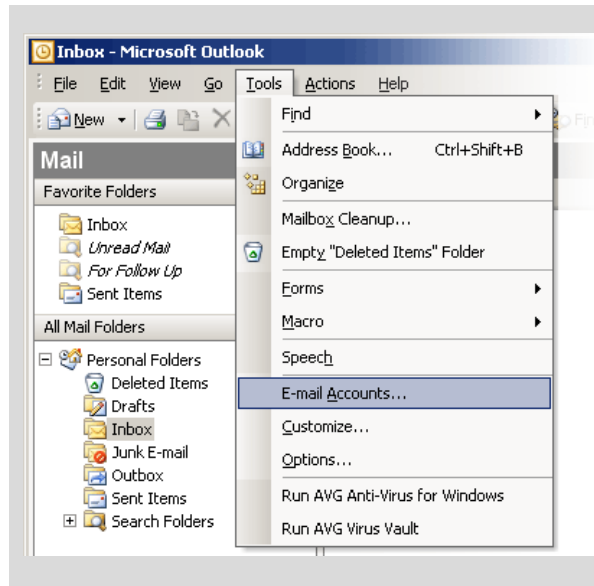
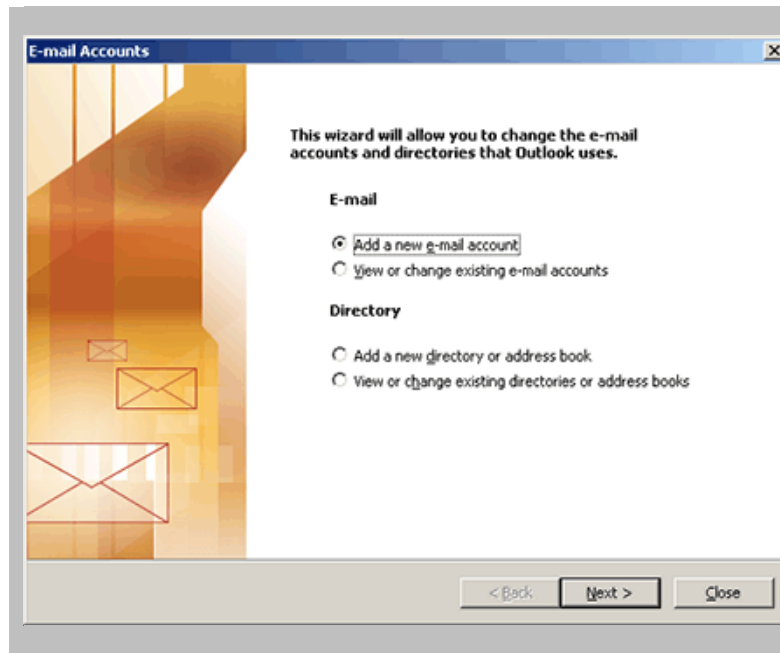




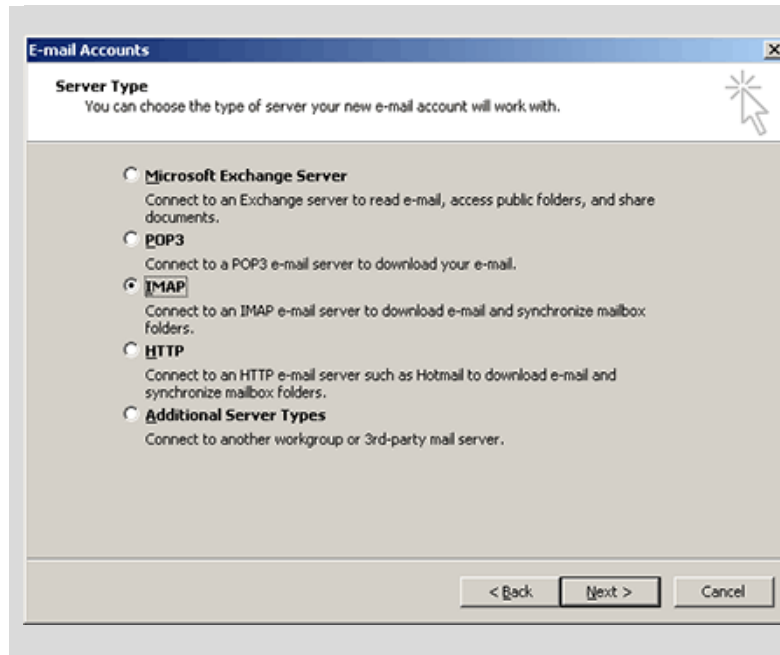
SETTING UP YOUR IIC E-MAIL IN MICROSOFT OUTLOOK 2003



