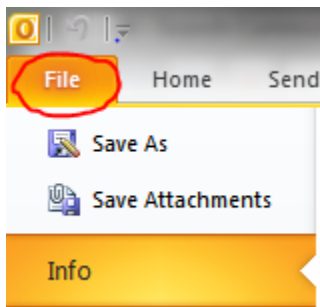
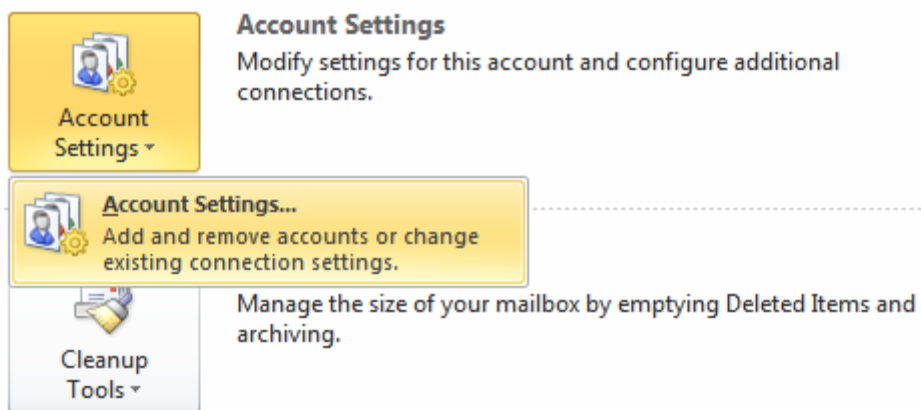


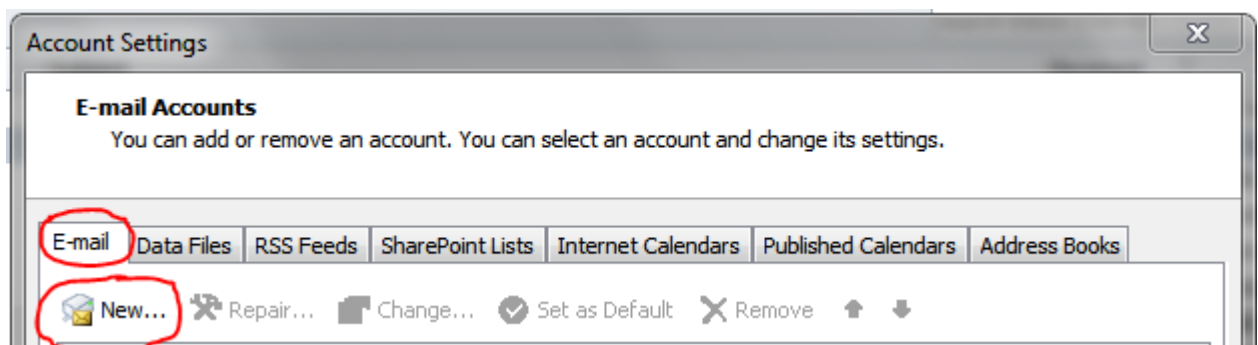
1. Start Microsoft Outlook 2010 and click File



