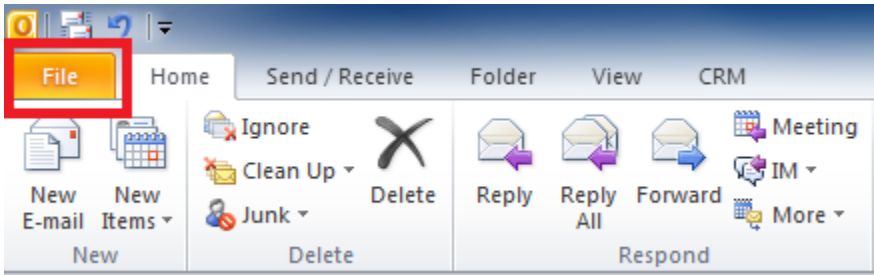
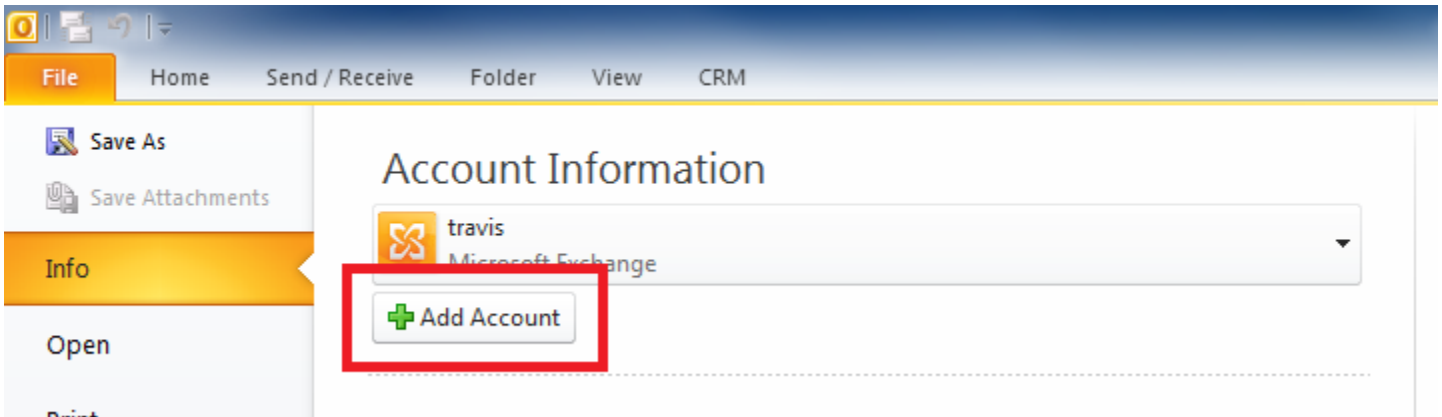


