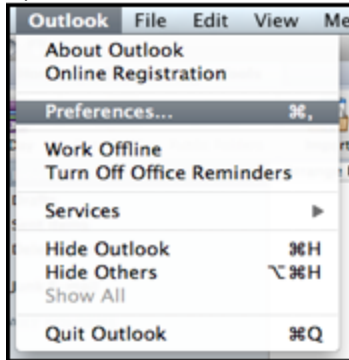
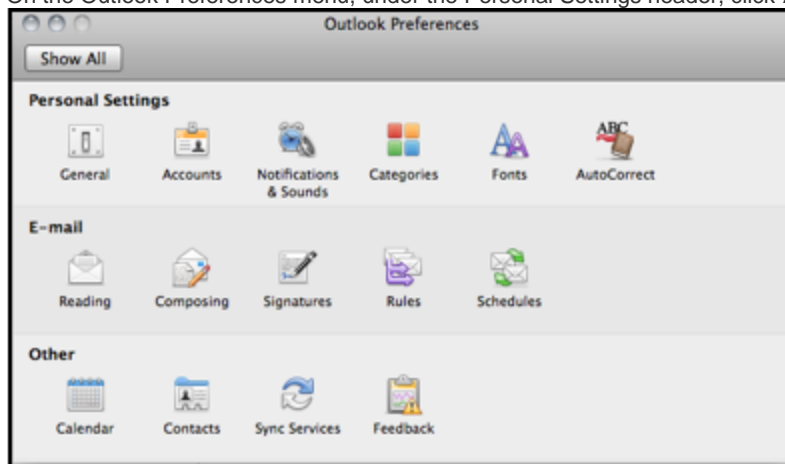


To set up Outlook for Mac 2011, perform the following steps:

1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**.



2. On the Outlook Preferences menu, under the Personal Settings header, click **Accounts**.



3. On the Accounts screen, select **E-mail Account**.
4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**.
5. Once your email address and password is entered, the box will expand. Enter the following information into the expanded screen:

A screenshot of the 'Enter your account information' dialog box. It contains the following fields and options:

- E-mail address: macuser@rsemalapps.com
- Password: [masked]
- Configure automatically
- User name: macuser@rsemalapps.com
- Type: POP (selected in a dropdown menu)
- Incoming server: pop.emailsrvr.com : 110
- Override default port
- Use SSL to connect (recommended)
- Outgoing server: smtp.emailsrvr.com : 25
- Override default port
- Use SSL to connect (recommended)

At the bottom, there are 'Cancel' and 'Add Account' buttons.

- User Name— Enter your entire email address (e.g., myname@mydomain.com).
- Type—Select **POP** from the drop-down menu.

- Incoming mail server—Enter the secure server name:
 - **secure.emailsrvr.com:995**
 - Outgoing mail server (SMTP)—Enter the secure server name:
 - **secure.emailsrvr.com:465**
 - Check the **Use SSL to connect (recommend)** box.
6. Click **Add Account** and Confirm changes and close.
- **Note:** A POP connection removes the email messages from the server during download. If you would like to leave copies on the server, click **Advanced** and check the **Leave a copy of messages on server check** box. Click **OK**.