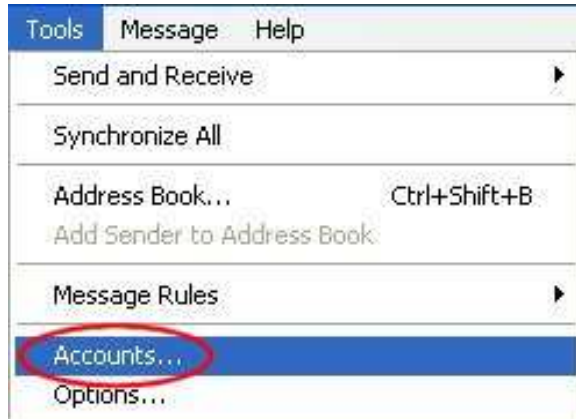


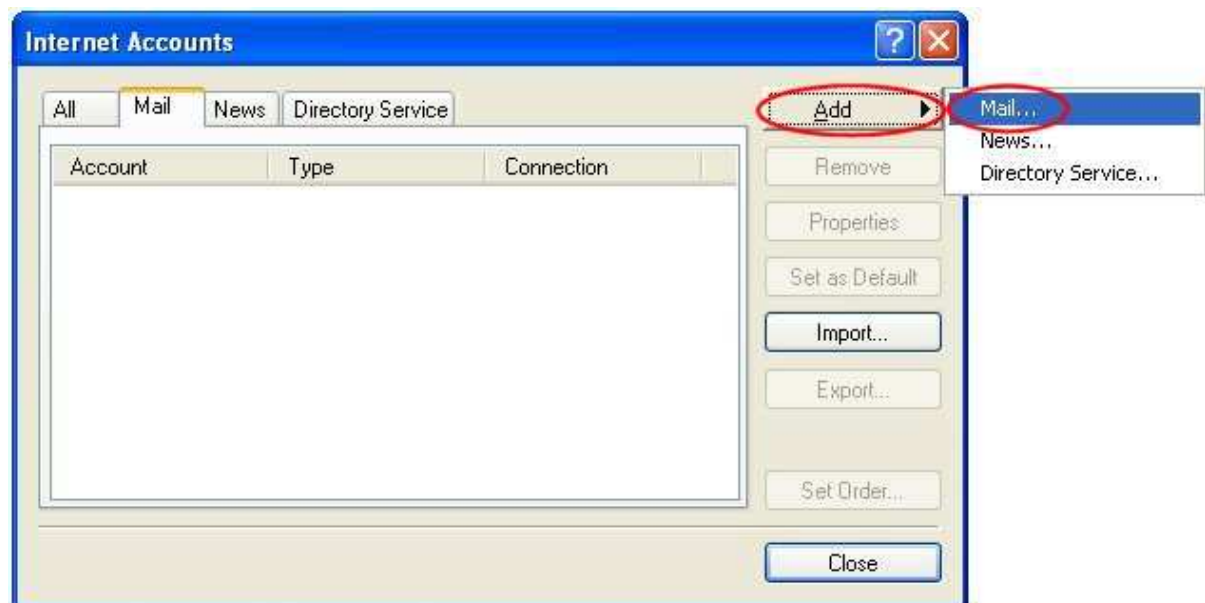
OUTLOOK EXPRESS - EMAIL SETUP

1. Open Outlook

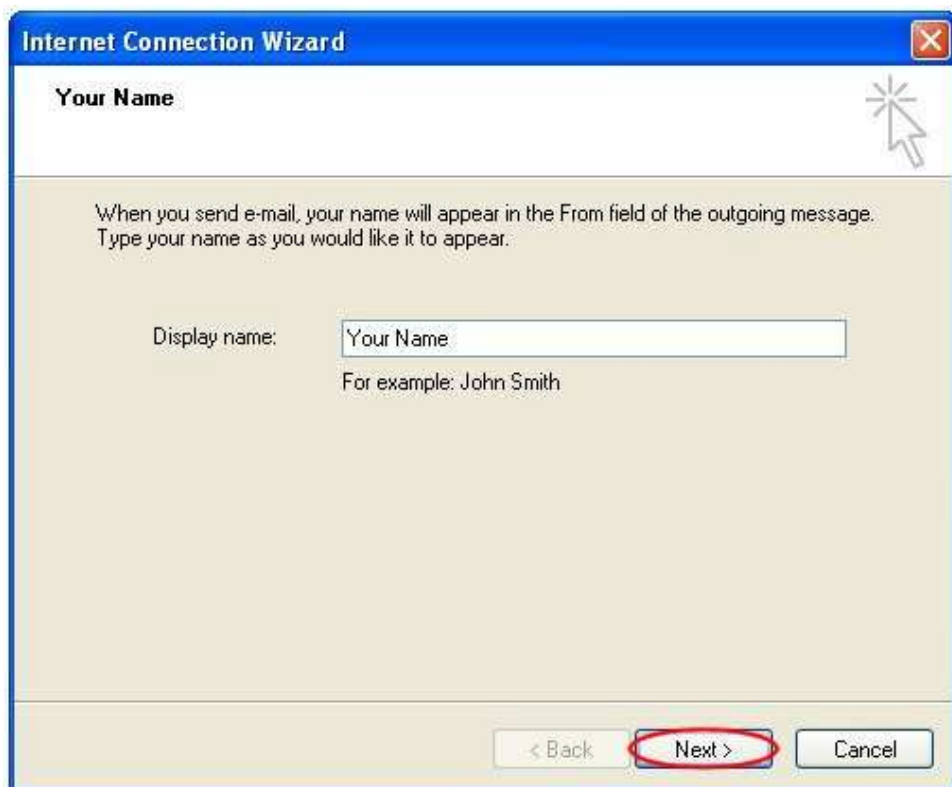
2. Go to the **Tools** menu and select **Accounts**



3. On the Internet Accounts window, go to the Mail section. Click **Add** and then click **Mail**



4. Enter in your display name. Most commonly used is your full name or business name, but it really can be anything you want. Click **Next**



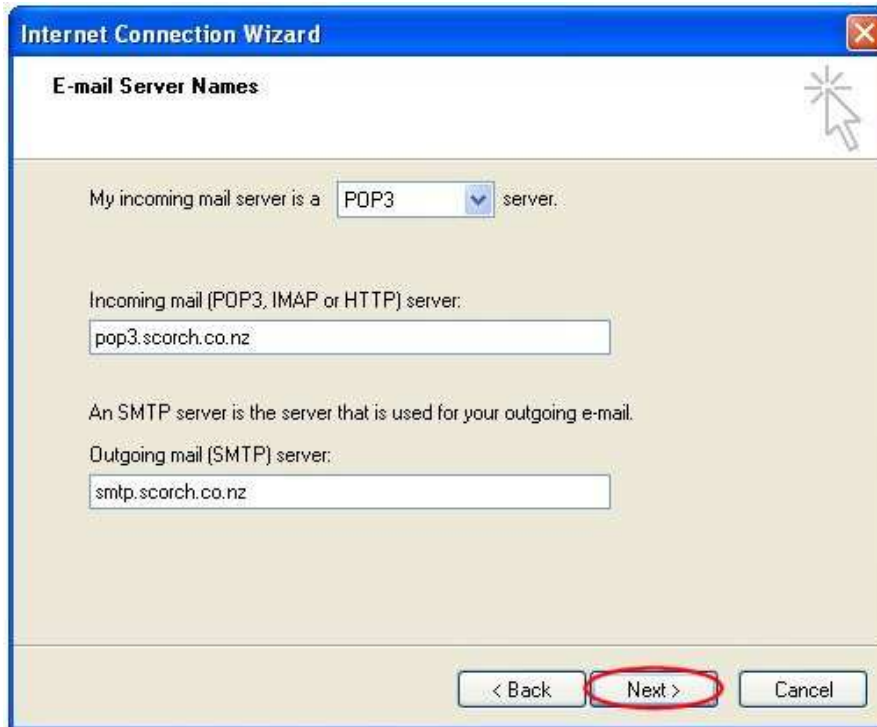
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Your Name'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'Display name:' followed by the text 'Your Name' and an example 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

5. Type in your Scorch email address like below. Click **Next**



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'username@scorch.co.nz'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'E-mail address:' followed by the text 'username@scorch.co.nz' and an example 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

6. On the e-mail server names window, enter the information as follows.
My incoming mail server is a **POP3** server.
Incoming mail server: **pop3.scorch.co.nz**
Outgoing mail server: **smtp.scorch.co.nz**
Click **Next**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following text and fields:

- 'My incoming mail server is a server.'
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'pop3.scorch.co.nz'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'smtp.scorch.co.nz'.

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

7. Enter in your full Scorch email address in account name, and then your Scorch password. Click **Next**



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'username@scorch.co.nz'.
- 'Password:' followed by a text box containing a series of dots.
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

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

8. Congratulations, your email account has been setup successfully. Click **Finish**



9. Your internet accounts, Mail section window should now look similar to the below. Click **Close**.
Done!

