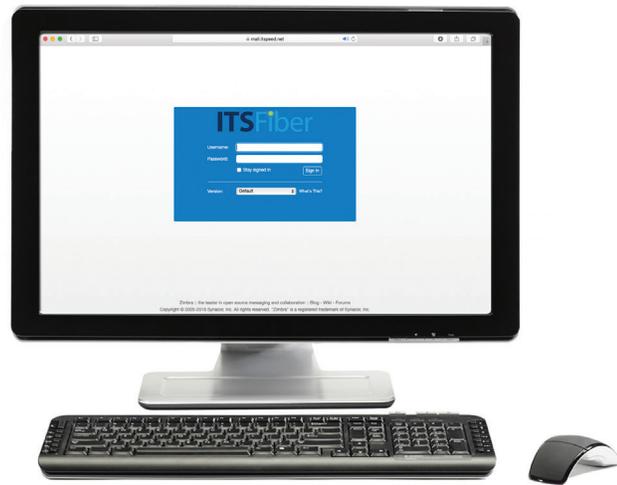


ITS E-mail Account Using Microsoft Outlook Configure & Set-Up Guide



ITS Fiber Residential Customers can access their e-mail anytime from any computer using our web-based e-mail service. Directions are below for accessing your new itspeed.net e-mail account.

Write down your E-mail Login User Name and Password for your future reference.

User Name: _____ **Password:** _____

Steps to configure an ITSpeed.net email account using Microsoft Outlook 2007

1. Open **Microsoft Outlook**.
2. Click on "**Tools**".
3. Click on "**Account Settings...**".
4. Click on the "New..." item option.
5. Choose **Microsoft Exchange, POP3, IMAP, or HTTP**.
6. Click on the "**Next**" button.
7. Enter your **name, email address, password** and retype the **password** again to confirm it.
8. Click on the "**Next**" button.
9. Outlook will do some tests to send/receive a sample email.
10. Once finished, click the "**Finish**" button.
11. If you currently get your Comcast mail through Outlook, you will see an entry under "**NAME**" and "**TYPE**". At this point **it's ok to delete it**.
12. Simply click on the **Name** and click on the "**Remove**" button.

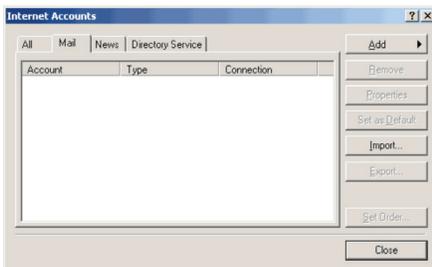
Steps to setup an ITSpeed.net email account using Microsoft Outlook Express or Windows LIVE

Mail Server Settings

SMTP Mail Server: mail.itspeed.net
(Outgoing Mail)

POP Mail Server: mail.itspeed.net
(Outgoing Mail)

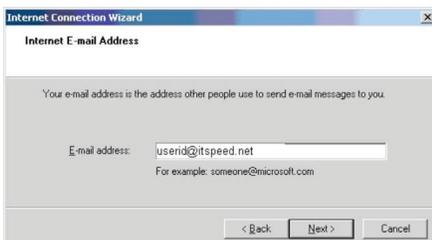
1. Load **Outlook Express**.
2. Select **Accounts** from the Tools menu.



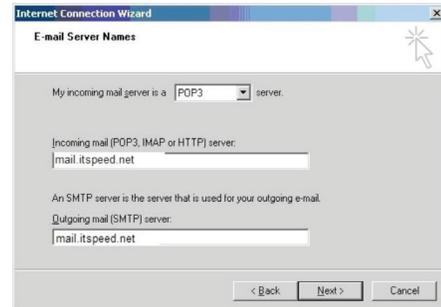
3. Click the **Add** Button.



4. Select **Mail** from the drop-down menu.
5. Enter your name in the **Display Name** field.
6. Click the **Next** button.



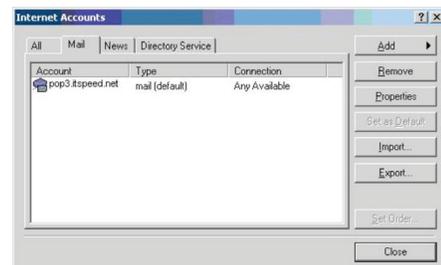
7. Enter your **Email Address**.
(Make sure you use your username@itspeed.net)
8. Click the **Next** button.
9. Select **POP3** from the drop down menu.



10. Fill in the **Incoming mail (POP3)** server field with **mail.itspeed.net**. Fill in the **Outgoing mail (SMTP)** server field with **mail.itspeed.net**.
11. Click the **Next** button.



12. In the **Account name** field, enter your **Email Address** without the @itspeed.net.
13. Enter your **password** into the **Password** field.
14. Click the **Next** button.
15. Click the **Finish** button.
16. Click the **OK** button.
17. At this point you can delete you Comcast entry under the **Account** column.



18. Click on the Comcast profile and click on **Remove**.
19. Click on the **Close** button.