



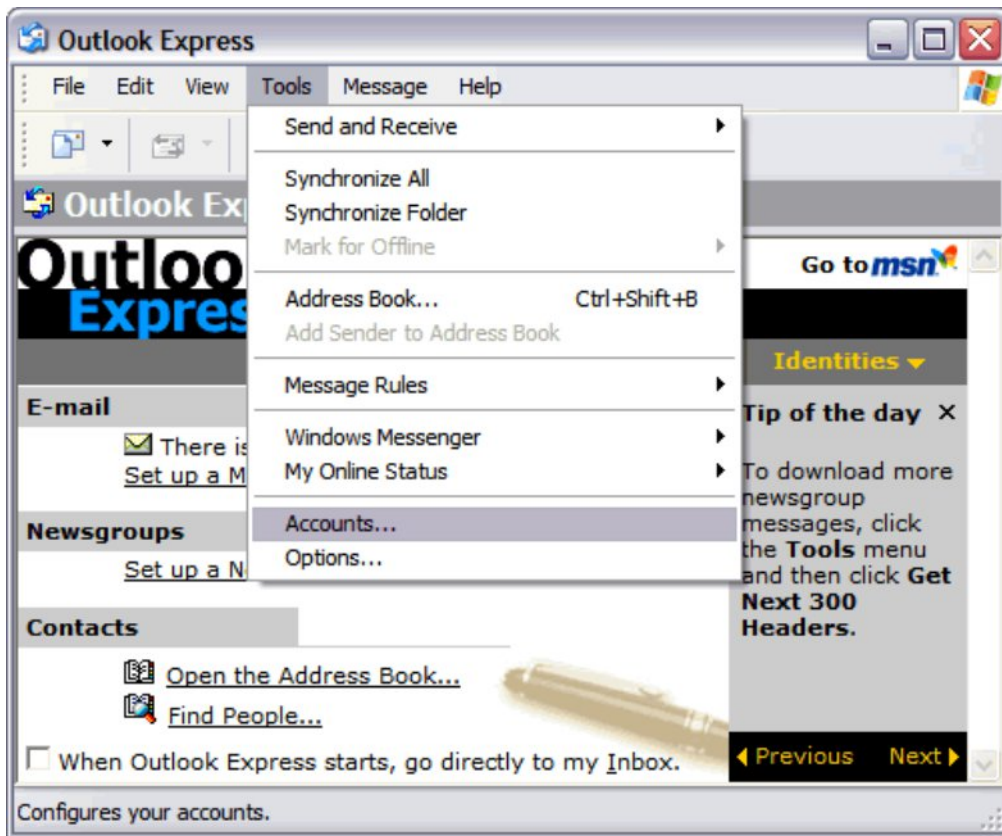
General Information: We recommend using IMAP instead of POP for your Incoming Server type. Your Outgoing Server may be either SSL or TLS depending on your Email program capabilities.

| <u>someone@ccrtc.com</u> | <u>someone@iendeavor.com</u> |
|--|--|
| Incoming Mail Server: mail.ccrtc.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes | Incoming Mail Server: mail.iendeavor.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes |
| Outgoing Mail Server: smtp.ccrtc.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server | Outgoing Mail Server: smtp.iendeavor.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server |
| Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password | Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password |

