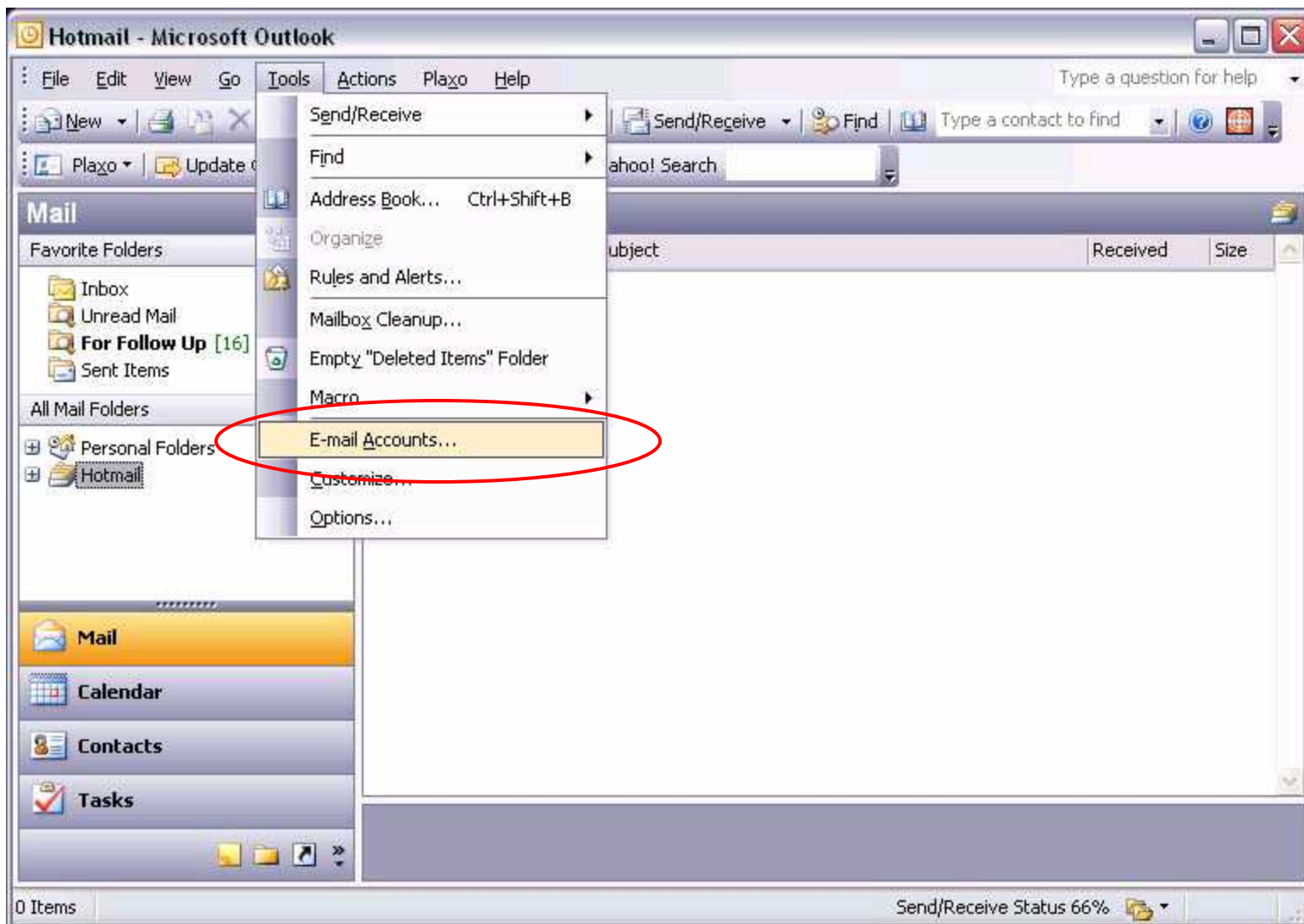
