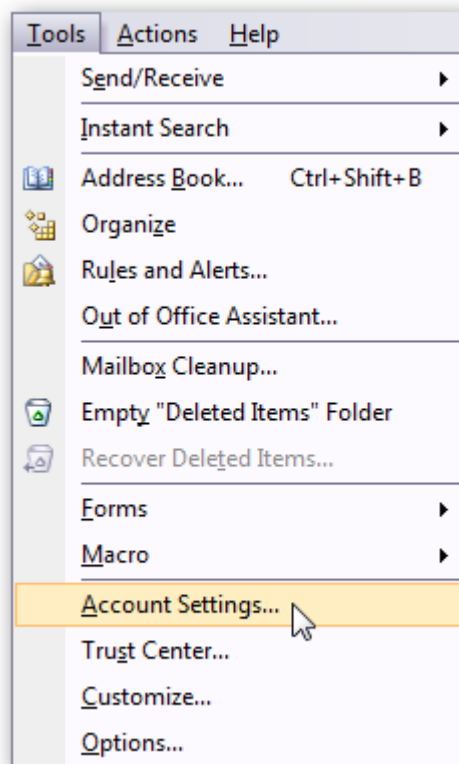


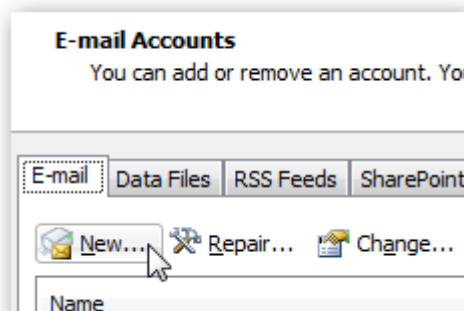
## Microsoft Outlook 2007 Email Setup

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.

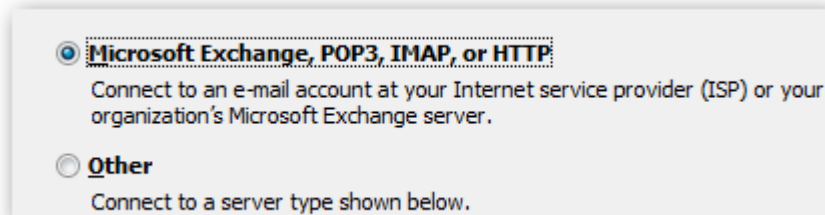
1. Open Outlook
2. From the "**Tools**" menu, select "**Account Settings**"



3. On the "E-mail Accounts" page, select "New" under the "E-mail" tab



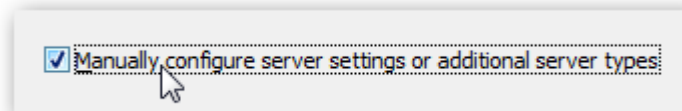
4. This will open a new window “**Add New E-mail Account**”
5. Select the box “**Microsoft Exchange, POP3, IMAP, or HTTP**”



**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

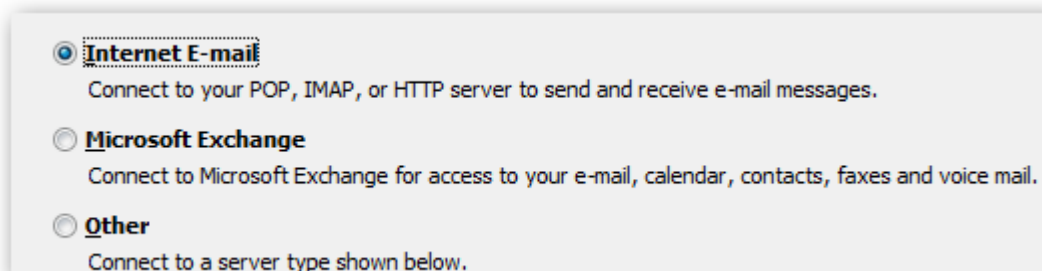
**Other**  
Connect to a server type shown below.

6. Click “**Next >**”
7. On the “**Auto Account Setup**” page, leave all the text-fields blank, and go to the bottom of the page. Check the box “**Manually configure server settings or additional server types**”



**Manually configure server settings or additional server types**

8. Click “**Next >**”
9. On the “**Choose E-mail Service**” page, select the box “**Internet E-mail**”



**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

**Other**  
Connect to a server type shown below.

10. Click “**Next >**”
11. On the “**Internet E-mail Settings**” page, enter the following:
  - User Information
    - Your Name: enter your first-name last-name
    - E-mail Address: enter your email address (yourname@yourdomain.com)
  - Server Information
    - Account Type: IMAP
    - Incoming mail server: **imap1.puremail.com**
    - Outgoing mail server (SMTP): **smtp.puremail.com**
  - Logon Information
    - User Name: enter your email address (yourname@yourdomain.com)
    - Password: enter the same password that you use for logging into your Puremail web-account
      - Check “**Remember password**”

**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)

12. Click on "More Settings" button
13. 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)

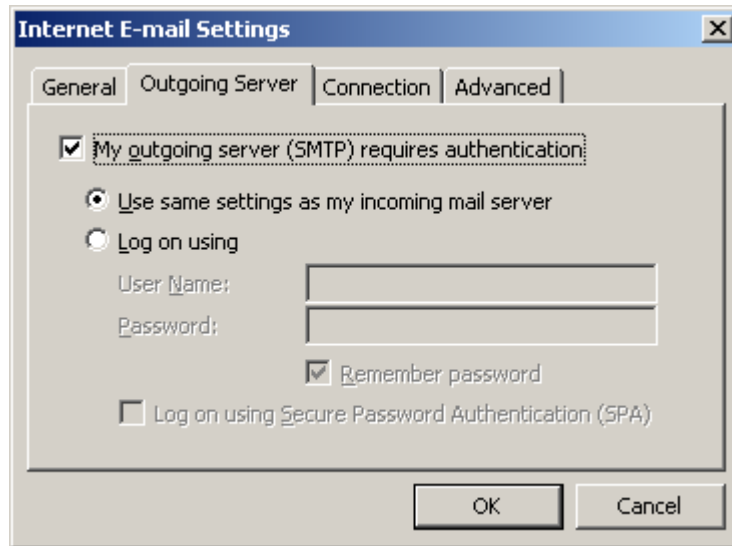
**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

