



Configuring Microsoft Outlook 2003 for use with your DiscoverLimu.com e-mail account

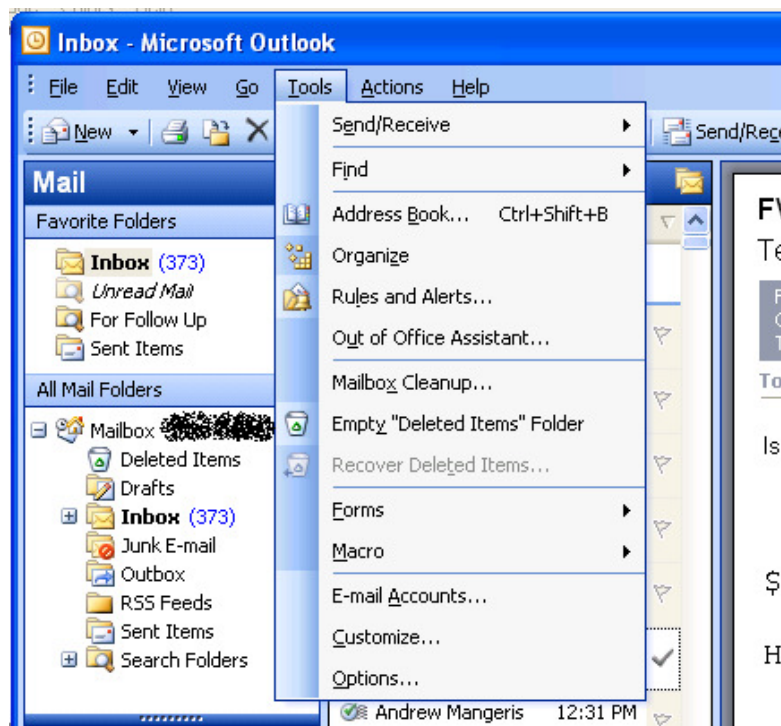
This document will step you through the process of configuring Microsoft Outlook 2003 for use with your DiscoverLimu.com e-mail account. The first section contains instruction for using POP3/SMTP to download your e-mail to your computer. POP3 e-mail retrieval downloads e-mail to your computer and removes it from the server.

The second section contains instructions for using Microsoft Outlook as an IMAP mail client. IMAP allows you to send/receive e-mail and manipulate e-mail while storing it on the mail server for greater data protection and availability. If you choose to use IMAP for e-mail access you will also be able to use the Internet Browser application to read, send and manipulate e-mail from any internet connected computer.

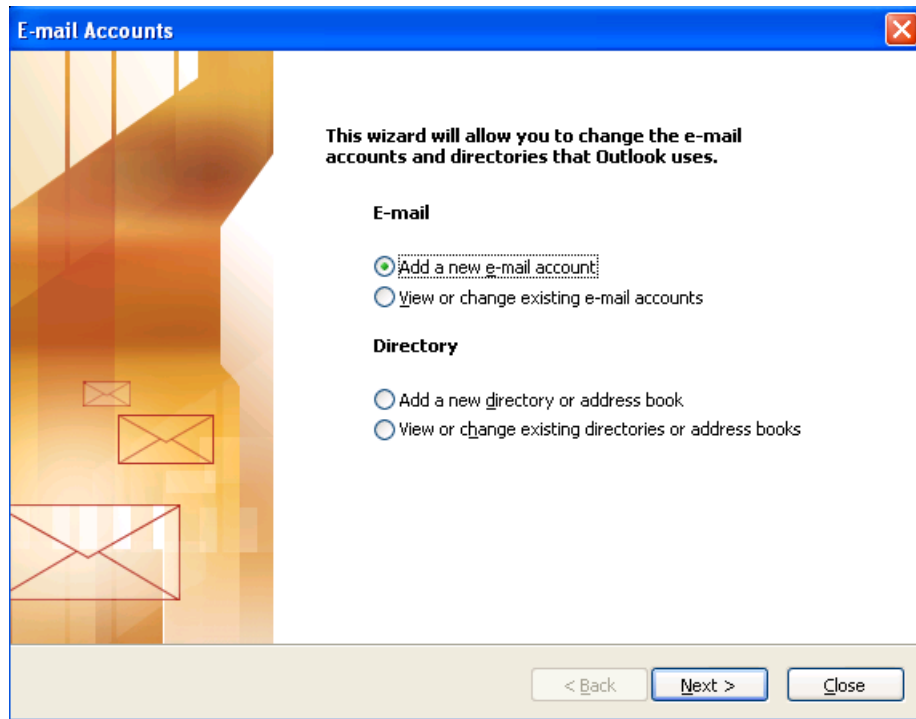
Configuring POP3/SMTP to send and receive e-mail

