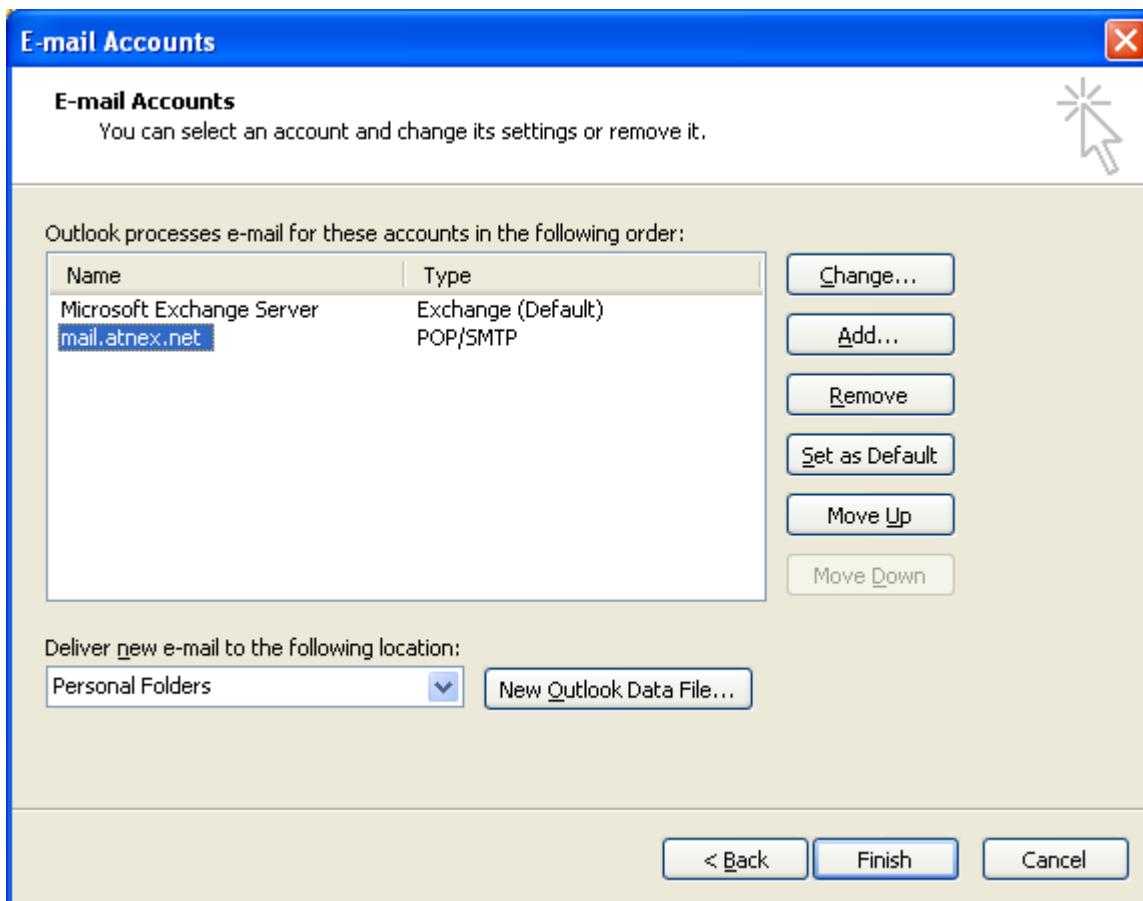




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## Microsoft Outlook Email Configuration Guide

1. To set up Outlook
  - a. Open Outlook -> Tools -> Email Accounts -> Select "View or Change Existing Email Settings" and click Next -> select add.
  - b. Configure using the following settings:
    - Enter your username, password and email address
    - SMTP and POP3 servers should be mail.atnex.net
    - Note: Username should NOT contain @atnex.net
  - c. Select "More Settings" -> "Outgoing Server" tab and check the box that says "my outgoing server requires authentication" and the button is selected that says "Use same settings as my incoming mail server".



## E-mail Accounts



### 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:

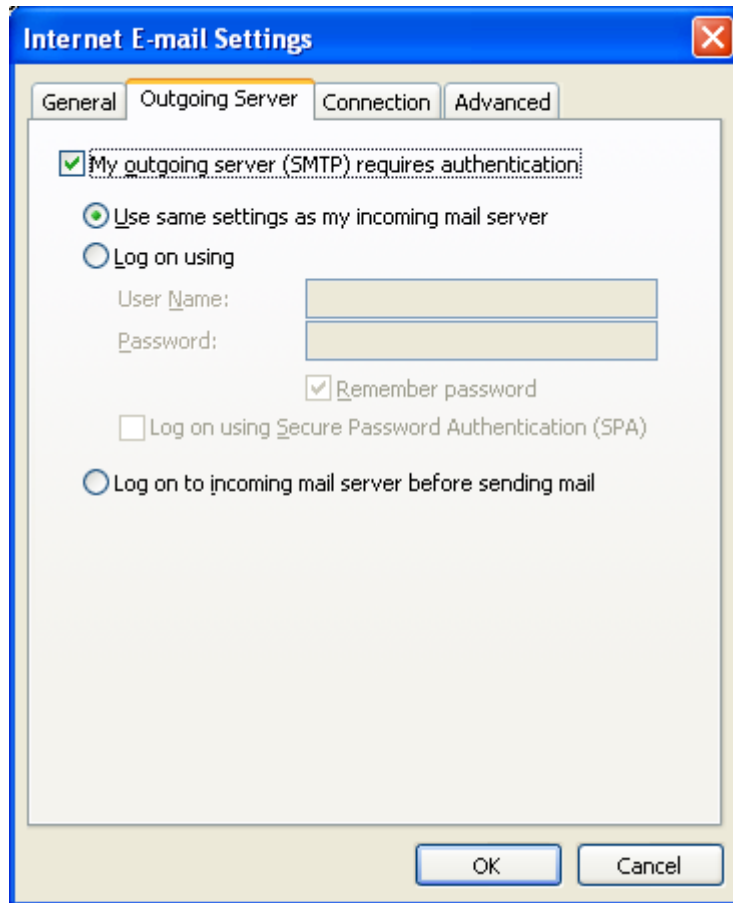
Password:

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)



Note:

When email is delivered it is stored on our server and is viewable via webmail. When you use an email client such as Outlook or Outlook express, the email is copied down from the server to your computer allowing for virtually unlimited storage space (up to the hard drive space limit on your computer).