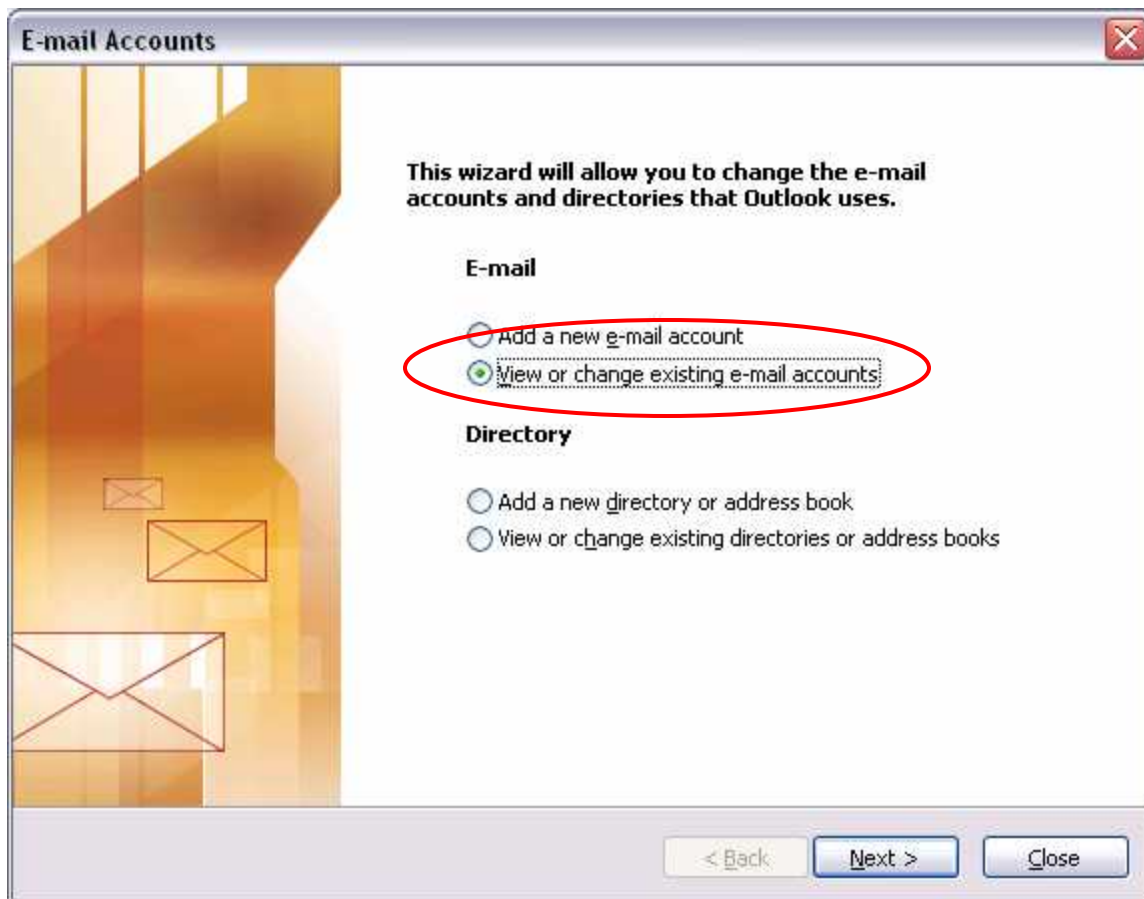