Open Microsoft Outlook 2003

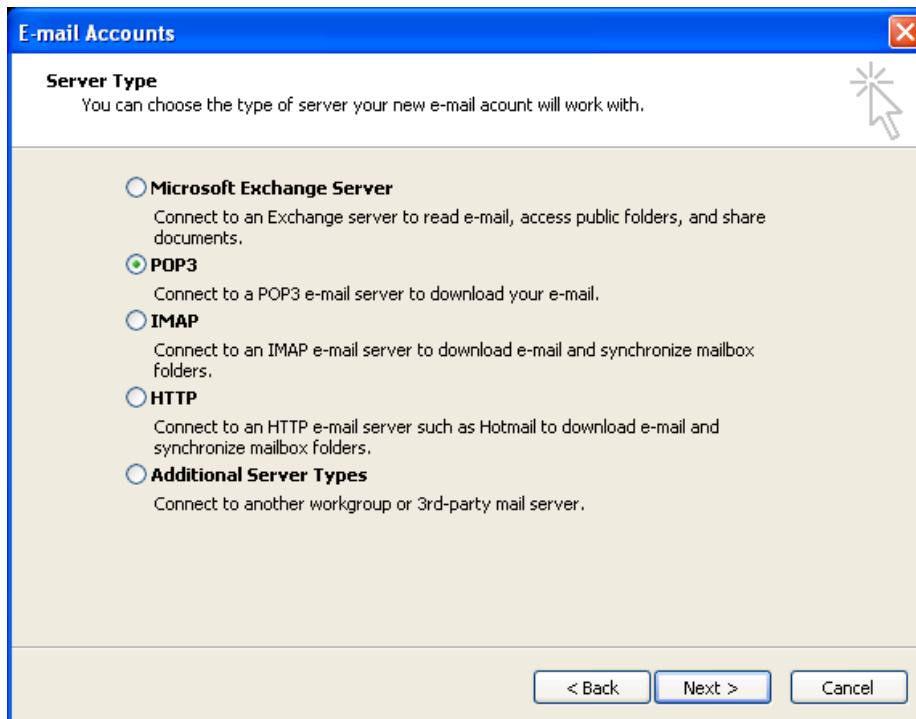
From the Tools Menu select E-Mail Accounts



Click 'Add a new e-mail account' and click Next



Select POP3 – Connect to a POP3 e-mail server to download your e-mail and click Next



Complete the next page with your personal information.

- Your Name: – Your full name (John Q. Public)
- Your E-Mail Address: – This is the e-mail address you chose when registering your DiscoverLimu.com account (johnq@discoverlimu.com)
- Incoming mail server (POP3): pop.discoverlimu.com
- Outgoing mail server (SMTP): smtp.discoverlimu.com
- User Name: - This is the username assigned when registering your DiscoverLimu.com account and should be the same as your DiscoverLimu.com e-mail address (johnq@discoverlimu.com)
- Password: - This is the password you chose when registering your DiscoverLimu.com account. Remember do not share your password with anyone.

Your page should look similar to below:

E-mail Accounts

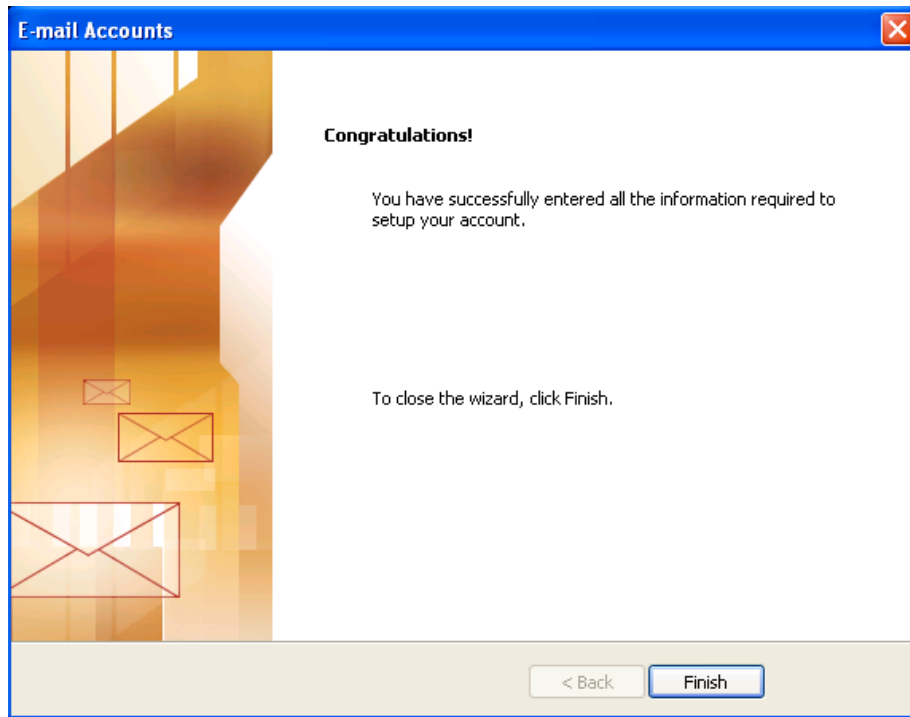
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="John Q. Public"/>	Incoming mail server (POP3): <input type="text" value="pop.discoverlimu.com"/>
E-mail Address: <input type="text" value="johnq@discoverlimu.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.discoverlimu.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="johnq@discoverlimu.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

