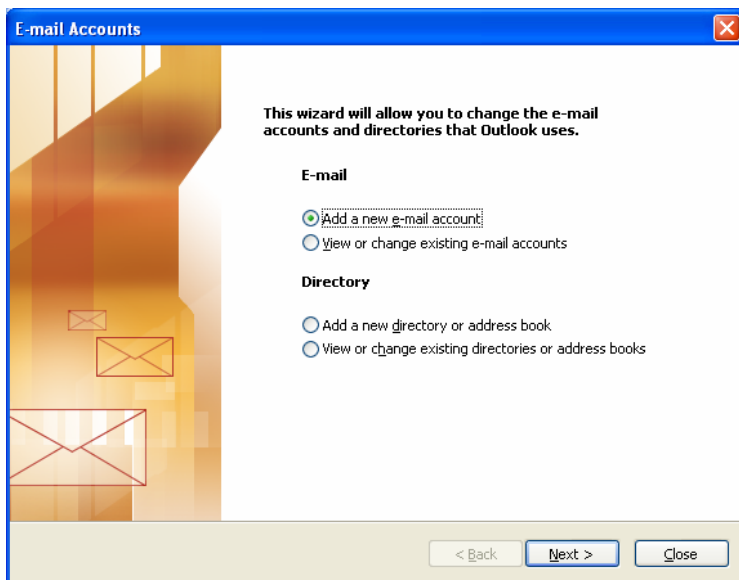


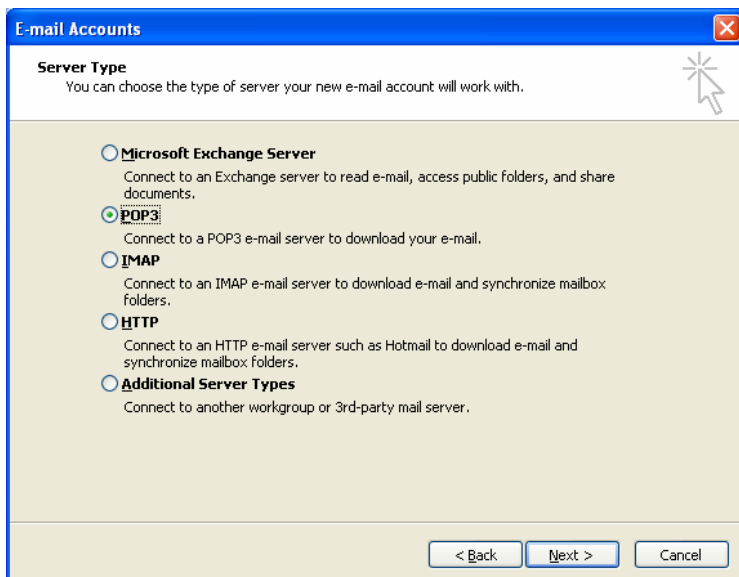


Setting up an Email Account for MS Outlook on your Computer

To Add an eMail account that you received from Wheeler Design & Multimedia, LLC, click on Start > Settings > Control Panel and select and double-click "Mail." The following wizard will appear.



Select POP3





1. Fill in the appropriate fields as shown. You will put in Your Name in the first field, the email address is the full email name including the “@” symbol and the full domain name. Next, just put in the information **BEFORE** the “@” Symbol in the User Name field.
2. Your Password is your standard password.
3. Next put in the “Incoming mail server (POP3):” and Outgoing mail server (SMTP):” information *exactly* as shown.
4. Press the “Test Account Settings ...” button and everything should run down the list as successful. If it doesn’t, recheck that you entered everything in correctly. **If you still are having trouble, contact Wheeler Design & Multimedia, LLC at (407) 370-0875.**

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

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

That's it!