**Orion Hosting Email Support.** This document provides an example of how to setup a new email account using Microsoft Outlook 2003. Please note that although the basic information to be setup is the same for any mail reader, the steps described here are specific to Outlook 2003. For more in depth information, read through the FAQ provided on Orion's website under Hosting Support and then consult the documentation for your mail reader.

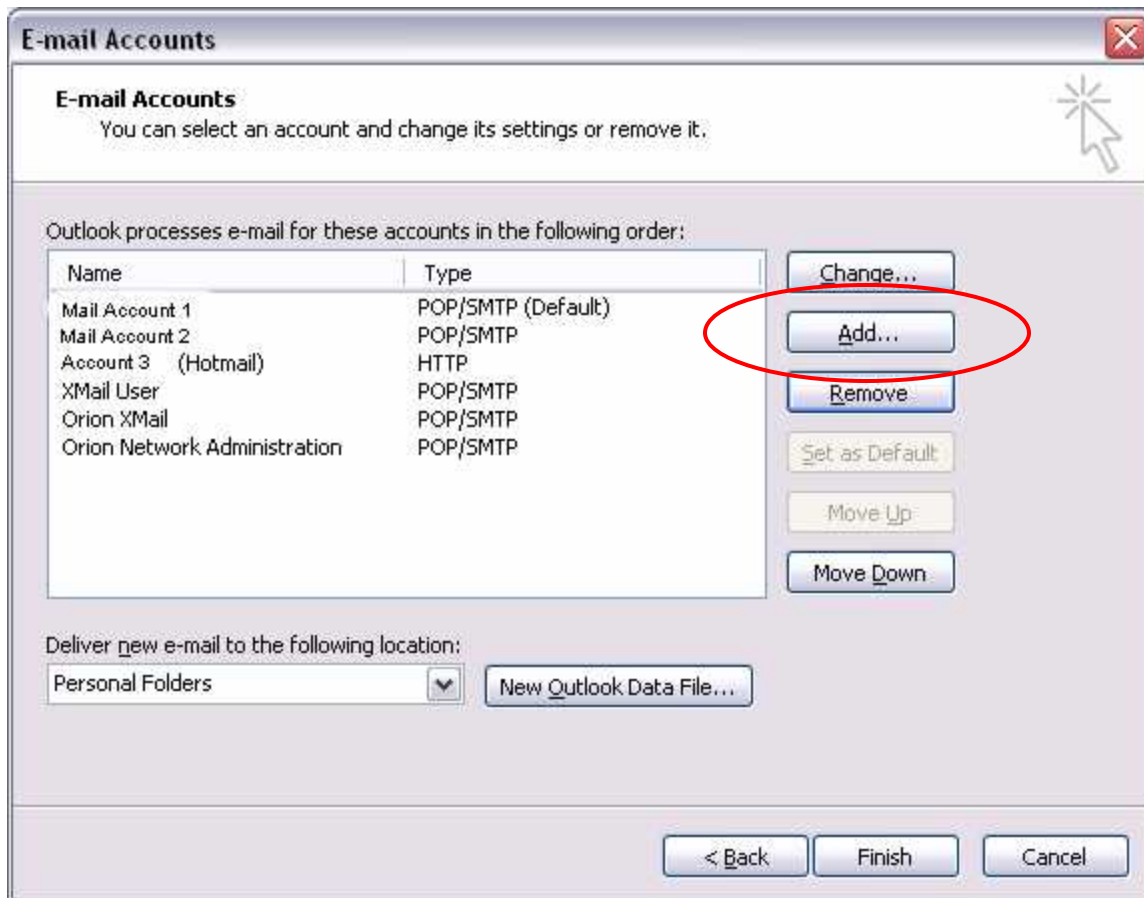
**Step 1:** Select Tools/Options from Outlooks main menu –



