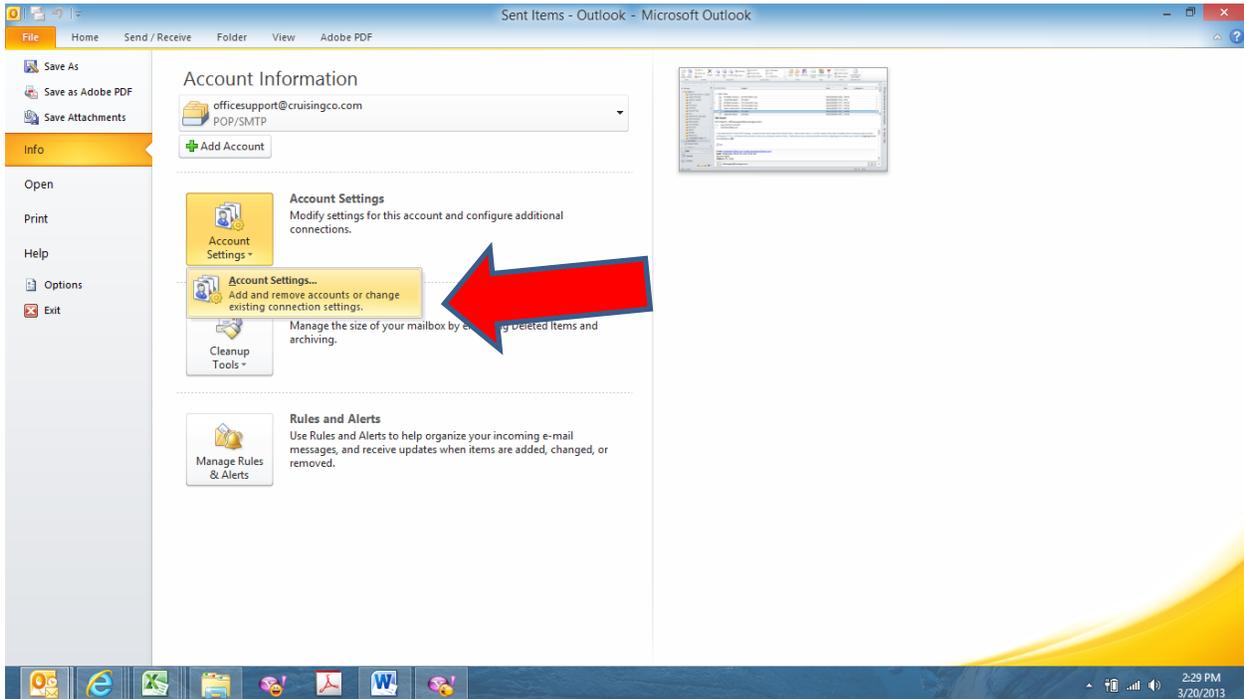
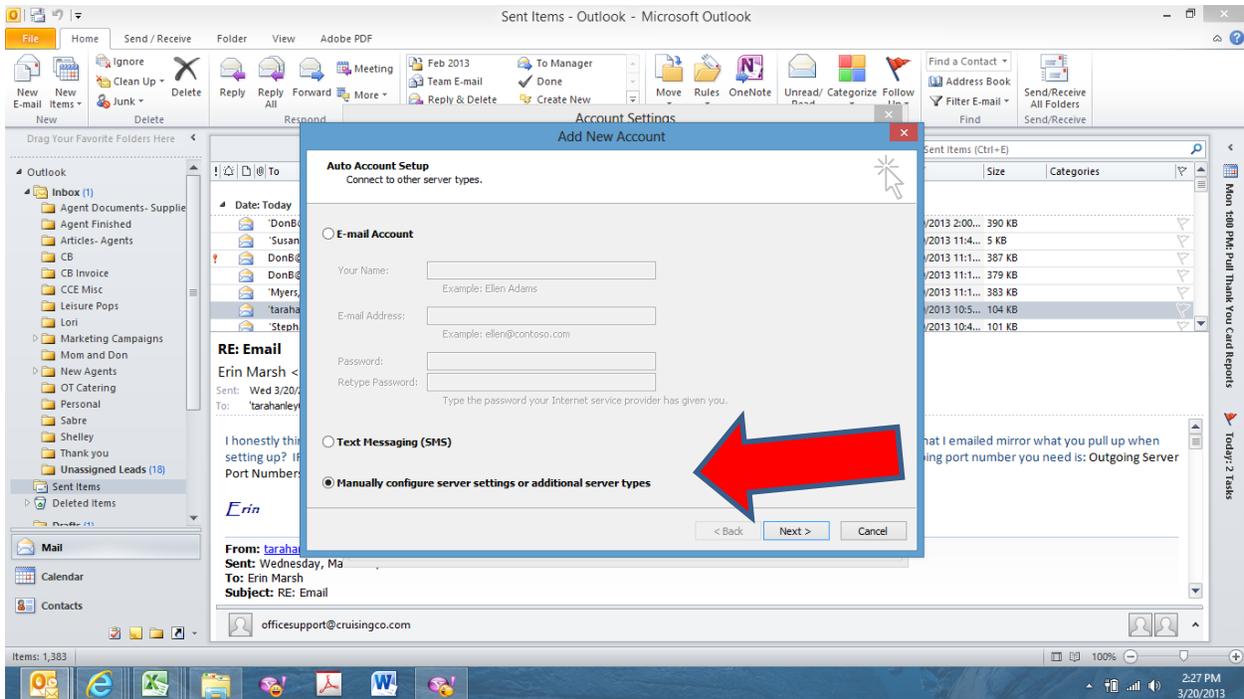


