OUTLOOK SETTINGS
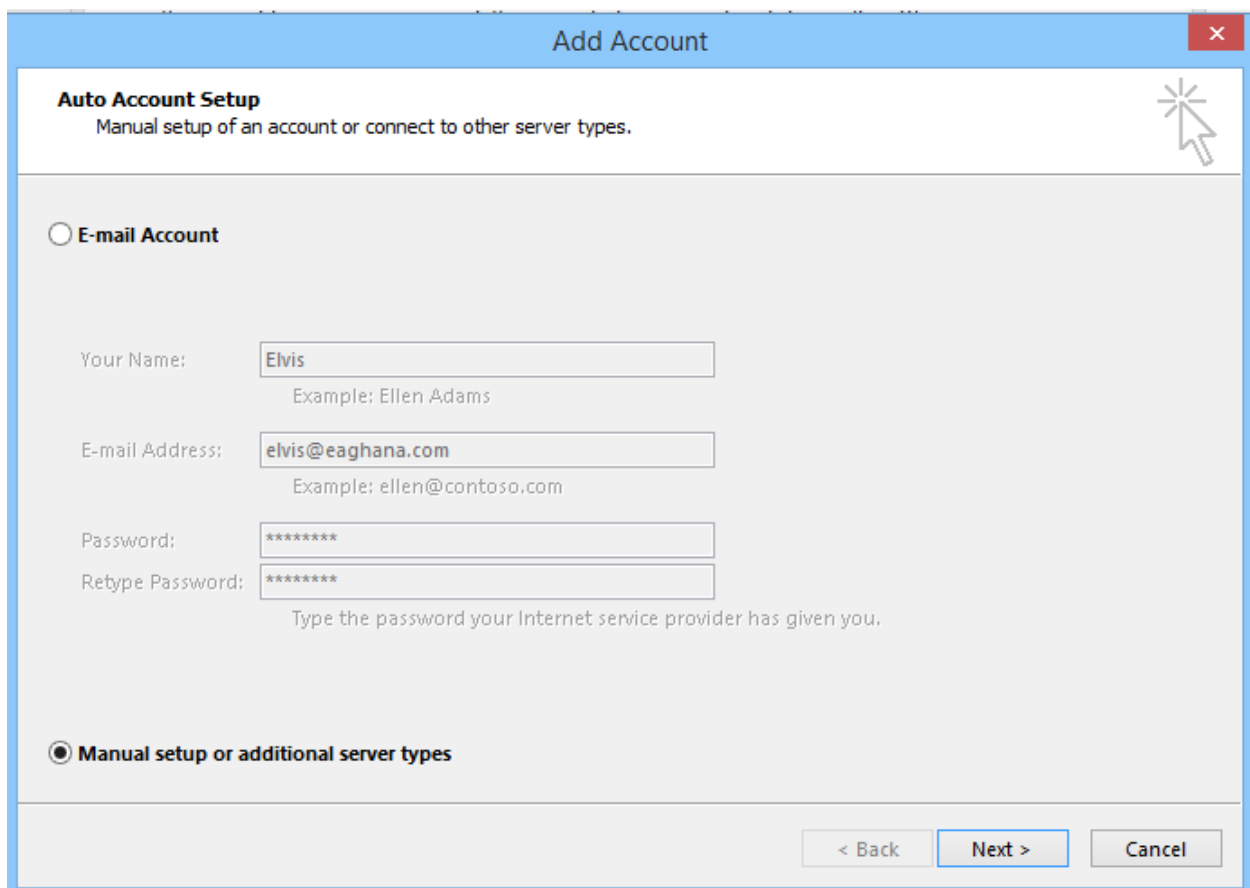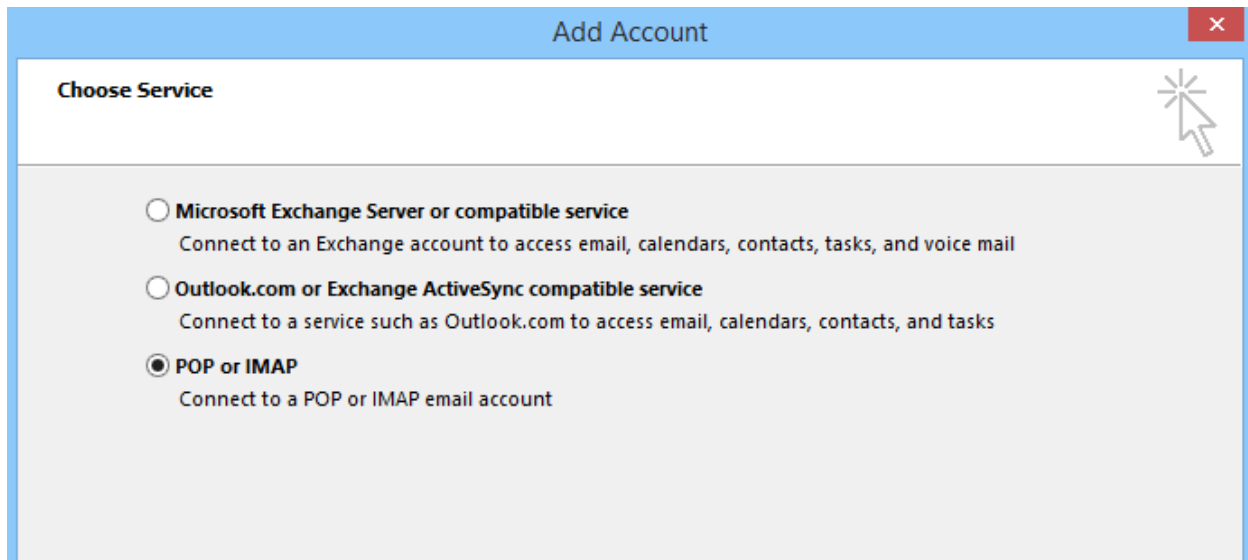
1. Click on "File" within Outlook.

