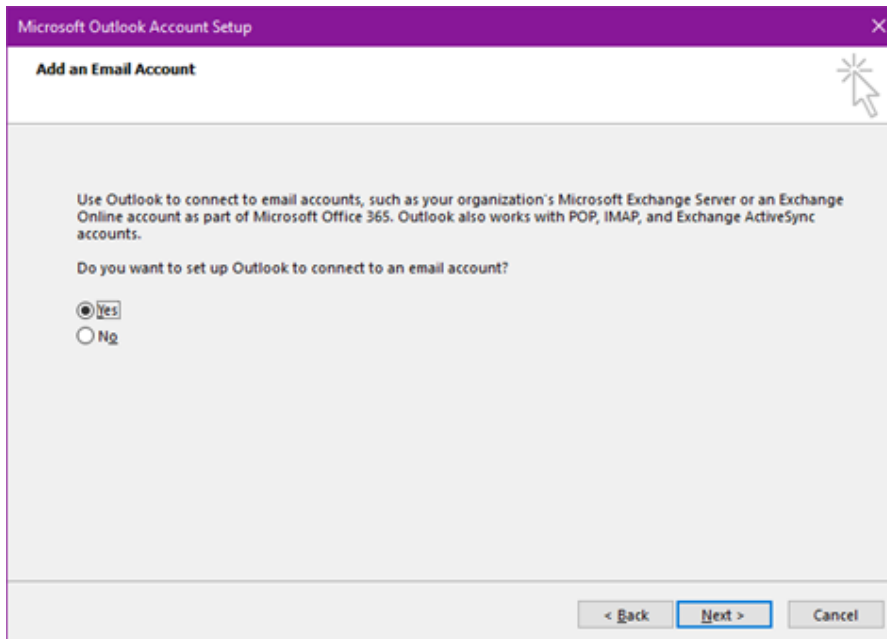
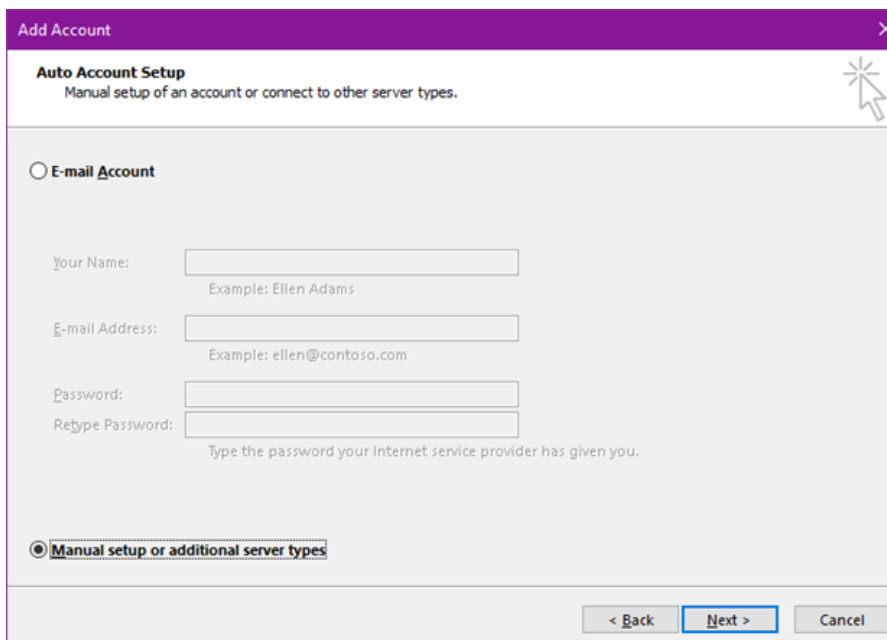


How to Configure Outlook for your iFocus Mail Account

Open Outlook and choose to add New Account...



Follow prompt to Add a new Account...



Choose to **Manually setup** your new account...

