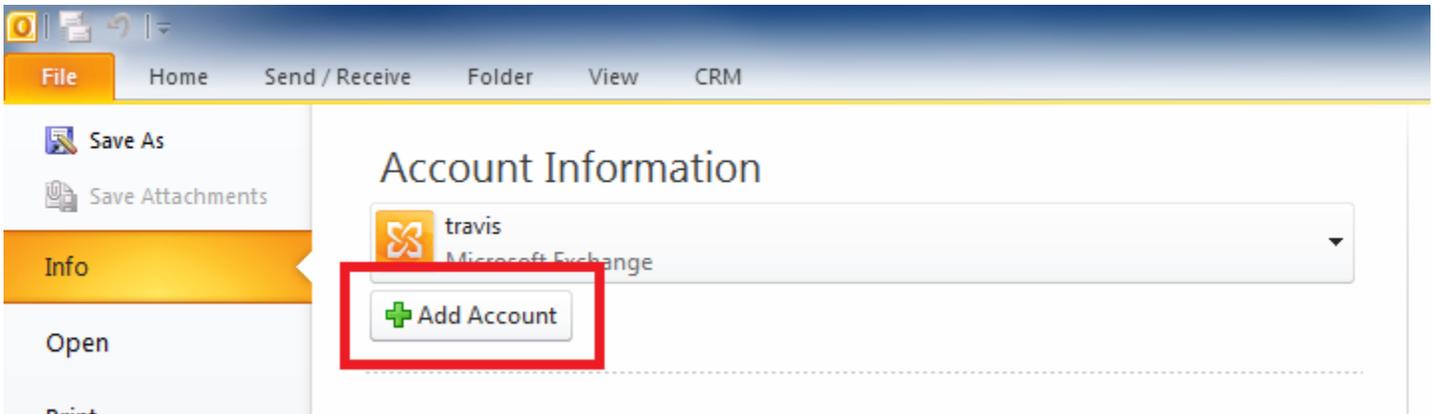


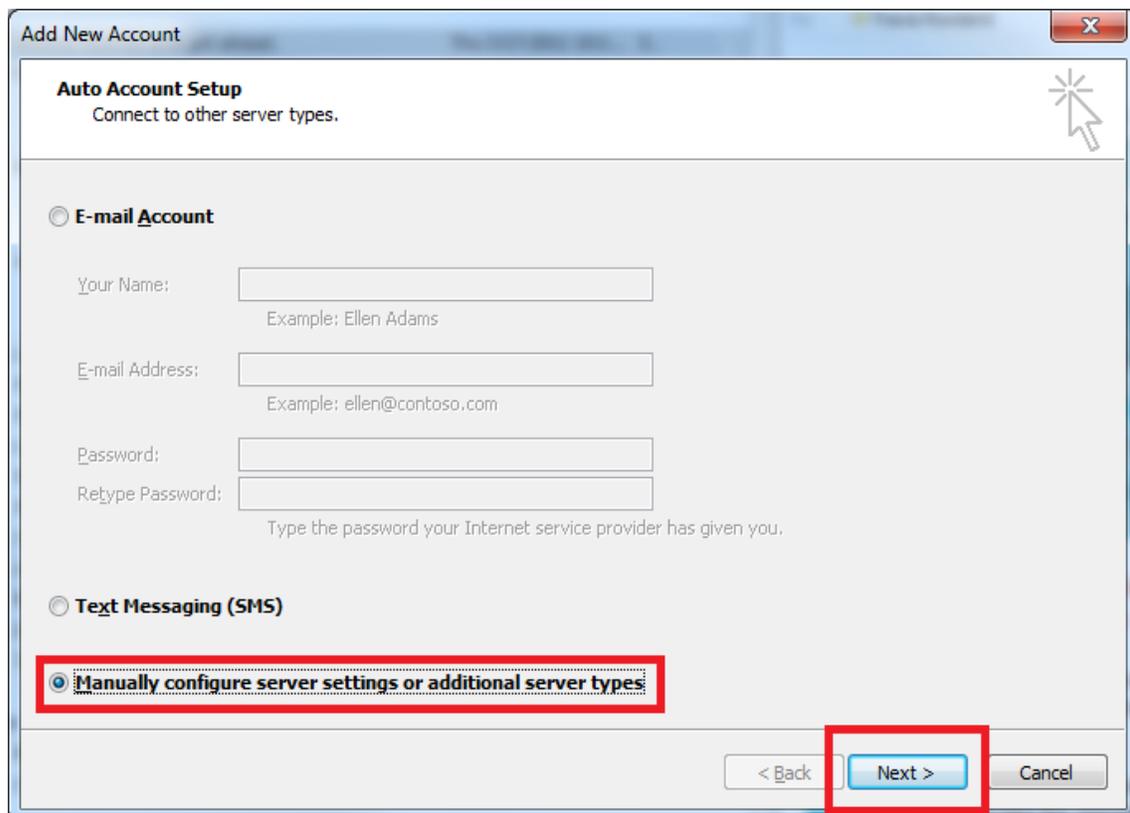
# How to configure Outlook 2010 for your iFocusMail account



