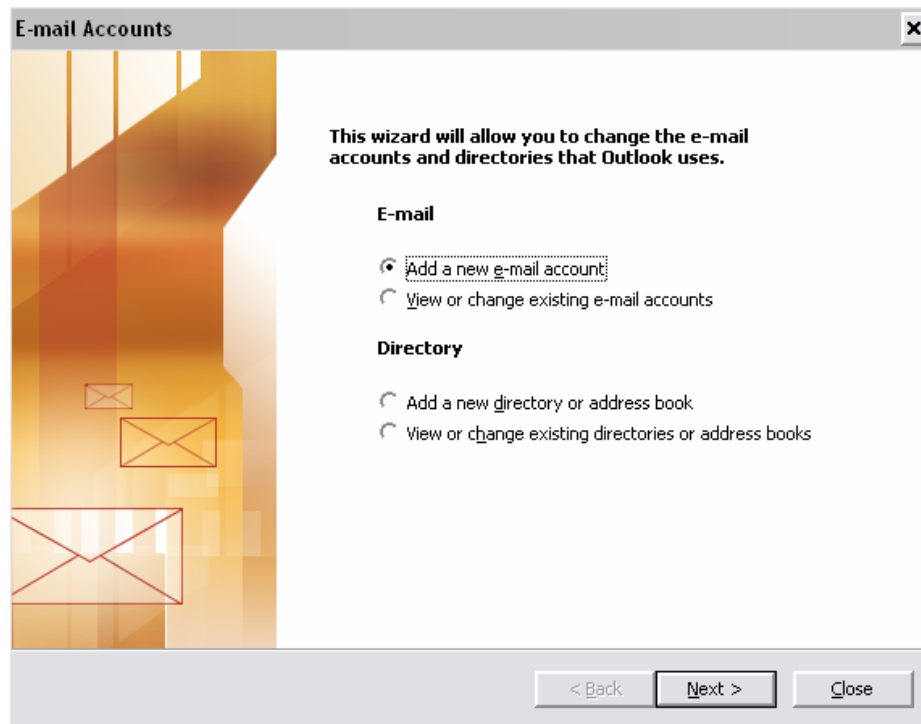


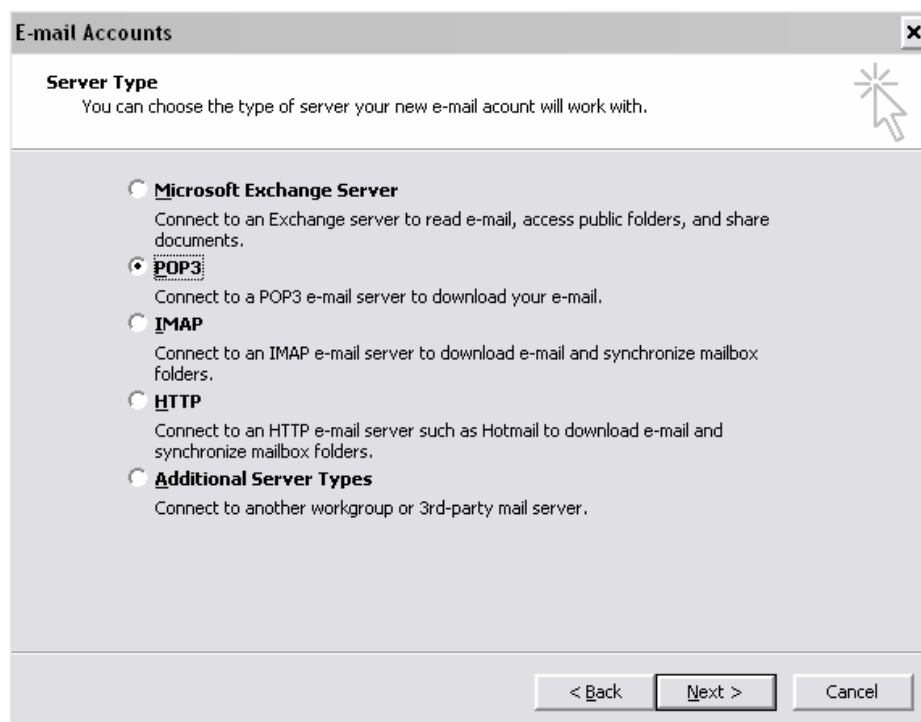
# OUTLOOK 2003

## MarketingMatch Email Setup Instructions

1. Select "Tools" and then "Email Accounts" from the Upper Menu bar from within Outlook
2. Select "Add a new e-mail account" and click "Next"



3. Select "POP3" and click "Next"



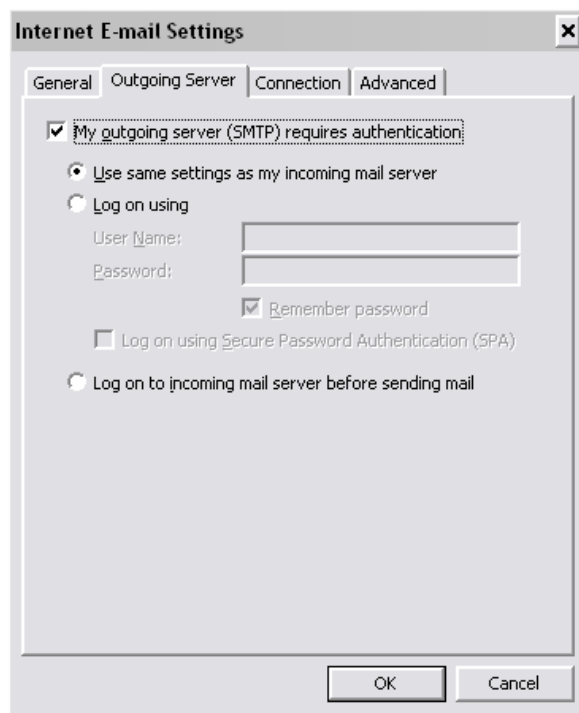
4. Enter “Your Name” as you wish it to appear on any emails sent and your “E-mail Address”
5. Ensure both the “Incoming Mail server” and “Outgoing Mail server” are set to:  
mail.marketingmatch.net
6. Ensure your “User Name” is set to the email address that has been provided and enter your “Password” as provided

The screenshot shows a window titled "E-mail Accounts" with a close button (X) in the top right corner. Below the title bar is a header section titled "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information" with fields for "Your Name" (John Smith) and "E-mail Address" (jon@marketingmatch.net); "Server Information" with fields for "Incoming mail server (POP3)" and "Outgoing mail server (SMTP)" (both mail.marketingmatch.net); "Logon Information" with fields for "User Name" (jon@marketingmatch.net) and "Password" (\*\*\*\*\*), a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; and "Test Settings" with a "Test Account Settings ..." button and a "More Settings ..." button. At the bottom are "< Back", "Next >", and "Cancel" buttons.

7. Once completed DO NOT click “Next” – instead click “More Settings . . .”
8. Enter an alternative name for the new email account if you wish

The screenshot shows a window titled "Internet E-mail Settings" with a close button (X) in the top right corner. It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced", with "General" selected. The "General" tab contains a "Mail Account" field with the text "mail.marketingmatch.net" and a sub-header "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". Below this is an "Other User Information" section with "Organization:" and "Reply E-mail:" fields. At the bottom are "OK" and "Cancel" buttons.

9. Select the “Outgoing Server” Tab
10. Ensure that “My outgoing server (SMTP) requires authentication” is ticked
11. Also ensure that “Use same settings as my incoming mail server” is selected



12. Select “OK” and then click “Next” back on the main setup screen
13. Your email account has now been setup and is ready to use. Click “Finish”

