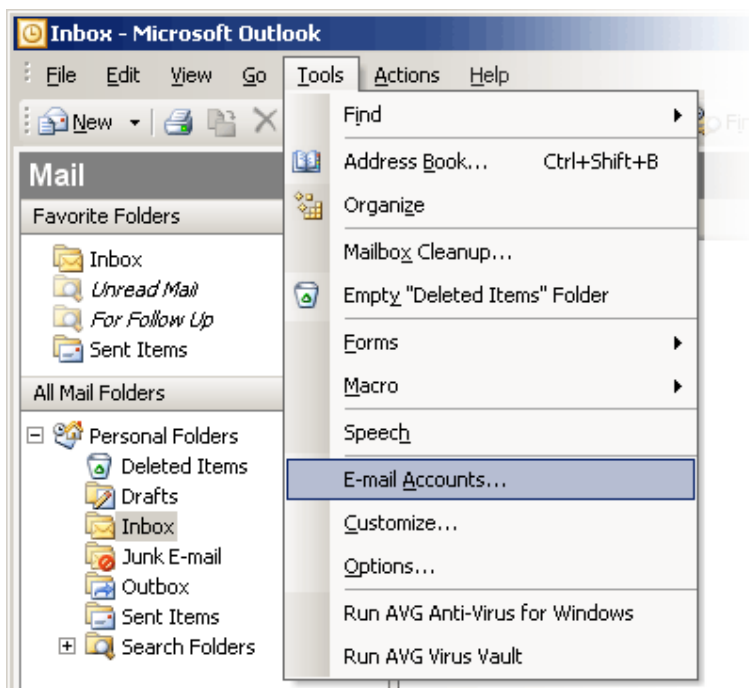


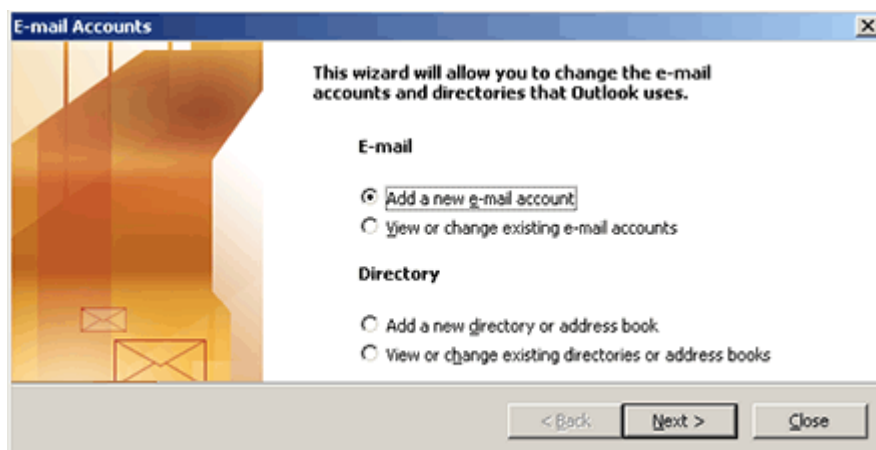
Microsoft Outlook 2003 Email Setup

Here are step-by-step instructions to setup Outlook on your personal computer to send and receive email via Puremail. This will also synchronize Outlook on your personal computer with your Puremail web-account – that means any email you send/reply from your Outlook will also show up in your Puremail web-account, and vice-versa.

1. Open Outlook
2. From the "**Tools**" menu, select "**E-mail Accounts**"



3. On the "E-mail Accounts" page, select "Add a new e-mail account" - click "Next >"



4. On the "Server Type" page, select "IMAP" - click "Next >"

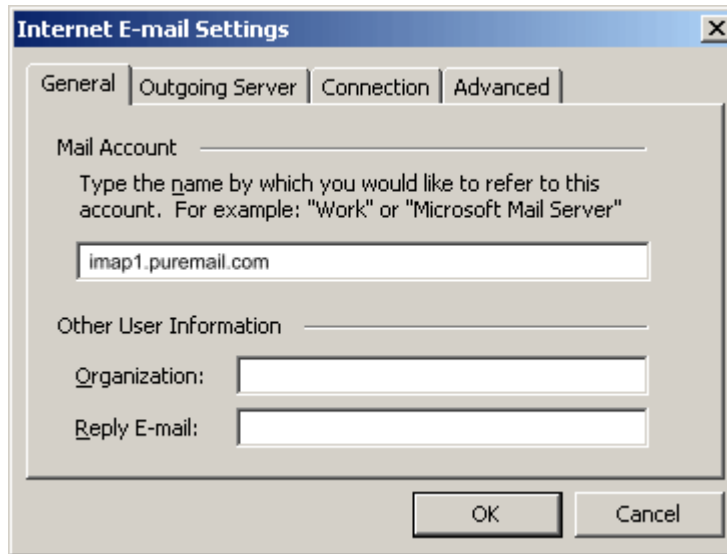
The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Server Type" is followed by the instruction "You can choose the type of server your new e-mail account will work with." There are four radio button options listed: "Microsoft Exchange Server", "POP3", "IMAP" (which is selected), and "HTTP". Below these is an option for "Additional Server Types". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5. On the "Internet E-mail Settings (IMAP)" page, enter the following:

