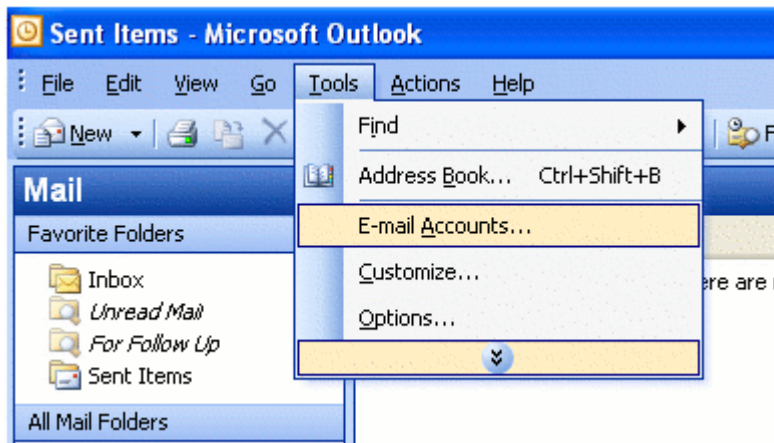
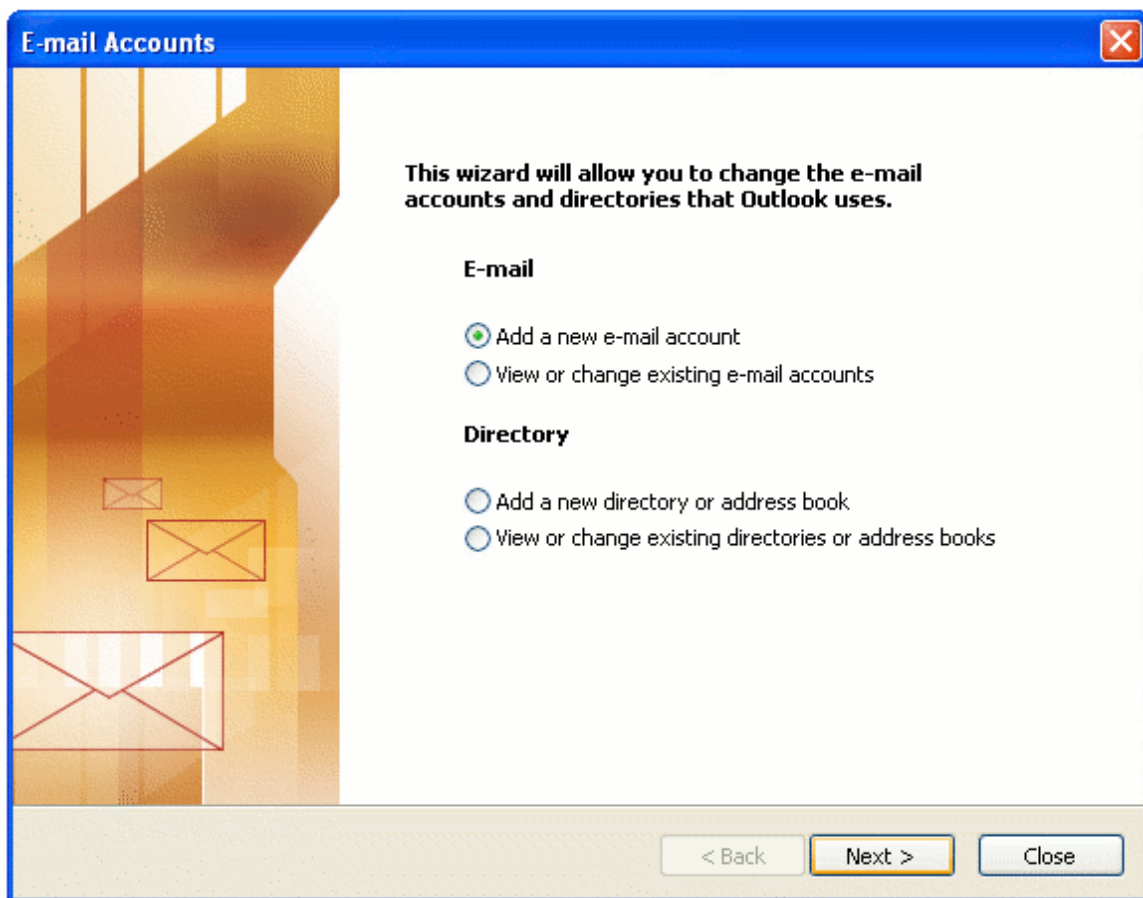