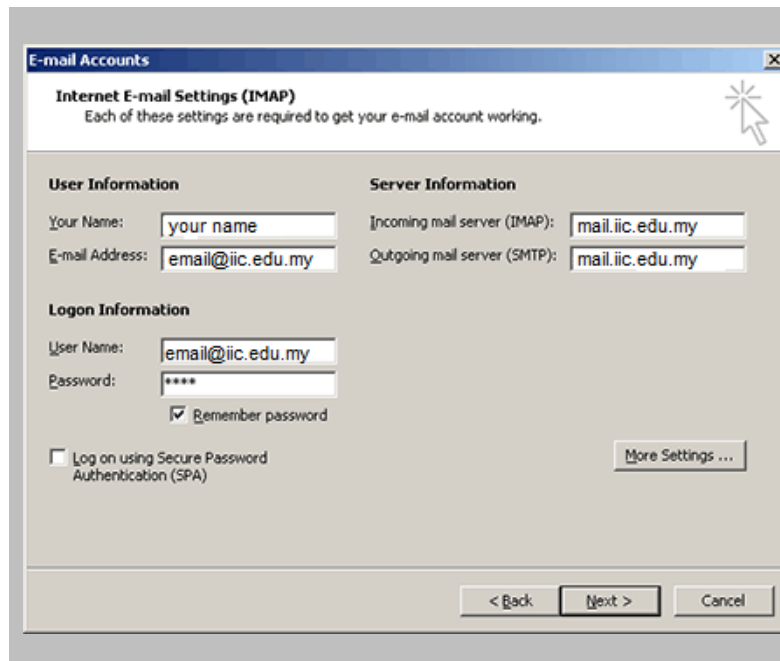
1) In Microsoft Outlook, from the **Tools** menu, select **E-mail Accounts**.



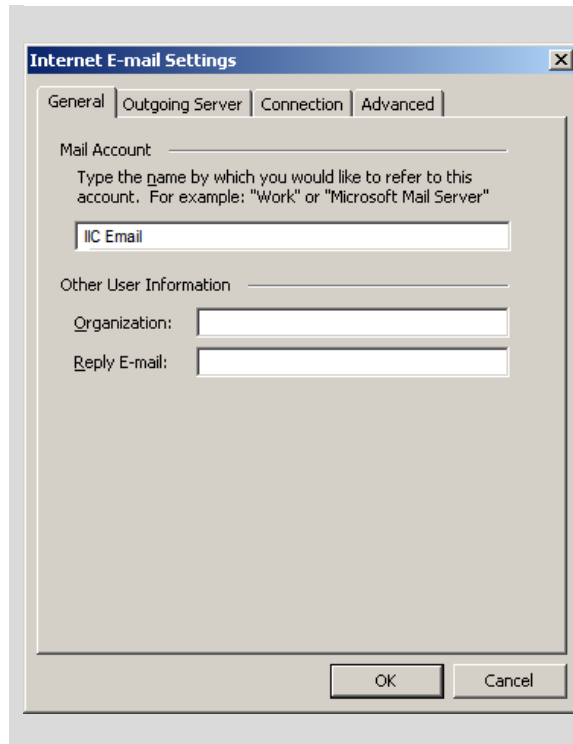
2) On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



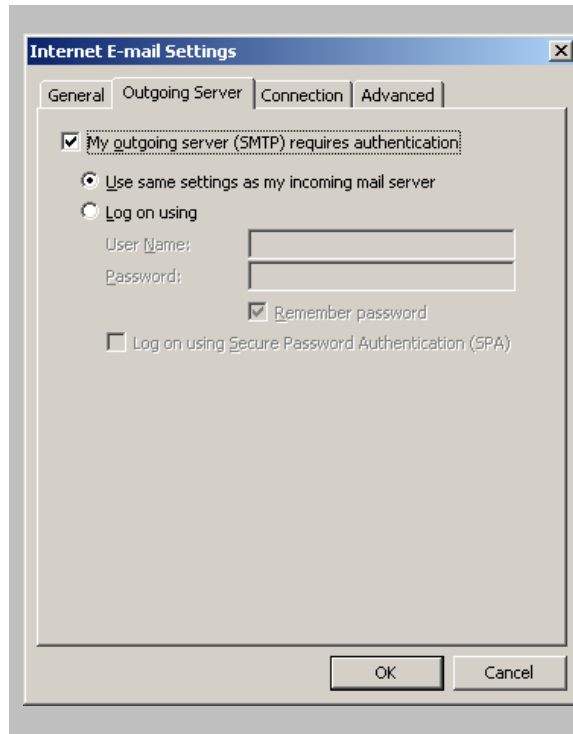
3) For your server type, select **IMAP**, and then click **Next**.