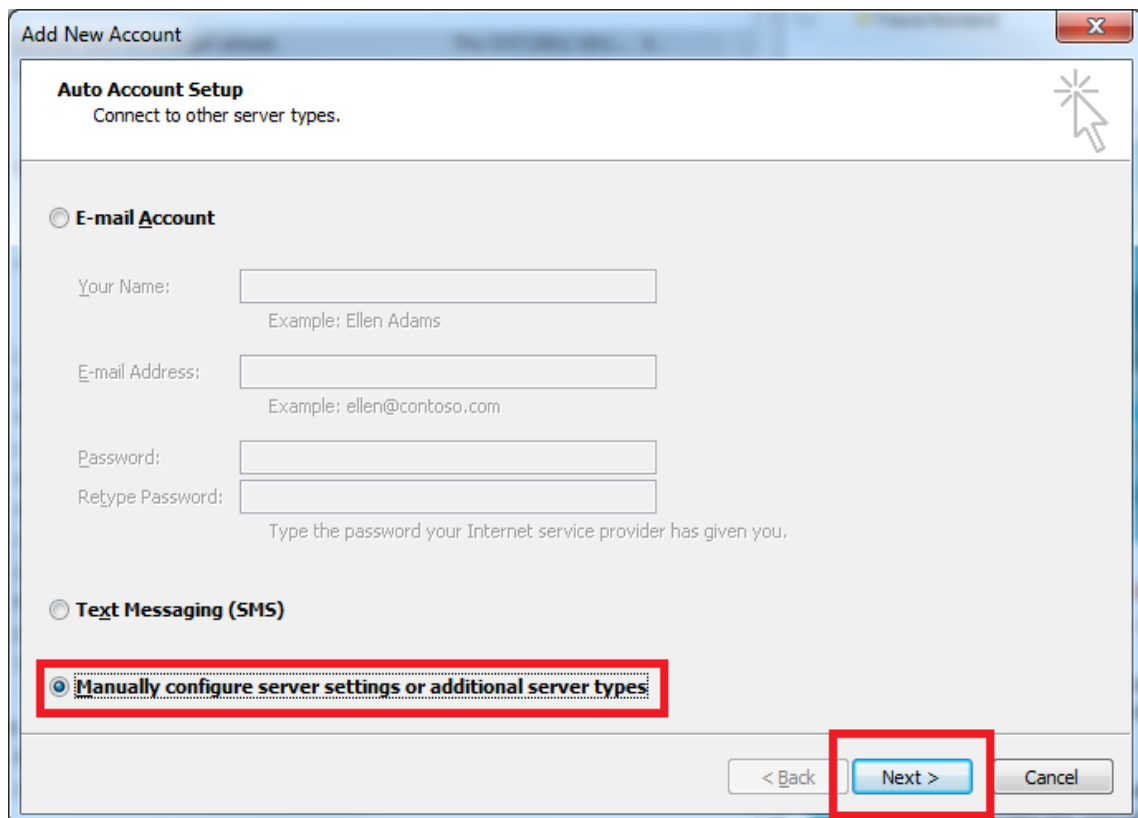
How to configure Outlook 2010 for your iFocusMail account



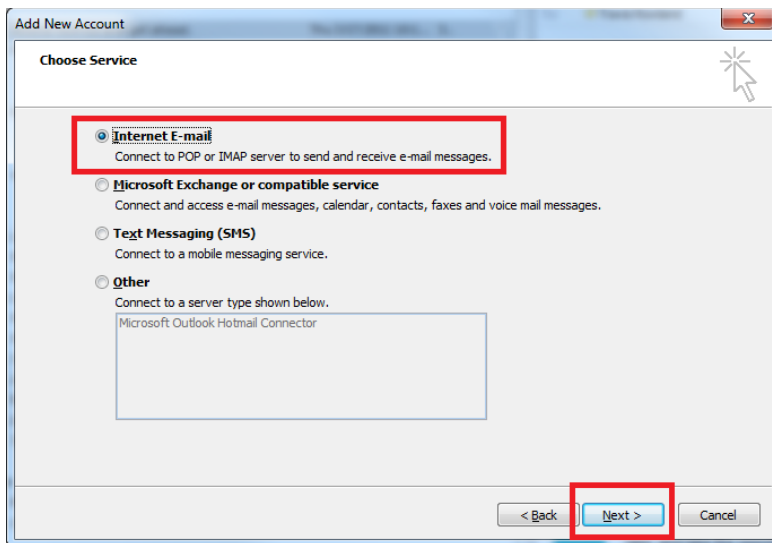
- Open Outlook 2010 and click "File"



- Click "Add Account"



- Select "Manually configure server settings or additional server types"
- Click "Next"



- Select "Internet E-Mail"
- Click "Next"

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

User Information
Your Name: John Doe
E-mail Address: username@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: ifocusmail.com
Outgoing mail server (SMTP): ifocusmail.com

Logon Information
User Name: username@yourdomain.com
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 ...
☒ Test Account Settings by clicking the Next button