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. There are two radio button options: 'Outlook.com or Exchange ActiveSync compatible service' and 'POP or IMAP'. The 'POP or IMAP' option is selected. Below the options are three buttons: '< Back', 'Next >', and 'Cancel'.

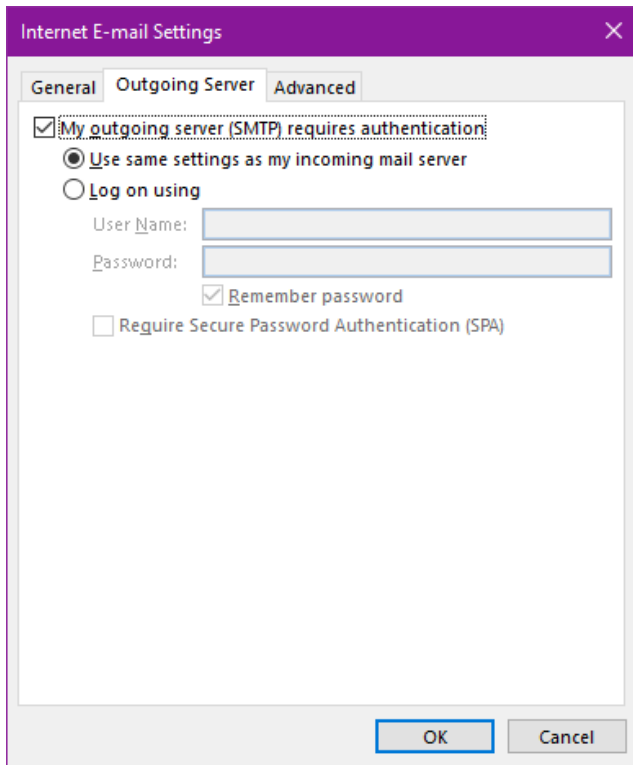
Select **POP or IMAP**...

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The title is 'POP and IMAP Account Settings' with the subtitle 'Enter the mail server settings for your account.' The form is divided into several sections: 'User Information' (Your Name: John Smith, Email Address: john@example.com), 'Server Information' (Account Type: IMAP, Incoming mail server: ifocusmail.com, Outgoing mail server (SMTP): ifocusmail.com), 'Logon Information' (User Name: john@example.com, Password: *****), and 'Test Account Settings' (We recommend that you test your account to ensure that the entries are correct. Test Account Settings ...). There are also checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'. A slider for 'Mail to keep offline' is set to 'All'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter **Your name / Email Address** and **Server** information.

Incoming/ Outgoing (SMTP) Server: ifocusmail.com

Click **More Settings**...

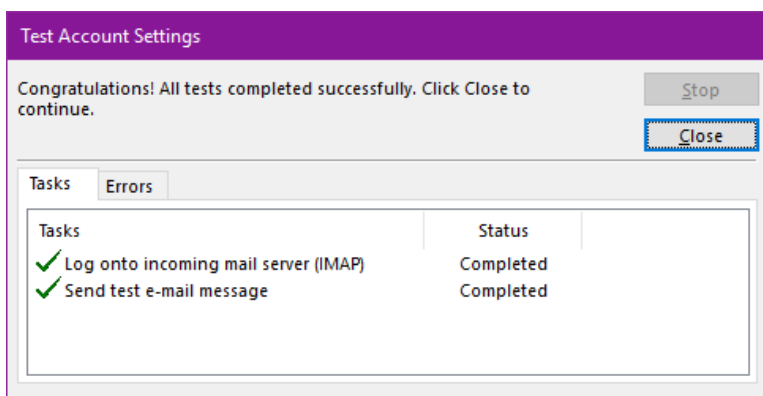


Select the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication**.

Select the button to **Use same settings as my incoming mail server**

Click **OK** to save your settings

Click **Next** to continue



A confirmation message will display that your email setup was successful.

Click the **Finish** box to exit the setup.