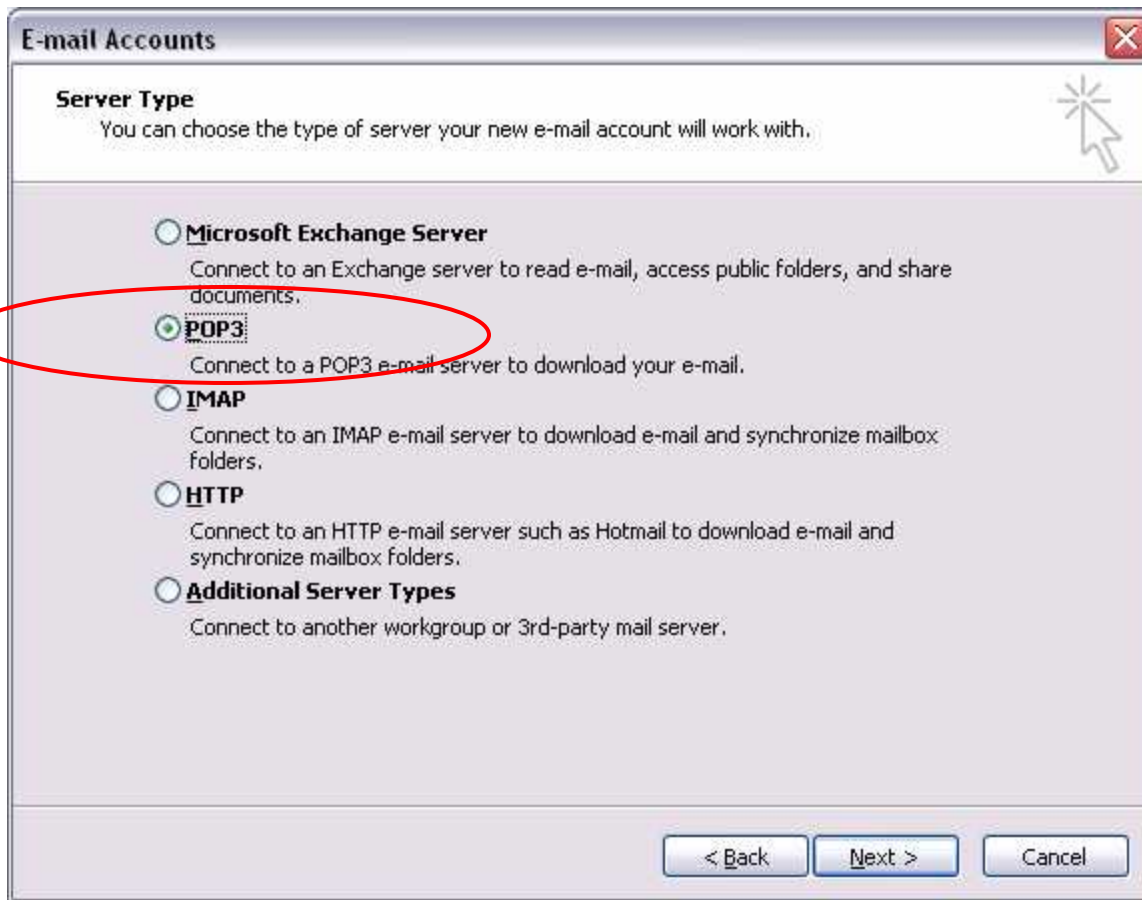
**Step 2:** Select “View or change existing e-mail accounts” from the selections that appear next, and press “Next >”



**Step 3:** In the window that appears next, press the “Add...” button to add a new account.



**Step 4:** In the next window, select “POP3” and press the “Next >” button...



**Step 5:** Enter your account information. Please note that the “User Name” field will hold your email account name as issued by Orion. Your “Outgoing mail server (SMTP)” will vary depending on the internet service provider you are using. This illustration shows “mail.comcast.net” – but this could be completely different, based on your service provider. Please consult with your service provider if you do not know the name of your SMTP server.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, there is a section titled "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

User Information		Server Information	
Your Name:	Jane Doe	Incoming mail server (POP3):	mail.hicom.net
E-mail Address:	jdoe@mydomain.com	Outgoing mail server (SMTP):	mail.comcast.net