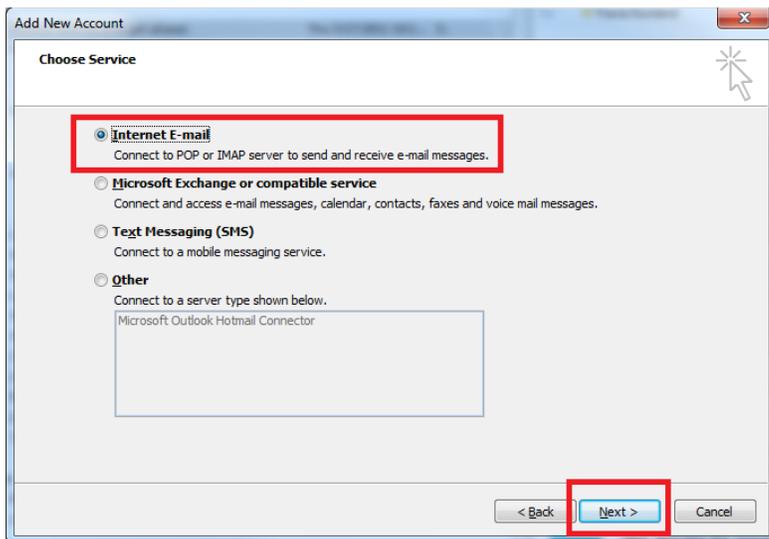
- Open Outlook 2010 and click "File"



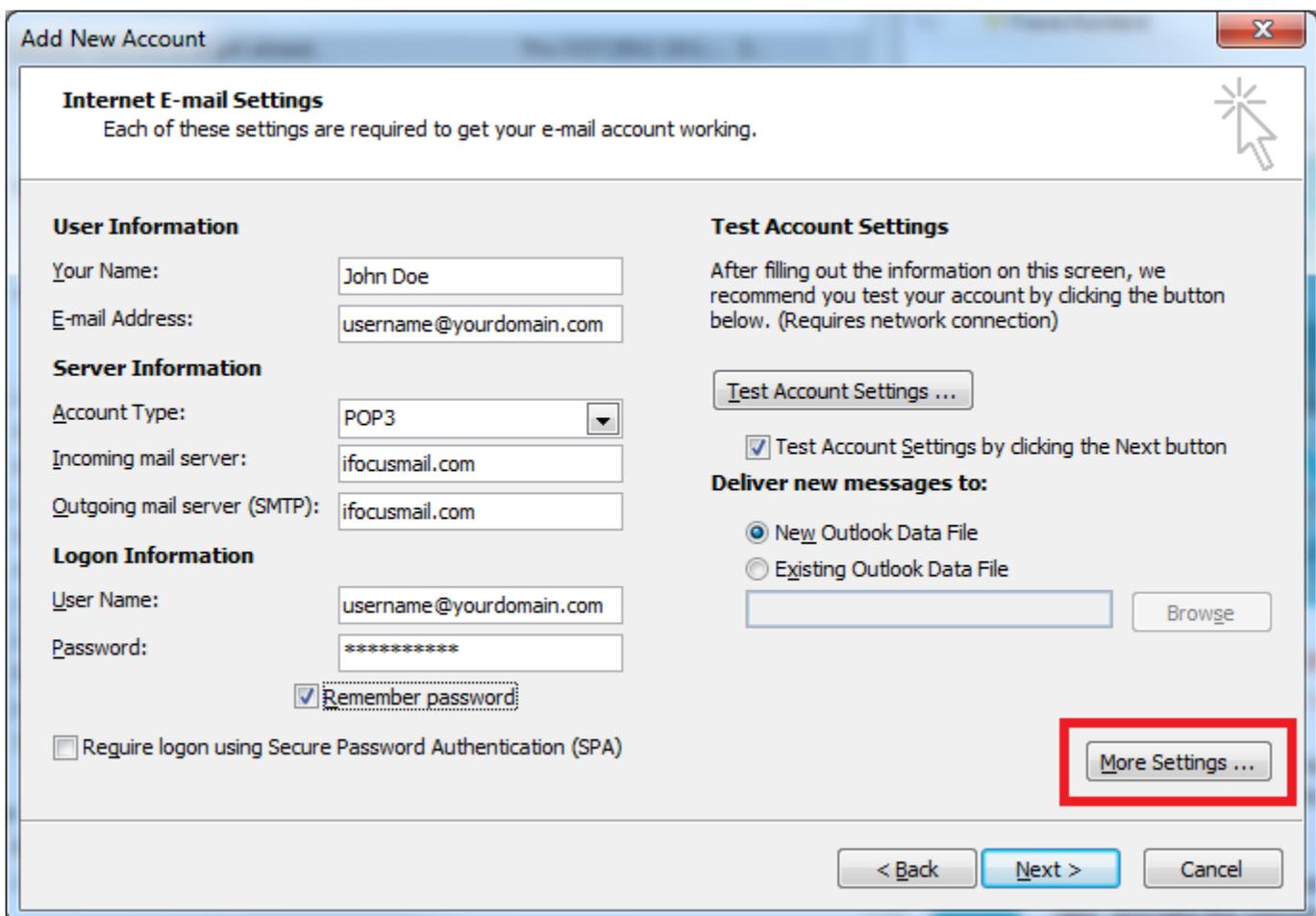
- Click "Add Account"