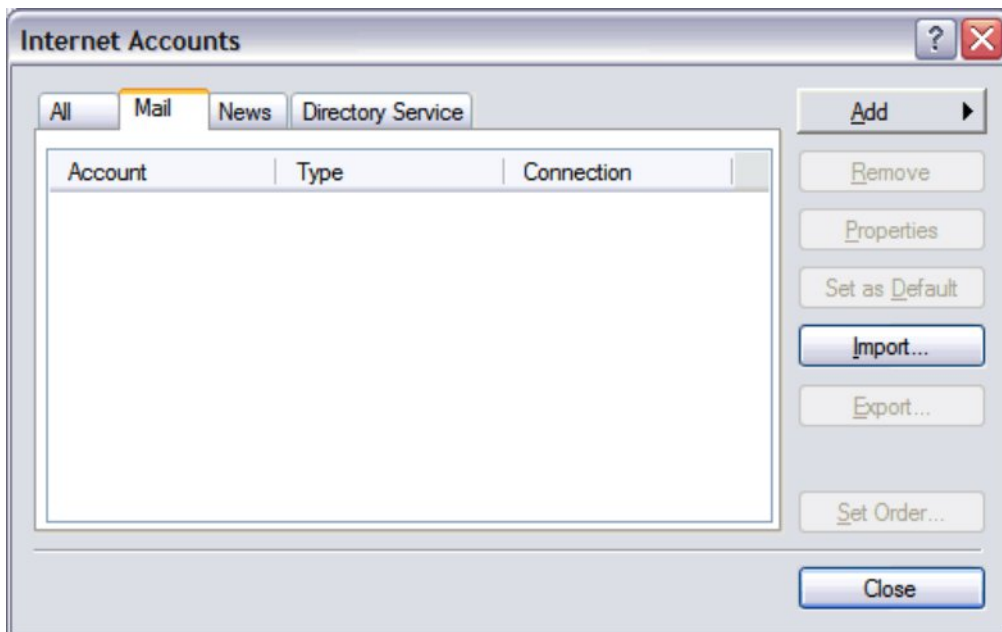
Email Setup for: **Outlook Express**

(Please scroll down)

- In Microsoft Outlook Express, from the **Tools** menu, select **Accounts**.



- Go to the **Mail** tab and from the **Add** menu, select **Mail**.



- In the **Display Name** field, enter your full name and click **Next**.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Your Name' is displayed. A mouse cursor icon is in the top right corner. The main text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, there is a label 'Display name:' followed by a text input field. Under the input field, an example is given: 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Your Name

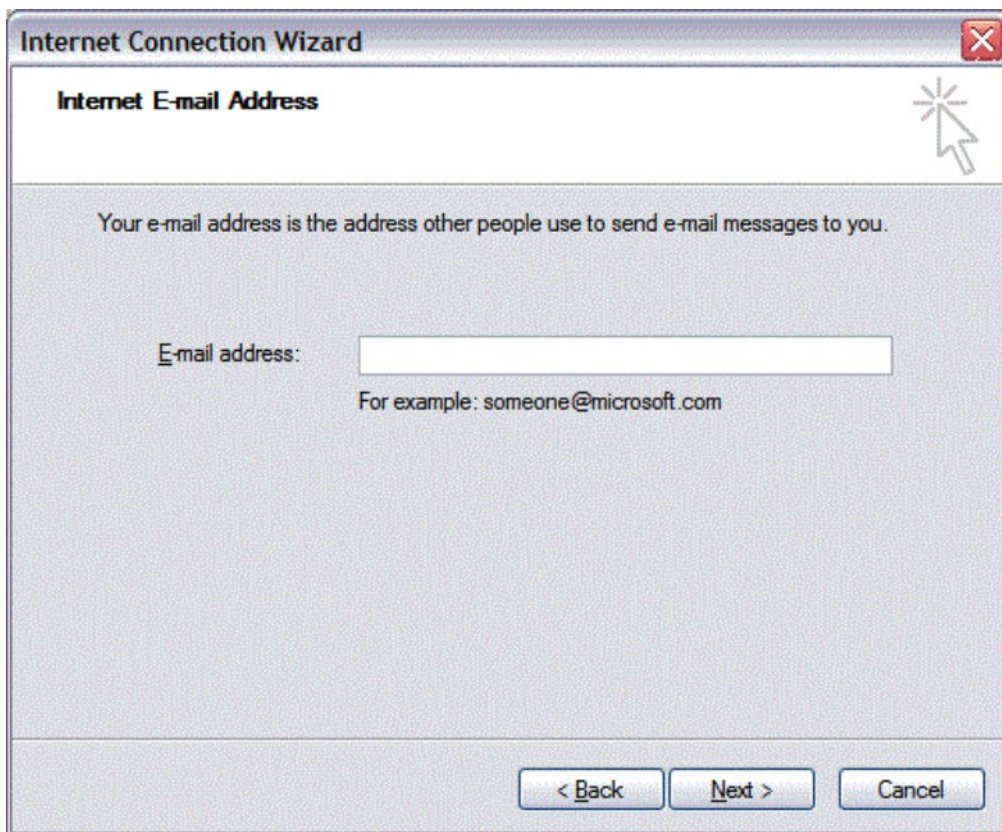
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