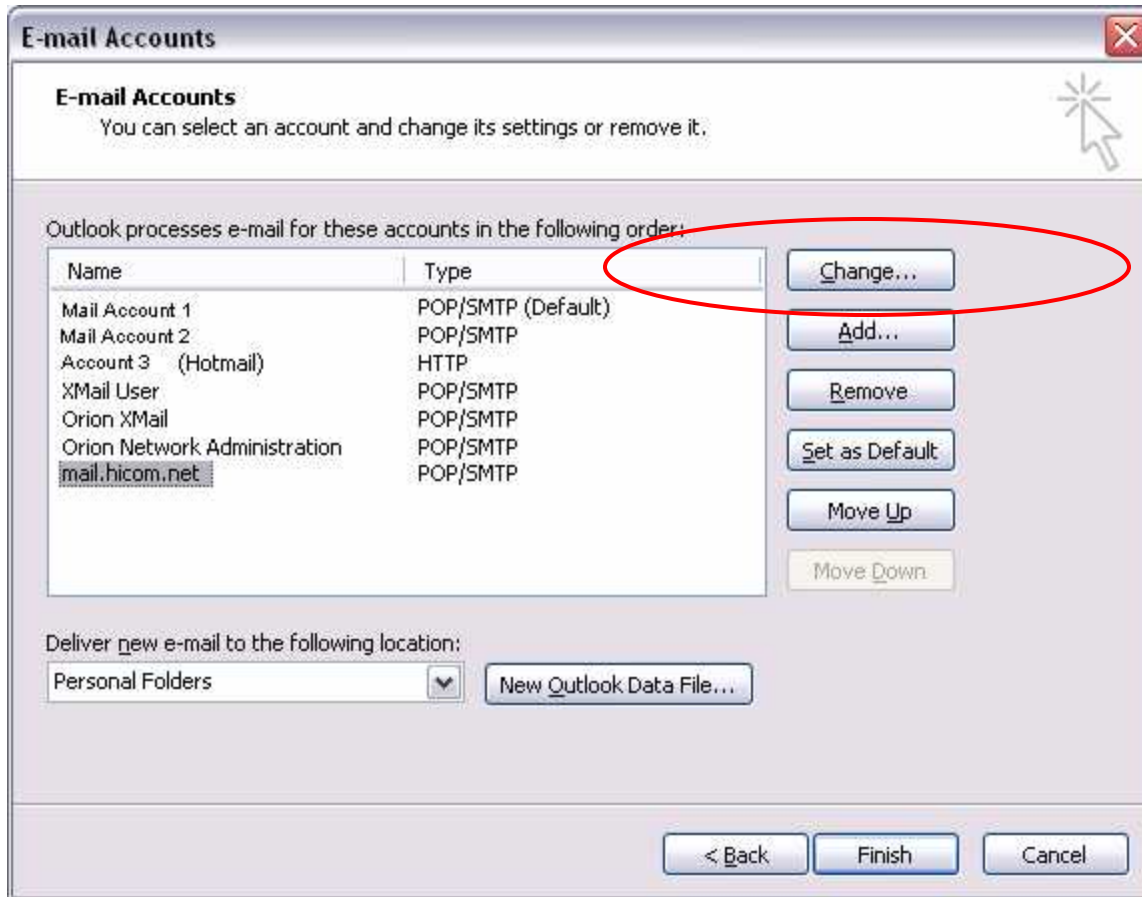
  

Logon Information		Test Settings	
User Name:	mydom01	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
Password:	*****		
<input checked="" type="checkbox"/> Remember password		<input type="button" value="Test Account Settings ..."/>	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)			
		<input type="button" value="More Settings ..."/>	

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

When you are done enter information, press the “Next >” button.

**Step 6:** When you return to your E-mail Accounts window, you will see a new account added to the list as shown here. To change the 'Name' of your newly added account to something more descriptive, click on "Change..." button.



**Step 7:** The E-mail Account setup dialog will appear. Press the ‘More Settings...’ button...

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

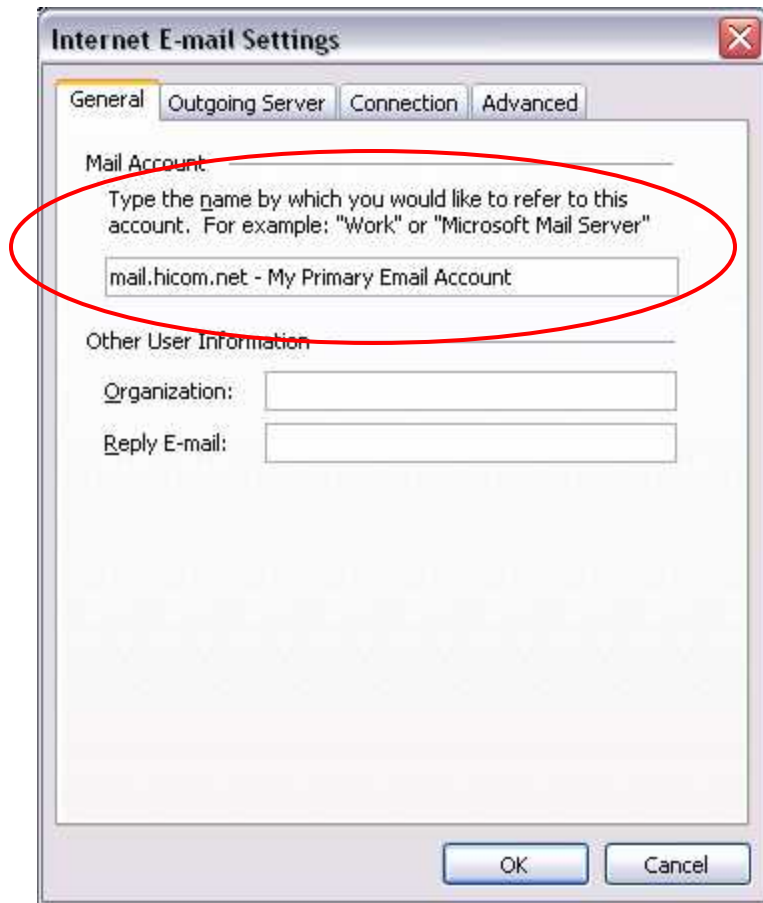
Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Step 8:** In the next window, change the Mail Account name to whatever you would like and then press “OK” to close the window...



