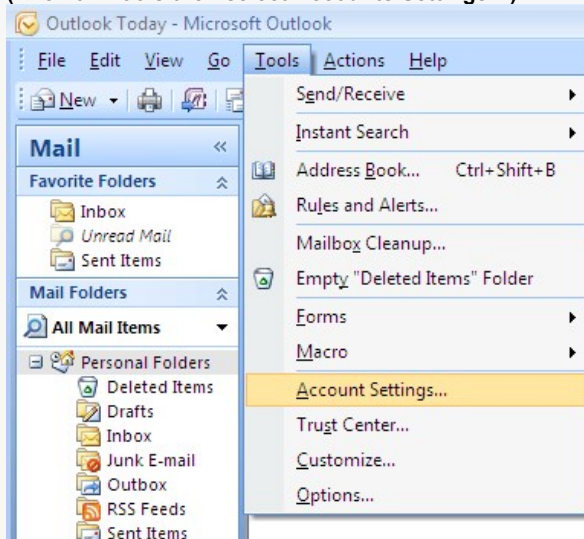


Configuring an IMAP email account on Outlook 2007

You will find within the following pages all the information and instructions necessary for configuring your new IMAP email account in Outlook 2007. Although some screens may differ depending on the version of Outlook you are using, the steps to follow and the required data to provide will remain the same.

Click on the **Tools** drop-down menu at the top of the screen, and then choose **Accounts Settings...**

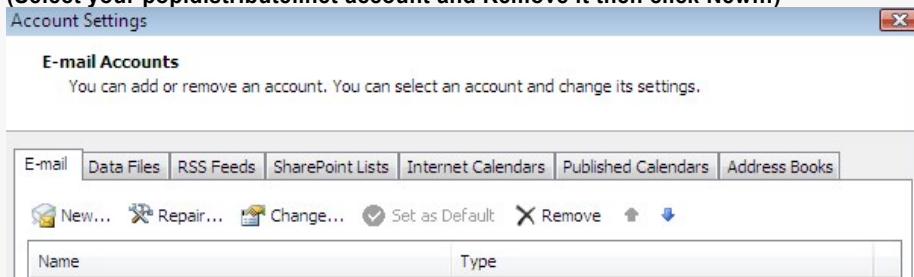
(Click on Tools then select Accounts Settings...)



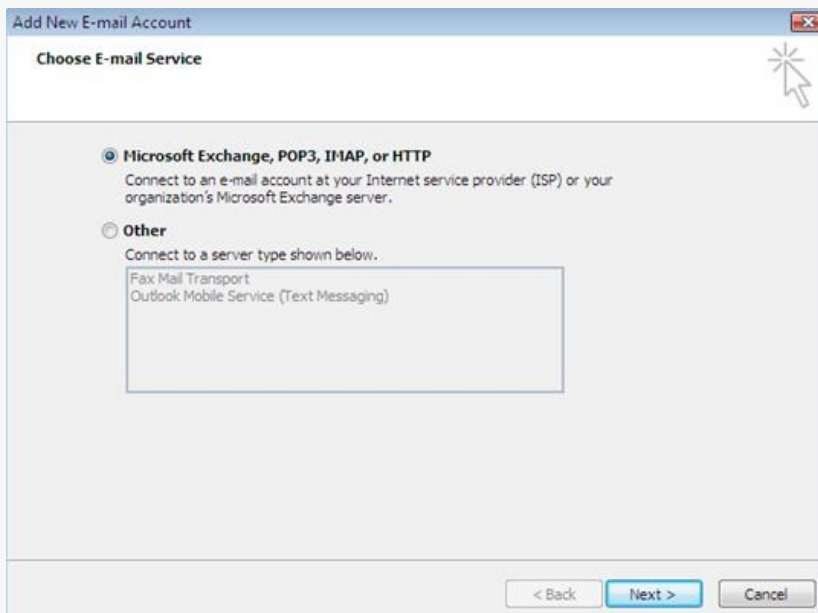
In the Internet Accounts window, if you had a Distributel POP email account (pop.distributel.net) **Remove** it, then click on the **New** button.

If you did not have a Distributel POP email account simply click on the **New...** button....

(Select your pop.distributel.net account and Remove it then click New...)

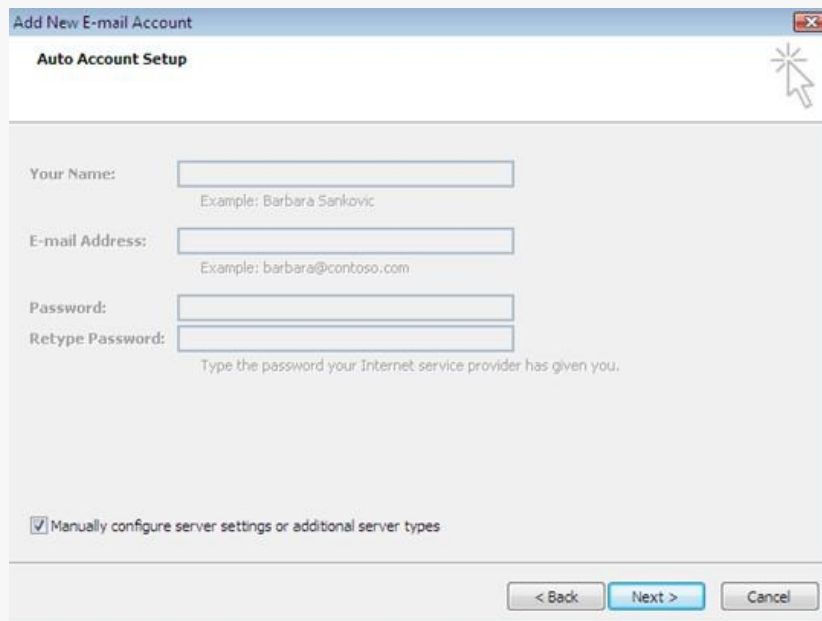


Your new email account is an IMAP account, therefore select **Microsoft Exchange, POP3, IMAP or HTTP**.