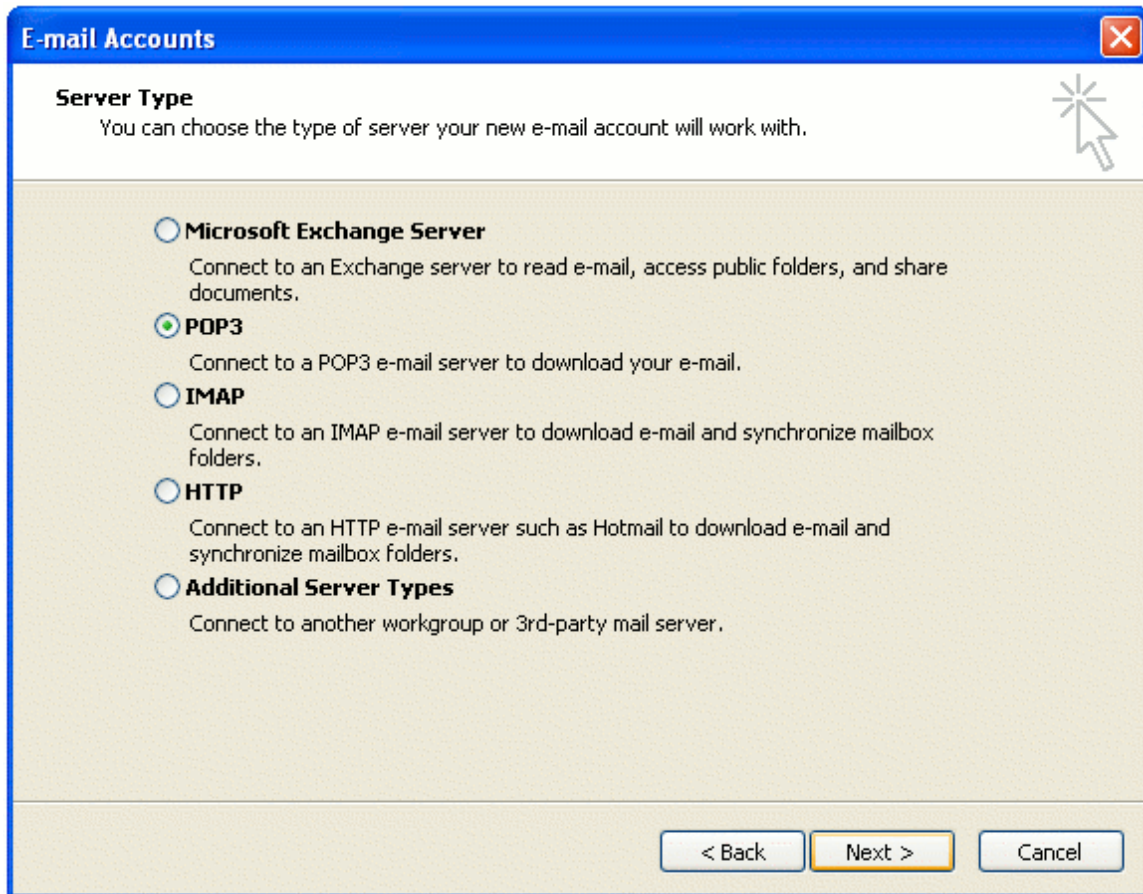
Bluebottle & Outlook



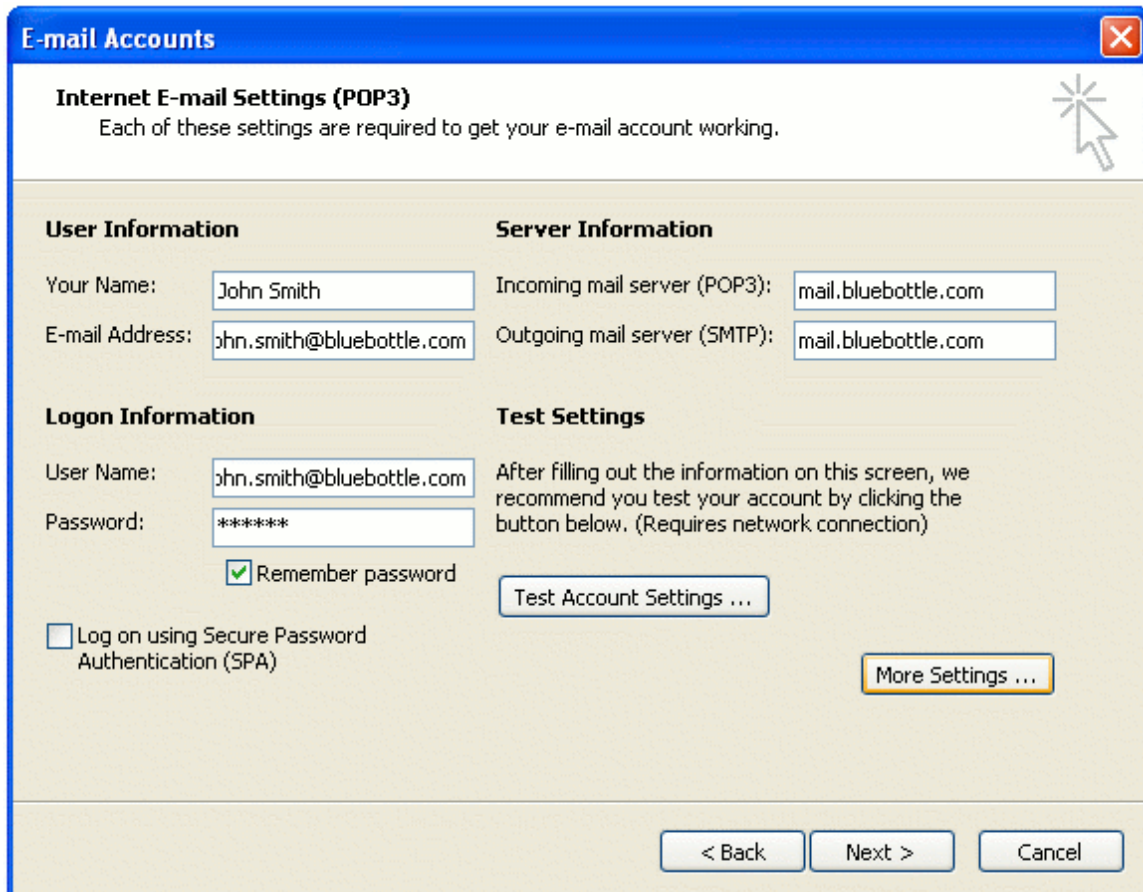
1. Select 'Tools' -> 'E-mail Accounts'



2. Select 'Add a new e-mail account' and click 'next'.



3. Select either a POP3 account or IMAP account (note that Freemail users do not have access to IMAP).



E-mail Accounts [Close]