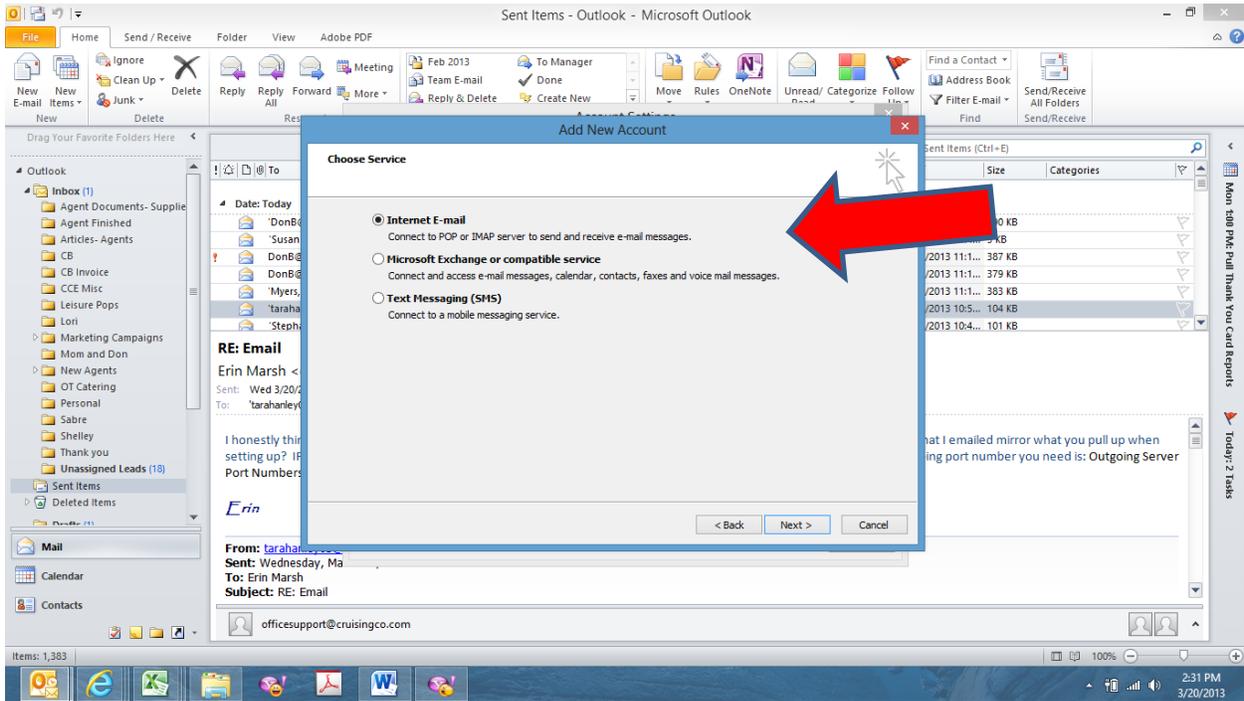
Step One: Under File in Outlook select account settings