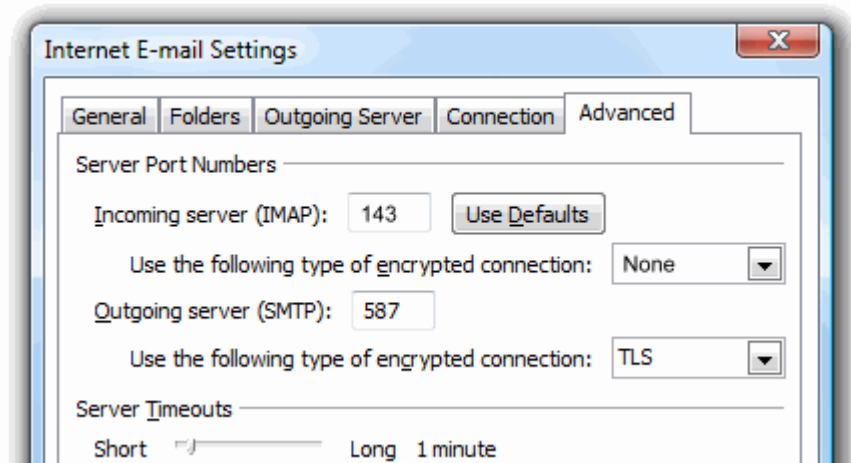
Mail Account \_\_\_\_\_  
 Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information \_\_\_\_\_  
 Organization:   
 Reply E-mail:

14. Now select “**Outgoing Server**” tab
15. 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

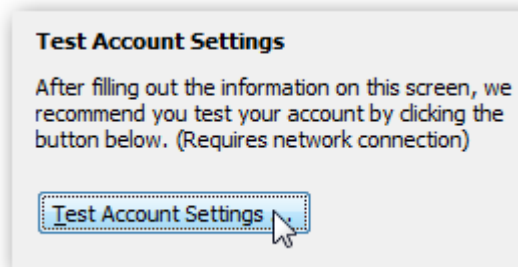


16. Now select “**Advanced**” tab. Here you need to change the port that your outgoing email goes out on. This is done for two reasons: the first is to provide a secure channel for your outgoing email. The second is that many Internet Service Providers block email relay via port 25 of third-party mail-servers (in order to prevent spammers from connecting directly to others’ mail-servers for sending out spam).
17. Under “**Outgoing Server (SMTP)**” where it says “**Use the following type of encrypted connection:**” select **TLS** from the drop-down menu.
18. In the box next to “**Outgoing Server (SMTP)**”, change the port number to **587**

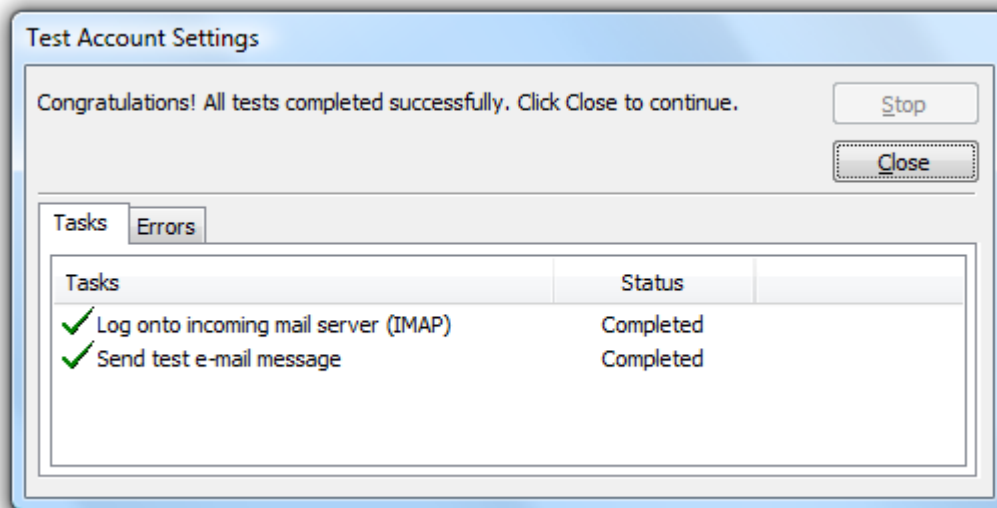


19. Click “**OK**” on this page
20. Now you are back to the “**Internet E-mail Settings**” page
21. You are almost done, and ready to test if everything is working fine

22. Click “**Test Account Settings**” button to send and receive test messages



23. If all goes well, you should see a success message. Click “**Close**”



24. Again, you are back to the “**Internet E-mail Settings**” page. Click “**Next >**”

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

26. In your Outlook’s left panel, you should see a new Mail Folder “imap1.puremail.com” (or the friendly name you entered in step 13 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 “**Current View**”  
> “**Hide Messages Marked For Deletion**”
- To permanently remove your deleted emails:
  - Go to “**Edit**” menu, and select “**Purge Deleted Messages**”