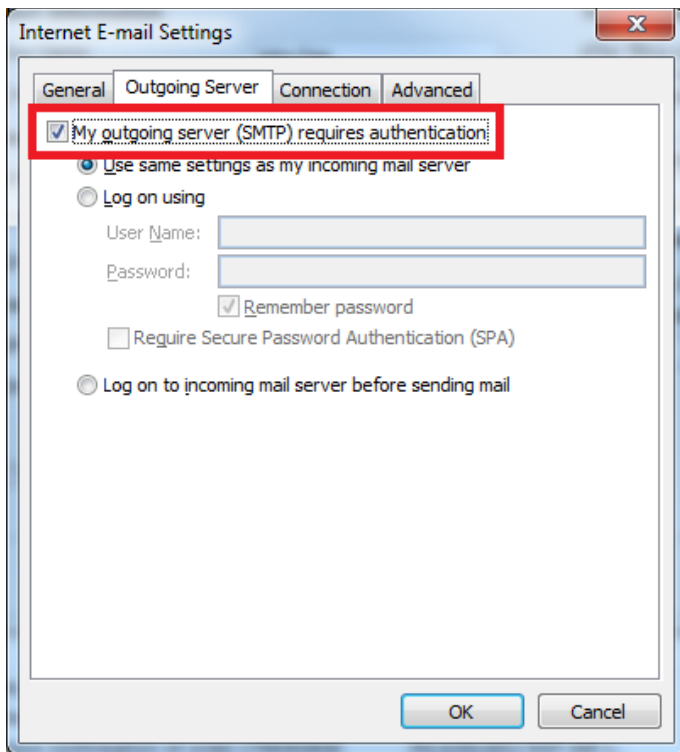
Deliver new messages to:
☒ New Outlook Data File
☐ Existing Outlook Data File
Browse

More Settings ...

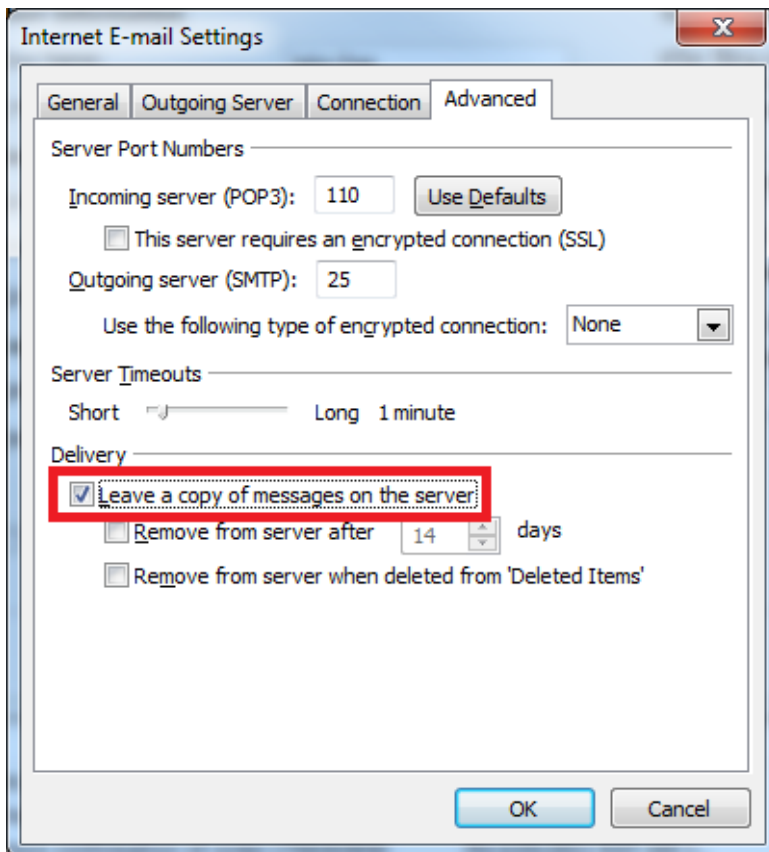
< Back Next > Cancel

Enter your settings as follows:

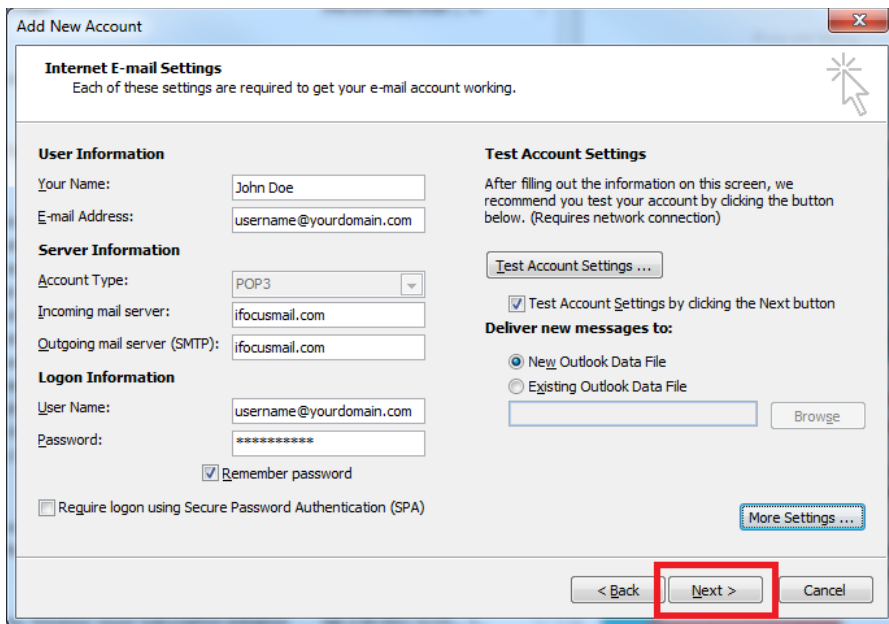
- **E-mail address:** username@yourdomain.com
- **Incoming mail server:** ifocusmail.com
- **Outgoing mail server:** ifocusmail.com
- **User Name:** username@yourdomain.com
- Click "More Settings ..."