Add a new account- please select Manually configure server settings:



Select next. On the next screen, please choose internet email as your service:



Next you will need to enter your information:

Your Name

Your Email

Account- POP3

Incoming Mail Server: mail.cruisingco.com

Outgoing Mail Server: mail.cruisingco.com

Username: Your email

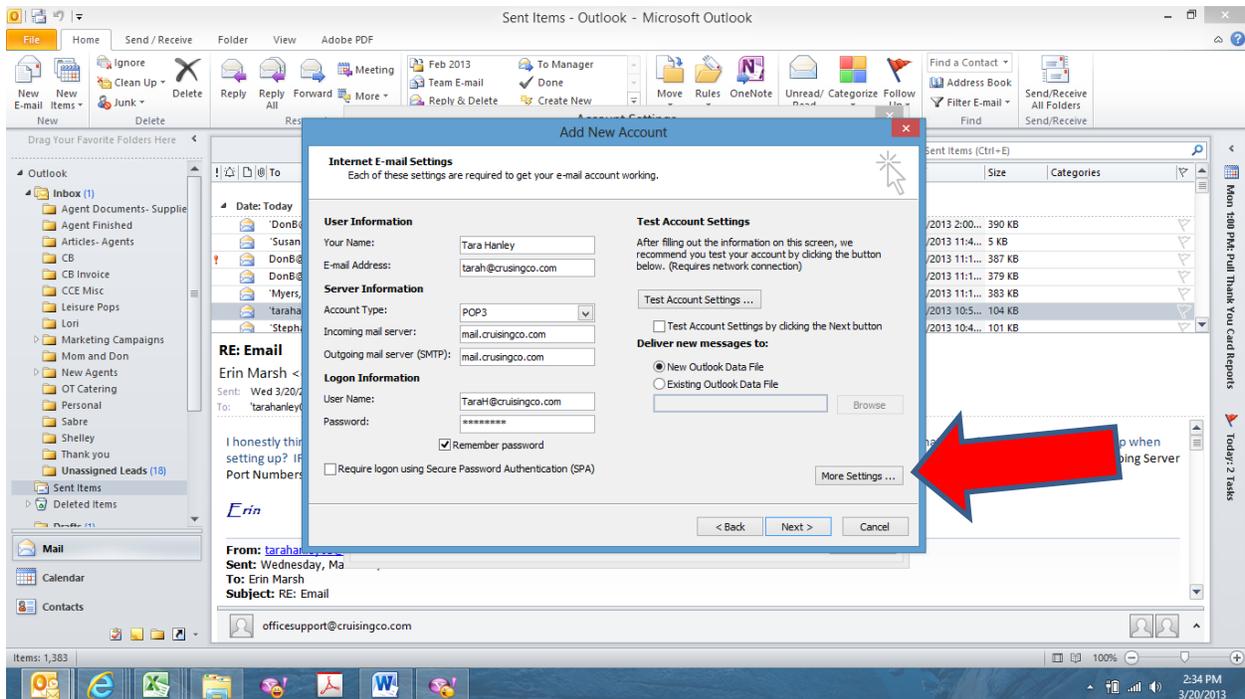
Password: Your email password

Uncheck Require Logon Using SPA

Uncheck Test Account Settings

Deliver new Messages to: New Outlook Data File

Select More Settings