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

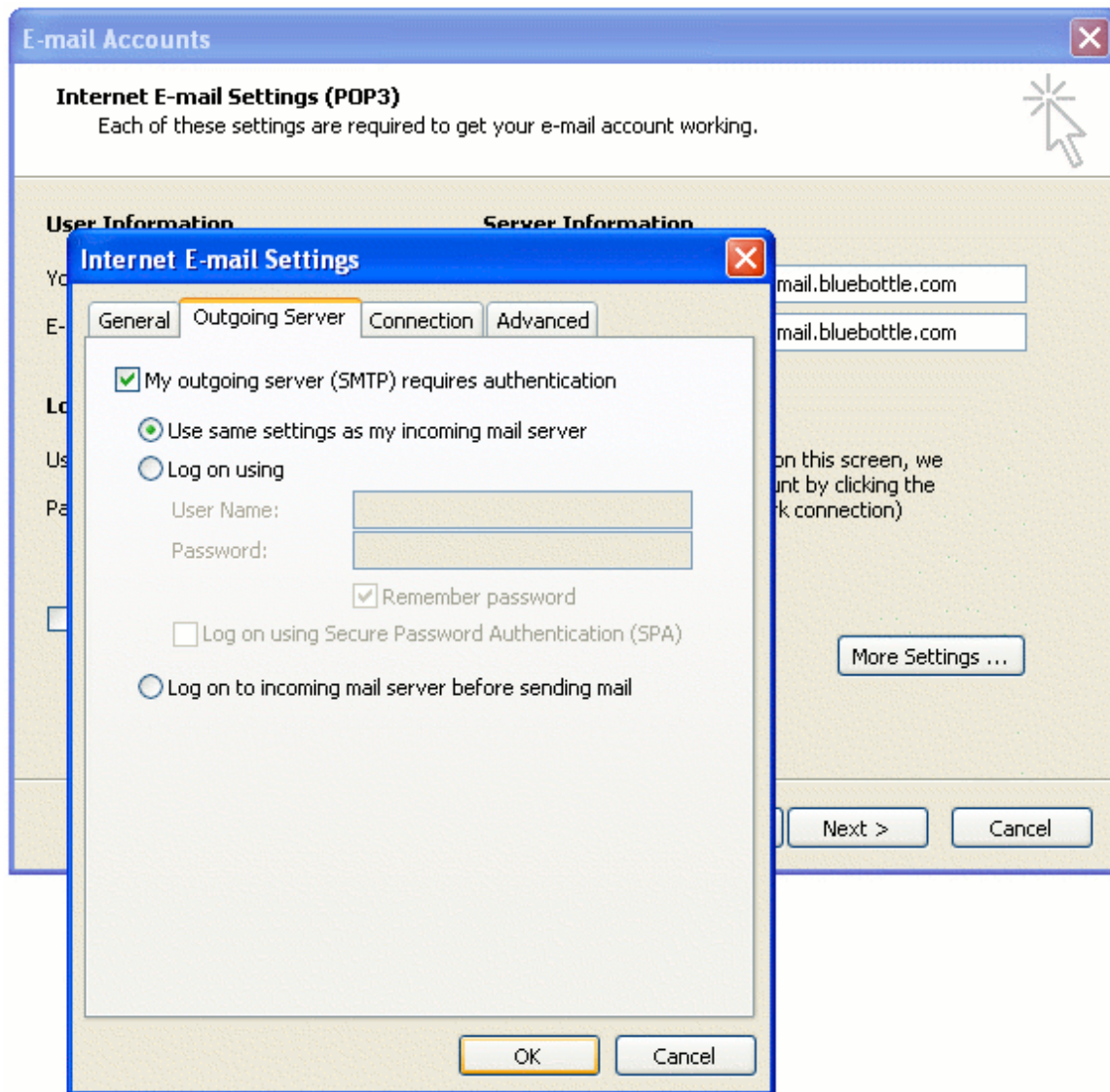
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

4. Enter the name you want your emails to be addressed from in the 'Your Name' field. 'Email Address' should be your complete Bluebottle email address, eg john.smith@bluebottle.com.