Click Next



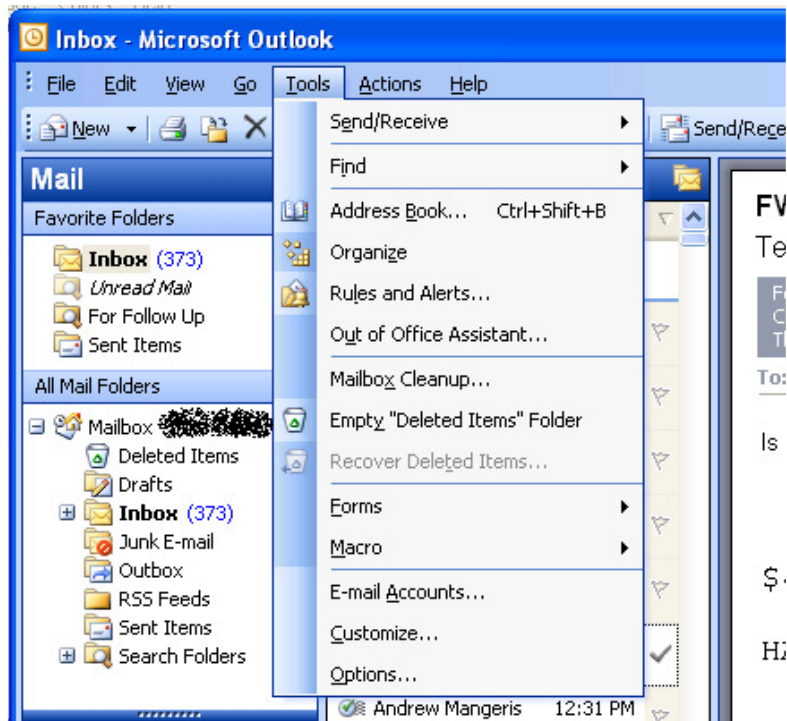
Click Finish

If you have correctly entered your personal information you are now ready to download your e-mail from the DiscoverLimu.com server.

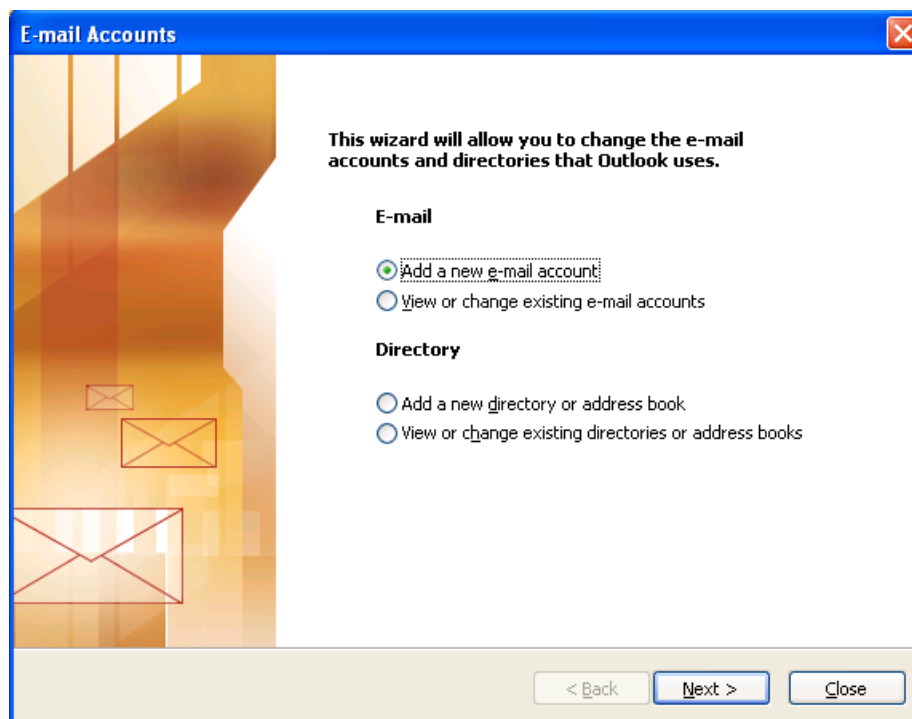
Configuring IMAP to send and receive e-mail