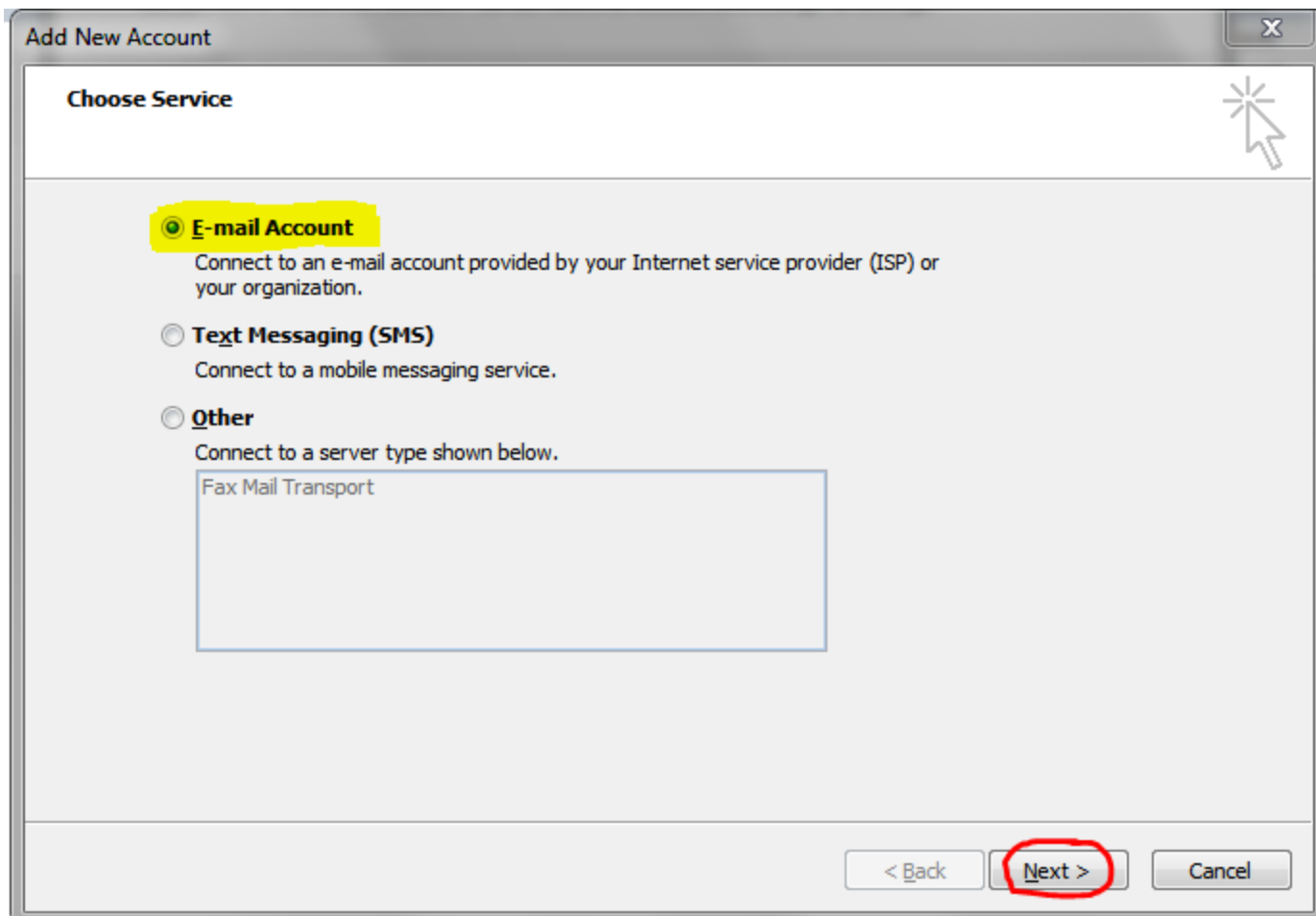
2. Click Account Settings, followed again by the pop-up Account Settings



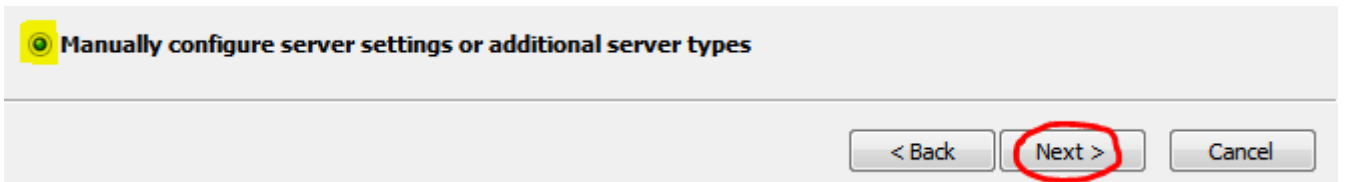
3. On the E-mail tab, click on New...



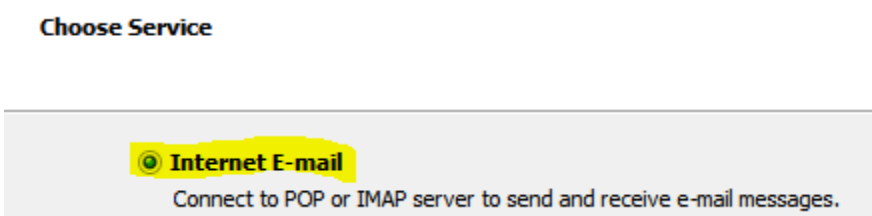
4. Select E-mail Account, and then click on Next >