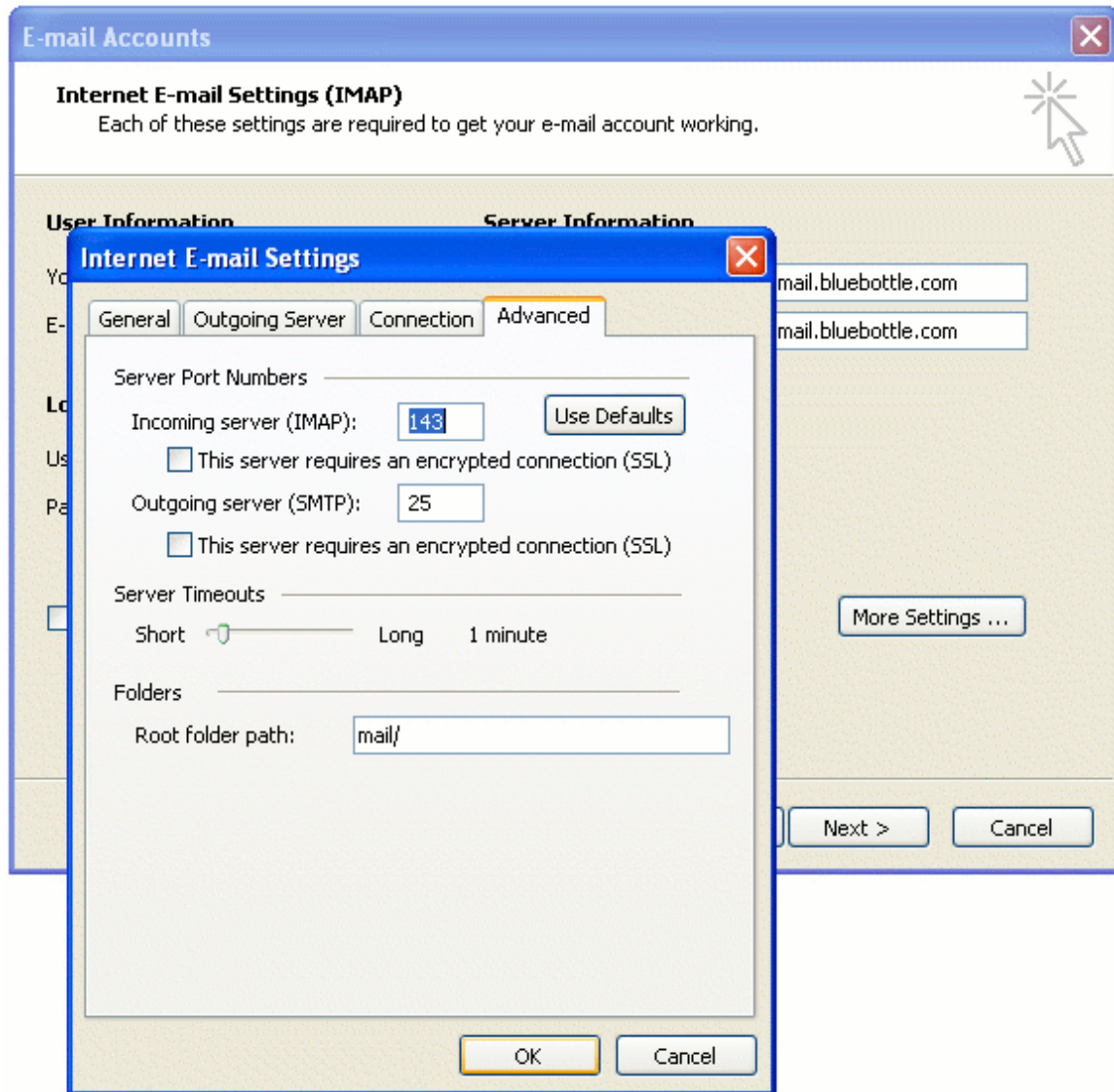
The Incoming and Outgoing mail servers should be 'mail.bluebottle.com'. Username should be your complete Bluebottle address.

Enter your password in the 'Password' field and select 