Open Microsoft Outlook 2003

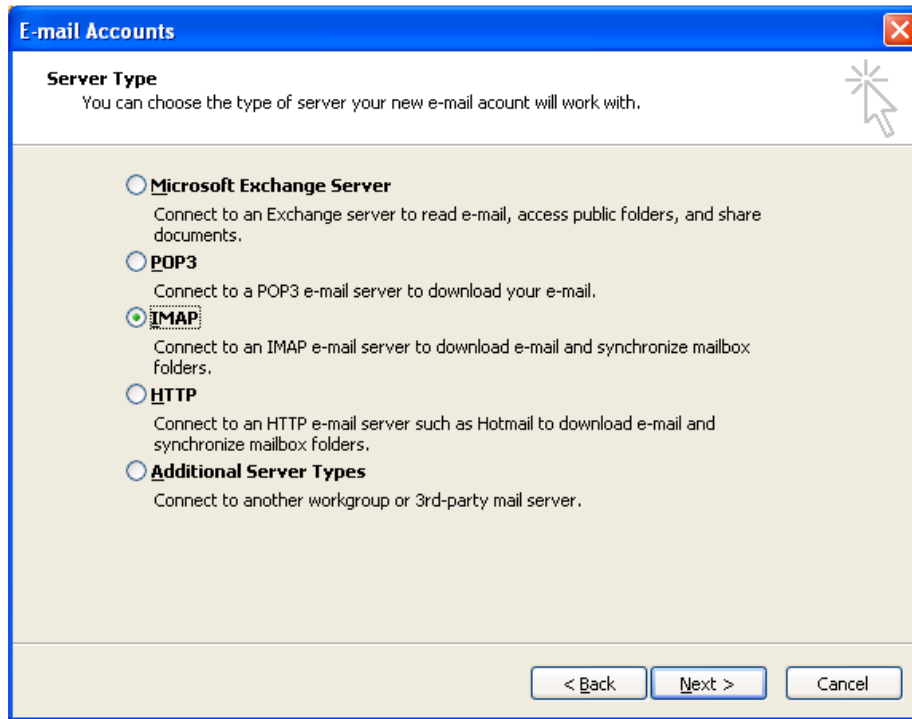
From the Tools Menu select E-Mail Accounts



Select 'Add a new e-mail account and click Next



Select IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. Click Next



Complete the next page with your personal information.

- Your Name: – Your full name (John Q. Public)
- Your E-Mail Address: – This is the e-mail address you chose when registering your DiscoverLimu.com account (johnq@discoverlimu.com)
- Incoming mail server (IMAP): imap.discoverlimu.com
- Outgoing mail server (SMTP): smtp.discoverlimu.com
- User Name: - This is the username assigned when registering your DiscoverLimu.com account and should be the same as your DiscoverLimu.com e-mail address (johnq@discoverlimu.com)
- Password: - This is the password you chose when registering your DiscoverLimu.com account. Remember do not share your password with anyone.

You page should look similar to below:

The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (IMAP)' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'.
- **User Information:** 'Your Name:' is 'John Q. Public'; 'E-mail Address:' is 'johnq@discoverlimu.com'.
- **Server Information:** 'Incoming mail server (IMAP):' is 'imap.discoverlimu.com'; 'Outgoing mail server (SMTP):' is 'smtp.discoverlimu.com'.
- **Logon Information:** 'User Name:' is 'johnq@discoverlimu.com'; 'Password:' is masked with '*****'; 'Remember password' is checked. There is an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. A 'More Settings ...' button is located to the right of the SPA checkbox.
At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click Next

The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' step. The title bar reads 'E-mail Accounts'. The main heading is 'Congratulations!' with the text: 'You have successfully entered all the information required to setup your account.' Below this, it says: 'To close the wizard, click Finish.' On the left side, there is a decorative graphic with a warm orange and yellow background and several envelope icons. At the bottom, there are two buttons: '< Back' and 'Finish'.

If you have correctly entered your personal information you are now ready to download and synchronize your e-mail from the DiscoverLimu.com server.