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

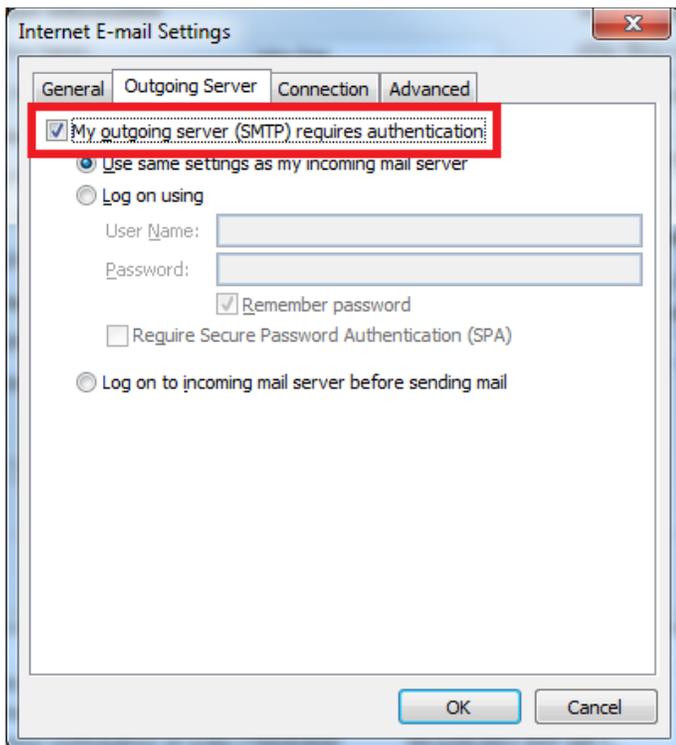


- Select "Internet E-Mail"
- Click "Next"

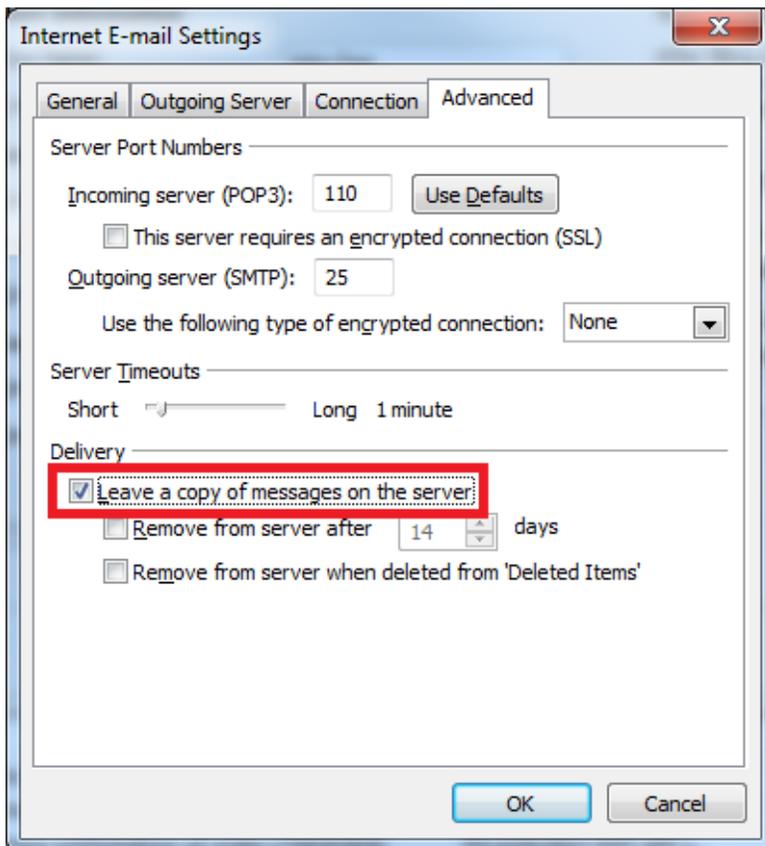


### Enter your settings as follows:

- **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 ...  
 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

- Click "Next"

**Test Account Settings**

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

Stop  
**Close**

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.

Add another account...

< Back **Finish**

- Click "Finish"