- In the E-mail address field, enter your email address and click **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor icon is in the top right corner. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field. Under the input field, an example is given: 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

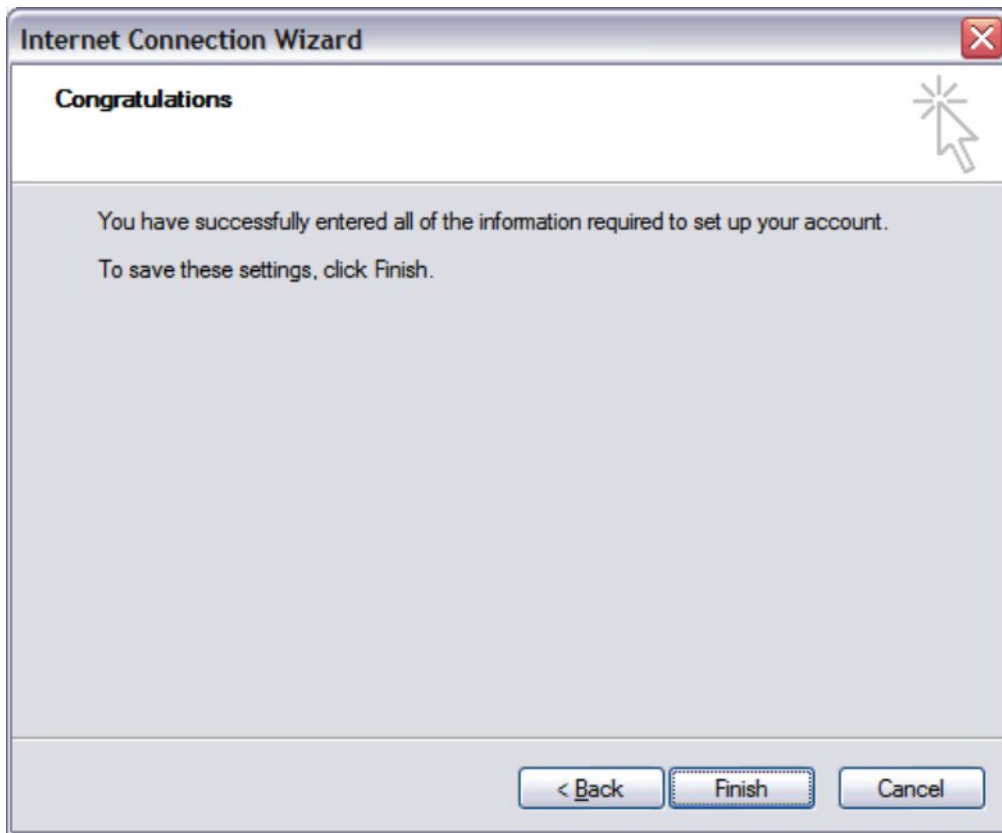
- On the E-mail Server Names page, complete your information.

