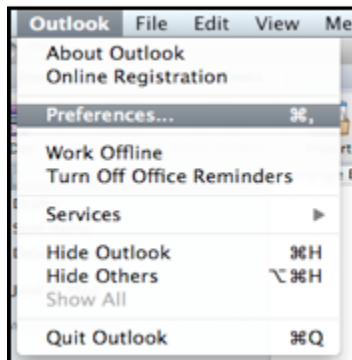


OUTLOOK 2011 (MAC) EMAIL ACCOUNT SET UP

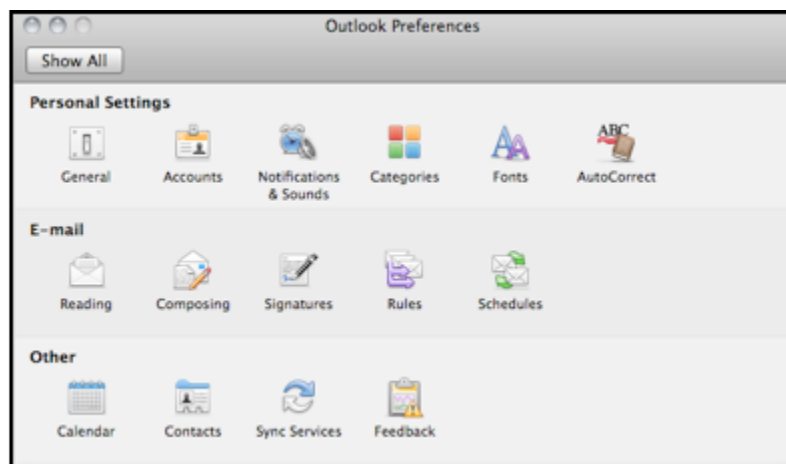
Adding a new account:

To set up Outlook for Mac 2011, perform the following steps:

1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**.



2. On the Outlook Preferences menu, under the Personal Settings header, click **Accounts**.



3. On the Accounts screen, select **E-mail Account**.
4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**.
5. Once your email address and password is entered, the box will expand. Enter the following information into the expanded screen:

Enter your account information.

E-mail address: macuser@rsemailapps.com

Password: *****

Configure automatically

User name: macuser@rsemailapps.com

Type: POP

Incoming server: pop.emailsrvr.com : 110

Override default port

Use SSL to connect (recommended)

Outgoing server: smtp.emailsrvr.com : 25

Override default port

Use SSL to connect (recommended)

Cancel Add Account

- User Name— Enter your entire email address (e.g., myname@mydomain.com).
 - Type—Select **POP** from the drop-down menu.
 - Incoming mail server—Enter the secure server name: **Refer to Bizboost email**
 - Outgoing mail server (SMTP)—Enter the secure server name: **Same as incoming mail server**
 - Check the **Use SSL to connect (recommend)** box.
6. Click **Add Account** and Confirm changes and close.