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.