2. Click on Add Account.

3. Enter your Name, Email Address (example@domain.com) and password and retype password.

4. Check (Manual setup or additional server types) as shown below.

6. Click Next

7. Check (POP or IMAP) as show below and click Next.
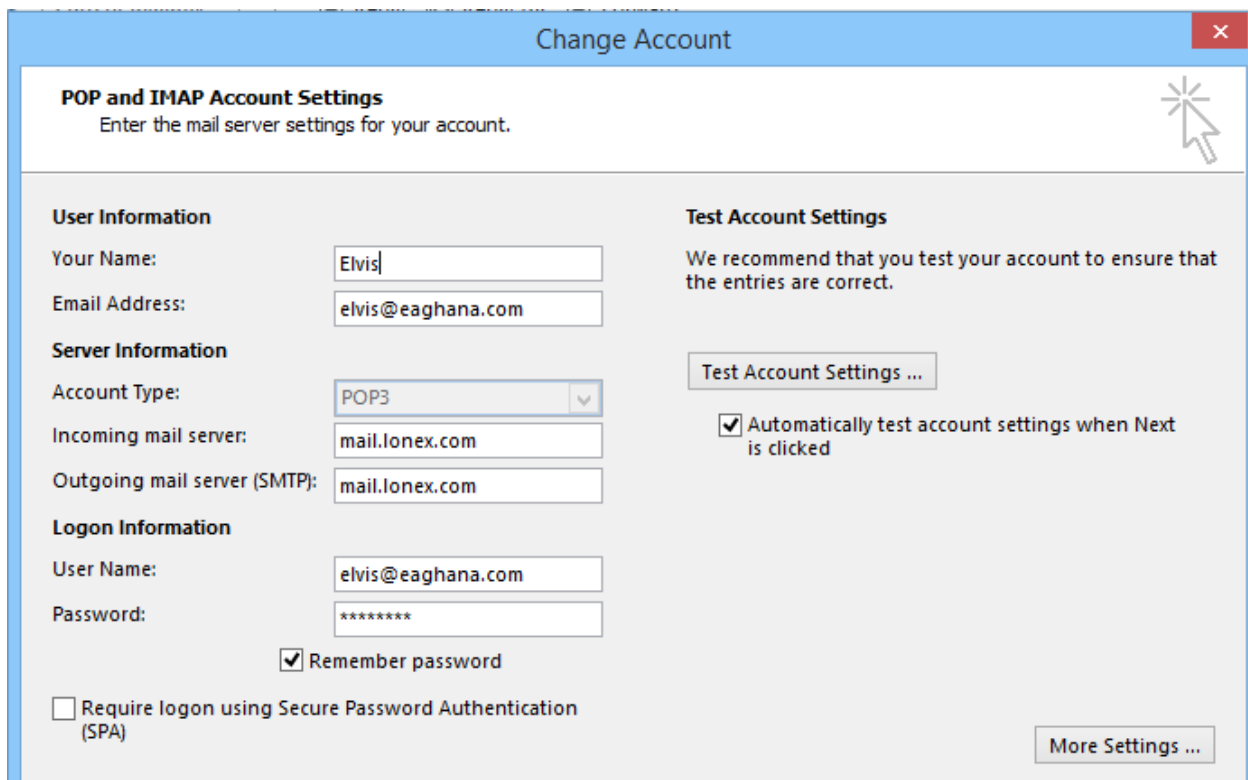
8. Enter your Name, Email Address in the **User Information Section**.

