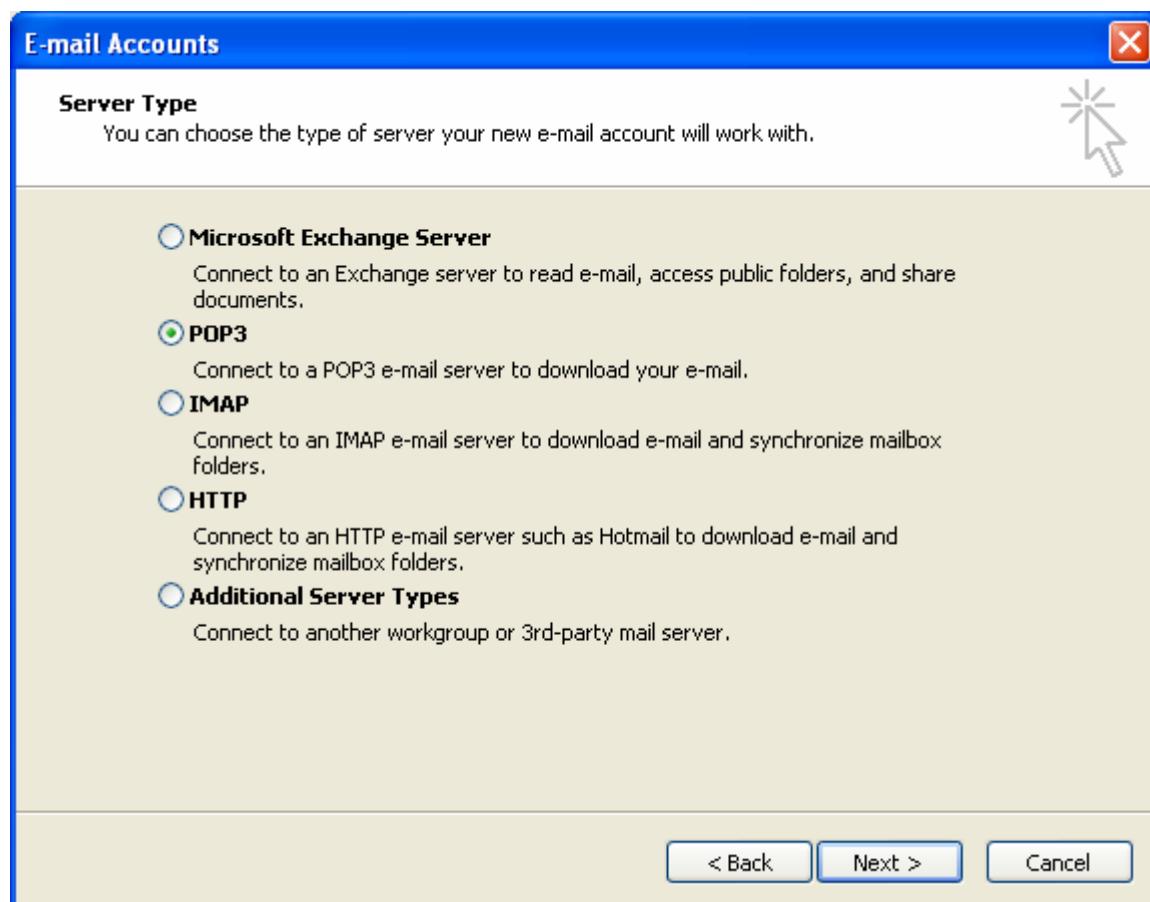


Irish Medical email setup instructions for Microsoft Outlook

This example applies specifically to Outlook 003 and generally to earlier releases.

1 Open Outlook

You will be presented with a screen similar to the one below.