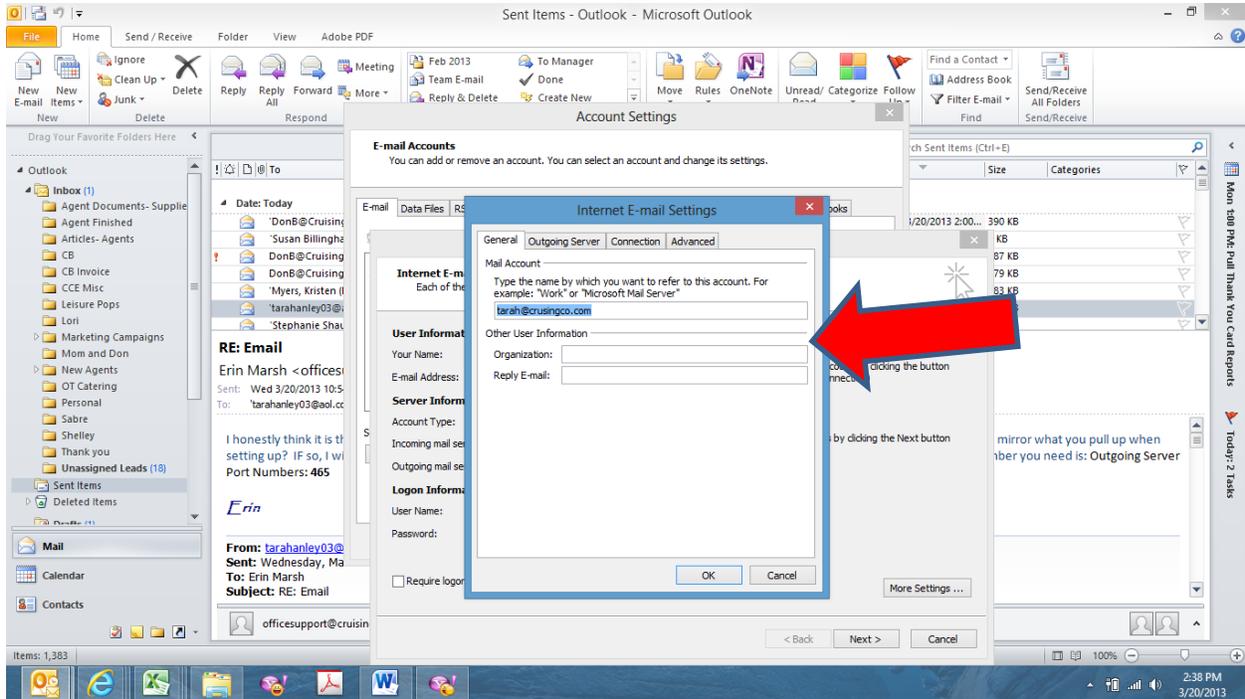
Under Internet Email Settings

General Tab: Name- CCE

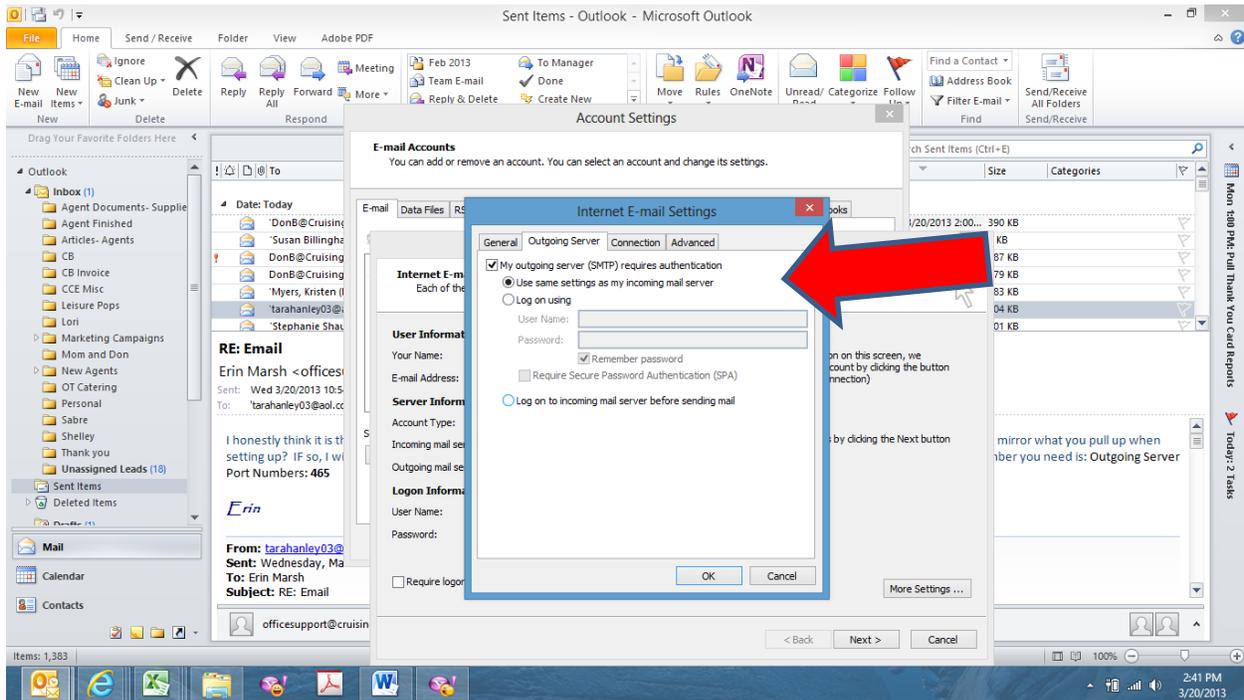
Organization CCE

Reply email- your email address

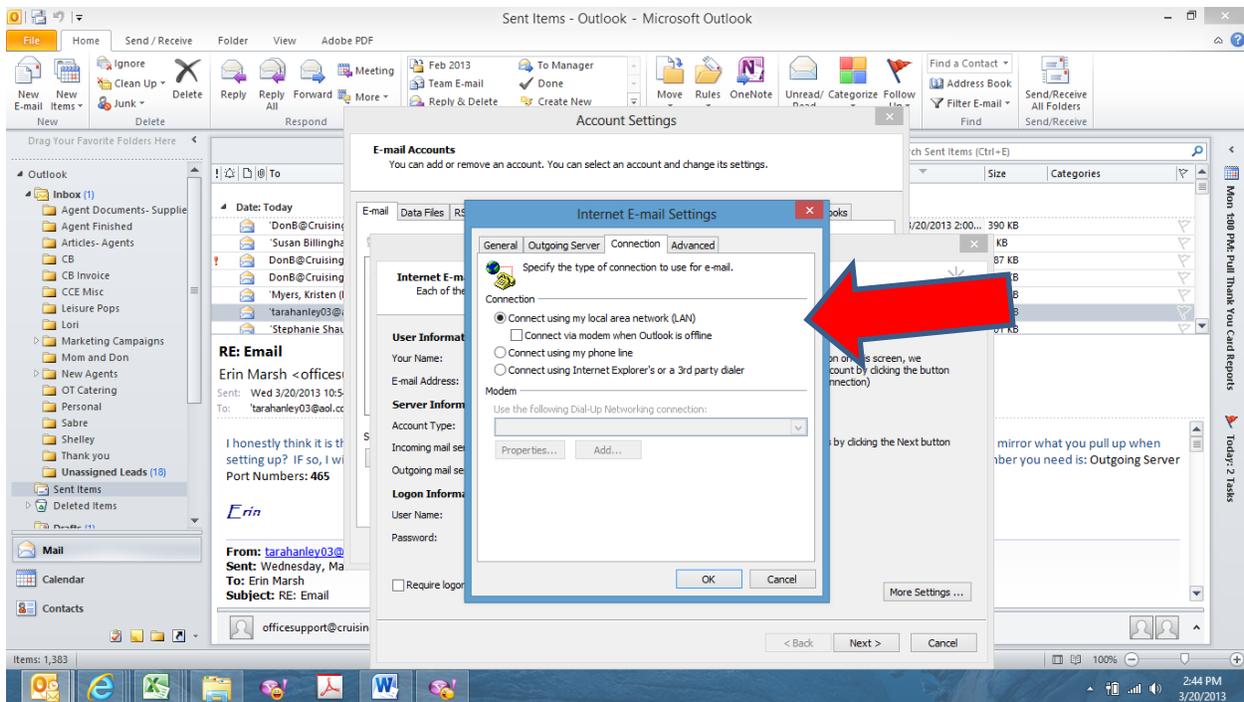
Then select the Outgoing Server Tab at the top of the small box



