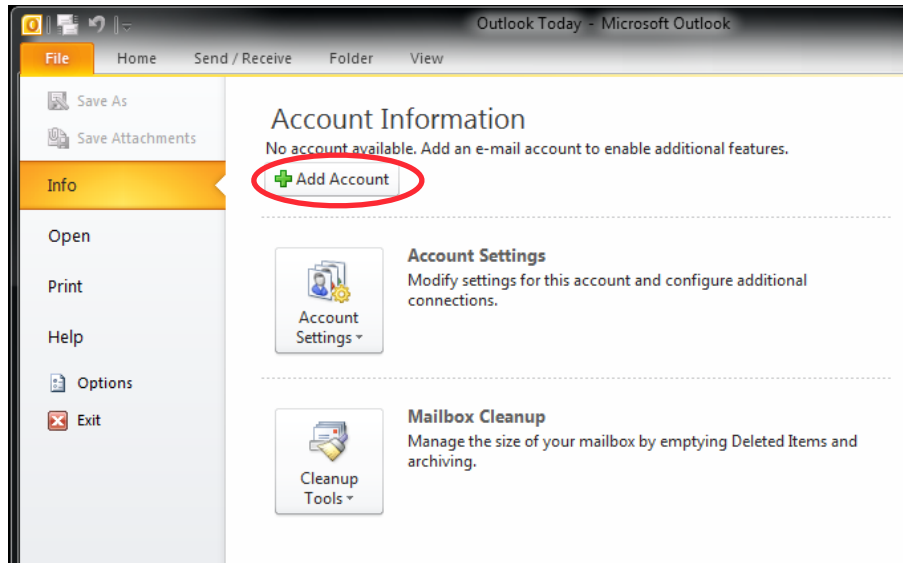


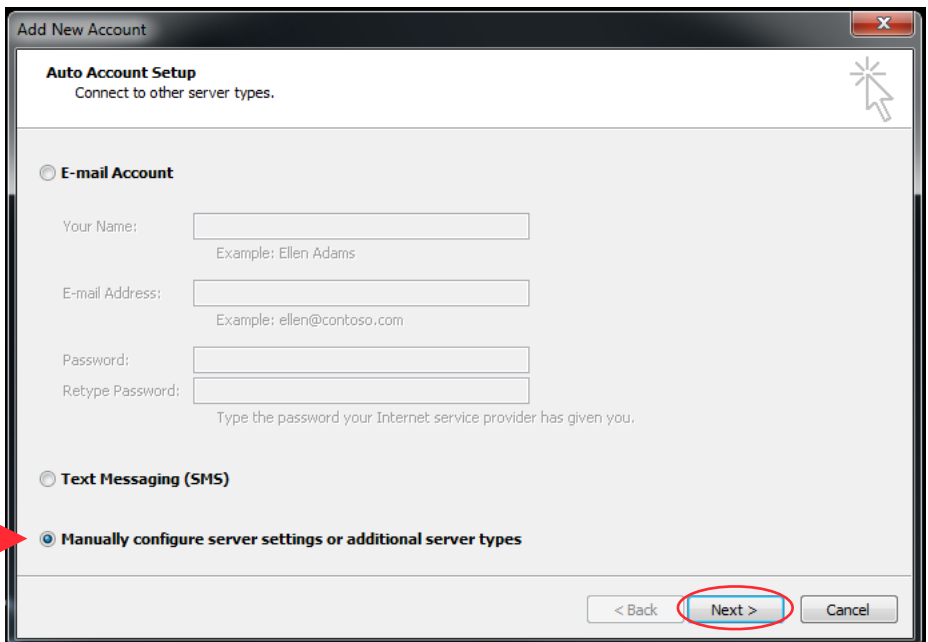
STEP
1

In Microsoft Outlook, select
File > Info > Add Account



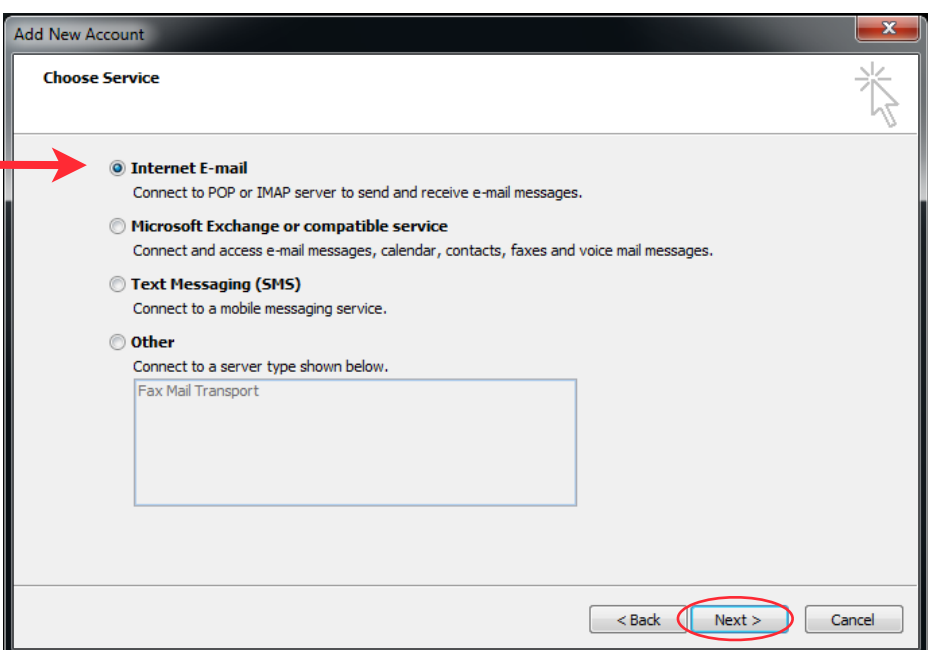
STEP
2

Select 'Manually configure server settings
or additional server types' and click 'next'.



STEP
3

Select 'Internet E-mail'
and click 'next'.



STEP 4 Configure as follows:

Your name (your actual name, not the words 'your name')

Your Avondale email address

Your student number

Your Avondale password

Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 by clicking the Next button

Click 'More Settings ...'

STEP 5 Configure the 'Outgoing Server' tab as follows:

Your student number

Your Avondale password

Internet E-mail Settings

General | Sent Items | Deleted Items

Outgoing Server | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

STEP 6 Configure the 'Advanced' tab as follows:

Internet E-mail Settings

General | Sent Items | Deleted Items

Outgoing Server | Connection | Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

STEP 7 Click 'OK', then 'Finish' to complete setup.