'Remember password' if you don't want to re-enter it every time you check your email.

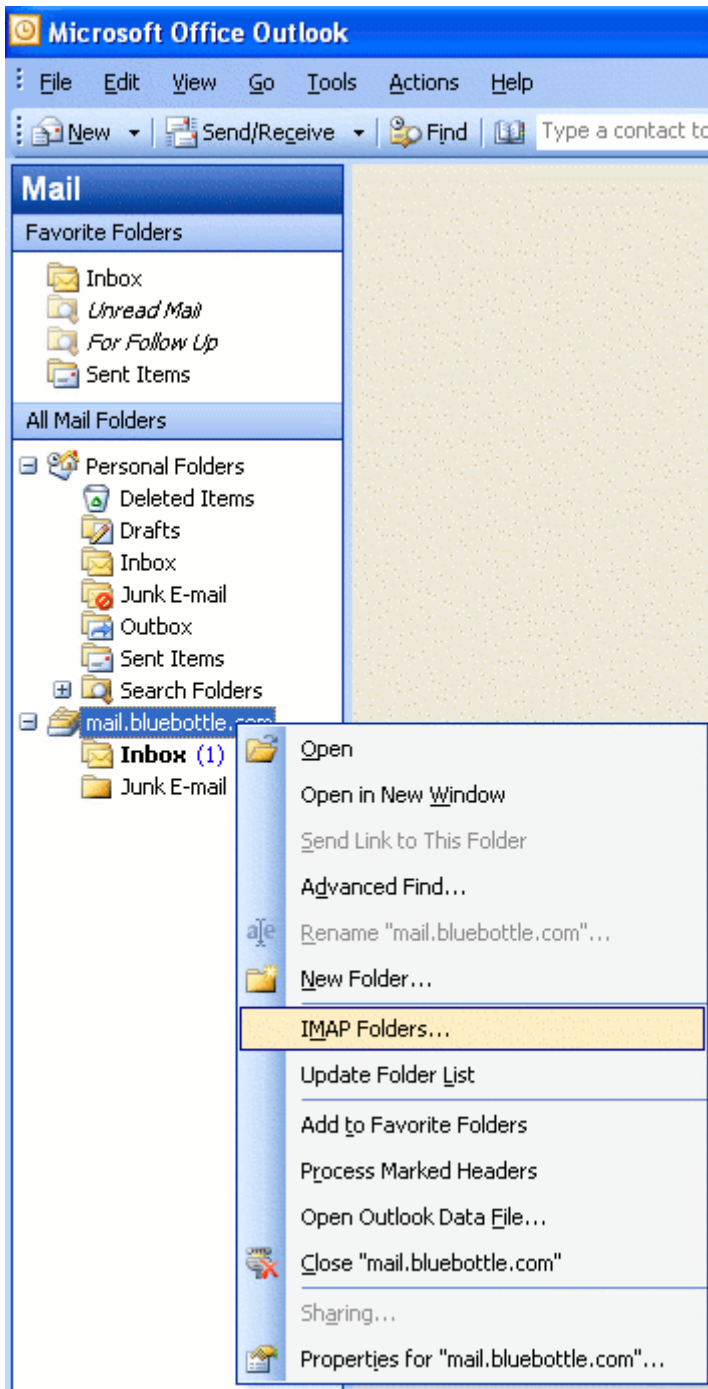
DO NOT select 'Log on using Secure Password Authentication (SPA)'. Now click on 'More Settings'.