- o Server Information
 - Incoming mail server (IMAP): **imap1.puremail.com**
 - Outgoing mail server (SMTP): **smtp.puremail.com**
- o Logon Information
 - User Name: enter your full email address (yourname@yourdomain.com)
 - Password: enter the same password that you use for logging into your Puremail web-account
 - Check "Remember password"

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (IMAP)" is followed by the instruction "Each of these settings are required to get your e-mail account working." The window is divided into three sections: "User Information", "Server Information", and "Logon Information". In the "User Information" section, "Your Name" is "My Name" and "E-mail Address" is "address@example.com". In the "Server Information" section, "Incoming mail server (IMAP)" is "imap1.puremail.com" and "Outgoing mail server (SMTP)" is "smtp.puremail.com". In the "Logon Information" section, "User Name" is "address@example.com", "Password" is "****", and the "Remember password" checkbox is checked. There is also an unchecked checkbox for "Log on using Secure Password Authentication (SPA)" and a "More Settings ..." button. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

6. Click on "**More Settings**" button
7. This will take you to "Internet E-mail Settings" page "**General**" tab. Here you will see "imap1.puremail.com" under Mail Account. You can replace it with a friendly name (for example your email address)

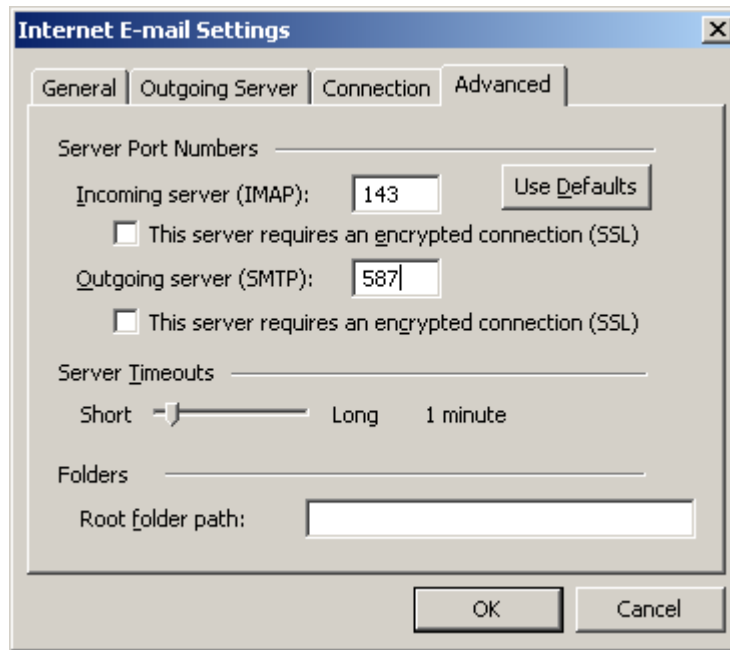


8. Now select "**Outgoing Server**" tab
9. Check the box that says "**My outgoing server (SMTP) requires authentication**". Also, make sure the box "**Use same settings as my incoming mail server**" is checked



10. Now select "**Advanced**" tab. Here you need to change the port that your outgoing email goes out on. This is done for two reasons: the first is to provide a secure channel for your outgoing email. The second is that many Internet Service Providers block email relay via port 25 of third-party mail-servers (in order to prevent spammers from connecting directly to others' mail-servers for sending out spam).

11. In the box for “**Outgoing server (SMTP)**” replace default value of 25 with: **587**



12. Click "**OK**" on this page, and now you are back to the “E-mail Accounts” page

13. Click "**Next >**"

14. Now you are on the final “**Congratulations**” page. Click "**Finish**", and you are done!

15. In your Outlook’s left panel, you should see a new Mail Folder "imap1.puremail.com" (or the friendly name you entered in step 7 above). Click on "+" sign next to "Inbox", and you would see all your Puremail folders (Review, Spam, etc.)

Other Useful Settings

When you delete an email from your Outlook, it still displays the message but puts a line through it. These messages still live on Puremail server until they are permanently “purged”.

- To hide your deleted emails in Outlook:
 - Go to “**View**” menu, and select “**Arrange By**”
 - > “**Current View**”
 - > “**Hide Messages Marked For Deletion**”
- To permanently remove your deleted emails:
 - Go to “**Edit**” menu, and select “**Purge Deleted Messages**”