9. Choose POP3 as the Account Type

10. Enter (mail.lonex.com) for **Incoming Mail Server** and **Outgoing Mail Server SMTP**.

11. Enter your Username (email address) and Password in the **Logon Information** as shown below and Click More Settings

12. Click on Outgoing Server

13. Check My Outgoing server (SMTP) requires authentication as shown below
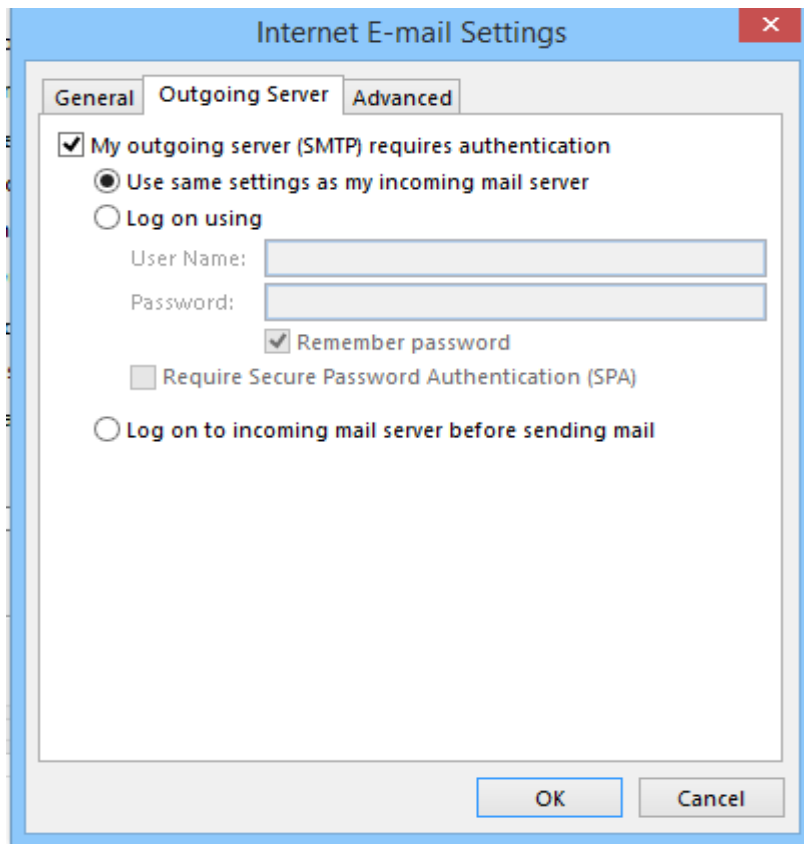
14. Click Advanced and input the settings as it has been shown below and Click OK

Internet E-mail Settings

General | **Outgoing Server** | **Advanced**

Server Port Numbers

Incoming server (POP3): 110 [Use Defaults]

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 2525

Use the following type of encrypted connection: Auto

Server Timeouts

Short ▭ Long   1 minute

Delivery

☑ Leave a copy of messages on the server

☐ Remove from server after   14   days

☐ Remove from server when deleted from 'Deleted Items'

[OK]   [Cancel]

15. Click Next and wait for the server configuration to complete.