The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It contains a dropdown menu set to 'IMAP' with the text 'My incoming mail server is a' and 'server.' on either side. Below this is a text field for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.example.com'. Another text field for the 'Outgoing mail (SMTP) server:' contains 'smtp.example.com'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

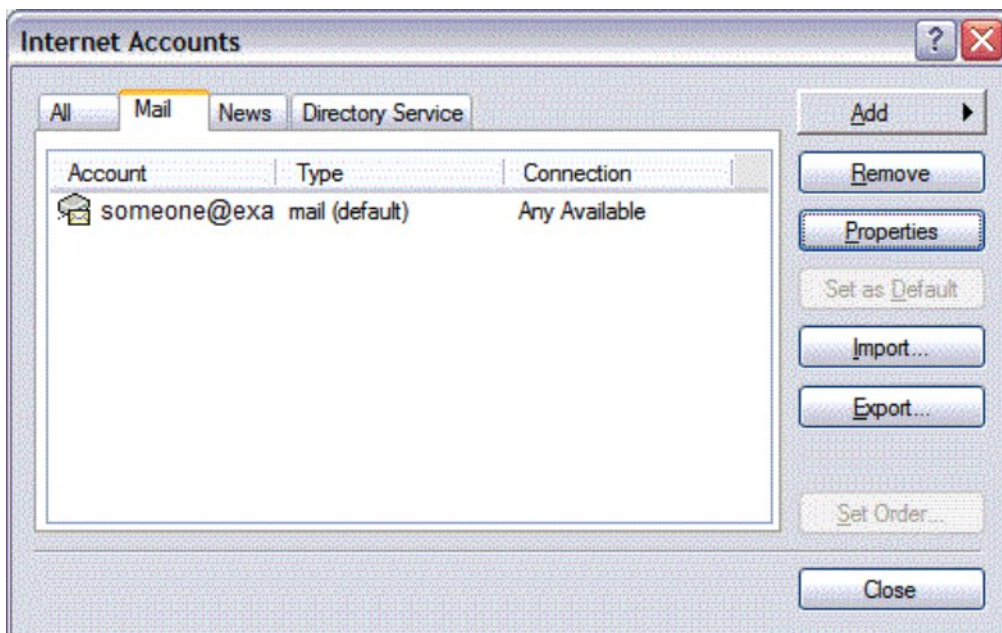
- In the **Account Name** and **Password** fields, enter your email address and password, and then click **Next**.

The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. It prompts the user to 'Type the account name and password your Internet service provider has given you.' There are two text fields: 'Account name:' with 'someone@example.com' and 'Password:' with masked characters. A checkbox labeled 'Remember password' is checked. Below this is a paragraph about 'Secure Password Authentication (SPA)' and a checkbox 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- On the setup confirmation page, click **Finish**.



- On the **Mail** tab, select the account you just created, and then click **Properties**.



- Go to the **Servers** tab.
- Select **My server requires authentication**, and then click **Apply**.

The screenshot shows a Windows-style dialog box titled "mail.coolexample.com Properties". It has five tabs: "General", "Servers" (which is selected), "Connection", "Security", and "Advanced". The "Servers" tab contains the following fields and options:

- Server Information**: A section header.
- My incoming mail server is a**: A dropdown menu with "IMAP" selected, followed by the word "server".
- Incoming mail (POP3):** A text box containing "mail.example.com".
- Outgoing mail (SMTP):** A text box containing "smtp.example.com".
- Incoming Mail Server**: A section header.
- Account name:** A text box containing "someone@example.com".
- Password:** A text box filled with ten dots.
- ☒ **Remember password**
- ☐ **Log on using Secure Password Authentication**
- Outgoing Mail Server**: A section header.
- ☒ **My server requires authentication**
- Settings...**: A button.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

- Go to the **Advanced** tab.
- Verify the Server Port Numbers and checkboxes then click **OK**.

mail.coolexample.com Properties

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP): 465 [Use Defaults](#)

☒ This server requires a secure connection (SSL)

Incoming mail (POP3): 993

☒ This server requires a secure connection (SSL)

Server Timeouts

Short Long 1 minute

Sending

☐ Break apart messages larger than 60 KB

Delivery

☐ Leave a copy of messages on server

☐ Remove from server after 5 day(s)

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel [Apply](#)