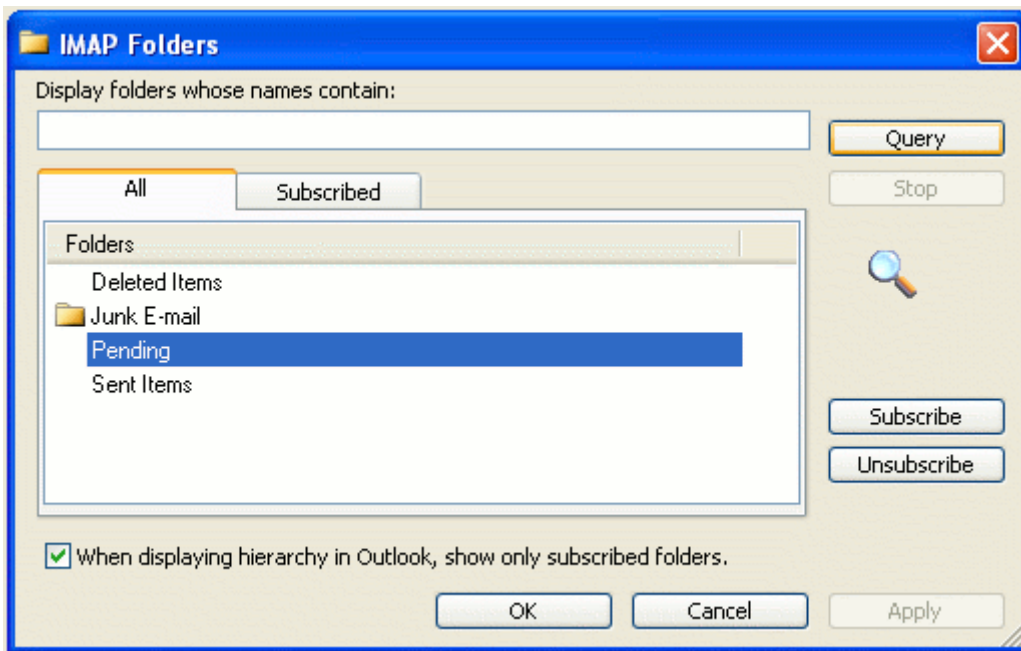
5. Now click on the 'Outgoing Server' tab and select 'My outgoing server (SMTP) requires authentication and 'Use same settings as my incoming mail server'.



6. If setting up an IMAP account, click on the 'Advanced' tab after completing Step 5. Not set the 'Root Folder Path' to 'mail/'.



7. To display IMAP folders, right click on your IMAP account and select 'IMAP Folders'.



8. Now click on 'Query'. You will then see your IMAP folders listed, select the ones you want and click on 'Subscribe'.