Step 9: After closing the Advance Settings dialog, you will be returned to the E-mail Accounts window. Press “Next >”

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar is a header section titled "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

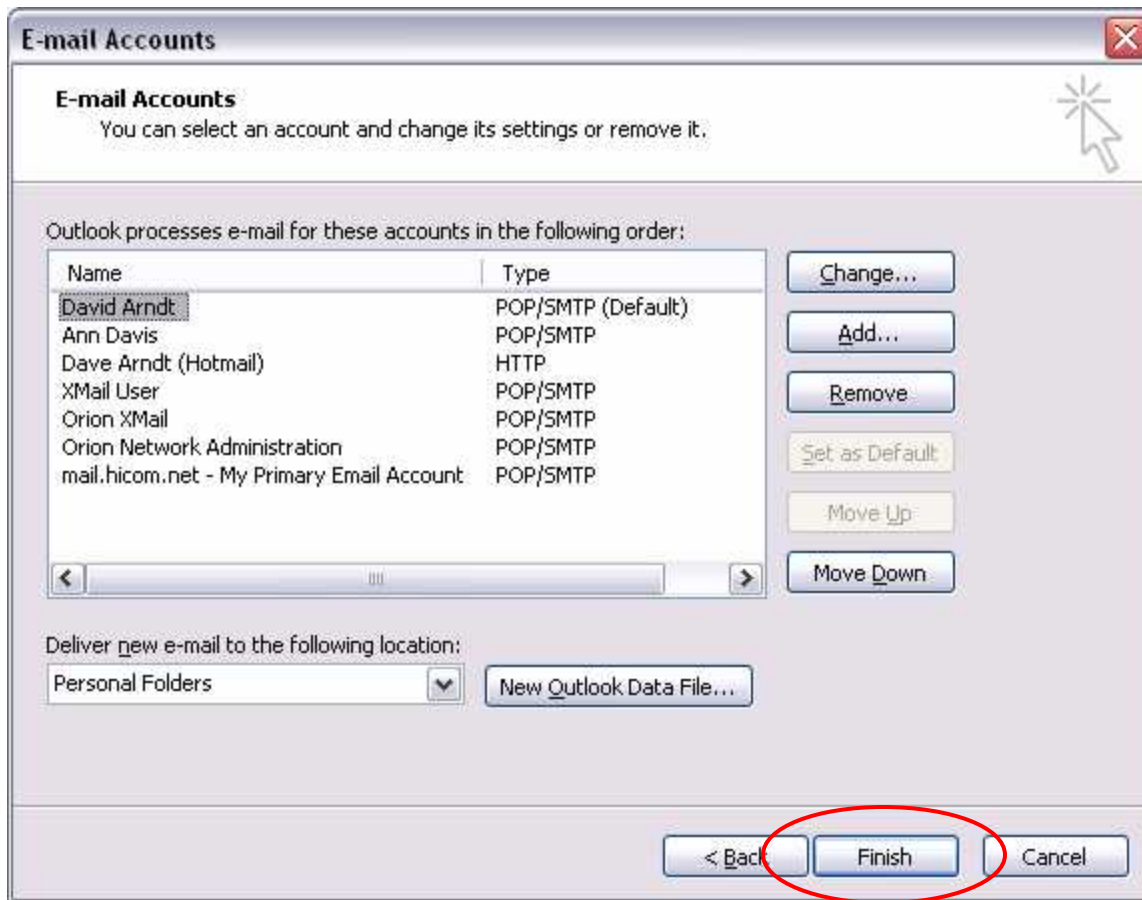
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is circled in red.

Step 10: You will be returned to your email accounts list. Confirm the account name change and press “Finish” to close the window.



You're done!