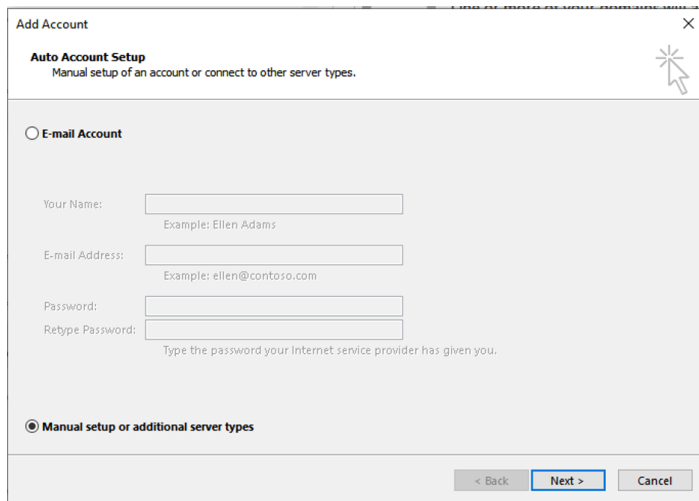


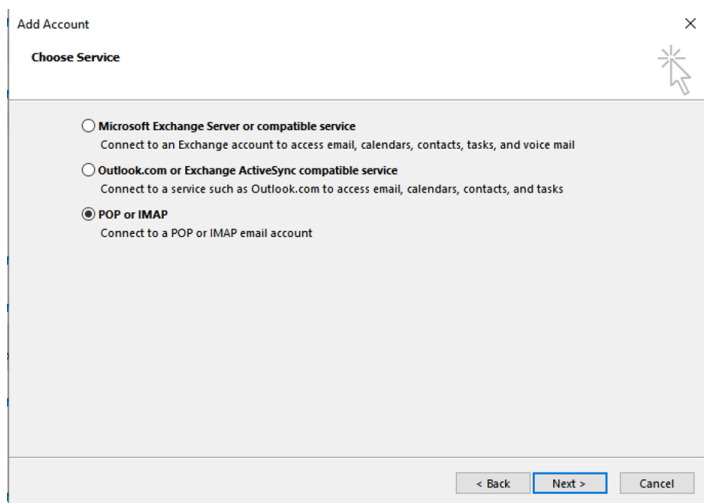
Adding your account to Outlook E-Mail

The following guide will help you create your email account in outlook.

1) In adding new account wizard select "Manual setup or Additional Server Type" and click next.



2) Select POP or IMAP



3) Fill in your user info (Your Name and email address) and use the following chart for the server information:

Setting	Value
Account Type	IMAP
Incoming Mail Server	mx.nmsrvmail.com
Outgoing Mail Server (SMTP)	mx.nmsrvmail.com
Username	<Your email address>
Password	<Your Password>

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email 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)

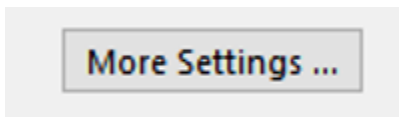
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back **Next >** Cancel

4) Now click the "More Settings" Button;



5) Click on the "Outgoing Server" tab and check "My Outgoing Server (SMTP) requires authentication" and make sure the option "Use same settings as my incoming Server" is selected.

Internet E-mail Settings

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication
☒ Use same settings as my incoming mail server
☐ Log on using
 User Name:
 Password:
☒ Remember password
☐ Require Secure Password Authentication (SPA)

OK Cancel

5) Click on the advance table and make sure "SSL" is selected for both Incoming and Outgoing connection type (see image). Also make sure to set the incoming server (IMAP) port to 993 and outgoing to 587.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP)' set to 993 and 'Outgoing server (SMTP)' set to 587, both with 'SSL' selected for encryption. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has an empty 'Root folder path' field. The 'Sent Items' section has an unchecked checkbox 'Do not save copies of sent items'. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked). The 'OK' button is highlighted with a blue border.

Internet E-mail Settings

General Outgoing Server Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

6) Now click "Ok" and then "Next" on the main window.

7) Outlook should now try to add the account and test connection, once this is done you can click finish.