5. Select Manually configure, and then Click Next >



6. Click Internet E-mail, and then Click Next >



7. Enter in your Scorch Account details provided to you on installation, or by our help desk.

Your Name: The name you want recipients to see eg. John Smith

E-mail Address: Your Scorch email address in full

Account Type: POP3

Incoming mail server: pop3.scorch.co.nz

Outgoing mail server: smtp.scorch.co.nz
User Name: Your Scorch email address including @scorch.co.nz
Password: Your Scorch email password

Add New Account

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

User Information
Your Name: John Smith
E-mail Address: johnsmith@scorch.co.nz

Server Information
Account Type: POP3
Incoming mail server: pop3.scorch.co.nz
Outgoing mail server (SMTP): smtp.scorch.co.nz

Logon Information
User Name: johnsmith@scorch.co.nz
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back **Next >** Cancel

8. Outlook will now test the incoming and outgoing mail servers, if it succeeds you will see Completed twice. Click Close to continue. If it shows errors, Click Close and check for spelling mistakes or typing errors, and check your username and password.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop
Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

9. Congratulations! You have successfully setup your e-mail account. Click Finish.

Congratulations!

You have successfully entered all the information required to setup your account.

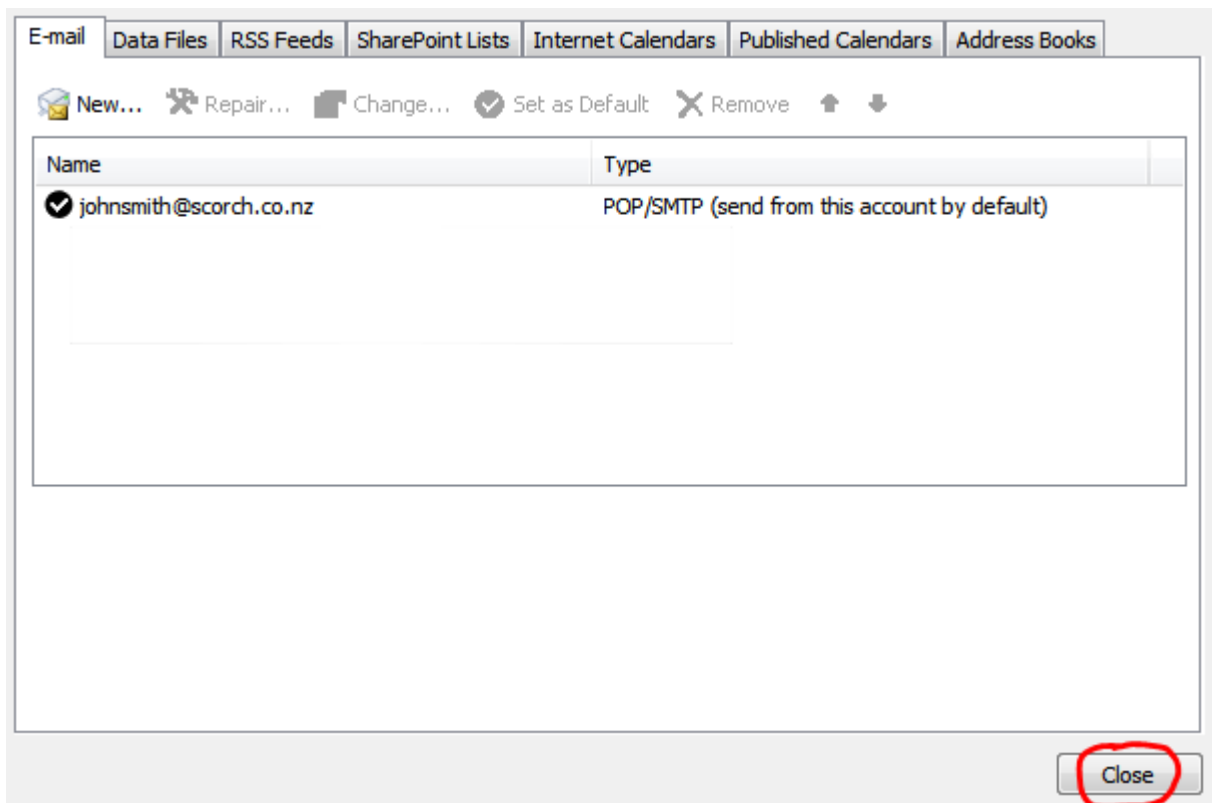
To close the wizard, click Finish.

Add another account...

< Back

Finish

10. The last step, you will now see your new email account setup as below. Simply click Close.



All done. Click to the Home tab and enjoy.

If you have any issues, feel free to call 0800 726 724 for further assistance.