Please check the box next to My Out Going server (SMTP) requires authentication. The bubble Use the same settings as my incoming mail server should also be filled in. Please select the Connection tab



Please make sure that your Connecting using your local area network (LAN). Select the Advance Tab.



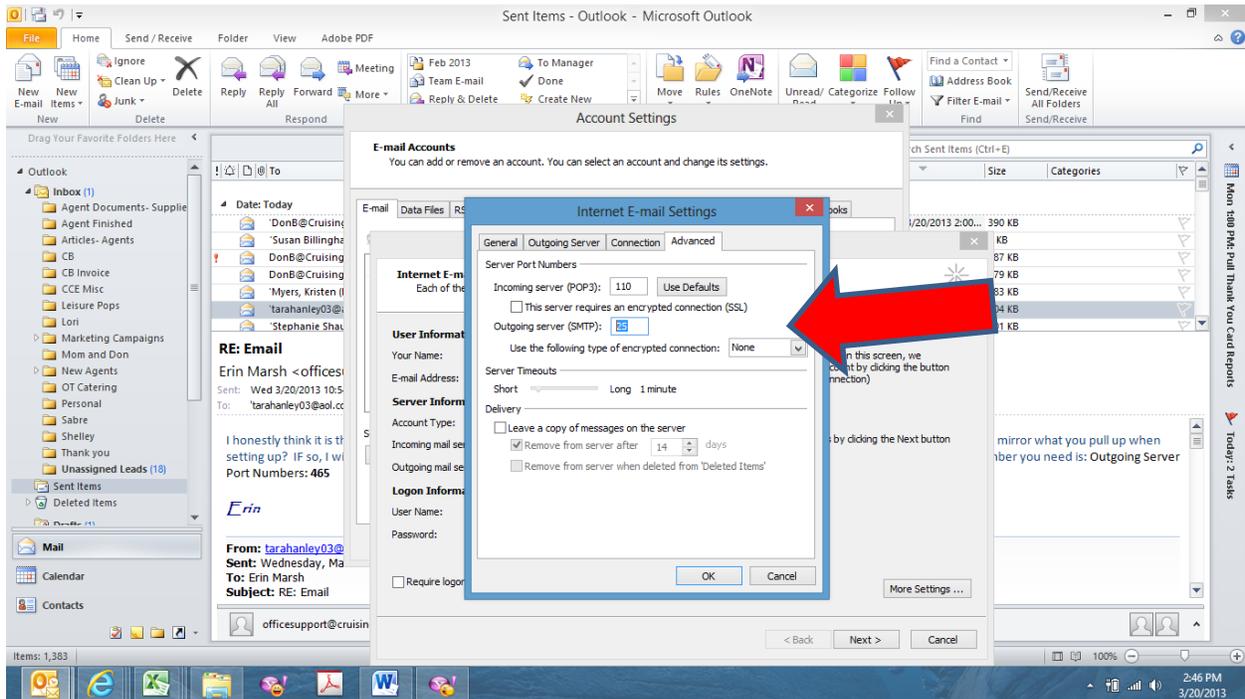
This is the port area:

The incoming Server (POP3) should be 110- leave that

The Outgoing server (SMTP) should be your provider port (587)- only if you have Comcast. Otherwise you will need to look up your service provider's Port Settings.

Also uncheck Leave a copy of message on the server.

Select Okay.



Then Select Next and Finish and you should be okay. If not then let me know and we will talk the next steps!