- Click "Outgoing Server"
- Check "My outgoing server (SMTP) requires authentication"



- Click "Advanced"
- Check "Leave a copy of messages on the server"
- Ensure "Remove from server ..." checkboxes are **unchecked**
- Click "OK"



Add New Account

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

User Information
Your Name: John Doe
E-mail Address: username@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: ifocusmail.com
Outgoing mail server (SMTP): ifocusmail.com

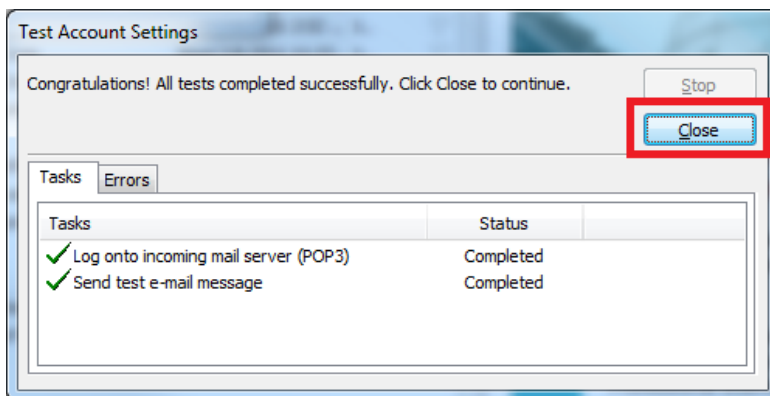
Logon Information
User Name: username@yourdomain.com
Password: *****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

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

Deliver new messages to:
☒ New Outlook Data File
☐ Existing Outlook Data File

- Click "Next"



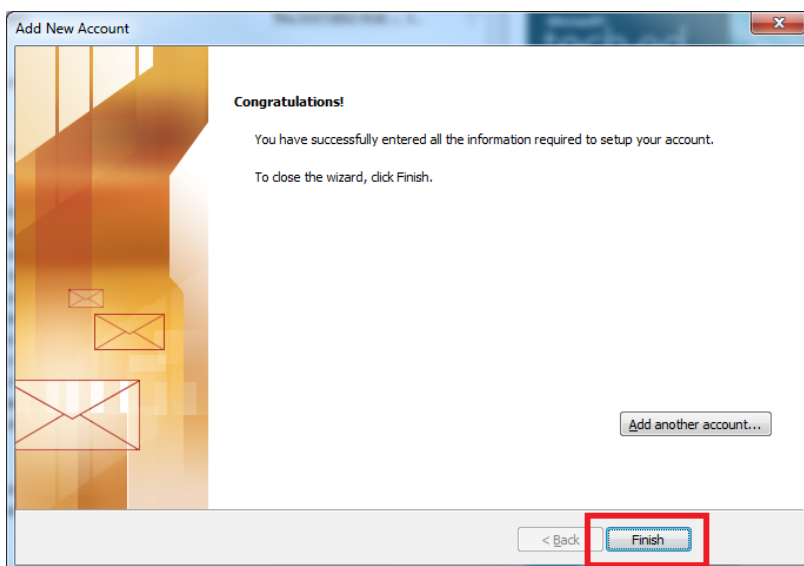
Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks **Errors**

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

- Click "Close"



Add New Account

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

- Click "Finish"