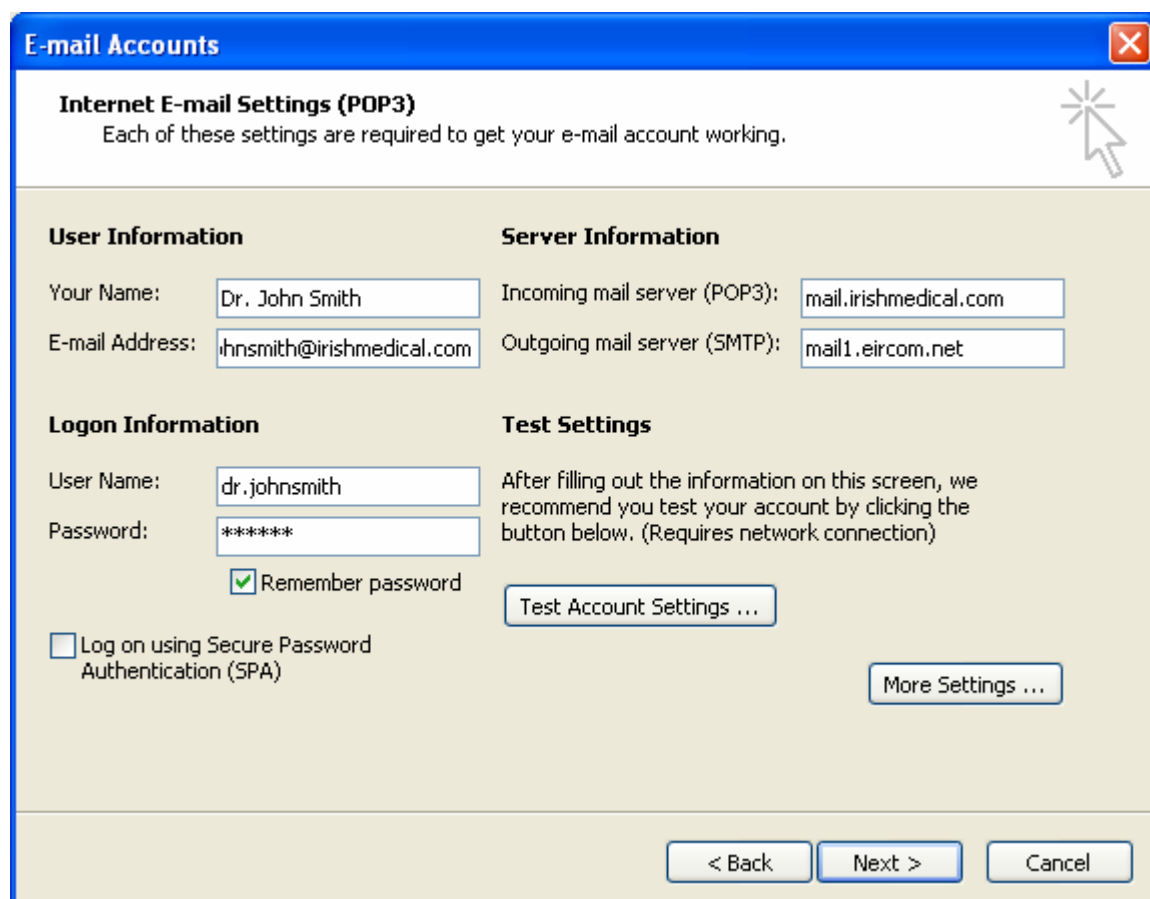
The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts' and there is a close button in the top right corner. The main heading is 'Server Type' with a sub-heading 'You can choose the type of server your new e-mail account will work with.' Below this, there are five radio button options:

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

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

2 Choose "POP3", click "Next"

You will be presented with the following screen.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts' and there is a close button in the top right corner. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' Below this, there are four sections:

- 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 dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. There is also a 'More Settings ...' button in the bottom right area.

- 3 Type your name in the first text box. This does not have to be your email address. It is your display name for recipients.
- 4 Insert your email address in the text box provided. This is your email address as supplied by Irish Medical.
- 5 Type the incoming server details in the text box provided. This should be “mail.irishmedical.com”
- 6 Type the outgoing server details in the box provided. This depends on which telecoms provider you use for internet access. The most common in Ireland is Eircom and their most popular mail server is “mail1.eircom.net”
- 7 Type your user name in the text box provided. This is the part of your email address before @irishmedical.com
- 8 Type your password in the text box provided. This is your Irish Medical mail password. It is case sensitive and must be at least six characters long.
- 9 Test account settings.

Congratulations, your email account is set-up in Microsoft Outlook.