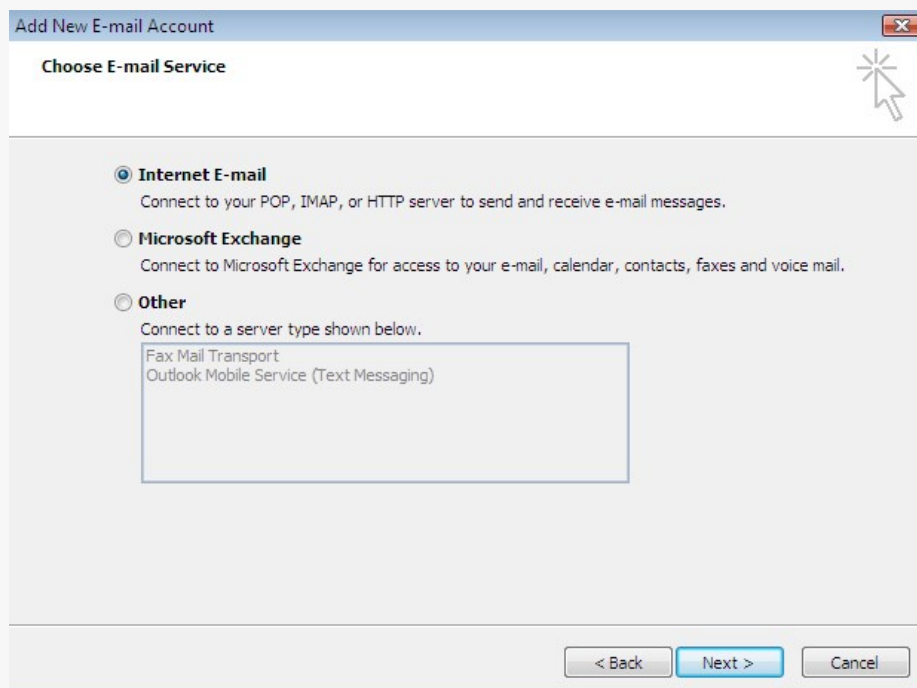
Choose to configure your email account manually by placing a checkmark next to **Manually configure the**

server settings and additional server types.



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. It contains four input fields: 'Your Name' (with an example 'Barbara Senkovic'), 'E-mail Address' (with an example 'barbara@contoso.com'), 'Password', and 'Retype Password' (with a note: 'Type the password your Internet service provider has given you.'). At the bottom, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right.

In the **Choose E-mail Service** window **select Internet E-mail** then press **Next**.



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. It features three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right.

Once you have reached the **Internet E-Mail settings** you will have to provide the **adequate information in all of the required fields** in order for your new IMAP email account to work properly. We recommend you double-check in order to **avoid any errors or typos for they may render your email account unusable**.

Your Name: this is the name that will be displayed on your correspondent's screen upon reception of your email. You can choose any display name you wish even if Your Name is usually recommended

E-mail Address: this is the email that we provided you and should resemble **AccountName@[distributed.net](mailto:AccountName@distributed.net)**

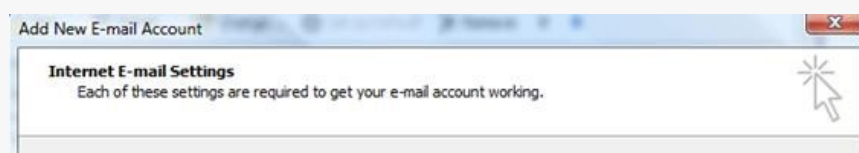
Account Type: choose **IMAP** in the dropdown menu.

Incoming Mail Server: this is the server to which you connect in order to receive your email. Your incoming mail server is an **IMAP server** and its address is: **imap.distributed.net**

Outgoing Mail Server (SMTP): this is the server that will take care of sending your emails. The SMTP server always **depends on the Internet Service Provider you are using** as you are sending your email. While on Distributed's internet connection the SMTP server is: **smtp.distributed.net**

User Name: this is your username in order to connect to the servers. It is the part of your email address that precedes **@[distributed.net](mailto:AccountName@distributed.net)**.

Password: this is the password for your email account. It was provided to you when your account was created. If you lost your password you can call Customer Support to retrieve it.



The screenshot shows the top portion of the 'Add New E-mail Account' window with the 'Internet E-mail Settings' tab selected. It includes the text: 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.'

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Be sure to leave “**Require Log on using Secure Password Authentication (SPA)**” **unchecked** for it will render your **IMAP email account unusable**.

You can choose to check “**Remember Password**” in order to quickly receive your emails without having to provide your password on every connection attempt.

Once you’ve filled in your account informations click on “**More Settings**”

imap.distributel.net Properties

General Servers Connection Security Advanced IMAP

Server Information

My incoming mail server is a server.

Incoming mail (IMAP):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Click on the Server tab and check “**My server requires authentication**”

Your new IMAP email account is now configured.