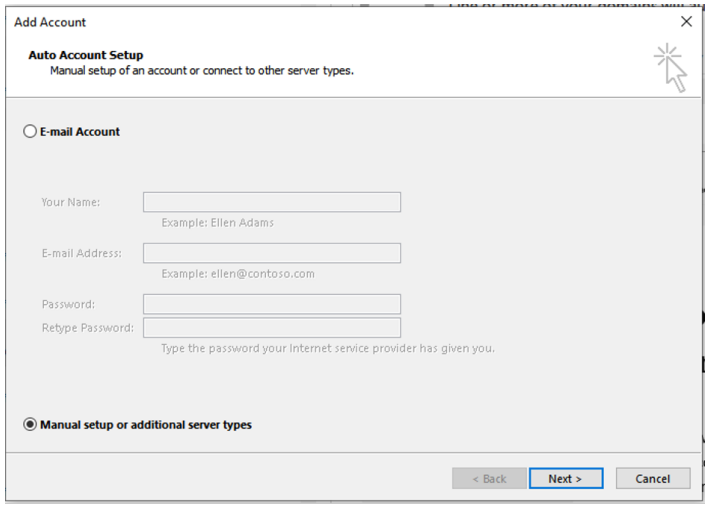
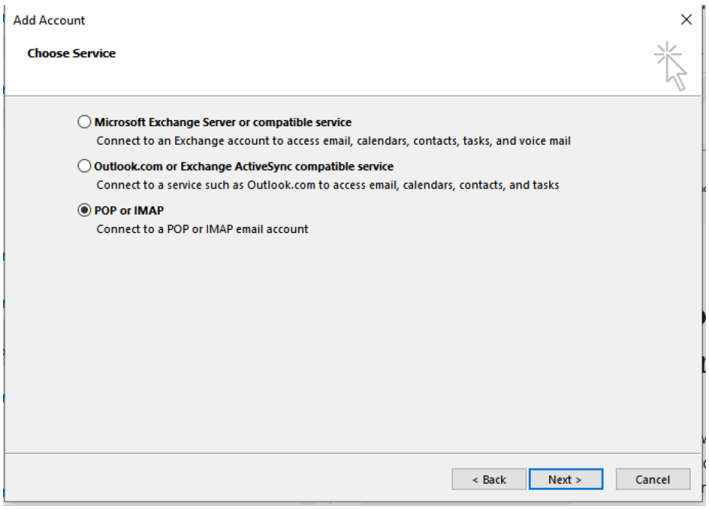
Adding your account to Outlook E-Mail

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.

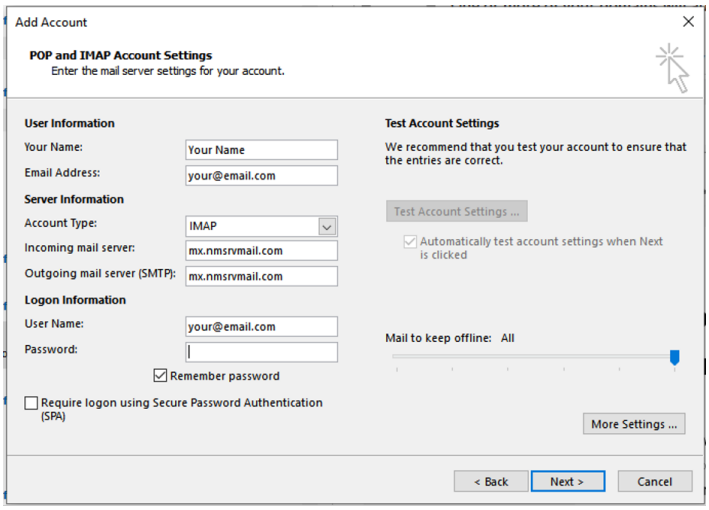


2) Select POP or IMAP

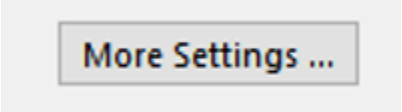


3) Fill in your user info (Your Name and email address) and use the following chart for the server information:

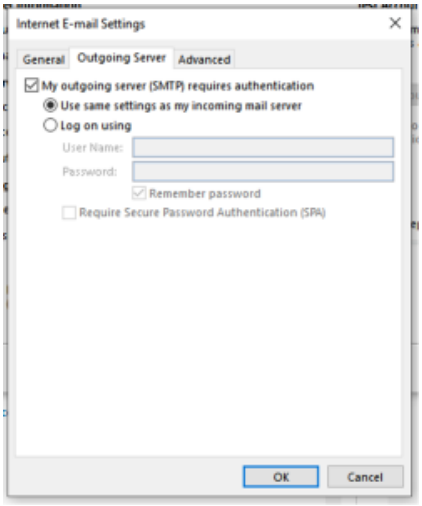
Setting	Value
Account Type	IMAP
Incoming Mail Server	mx.nmsrvmail.com
Outgoing Mail Server (SMTP)	mx.nmsrvmail.com
Username	<Your email address>
Password	<Your Password>



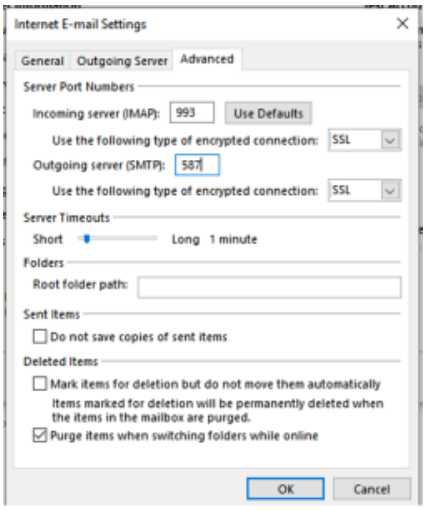
4) Now click the "More Settings" Button;



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.



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.



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.