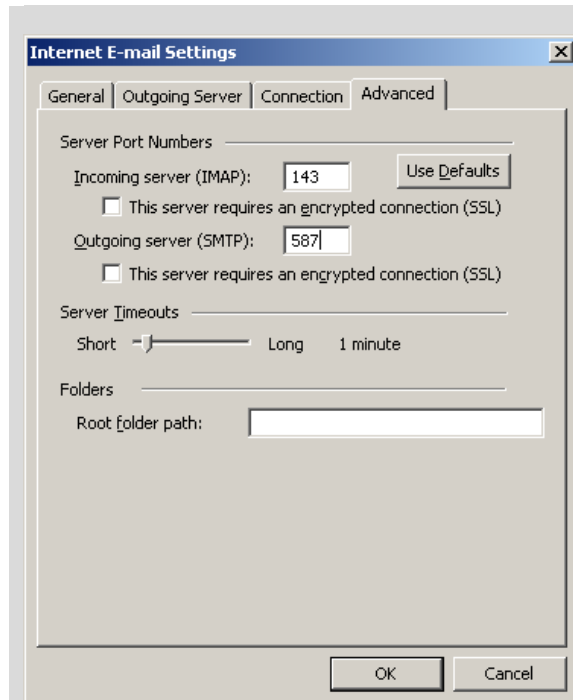
4) On the Internet E-mail Settings window, fill up your information as follows and then click **More Settings ...**



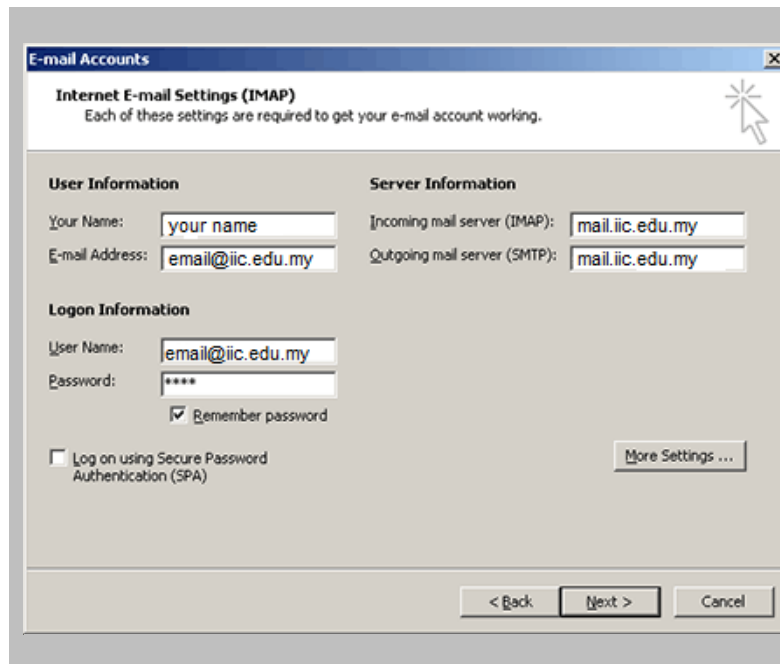
5) On the **Internet E-mail Settings** window, go to the **General** tab and enter “IIC Email” under **Mail Account**.



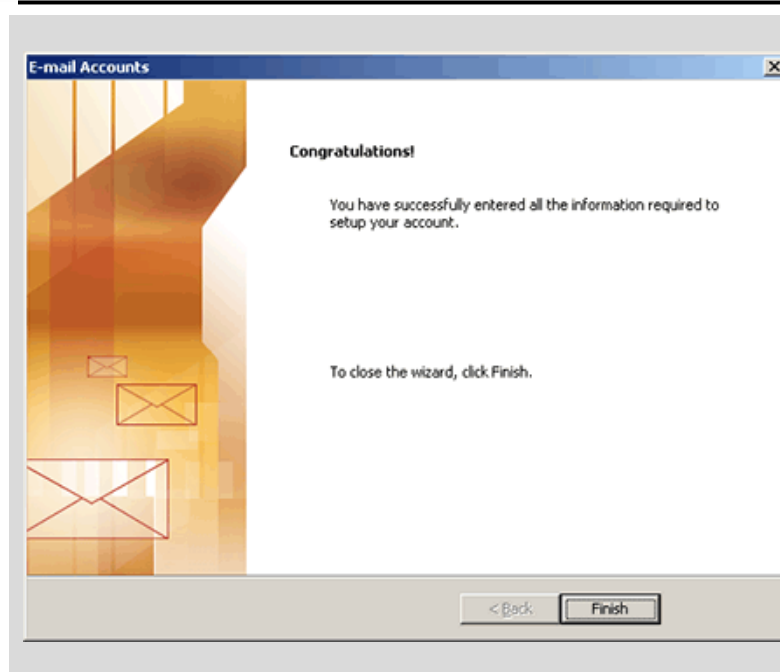
6) Go to the **Outgoing Server** tab. Select **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.



7) Click the **Advanced** tab, then change the **Outgoing server (SMTP)** port to **587** and click **OK** back to the **Email Accounts** windows.



8) Click **Next**.



9) Click **Finish** to close the setup wizard.